



<b>Standard Operating Procedure</b>	<b>Behaviour Matters</b>
<b>Owner</b>	<b>Executive Headteacher</b>
<b>Effective Date</b>	<b>September 2022</b>
<b>Review Date</b>	<b>July 2023</b>

The principle of our ***Behaviour Matters*** policy is that students should come to school and thrive in a rich learning environment. We want all students to enjoy success and be happy at school.

All students must:

- Attend school punctually
- Wear the correct uniform at all times
- Behave in a manner that shows respect for the community and for one another
- Work hard and enable others to work hard too
- Work cooperatively and to the best of their ability.
- Do as they are asked and behave with dignity at all times.
- Follow instructions the first time, every time.

In order for students to derive maximum benefit from school there are expectations about what they must do.

There are three behaviours that are unacceptable:

- Causing teaching and learning to be interrupted
- Verbal and/or Physical abuse of another person (this includes peer-on peer sexual abuse and harassment)
- Anti-social behaviour in the school or the community.

## **What this means**

### **Before School**

- Students should ensure that they arrive at school by 8.25am in readiness for lessons. Good behaviour when travelling to school is expected.
- Students should arrive wearing the correct uniform in the correct manner. The lanyard must be fully visible at all times.
- All students should have a school bag which contains- workbooks, planner, pen (a black and green pen are both essential), whiteboard pen, reading book, pencil, calculator. Other materials include crayons, rubbers and maths equipment.
- Students should not bring valuables to school- if they have a mobile phone it must be switched off in school. The school accepts no liability for valuables lost unless they have been handed to a member of staff for safekeeping
- If a mobile phone is seen or heard it will be confiscated.
- If students arrive at school after 8.25am they will be marked late and subject to a punctuality detention.

### **During the day**

- Students in years 8-14 should go directly to their classroom so that the lesson starts promptly at 8.30am
- Students in year 7 line up at 8.30am, 11.05am and 1.40pm
- Students should write the date and title in their books and underline with a ruler.
- Each lesson begins with a 'Do Now' task. Students should go to their assigned place and work on the 'Do Now' task unless told to do otherwise by the teacher.
- In lessons, students are expected to pay attention and should not be talking unless the teacher has told them they may
- All students are expected to do their best in lessons. Unsatisfactory work must be repeated.
- Work should be neat and tidy- messy work must be repeated.
- The teacher will explain the homework, ensure it is on 'Show My Homework' and state when it must be done.
- The teacher will dismiss the class on the bell.

- Move through the corridors quickly and with consideration for others
- Students must go to their next lesson, as quickly as possible.
- It is up to the teacher to decide where a student sits in class and what work is to be done. If a student is unhappy about what they are asked to do, they should speak to the teacher at the end of the lesson but must do what is asked.
- If a student behaves in such a way that this causes disruption to teaching and learning, then a sanction will be applied.

#### **At Break**

- Students have 2 breaks of 35 minutes. Student may purchase food from school catering service in the canteen or from the pod.
- Students should not wear coats in the canteen
- Student must queue up and there must be no pushing in.
- Anyone pushing in will be sent to the back of the line
- Students must finish their food, throw away any rubbish or uneaten food.
- Students must be ready to start lessons 5 minutes before the end of break

#### **Tutor time**

- Tutor time is from 2.40-3pm Monday, Tuesday, Wednesday and Friday. Thursday is the early finish day and students are dismissed from period 5 on that day
- At the end of lesson 5, students must go straight to their tutor room unless it is a day for assembly.
- If it is assembly, students must line up in silence in register order in the playground.

#### **End of School**

- Students should leave the school promptly unless working under the direction of a teacher.
- Year 11 students have period 6 Monday, Tuesday, Wednesday and Fridays.
- Students who gave a detention must go to the School Hall for detention.
- Students must behave in a manner that shows respect for our community when travelling home from school
- If students go to the local shops after school, they must behave in a respectful manner. Students must leave the A10 terrace at 3.30pm

