

# MAIDSTONE GRAMMAR SCHOOL



## BEHAVIOUR POLICY (COVID-19 PERIOD)

**SEPTEMBER 2020**

# Maidstone Grammar School Behaviour Policy

## (COVID-19 Period)

September 2020

### Aims

Maidstone Grammar School is committed to providing a positive and safe environment which supports the learning and the wellbeing of all students and staff through its strong sense of community.

We have high expectations for all of our students and we expect students to treat others with respect at all times and to take responsibility for and learn from their actions.

This policy is ratified by the Governing Body and outlines what we expect from all of our students in terms of behaviour, together with information on the Maidstone Grammar School system of rewards, sanctions, support and other measures used in the COVID-19 period. During this unprecedented period, Maidstone Grammar School is putting measures in place to protect all staff and students; students who do not adhere to these measures and expectations should expect to be robustly dealt with.

This policy should be read in conjunction with other relevant policies / guidance including:

- MGS Safeguarding and Child Protection Policy
- MGS Safeguarding and Child Protection Policy Addendum in Response to COVID-19
- MGS Online Safety Policy
- MGS Anti-Bullying Policy
- MGS SEND Policy
- MGS Personal Mobile Device Policy [Sept 2020]
- Maidstone Grammar School Searching, Screening and Confiscation Policy
- Maidstone Grammar School Use of Reasonable Force Policy
- DfE Behaviour and Discipline in Schools -Advice for Headteachers and School Staff (2016)
- DfE Exclusion from Maintained Schools, Academies and Pupil Referral Units in England: Statutory Guidance for those with Legal Responsibilities in Relation to Exclusion (2017)

### 1. Responsibilities

#### 1.1 The School and its Staff

The School understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally at all times. We work hard to ensure good discipline across the school with behaviour expectations, boundaries, rewards and sanctions clear to all and consistently applied.

Staff are a constant presence during the school day (8.30am-3.20pm) in both structured time and unstructured time and they monitor and supervise student behaviour in this period. It is the responsibility of all staff to promote positive behaviour and take action against any student who is not behaving appropriately in line with the behaviour policy.

We recognise our legal duties under the Equality Act 2010 in respect of students with SEN and/or disabilities. All students identified with SEN and/or disabilities are covered under this behaviour policy, however we recognise that there may be occasions when these students require support which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available to all pupils.

We endeavour to work closely with parents / carers. We believe that good home – school communication promotes and supports positive behaviour and we endeavour to keep parents regularly updated regarding rewards, sanctions and concerns which arise. We encourage parents / carers to communicate with the school if they have a concern about their son / daughter or feel that there is information that we need to be aware of in order to support him / her.

We encourage staff to be positive and proactive in their engagement with students and parents. Where staff judge it is appropriate, they will employ a range of strategies and interventions to promote and support positive behaviour including report card, attendance card, conduct book, pastoral support programme, support from a student mentor or identified member of staff, referral to the fully qualified school counsellor or 1:1 MIND worker, referral to external agencies including the Kent Children’s Social Work and Early Help teams

## **1.2 Students**

All students are expected to adhere to the Maidstone Grammar School Code of Conduct (COVID-19 version) and the school behaviour policy. Students including the School Council, staff and parents contributed to the creation of the **MGS Student Code of Conduct**. This has been adjusted for the COVID-19 period and is widely publicised around the school as follows:

### **Maidstone Grammar School Student Code of Conduct Year 7-13 (COVID-19 period)**

#### **At Maidstone Grammar School we will always:**

- Follow instructions from ALL members of staff.
- Treat everyone as we would wish to be treated ourselves – showing respect for others and acceptance of our individual differences.
- Think carefully about the language we use to ensure it is respectful and appropriate.
- Avoid physicality and adopt a “hands off” approach at ALL times.
- Respect school and personal property – do NOT touch, take or damage things which do not belong to us.
- Follow and take pride in our school uniform code and remember that we represent MGS when we wear our uniform in public places.
- Years 7-11: Ensure all phones are turned off and out of sight during the school day except when a member of staff has specifically permitted use in a lesson.
- Sixth Form: discreet use of phones only.
- Move around the school site in an orderly manner; Keep to our year zone, follow the designated routes and stay LEFT.
- Follow the rules for specific areas (eg classrooms, corridors, field, library, laboratories and computer rooms etc).
- Put litter in the bins provided to help keep our environment pleasant for all users.
- Be punctual to school and to lessons; if we are unavoidably late we will sign in at the Attendance Office; if we have permission to be off site during the day we will sign in / out.

#### **In addition, for lessons and form time we will always:**

- Enter the classroom in a quiet and orderly manner

- Years 7-11: Stand up when the teacher enters the classroom and sit in our seating plan in every lesson as directed by the teacher.
- Bring the correct equipment, take care over the presentation of our work and meet all deadlines.
- Work to the best of our ability, contribute positively and demonstrate a good Attitude to Learning.
- There is a “no hands up” rule during the COVID-19 period. We will stop, listen and not talk or call out when asked not to.
- Pack away and leave in a quiet and orderly manner at the end of the lesson, as instructed by our teacher.

