



# **THE KING JOHN SCHOOL**

## **REWARDS & BEHAVIOUR POLICY**

This policy was originally created in 2012 and this issue was re-issued in  
**November 2018**

**Next full review date March 2021**

**THE KING JOHN SCHOOL**  
**REWARDS & BEHAVIOUR POLICY**

<b>CONTENTS</b>	<b>Page</b>
Introduction and Aims	3
The King John School Expectations	4
Rewards	5
School Procedures	6
School Uniform and Appearance	8
School Powers	8
Diversity and Inclusion	9
The Management of Unsatisfactory Behaviour	9
School Support	14
Appeals against Exclusions	14

## **INTRODUCTION**

No organisation can achieve its aims without disciplined behaviour from its members. In the school we aim for academic, spiritual, moral, social, cultural and personal discipline of the highest possible standard and reward students accordingly.

### **Aims of the School**

We intend to give the best possible education to each of our students. We aim to develop the abilities of all our students so that they achieve appropriate knowledge, concepts, skills and attitudes which will enable them to engage in satisfying careers and occupations, achieve maturity and independence and make useful contributions to British society.

High standards of behaviour, appearance and work are expected. We encourage respect for others, self-discipline and participation in school activities. Good personal, social and academic discipline is the starting point for achieving success. We want our children to be happy and fulfilled at school and we offer a friendly social environment, encouragement to work, and opportunity to succeed.

We intend to maintain an orderly and disciplined school in which our aims can be achieved.

We are a Rights Respecting School which means understand the United Nations Convention of the Rights of the Child and use this to ensure children and adults are respecting their rights, especially their right to an education (articles 28 and 29) and their right to be safe.

When executing this policy, the school will ensure it considers its responsibilities under safeguarding and the Equality Act 2010.

### **Aims of the Rewards and Behaviour Policy**

- The school offers a secure framework of accepted standards of conduct within which school work can be completed successfully.
- Good behaviour and work will be recognised by the issuing of achievement points.
- All students are expected to follow and observe the school's expectations as well as the rules for students both in and out of the classroom.
- Students must comply with the school's published procedures, adopt and meet classroom expectations.
- Should students fail to respond to encouragement and reminders to conform to the required standards of behaviour, then sanctions will be applied.
- The school intends that students should be able to carry out their school work without disruption by misbehaviour of other students.
- The school will not permit personal harassment or bullying of any kind, nor will it tolerate fighting or other forms of violence as a means of settling arguments or disagreements.
- The school will not tolerate the involvement of students with illegal drugs and may permanently exclude for a first offence within the jurisdiction of the School.
- The school will not allow any student to challenge persistently the authority of the staff of the school.
- Behaviour by students outside school at any time which damages the reputation of the school, or harms other members of the school, whether staff or students, will be dealt with under this policy.

## **THE KING JOHN SCHOOL EXPECTATIONS**

Classrooms (including labs, workshops, gyms and theatres) are your places of work. Just as in any factory or office, there must be clearly understood rules and expectations to allow everyone to work successfully, safely and enjoyably.

Classroom expectations are displayed in all rooms to ensure students and staff are displaying rights respecting behaviour.

Inside the classroom students are expected to:

- Act in a safe and sensible manner by following all school rules
- Be on time to lessons and tutor
- Look smart by wearing uniform correctly
- Be organised by having the correct equipment
- Keep mobile phones switched off and out of sight at all times
- Complete all classwork and homework to the best of their ability
- Be well mannered at all times to both peers and staff
- Be responsible for their own learning and allow others the opportunity to learn
- Respect the classroom and leave it tidy for the next person
- Follow all school rules relating to eating, drinking and chewing in the classroom

Outside of the Classroom students are expected to:

- Act in a safe and sensible manner at all times by following all school rules
- Respect the school environment at all times and place litter in the bins
- Look smart by wearing uniform correctly when inside the school building
- Keep mobile phones switched off and out of sight at all times
- Use appropriate language at all times
- Walk on the left hand side in the corridor
- Only eat and drink outside or in a designated area
- Act in a responsible manner when travelling to/from school
- Do not do anything that will damage the reputation of the school in the wider community

## **REWARDS**

Good work, effort and behaviour are to be commended by teachers whenever possible.