## Peer-on-Peer Abuse

- Every student should feel safe and protected from any form of abuse which, in this policy, means any kind of physical abuse, emotional abuse, sexual abuse, neglect, and includes peer on peer abuse. All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality, or beliefs. No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs.
- ‘Everyone’s invited’ and the Ofsted Report on sexual abuse in schools (<https://www.gov.uk/government/publications/review-of-sexual-abuse-in-schools-and-colleges/review-of-sexual-abuse-in-schools-and-colleges>) has highlighted the impact of sexual harassment and violence on the lives of young people.
- Sexual harassment includes verbal abuse/harassment, sexual jokes/taunt, sexual comments, on-line harassment (cyber-bullying, sexting) and physical behaviour (such as ‘upskirting’, unwanted touching). Sexual violence refers to assault of a sexual nature.
- All peer on peer abuse is unacceptable and will be taken seriously. Staff must be aware that children may be abused out of school, but should not minimise the potential risks of peer abuse.
- At ECS we will not tolerate sexual harassment nor sexual violence. Where the behaviour is classified as a criminal act we will support the complainant in referring the incident to the Police.
- If a pupil makes an allegation of sexual abuse then the complainant will be supported to provide a full account of what has happened. The incident will be referred to a member of the Leadership Team. Parents will be informed of the allegation and a risk assessment undertaken to establish the best way to achieve best evidence. The subject of the complaint will normally be removed from lessons and a statement taken.
- The full range of sanctions is available when responding to an allegation. It is noted that such allegations can be very difficult to substantiate but we will work on the ‘balance of probabilities’.
- Counselling support will be arranged, where appropriate and a campus change will be considered as a response. The complainant’s needs will be paramount but the subject of the complaint’s needs will also be taken into account.

### If there is a problem

Students should take responsibility for their behaviour and the consequences of their actions.

All students are expected to behave with dignity at all times.

*If there is a problem, there are a number of people who will help:*

**Welfare-** *if students are feeling unwell- but students should see their teacher first*

**Student Manager-** *if there is a general problem*

**Progress Leader-** *if the problem is about learning or progress*

**Head of Phase-** *if you are unhappy with what your Progress Lead has said the following staff are members of the school leadership team*

- Ms Chaudhri- Upper Phase- (Cambridge)
- Ms Mannen -Upper Phase (Bury)
- Mrs Adekola – years 7-9 (Bury)
- Ms Jean-Baptiste- years 7-9 (Cambridge)

**Deputy Heads-** *if you are unhappy with what your Head of Phase has said*

- Ms Panayi- Cambridge
- Mr Christie- Cambridge
- Mrs Alibhai - Bury

**Head of School**

- *if you have tried to resolve the problem but are unhappy after speaking to one of the Deputy Heads.*

**Speak to Mr Miller- Head of School**

**Executive Headteacher**

- Dr Tranter- *if you have tried to resolve the problem but are unhappy after speaking to Mr Miller.*

Students who want an appointment with Dr Tranter must go to Reception.

There are policies that all students need to note

- Anti-bullying policy
- Uniform policy
- Class Points
- Rewards
- Students Responsibilities for Success
- Corridor Code

- The 7 Good Behaviours

## **Behaviour Matters- Parents and Carers**

The principle of our ***Behaviour Matters*** policy is that students should come to school and thrive in a rich learning environment. We want all students to enjoy success and be happy at school.

We believe that if we all work together in a spirit of cooperation then problems can be sorted out and we can focus on learning.

All students must:

- Attend school punctually
- Wear the correct uniform at all times
- Behave in a manner that shows respect for the community and for one another
- Work hard and enable others to work hard too
- Work cooperatively and to the best of their ability.
- Do as they are asked and behave with dignity at all times.

In order for students to derive maximum benefit from school there are expectations about what they must do.

There are three behaviours that are unacceptable:

- Causing teaching and learning to be interrupted
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- Anti-social behaviour in the school or the community.

The Behaviour Matters page on the student section of the website sets down what happens to students during the day and our expectations of them.

### **If there is a problem:**

Please contact the school by email or telephone. Please ask for your child's student manager and explain the problem.

We will try to return your call within 24 hours. If you have not had a response from the school by 48 hours, please contact us again and ask to speak to a member of the Leadership Team.

## **Investigations**

If your child breaches the Behaviour Matters expectations, there may be an investigation into what happened. Your child will be asked to write a statement. The person investigating the incident will decide who else to talk to about the incident.

Where an investigation has been carried out, a senior member of staff will contact you to explain what has happened and if there is a sanction.

## **Sanctions include**

*Reprimands*- this is where your child is reprimanded for their behaviour

*Break detentions and Faculty sanctions*- a teacher may decide to detain a child to repeat work or as a punishment for behaviour in class. This will be recorded by the teacher in the planner

*Detention*- this is where your child is detained at school. We will give you notice of this but are not required to do so.