The school expects all of its students to show respect to one another, to school staff, and anyone else that they may meet. Incidents of bullying, belittling, or bringing intentional harm to other students or staff will not be tolerated.

Our students are ambassadors for Maidstone Grammar School, including when they are off school premises, and we expect them to act accordingly. When they are wearing their school uniform students can clearly be identified as members of MGS. Students who are caught or known to have been misbehaving on the way to or from school, on public transport, in public places, near the school premises or where it would be considered reasonable to impose sanctions for behaviour outside school (e.g. cyberbullying) may be sanctioned by the school. This also applies to pupils who behave inappropriately during work experience, school trips, or any other school activity on or offsite.

Students in Years 7-11 must not leave the site at any time during the school day without permission which will usually be obtained following communication in writing to the school by parents/ carers. Students in Year 12 -13 are permitted to leave the site during the school day provided that they do not have a lesson or study period and unless, in individual cases, this privilege has been removed by a member of the Senior or Extended Leadership Team.

All students are required to serve sanctions where these have been set. Failure to serve a sanction is a serious disciplinary matter and in most cases will be referred to the Senior Leadership Team / Headmaster with the likelihood of further disciplinary action.

The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in exclusion, depending on the circumstances:

- verbal abuse to staff/ pupils/ others
- physical abuse towards or attack on staff / pupils / others
- any form of bullying (to the extent not covered above)
- disruption of teaching and learning
- indecent behaviour
- damage to property
- carrying, supplying or taking any illegal drugs or other non prescription or prescription drugs without lawful reason
- carrying, supplying or consuming alcohol
- misuse of other substances including novel psychoactive substances (sometimes/ formerly known as “legal highs”)
- theft
- serious actual or threatened violence against another pupil or a member of staff
- sexual abuse or assault
- supplying an illegal drug or other substances including novel psychoactive substances (sometimes/ formerly known as “legal highs”)
- carrying an offensive weapon
- arson
- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil’s behaviour
- malicious allegations against staff
- racist, sexist, homophobic or other forms of discriminatory behaviour
- truancy/ persistent lateness

- Any other behaviour which endangers health and safety.
- Buying or selling of items on the school site without the specific permission of staff
- Gambling

It is also prohibited to bring any of the following items into school or be in possession of them while engaged in any school related activity:

- Alcohol and drugs including novel psychoactive substances (sometimes/ formerly known as “legal highs”)
- E-Cigarettes, Cigarettes, matches, and lighters or any smoking related paraphernalia
- Weapons of any kind or instruments/substances intended to be used as weapons
- Material that is inappropriate or illegal for children to have; such as racist or pornographic material
- Any article which a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)
- Or having any other item which is judged inappropriate/ unsuitable for school purposes by a member of the Senior Leadership Team.

In addition, students are reminded that chewing gum is not permitted. Energy drinks are banned in school and staff will confiscate and dispose of these if brought onto the site. Energy drinks are soft drinks that contain higher levels of caffeine than other soft drinks, and may also contain a lot of sugar. Evidence suggests that excessive consumption of energy drinks by children is linked to negative health outcomes such as headaches, sleeping problems, irritation and tiredness.

As previously, mobile phones may be used discreetly and appropriately by 6<sup>th</sup> form students, where staff permit this.

During the COVID-19 period, we have temporarily adjusted our policy in relation to the use of mobile phones for students in Years 7-11. Students in Years 7-11 will be allowed to use their phones in certain circumstances in lessons if they wish to but any devices will remain the responsibility of students at all times and are brought in at their own risk. The school is NOT responsible for any lost, broken or stolen devices. **For students in Year 7-11 mobile phones must be switched off and out of sight unless a member of staff has specifically permitted use in a lesson in which case it may only be used for that period of time and then must be switched off and put away again.** Where a student misuses their phone / device in a lesson by using it in any way that the teacher has not specifically permitted or uses it at **any time in unstructured time**, then staff will escort the student to the reception to place the phone in an envelope with the phone held by reception until it can be collected by the student at 3.20pm. On the first confiscation the student receives a verbal warning. On the second confiscation the student receives a verbal warning and parents are notified. On the third confiscation, the phone will be retained by the school until parent / carer can collect it in person from reception. Where students persistently misuse phones the school may ban the student from having the phone in school.

In addition, in this period students in Years 11-13 may also bring their own mobile device in this period (e.g. laptops, tablets etc) into school to support learning and at their own risk.

Please note that there is no charging available for any student phones or devices nor IT support in school.

It will not be a requirement that students have a phone/device to access learning.

### 1.3 Parents / Carers

We value the support of parents / carers and we work hard to develop positive relationships with them. We recognise that parents / carers play a vital role in ensuring that their children are responsible for their own

behaviour in school and follow work and behaviour expectations. We ask that all parents/ carers sign the **home-school agreement** to indicate that they will respect and support the school's behaviour policy and the authority of school staff (This is found in the school planner for Year 7-11 and is provided by separate document for Year 12-13 at the start of each school year).