The school uses the SIMS system to reward students with achievement points. Achievement points can be awarded by teachers, tutors and associate staff who have regular contact with students.

Students are awarded achievement points for high standards of work and effort. These are cumulative and the biggest increases per week are awarded to students throughout all years through certificates and positive emails home. Tutor groups are also rewarded in the same way through a tutor certificate and prizes on a weekly basis.

Badges are given to students who gain a specific number of achievement points throughout the year and The Headteacher issues Letters of Commendation to acknowledge exceptional achievement or effort throughout Key Stages 3, 4 and 5 linked to the online system. Achievement points can be tracked via our school SLG App.

As well as rewarding good behaviour, high work ethic and participation in school events, the system also allows for achievement points to be deducted if students are not meeting our school expectations. This may include behaviour such as not completing homework, or not being prepared for lessons. If students do not adhere to school policies and rules they will receive behaviour points. The aim of the rewards and behaviour system is to remain positive (in the green) in order to be part of the reward day which is held at the end of the year. If students are "in the red" (negative points) they are not permitted to access the reward day at the end of the school year.

In Year 11, students work towards their Passport to the Prom whereby they have to have positive points in order to be permitted to attend. Top students throughout the year will gain free tickets to the prom, along with other prizes such as school leaver hoodies and school leaver books.

In Year 10, you are only permitted to apply for Prefect Status if you are in a positive point position. In short, you need to have more achievement points than behaviour points in order to apply, and even then, the decision to be made a prefect will be at the discretion of The King John staff.

In the Sixth Form students are also rewarded with achievement points for academia, sport, effort and community. Free tickets to the leavers' prom are also given to those top achieving students in terms of their collection of points. Other rewards such as vouchers and in school treats are given to those students achieving the most points.

In Years 7 and 8, students are permitted to have rewards in the form of visits to Adventure Island or the end of year rewards day. This includes a range of fun activities for students to partake in. Any students not in positive points are not permitted to take part in any of these sessions.

As well as the above, students are awarded annual subject prizes for outstanding effort and achievement. In P.E., medals, shields and cups are awarded for outstanding achievement. Tutor groups compete for a weekly tutor group attendance shield in Years 7 and 8. Student of the Term awards are presented by Tutors and Heads of Year at the termly celebration assemblies.

100% attendance by students for a term and/or an academic year is always rewarded as is excellent attitude to learning (ATL) and progress.

There are a wide range of special prizes for particular achievements within subject areas awarded at our annual presentation event

## **SCHOOL PROCEDURES**

These rules have been designed for the comfort and safety of everyone in the school. Students must observe not only these rules, but also all other instructions given to them by members of staff and prefects.

1. Students must aim for 98% attendance and must behave in an orderly manner when travelling to and from school. Any student bringing the school into disrepute may be required to travel to and from school at alternative times and in some cases parents/carers may be asked to drop off/collect their child.
2. Students must arrive at school before 8.40 am and with all the necessary books and equipment for their day's lessons.
3. High standards of behaviour and dress are expected both inside and outside the school. Students must observe the school's rules about uniform and appearance.
4. During school hours and at lunchtime students may not leave the premises without the permission of a member of staff (usually their Head of Year) and then must be signed out at Student Services. Students who are unwell should tell their teacher and report to the Medical Room. They must not use a mobile phone to contact home. Sixth Form students must sign out on the designated sheets available outside student services.
5. Students in years 7 to 11 are not allowed off the school site between 8:40am and 3:15pm. King George's Field, Shipwrights Woods and the children's playground equipment are out of bounds at all times. Sixth Form students can use the field area but must adhere to the rules governing the public play area which is designated for the use of children.
6. In corridors, students should behave quietly and sensibly, walk (not run, or dawdle with friends) and keep to the left.
7. All clothing and personal property must be marked with the owner's name.
8. Outdoor clothing should not be worn in classrooms.
9. Smoking is not permitted on the school premises, or on the way to and from school. Students may not bring cigarettes, e-cigarettes, tobacco, matches, or cigarette lighters into school. Sixth formers who wish to smoke must do so off of the school premises and away from any public entrances. Any student found smoking within the school's boundaries will risk being excluded.
10. Students may only eat at break time and lunch-time, in the dining room or outside the building, unless directed to do so by staff. Chewing gum should not be brought into school. If students are caught chewing gum they will have their expectations card signed.
11. Weapons of any kind (including imitation weapons), illegal items and substances must not be brought onto the school premises. Involvement with illicit drugs is forbidden.