*Seclusion*- this is a serious sanction. Your child will not be allowed to attend lessons for a period of time. You will be asked to attend a readmission meeting, led by a senior member of staff and your child has to acknowledge what they have done wrong and agree to targets that will be set.

*Fixed term exclusion*- this is a very serious sanction. Your child will not be allowed to attend school for a period of time. You will be asked to attend a readmission meeting, led by a senior member of staff and your child has to acknowledge what they have done wrong and agree to targets that will be set. Fixed term exclusions are issued by the Executive Headteacher, Head of School or the Deputy Headteachers, under Dr Tranter's direction.

Where your child's behaviour continues to be unacceptable, a senior member of staff will invite you to school to discuss the way forward. This may take the form of a Behaviour Support Panel or a meeting with Dr Tranter.

## **If there is a problem**

We say to students

Students should take responsibility for their behaviour and the consequences of their actions.

All students are expected to behave with dignity at all times.

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- *if you have tried to resolve the problem but are unhappy after speaking to one of the Deputy Heads.*

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**Executive Headteacher**

- Dr Tranter- *if you have tried to resolve the problem but are unhappy after speaking to Mr Miller.*

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**Meetings**

If as a parent or carer you wish to have a meeting with a member of staff, please telephone or email for an appointment. Teachers are working with classes during the day and so are generally unavailable.

If you arrive at school without an appointment, we will meet with you if possible but it is more likely that there will be no-one available to meet with you.

If you are unhappy with the decision to sanction your child, you should first of all contact the person who made the decision. If the issue is unresolved, please contact the Deputy Head (as noted above) or Mr Miller, Head of School


Dr Tranter is always happy to meet with parents to discuss any concerns. If you wish to meet with Dr Tranter, then please telephone the school.

### **Meetings with parents and carers**

Our policy is that meetings are with the person (s) who have parental responsibility only. We will not hold meetings with members of the extended family (brothers, sisters, aunts, uncles etc.) unless agreed in advance.

If a translator is required, we will endeavour to arrange this.

**Our core value is that staff, students and visitors must be treated with courtesy and respect. We ask that you treat everybody with respect. We adopt a zero tolerance approach to anyone who interacts with students or staff in an intimidating, aggressive or threatening manner. We expect parents and carers to be polite and considerate to the staff at the school. If parents or carers verbally abuse, shout or in any other way behave in an unacceptable manner, they will be asked to leave. The Executive Headteacher will be informed who has the power to ban a person from the school site and its locality.**

	<b>Behaviour Matters Policy: Coronavirus addendum</b>
<b>Owner</b>	I Alibhai
<b>Effective Date</b>	Sept 2020  and to be reviewed in the event of a pandemic or acute need for infection control

**Aim:**

The following policy addendum has been designed with reference to the Department for Education guidance document found here: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

Given the current situation with regards to Coronavirus, it is essential that the school's behaviour policy reflects the need for increased safety, vigilance and hygiene in the community. We are conscious of the shared challenges following the lengthy school closure, and as such are committed to ensuring that all of our pupils and staff return to safe and secure environment, in which they can continue learning and developing.

In revising our policy, we have worked on the following principles:

- 1) Hygiene is paramount. We must ensure that we reduce possible risks of virus transmission. This has been the first priority in all planning for a phased return
- 2) There are new, additional risks which we must plan for as a community
- 3) Consistency provides safety and security for pupils. These expectations will be communicated with kindness to pupils
- 4) There will be gaps in knowledge on behalf of the pupils, we must ensure excellent behaviour is in place, in order for these gaps to be filled

5) The new, and unique, expectations for behaviour must be communicated to both pupils and parents. We will explain to pupils what we expect, and then hold pupils to account for their actions.

### **Rationale:**

#### **To adhere to the DfE guidance we will:**

- Create distinct 'bubbles' that do not mix; in the Secondary Phase these will be campus year groups and be based in clearly defined and distinct zones on each campus (6/7 classrooms) *Note that the Sixth Form are one bubble, but taught in a number of zones across both campuses (they will be able to travel between campuses)*
- Introduce staggered start and finish times to reduce the mixing of 'bubbles' on the journeys to and from school
- Introduce staggered break and lunchtimes, and time for cleaning surfaces in the canteens between groups
- We will be operating using a new 'shape of the day' created using the following principles:
  - Incorporate coronavirus infection control features listed above
  - Maintain close to 5 hours teaching time
  - Keep close to the current 'shape of the day'
  - Ensure that the planned 2020-21 timetable can be followed

### **Implementation:**

#### **Expectations for pupils in school**

When pupils are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact Andrew Lloyd, Deputy Headteacher: Behaviour for Learning [alloyd@edmonton.enfield.sch.uk](mailto:alloyd@edmonton.enfield.sch.uk), if they think their child might not

be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them to integrate back into school life.

