



AKELEY WOOD
SCHOOL

Behaviour Policy

*Although Akeley Wood is not an over regimented school, it prides itself on the high standards of behaviour displayed by its pupils. The School's expectations of pupils and the Stages of Behaviour & Sanctions are clearly set out in the **School Planner** issued to each pupil.*

Respect for Other People and their Property

The most important rule, on which everything else at Akeley Wood is based, is:

Respect other people and their property. Treat others as you would wish to be treated yourself. You have no right to make anyone else unhappy, or to interfere with things which do not belong to you.

Good Manners

Pupils are expected to behave to each other, to teachers and other members of staff, and to visitors, with courtesy and consideration, offering assistance where appropriate. Such basic good manners as holding doors open, standing when a teacher or other adult enters a room, and walking quietly inside or near the school buildings, are expected at all times. It goes without saying that teachers and other members of staff will display good manners to pupils and students.

School Uniform

Pupils are expected to wear correct school uniform and to be clean and tidy. Shoes should be clean, shirts tucked in and top buttons fastened. Blazers should be worn at all times. Every item of clothing and equipment (including footwear) should be clearly marked.

Pupils' hair should be clean, tidy, off the face and of natural colour, with no extreme or ostentatious styles. Long hair should be tied back for practical lessons and boys must be clean shaven. Girls may wear

one pair of plain ear studs in the ear lobe only but no other jewellery is allowed. Girls in Year 9 and above may apply natural and unobtrusive make-up, but will be asked to remove heavy make-up by the Head of Year. Coloured nail varnish should not be worn.

Respect for Property

Pupils are expected to respect their environment and to keep it as somewhere which is pleasant for both work and recreation. A pupil defacing or damaging walls, desks, notice boards, displays, books or any property belonging to the School or other people will be punished (see the Stages of Behaviour Management). Damage caused deliberately or by thoughtless behaviour must be paid for.

Any pupil found littering a classroom will be made to clear up in the room, including any rubbish that was not necessarily of their creation. This strengthens the idea that litter is a problem which we must all work to eradicate.

Forbidden Items and Substances

The following are not allowed in school or on the school coaches under any circumstances: aerosols, chewing gum, cigarettes, cigarette lighters, matches, alcohol, knives. The possession or use of illegal drugs on the school premises or during school activities will usually result in immediate and permanent exclusion from school.

Behaviour inside the Classroom

Poor classroom behaviour is not acceptable under any circumstances, since it prevents others from learning – see the system for dealing with and reforming disruptive children; in practical lessons poor behaviour can be dangerous.

If a teacher arrives in a teaching room after the pupils, the pupils are expected to stand when he or she enters. If the teacher is already in the classroom, the pupils should enter quietly and prepare for the lesson.

Punishments which may be set include extra work, copying out a relevant section of 'Important Information' from the *School Planner* (or the section on behaviour inside the back cover), staying in during a break-time (to be supervised by the teacher imposing the punishment), Dinner Duty, Red Flags, and Lunchtime Detention. The Form Tutor is told of any punishment given. If problems persist, staff should seek help and guidance from their Head of Department and the Form Tutor of the pupil(s) involved. Pupils are not sent out of class except for a very short 'cooling off' period or to report to the Head of Department – see the system for dealing with and reforming disruptive children.

The School does not believe in any punishment which is belittling, or in any form of physical punishment.

Lateness

Lessons should start promptly and pupils must be ready to start immediately after a break or within about two minutes of a lesson change.

A pupil who is often late without good reason will be given an appropriate sanction (see Stages of Behaviour Management).

Lack of Equipment

Pupils are expected to arrive at school with sufficient equipment to aid their learning: this is listed in the *School Planner*. If equipment is not brought to a lesson, a pupil will receive the appropriate sanction (see Stages of Behaviour Management).

End of lessons

Pupils should not pack away until they are asked to do so. Rooms should be left tidy at the end of each lesson, with tables or desks straight, chairs pushed in and any litter picked up.

Behaviour outside the Classroom

Minor misdemeanors are most often best dealt with by a firm word. If this is ineffective or ignored, then the point is made with an immediate reasonable punishment, see Stages of Behaviour Management.

For all other behaviour issues please consult the Stages of Behaviour Management/Head of Year.

At break times

No pupils are allowed to leave the school site. Sixth form pupils may be in their common room, and Year 11 pupils may stay in any of their form rooms as long as they are well behaved.

Otherwise, during morning and lunch breaks, pupils are expected to be outside unless the weather is wet. The woods, rose garden and orchard area behind the main school are out of bounds. Pupils should not sit on or climb over fences.

It is forbidden to climb or damage trees (or climb on buildings to retrieve balls), and to play with sticks and stones. Any other activity which is likely to cause injury is obviously not allowed: for example, 'piggy back' fights, 'British Bulldog', 'Bundling', and playing with hard balls when unsupervised.

Year 9 play at the back of the house and Year 10 & 11 are on the main field.

During indoor (“wet”) breaks pupils are expected to be quietly occupied in their own form rooms.

Outside school

A high standard of behaviour is expected of those travelling on a school coach, not least for safety reasons. Anyone reported by the driver for misbehaving is likely to be banned from using the coach either temporarily or permanently.

At all times staff should expect pupils in school uniform to act as they would if within school.

Rewards & Sanctions

Distinctions, Green Flags, Red Flags, Dinner Duty, Detention – both academic and non-academic, Target Card.

3 Red Flags result in parents being called in.

Dinner duty

Minor infringement of the school rules, planner not kept & signed as agreed, not having the correct equipment, lateness.

Subject Teacher/HoDs Detention

A lunchtime/break detention can be given for:

Not handing in homework.

Not completing homework.

Behaviour which prevents learning

Disrupting the learning of others

Not achieving enough in a lesson

Continually off target in a lesson

Persistently late to a lesson

Persistent lack of equipment

The teacher giving the detention must inform the pupil of the date and time of the detention and fill in and record in the planner and record on SIMS so that the form tutor is advised.

Friday SLT After-School Detention

(48hours notice must be given to parents) 4pm – 5pm **Set via HoY/SLT**

An after school detention can be given for a variety of issues including:

Academic issues

Offensiveness

Disobedience

Consistent abuse of school uniform rules

Inappropriate use of language / swearing

See Stages of Behaviour Management

This detention will be supervised by a member of SLT. The pupil's name and the reason for the detention should be written in the black SLT *Detention Folder* in Reception.

Internal suspension (off time-table)

Will be given for serious misdemeanours both academic & non-academic, at the discretion of a member of SLT (see Stages of Behaviour Management).

Suspension

Will be given for serious misdemeanors at the discretion of a member of SLT, see Stages of Behavior Management

Exclusion

The School's Exclusions Policy is to be found in the list of school policies.

Next Review Date: August 2017

Signed :

A handwritten signature in black ink that reads "Rebecca Chapman". The signature is written in a cursive, flowing style.

Mrs Rebecca Chapman

Deputy Head of Senior School