12. Students are not to bring valuable items such as laptop computers, jewellery, video cameras or large sums of money into the school without the express permission of a member of staff. Even where permission is granted, valuable items are brought into the school **entirely at the owner's risk and the school will accept no responsibility for loss or damage whatever the circumstances.**

### 13. **Mobile Phone Rules**

Students are not permitted to use a mobile phone or any electronic devices such as headphones, Apple watches or similar anywhere on the main school site including corridors and playgrounds at any time during the school day. There will be no exception to this rule including checking the time or using the calculator.

If a student wishes to bring a phone for travelling to and from school for safety reasons, then it must be switched off (not on silent or vibrate) and be kept out of sight or in a bag or locker at all times. Where mobile telephones are brought into school **this is at the owner's risk and the school will accept no responsibility for loss or damage whatever the circumstances.** Phones must be out of sight at all times.

Any student caught using their phone will have it confiscated. This includes break time, lunchtime, before and after school anywhere on the school site.

Students caught retrospectively using social media during the school day or using the camera function on their phone will have it confiscated.

Phones will not be allowed in the LRC/Dining Hall before and after school.

Any member of staff can confiscate the phone and hand into student services, student details will be recorded in the phone log. Students who refuse will be referred to the respective Director of Faculty, Head of Year or member of the Senior Leadership Team and will receive a further sanction if not resolved.

#### **Phones will not be returned directly to students.**

Parents/carers will be required to collect any confiscated phones in the first instance.

Repeat offenders will be issued with additional sanctions and phones may be kept for an extended period of time.

If parents need to contact their child during the day they should contact the school via the office and a message will be passed on.

Student Support will make phone calls for students in **emergencies only** i.e. cancellation of after school clubs or fixtures.

It is the students' responsibility to remember all of their equipment needed for the day as calls will not be made for this.

## Year 12 and 13

Students in years 12-13 are permitted to use their phones during the appropriate times in the sixth form block only.

Sixth Form students using their phones in main school will be expected to follow main school rules. Those choosing not to will have their phone confiscated and follow the same sanctions as students in year 7 to 11.

On school trips, mobile telephones may be carried and used only with the permission of the accompanying teachers.

A further rule is set nationally by the examination boards: Any student found taking a mobile telephone into an examination room and not declaring it (so it may be stored safely away from their seat) may be disqualified from the examination.

14. Students should not make recordings with any devices brought into school unless specifically directed to do so by a member of staff.
15. Litter must be placed in the bins provided. Students failing to do this will be required to complete a period of community service.
16. Students should not climb onto the school roof or over the fences of neighbouring gardens.
17. Students that do not live close enough to the school may cycle to school. Bicycles must not be ridden in the school grounds. No student may touch any bicycle which is not theirs, even with the owner's permission. Students are not allowed in the bicycle sheds unless putting in or taking out their bicycles. All bicycles in the bicycle sheds must be locked. This includes Sixth Form bicycles which should be locked when left outside the Sixth Form building.
18. The selling of goods to another student is in breach of our school rules and those caught doing so will be sanctioned appropriately. Where there is suspicion the school leadership reserve the right to search a student, their belongings and locker if necessary. Items will be immediately confiscated and parents contacted. No student has permission to sell any items to another person on the school grounds, potential food hygiene laws may be breached putting others at risk and financial gain is not being declared to the Inland Revenue for tax purposes.

## **SCHOOL UNIFORM AND APPEARANCE**

Students in Years 7 to 11 are required to wear the school uniform and observe the rules concerning appearance. In addition to other sanctions, any student who challenges these rules may be sent home from school or excluded from the main school and directed to work in the Curriculum Plus Centre (CPC). This is not an exclusion; they will be re-admitted as and when they appear properly attired and conforming to the rules.