## **Behaviour Matters**

The existing Behaviour Matters Policy remains in effect. This means that:

- The 1,2,3,8,9 behaviour system Policy are to remain in place and should be recorded on SIMS appropriately
- All students will be required to line up at the start of the day and at other times depending on Year Group
- Students should adhere to the 'hands-off' policy
- Students will be required to thoroughly clean hands on entry to classrooms
- Equipment cannot be shared between students and expectations regarding this will be reinforced
- After-school detentions will continue using a centralized system
- Seclusion room: students can be spread between venues to ensure bubbles are not compromised
- *Staff should be aware of the difference between 'deliberate and accidental' breaches of the Behaviour Matters Policy.*

## **Hygienic Behaviour**

We will explain to the pupils what hygienic behaviour is, and then expect the following from them:

- Not to come to school if they display any symptoms of Coronavirus, following the latest guidance from the Government and ensuring that when safe, they access a test for Coronavirus
- To come to school with tissues and where possible hand sanitiser
- To put used tissues in their pockets until they pass a bin
- To wash hands, for at least twenty seconds, at regular, timetabled intervals
- To follow good coughing etiquette, coughing into their elbow if coughing is necessary.

Any deliberate non – hygienic behaviour will be treated with the utmost severity. Non-hygienic behaviour may include, but is not limited to:

- Spitting
- Fake coughing
- Throwing tissues on the floor
- Purposefully going against social distancing guidelines
- Chewing gum
- Deliberately touching other people’s belongings.

### **Uniform and Face coverings**

In addition to our uniform policy students:

- **can** wear face masks travelling to and from school (and **must** do so on public transport); plain black / blue
- **should not** wear face masks on the school premises:
  - current DfE guidance states that *“face coverings would have a negative impact on teaching and their use in the classroom should be avoided”*
  - the ECS zoning system makes the wearing of face masks in corridors unnecessary
  - the wearing of face masks may make identification of students difficult.

### **Special circumstances:**

Students may be allowed to wear face-masks, or visors, if they have medical conditions or have parents who are vulnerable. This must be agreed by prior agreement with senior staff.

### **Monitoring:**

#### **Rewards and sanctions for following rules**

To help encourage pupils to follow the above rules, we will:

- Continue to offer guidance and support in adhering to hygienic behaviours through tutor time and assemblies
- Continue to use the existing Behaviour Matters Policy, rewarding students for adhering to the guidelines.

However, if pupils fail to follow these rules, we will:

- Continue to follow the systems as laid out in the Behaviour Matters Policy
- Any act which may increase the chances of transmission of the virus and any behaviour which may increase the likelihood of virus transmission, may result in pupils being sent home and excluded. Any instances of behaviour identified as deliberate unhygienic behaviour will be logged and monitored. As with all actions the school will make decisions based on the balance of probability. Please see the school's Behavior Matters policy for an extensive explanation of this.

### **Expectations for pupils at home – Remote learning**

If pupils are not in school in accordance with quarantining guidelines, we expect them to follow the expectations set out below. Parents should also read the expectations and ensure their children follow them. Parents should contact the school if they think their child might not be able to comply with some or all of the expectations, so we can consider alternative arrangements with them.

- Access 'Show my Homework' and inform school of any issues related to technical difficulties
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages

If there are any problems with pupils adhering to expectations around remote learning, including if they don't engage with the remote learning set for them, we will make contact with the family in order to discuss any barriers to learning which can be removed. We recognise the challenging times faced by all and will work with families to ensure a most appropriate solution for everyone.

## **4. Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 3 to 4 weeks by Andrew Lloyd, Deputy Headteacher. At every review, it will be approved by the CEO and governors as required.

### **Links with other policies**

This policy links to the following policies and procedures:

- Safeguarding Policy
- Risk Assessment
- Code of Conduct Policy
- Uniform Policy
- Infection Control Policy