We ask parents to work with the school in support of their child's learning and behaviour, which includes informing the school of any special educational needs or personal factors that may impact on their child's work or result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the school with staff where requested to discuss their child's work and / or behaviour. We ask that parents work supportively with school staff where specific interventions are put in place e.g. report card, attendance card, conduct book, pastoral support programme etc.

Where students are issued with a sanction then we ask for parental support. Students will be expected to serve any sanction set and this may require parents/ carers to make adjustments to travel / transport arrangements to ensure that their son / daughter attends at the specified time.

In the case of exclusions, parents/ carers are expected to provide appropriate supervision for their son / daughter during the first 5 days of exclusion, ensure that their child is not present in a public place during school hours without reasonable justification and, if invited, to attend a reintegration interview at the school with their child.

## **2. Rewards and Celebrating Positive Achievement**

We believe it is very important to recognise where students do well, encouraging further positive engagement through positive reinforcement. We also try to share student success with parents / carers as much as we possibly can so that they can also recognise and commend this success.

Staff across the school take opportunities throughout the year to recognise good work, improved effort, students who go "above and beyond", students who make a positive contribution to the wider life of the school etc. Staff do this through verbal praise and recognition. They also do this by issuing personal congratulations to students. Throughout the COVID -19 period congratulations for ALL students in Year 7-13 will be via virtual congratulations emails sent via parents/carers (we will pause the use of KS3 merit stickers or actual postcards in this period). Students who are awarded congratulations also accrue house points for their House.

Subject teachers and Heads of Department nominate a "Student of the Term" in each subject and year group at the end of each term. Students receive letters of congratulations and House points.

Heads of House send letters of congratulations and award house points to students who have achieved excellent Attitude to Learning Scores and / or excellent progress and / or attainment after each whole school assessment point.

The Headmaster awards School Half Colours and School Full Colours (MGS pins and ties) throughout the year to recognise students across the school who have made an outstanding contribution (e.g. through sport/ drama/ music / service to the school etc). Staff across the school make recommendations to the Headmaster.

## **3. Sanctions**

Sanctions are adapted relating to the seriousness and frequency of the behaviour concern/s. Sanctions may also be issued by staff for other issues such lack of classwork or homework, poor quality work, failure to meet deadlines etc. Sanctions may be applied using a staged approach OR applied at any level, depending on the nature of the concern.

Staff will usually deal with low level concerns via a verbal direction, verbal reprimand and / or by issuing a Conduct Mark in PARS (use of a physical conduct card has been suspended during the COVID-19 period).

Staff may also issue a Lunchtime Detention (LTD), After School Detention (ASD) or Extended Detention (2hr) as deemed appropriate.

Where students do not comply with initial redirection from a member of staff in a lesson, staff will use "Redirect-Choice-Exit" and issue a further sanction, calling for SLT assistance if required. Where students do not comply with initial redirection from a member of staff in unstructured time they will be escorted to Student Services Department or a member of the Extended Leadership Team. In both cases staff will take appropriate action to follow up the concern.

Behaviour information can be viewed by parents via INSIGHT. In addition, whenever a detention is scheduled a Parentmail notification will be sent home so that parents/ carers are informed.

All students are required to serve sanctions where these have been set and this may require parents/ carers to make adjustments to travel / transport arrangements to ensure that their son / daughter attends at the specified time.

Staff may use other strategies to sanction students, for example removal from the lesson for a specified period of time or, in rare circumstances, internal isolation under the direction of a senior member of staff.

Fixed Term Exclusions may be issued by the Headmaster or by the Deputy Headteachers, who have been appointed by the Governing Body to act on the Headmaster's behalf when required.

#### **4. Property**

The School accepts no responsibility (i.e. for loss, theft or damage etc) for any personal items or property, phones, devices, money etc brought on to the school premises. Students are advised not to bring such items into school and they remain the responsibility of the student at all times.

#### **5. Searching and Confiscation**

Information is given in the Maidstone Grammar School Searching, Screening and Confiscation Policy (2020)

#### **6. Use of Force**

Information is given in the Maidstone Grammar School Use of Reasonable Force Policy (2020)

#### **7. Right of Appeal**

All students have the right of appeal against disciplinary action taken by any member of staff. For students to appeal they must be supported by a parental letter or email to [school@mgs.kent.sch.uk](mailto:school@mgs.kent.sch.uk).

In most cases, the punishment will be suspended while a review of the incident takes place.

Appeals against fixed term exclusions where the total number of days exceeds 15 days in a term, or permanent exclusions, are covered in the DfE Exclusion from Maintained Schools Guidance.

#### **8. Complaints**

Any complaint about a member of staff should be made in writing to the Headmaster. The matter will then be investigated according to the School's Complaints Policy. If the complaint is regarding the Headmaster, then the matter should be put in writing for the attention of the Chair of Governors and sent to the Clerk to Governors at the School as outlined in the Complaints Policy.