Sixth Form students must adhere strictly to the Sixth Form dress code.

## **SCHOOL POWERS**

### **Searching and Confiscation**

- Headteachers and staff authorised by them have a statutory power to search students or their possessions, without consent, where they suspect that the student has certain prohibited items. The items that can be searched for under this power are knives, or weapons, alcohol, illegal drugs and stolen items or anything that maybe seen as a risk to themselves or others.
- Staff can search a student for any item banned under the school rules (i.e. fireworks, cigarettes, lighter), if the student agrees. Where a student refuses to co-operate with such a search the school will apply an appropriate disciplinary penalty. The school will also contact parents/carers or if necessary involve the police.
- Staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to school discipline.

### **Screening**

The school can require a student to undergo screening by a walk-through or hand-held metal detector without the consent of the student and will carry out spot checks from time to time.

### **Use of Force**

The school will always try to take remedial action to ensure that situations do not escalate to a level that requires force. However, where force is necessary, the school will have due regard to its legal duty to make reasonable adjustments for less abled children and children with special educational needs. The school will use no more force than is absolutely necessary to stop the behaviour and will always try to avoid acting in a way that might cause injury, but in extreme cases this may not always be possible.

The school is allowed to use reasonable force, without requiring parental consent, to:

- Remove disruptive students from the classroom where they have refused to follow an instruction to do so;
- Prevent a student behaving in a way that disrupts a school event or a school trip or visit;
- Prevent a student leaving the classroom where allowing a student to leave would risk their safety, the safety of others or lead to behaviour that disrupts the behaviour of others;
- Prevent a student from attacking another student or a member of staff, or to stop a fight;
- Restrain a student at risk of harming themselves through physical outbursts.

The Governing Body will ensure that professional support and advice is in place for staff should any allegation of misuse of these powers be made against them in accordance with

instructions contained in the Department for Education's guidance within Keeping Children in Safe in Education, '[Dealing with Allegations of Abuse](#)'.

### **Diversity and Inclusion Policy**

A code of behaviour to ensure equal educational opportunities is in place. It seeks to eliminate all forms of unfair discrimination against members of the school and seeks to provide an inclusive and supportive environment for all.

The school strives to create a culture in which students, staff and visitors can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. Each student and teacher will endeavour to further this principle by showing respect for and appreciation of each other as individuals, as well as promoting positive attitudes towards inclusivity and valuing diversity.

Discrimination on the grounds of race, gender, religion, creed, sexual orientation or disability is contrary to the aims of the school.

### **THE MANAGEMENT OF UNSATISFACTORY BEHAVIOUR**

In relation to both academic matters and personal behaviour (whether in class, around the school or even outside the school) there will be students whose performance does not respond to routine guidance and for whom formal disciplinary procedures are necessary,

#### **Basic Principles**

The disciplinary rules and procedures shall apply to all cases where a student fails to observe the requisite standard of behaviour and performance.

Our policy is to treat every case of misbehaviour and misconduct on its merits and with appropriate reference to the circumstances of each case and the maturity of the students. It would be difficult, therefore, to set a tariff of punishments according to incidents; indeed it would be quite inappropriate as this would pre-judge many incidents.

In order to give some idea of how particular misdemeanours will be addressed, it is worthwhile to give some examples of past incidents as they are likely to be seen as precedents in the operation of this policy. For example, staff will deal with simple misbehaviour such as a poor attitude to learning by following the ARC (Ask, Remind, Consequence) procedure. Cases of misconduct, depending on their seriousness, will be dealt with by detentions, being placed on report, isolation during lesson and break times and short-term exclusion.

Students who repeatedly break expected codes of behaviour may find the sanction imposed is more severe than that given to a student with no past record.

Gross misconduct may give rise to short-term or permanent exclusion. In the past, incidents of assault or drugs involvement have led to permanent exclusion for the first offence, and permanent exclusion has been used for repeated acts of bullying, dangerous behaviour, theft and also sustained challenges to the authority of the school.

In short, when the safety of members of the school is seen to be at risk or the authority of the school is seriously undermined, permanent exclusion has been used. Failure to respond to the sanctions of the school by improving behaviour has also been dealt with by permanent exclusion.

## **Misbehaviour**

Most misbehaviour in the classroom consists of incidents of a poor attitude to learning and will be dealt with directly by teachers. Failure to meet the school's expectations may result in:

- Classroom detention at break, lunch or after school. This information will be recorded on the student's record and parents informed.
- If the student fails to attend a detention the teacher will contact home and re-set the detention for double the original time.
- Any further failure to attend will result in a referral to a senior member of staff who may re-set the detention or recommend one day of internal exclusion.
- There are also whole school Expectations detentions on a Friday after school

For more serious incidents a school based meeting may follow and failure to improve could result in a multi-agency assessment.

For repeated low level disruption across a number of subjects the Head of Year will ask parents to attend a meeting. A report card will be issued and targets set with a view to modifying the unacceptable behaviour.

## **Misconduct**

Misconduct is any action which fails to reach the standards of conduct expected in or out of the school. It must be recognised that, in certain cases, behaviour set out below as misconduct may constitute gross misconduct, depending on the situation.

Each case will be treated on its merits and as appropriate to the particular situation; examples of misconduct which could give rise to formal disciplinary procedures include:

- (a) Inappropriate, reckless or careless behaviour, especially if potentially dangerous, including breaches of safety regulations.
  - (b) Disruptive behaviour in classes or other learning situations.
  - (c) Offensive behaviour, including use of foul language.
  - (d) Failure to complete work set in time allotted, or reasonable evidence of copying either electronically or from books.
  - (e) Disobedience, insolence and defiance towards teachers and other members of staff.
  - (f) Damage to school property and the property of others. (Students who have caused damage to school property will be expected to contribute towards the cost of repair or replacement).
  - (g) Misuse of the internet and computer systems.
  - (h) Failure to obey reasonable instructions from teachers and other members of staff.
  - (i) Breaches of school procedures or expectations.
  - (j) Conduct prejudicial to good order and discipline.
  - (k) Encouraging other students to misbehave.
- (l) Any action which encourages support for a drug culture.

## **Gross Misconduct**

Certain actions are so serious that they would result in internal exclusion within the Curriculum Plus Centre (CPC), fixed-term or permanent exclusion from the school. For convenience, such actions are identified as gross misconduct. A written record will be maintained on the student's file.

The examples listed below are normally regarded as acts of gross misconduct, but are not intended to be either inclusive or exhaustive:

- Personal abuse or harassment of staff or students whether on or off school premises. The school reserves the right to involve the relevant authorities if a situation which occurs outside of the school impacts on events in school
- Swearing at staff
- Racial or homophobic bullying or discriminatory behaviour on grounds of gender, race or disability.
- Promoting a culture of violence including being in possession of a weapon or any other harmful material.
- Repeated bullying
- Verbal/physical threats or intimidation of any person on the school premises or members of the school whether on or off the site.
- Violent conduct
- Vandalism
- Inappropriate use of social media to inflame a situation or misuse of the school internet.
- Persistent failure to follow expectations
- Failure to respond to previous sanctions
- Failure to respond appropriately to a member of staff
- Bringing the smoking culture (including vaping) into school. This includes smoking off site in the King John uniform.
- Bringing the drugs culture into school or reasonable suspicion of misuse of drugs or possession or dealing of illegal substances.
- Being under the influence of or bringing alcohol onto the school site
- Acts of gross negligence or recklessness or acts which are serious breaches of safety regulations, endangering, or likely to endanger, people or property; e.g. deliberate misuse of the fire alarm system
- Sexual misconduct.
- Theft, dishonesty or unauthorised removal of school property. Serious damage to school property, or the property of others and misuse of the Internet.
- Breaches of the criminal law
- Bringing the good name of the School into disrepute.
- Malicious or unfounded allegations against staff.

## **Sanctions**

Misbehaviour, misconduct and gross misconduct by a student could result in one of a range of sanctions. Any incident will be dealt with on an individual basis, and parents will be informed where there is a serious problem.

### ***Sanctions available to all teachers***

- ARC Procedure (Ask, Remind, Consequence)
- De-classing
- Extra work
- Litter duty
- Break, lunch-time or after-school detention

N.B. The school may issue same day detentions without giving 24 hours notice. In such instances parents/carers will always be contacted where a student is detained.

### ***Additional sanctions available***

- Being placed on report
- Sixth Form students can be placed on a full time contract and before/after school detention
- Community service
- Referral to Head of Subject/Department/Head of Year or a member of the Senior Leadership Team

### ***Additional sanctions available to Headteacher and the Leadership Group.***

- Extended day isolation
- Fixed term exclusion which may be internal or external dependent on the seriousness of the offence
- Individual intervention(s) to support the student
- Governors'/Trustees' Warning. Minutes of the meeting will be taken and will form part of the student file.
- Permanent exclusion. (This decision can only be made by the Headteacher or a Deputy Headteacher in the absence of the Headteacher).

### ***For Sixth Form students the following process may apply:***

- Referral to Governors'/Trustees' Panel
- Formal written warning
- Final written warning

## Notes on Sanctions

### *Detention:*

- Wherever possible parents will be given 24 hours notice of a detention but the school reserves the right to issue an immediate detention where circumstances warrant this. In such instances parents/carers will always be contacted before a student is detained.
- When given written notice parents will be asked to complete a reply slip confirming receipt of the notification.
- Parents are expected to make arrangements for collecting children following detention.

### *Extended Day Isolation*

This is a period of isolation from other students focused on completing school work in the quiet controlled setting of the **Curriculum Plus Centre**. Students will follow their normal timetabled lessons, with work supplied by their class teacher.

### *Exclusions:*

- Exclusion, whether short-term or permanent, will only be imposed by the Headteacher/Head of School (or a Deputy Headteacher in the Headteacher's/Head of School's absence).
- In the case of fixed term exclusion, whether internal or external, parents will be informed by letter. A member of the Leadership Group will interview the parents before the student returns to the main school and conditions may be set for future behaviour.
- Internal exclusion will take place in the Curriculum Plus Centre and will finish at 4.15pm each day.
- Students returning from exclusion will be placed on report.
- Conditions may be set for future behaviour.
- Where permanent exclusion is being considered, the student may be excluded for a short period before the final decision is made.
- In all cases of exclusion, a letter of explanation will be sent home detailing the nature of the offence and the rights of parents including the right to appeal.
- Permanent exclusion may be used for a first offence (e.g. serious assault, possession of illegal drugs).

Anyone who introduces the drugs culture into the school, or to its students, including possession of and dealing in illegal drugs, may be excluded permanently from the school.

It should be recognised that in certain incidents the school may involve the police. However, investigations or proceedings by the police will not prevent action by the school. The Headteacher will take a decision based on the evidence available at the time.

A student or student who has been externally excluded may not enter the school premises except with the express permission of the Headteacher/Head of School (or appointed Deputy).

The Headteacher (or appointed Deputy) is required to report any exclusion, including an indication of the reason, to the Board of Governors on a termly basis.

When a student has been excluded more than once, any subsequent offence which might lead to exclusion will have the previous occasions taken into account and may result in permanent exclusion.

## **SCHOOL SUPPORT**

Students who do not respond to normal disciplinary procedures **may** be placed on an individual intervention programme appropriate to their needs. This is a long-term programme of planned intervention designed to support the students and includes clear, reasonable and achievable targets to help manage their behaviour. The programme will be agreed with any external support agency and with parent(s)/carer(s) and may follow a pattern of fixed period exclusions or isolations but may also be instituted after a series of repeated misbehaviours and warnings. It may have a time limit to allow for a review of the student's progress. If the programme is not effective, it may be followed by permanent exclusion.

The programme may also act as a detailed record, available to the Governing Body, about the nature and outcome of interventions with students. It will be submitted to Governors in the event of a permanent exclusion as evidence of actions the school has taken to avoid the exclusion.

## **APPEALS AGAINST EXCLUSIONS**

Parents may appeal to the Discipline Committee of the Governors against fixed term and permanent exclusion. In the case of permanent exclusion parents also have the right to appeal to an independent review panel.

## **REVIEW**

This policy will be reviewed at least every 3 years or earlier if directed to do so by the Governing Body.