



SUTTON GRAMMAR SCHOOL

BEHAVIOUR, REWARDS AND SANCTIONS POLICY

Staff member with responsibility:	Kate Ross, Deputy Head
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1. ETHOS STATEMENT

At Sutton Grammar School, we believe that everyone has the right to be safe and happy at school. In order to achieve this, all members of the school community have a responsibility to act with respect, courtesy and consideration towards each other at all times.

This Behaviour, Rewards and Sanctions Policy is designed to outline those procedures we believe, when applied consistently, create a positive learning environment where every student can achieve to the best of their ability; and develop freely as an individual and as a responsible member of the school and wider community.

We want all members of the school community to uphold the Sutton Grammar School Ethos Statement, agreeing to:

- Maintain the highest standards of courtesy and behaviour
- Make our best effort to achieve excellence in all of our work
- Be proud of the school community and show it
- Take responsibility for our own conduct and encourage others to do the same
- Treat others as we would want to be treated; with respect
- Listen carefully; allow teachers to teach and everyone to listen

This policy is in accordance with Schedule 1 of the Education (Independent School Standards) Regulations 2014, paragraph 7, to ensure a school has arrangements to safeguard and promote the welfare of children. It also takes into account a school's legal duties under the Equality Act (2010) to ensure equality of opportunity for all members of the school community.

2. ROLES AND RESPONSIBILITIES

The creation of a caring and welcoming ethos, which promotes a safe and secure environment, is the responsibility of all members of the school community.

(a) The Trust

The Trust has a duty under section 175 of the Education Act 2002 and Section 88 of the Education and Inspections Act 2006 to ensure that schools have an effective behaviour policy and that their functions are carried out with a view to safeguarding and promoting the welfare of children. To this end the Trust will:

- Review the Behaviour, Rewards and Sanctions Policy on a regular basis
- Monitor the effectiveness of the policy through regular consultation with the Headmaster and senior staff

(b) The Headmaster

The Headmaster will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour; and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently. The Headmaster has ultimate responsibility for behaviour in the school and will make final decisions on matters of behaviour.

(c) Staff

All staff are expected to set and maintain high standards of behaviour; as well as implement this policy consistently.

(d) Students

All students are expected to adhere to the Home School Agreement, the Sixth Form Contract, the School Ethos and the School Rules as set out in the student planner.

They are also expected to follow the Behaviour Expectations – these are the behaviours that we feel as a school all students should adopt to ensure that there is an exceptionally positive climate for learning in every lesson, every day.

(e) Parents

Parents will be encouraged to work in partnership with the school to assist the school in maintaining high standards of behaviour. They should support their child in adhering to the behaviour expectations and should discuss the school rules with them.

Parents should inform the school of any changes in circumstances that may affect their child's behaviour and discuss any behavioural concerns with their child's form tutor or Head of Year promptly.

3. BEHAVIOUR EXPECTATIONS

The above are displayed in classrooms and around the school and set out the expectations of good behaviour we expect from all students. These behaviour expectations are used by all staff in their conversations with students regarding their behaviour and promote consistency across the school.

Behaviour Expectations

At Sutton Grammar School we promote an environment that supports learning by:

- Arriving on time to lessons, equipped and ready to learn
- Entering and leaving lessons calmly
- Following instructions
- Focusing on our learning
- Listening to and respecting others
- Allowing others to learn
- Using positive language and having a positive attitude
- Taking pride in our work

4. BEHAVIOUR MANAGEMENT MATRIX AND THE '3 WARNING SYSTEM'

The Sutton Grammar School Ethos Statement, School Rules and Behaviour Expectations clearly set out the requirements for good behaviour.

The school also uses a '3 warning system' and behaviour management matrix when managing student behaviour. This is designed to promote consistency and ensure that students have an opportunity to correct their behaviour.

This behaviour matrix is used in all our classrooms and displayed to all students. If students decide to make poor behaviour choices which do not meet our expectations, sanctions will be imposed (see Appendix A).

The '3 warning system' is used before any sanction is imposed for behaviour issues in the classroom and is laid out below:

1. Student failing to follow SGS Behaviour Expectations. Teacher states concern (first warning) and gives a quiet reminder of expectations.
2. If the poor behaviour continues, teacher alerts student with a second warning.
3. If the student chooses to continue with the poor behaviour, teacher sets one of the sanctions listed in the Behaviour Matrix (Level 1). Student informed of sanction. Behaviour point recorded on SIMS.

When the situation is serious enough and the student needs to be immediately removed from the lesson (e.g swearing at the teacher; dangerous behaviour; other serious, inappropriate behaviour), the teacher should send for an SLT call out via the school office. No warnings need to be given in this instance.

5. REWARDS

We feel it is important that praise and rewards should have a considerable emphasis within the school and that students should receive recognition for the positive contributions they make to school life.

Students are encouraged to reach the highest standards in terms of their academic achievement and personal development. A range of measures are used by the school to reward students' achievements and progress including:

- Verbal praise in class, a written comment on a student's work or in their planner
- Achievement points awarded for positive behaviour, good work, a positive attitude to learning, excellent homework etc
- 'Well done' postcards/emails/phone calls home from pastoral and teaching staff
- Certificate of Achievement (bronze, silver, gold, platinum)
- Half-termly celebration assemblies
- Jack Petchey Achievement Award
- Annual prize giving events
- School colours for significant contribution to school sport
- 100% attendance

6. SANCTIONS

There will be times when students do not behave in an acceptable way and sanctions will need to be applied in response to such behaviour.

Our aim is to develop a consistent pattern of sanctions which are known, understood and agreed by all members of the school community. Students have a right to expect that sanctions for poor behaviour are applied fairly, consistently, proportionately and reasonably; making a clear distinction between serious and minor infringements.

Sanctions should take account of SEN, disability, age, religion and the needs of vulnerable students and offering support as appropriate. They should be reasonable and proportionate to the circumstance of each individual case.

When sanctions are set, they will be given at one of 7 levels depending upon the seriousness of the behaviour, or the number of behaviour points that a student has accrued (see Appendix A).

When the school reviews an incident or pattern of behaviour, consideration will be taken of: the current 'level' of behaviour; previous history of the individual student; as well as other mitigating circumstances.

The school's 'Behaviour Matrix', which gives a range of examples of misdemeanours and relevant sanctions at each level, are displayed around the school, in classrooms and in form rooms. It is important to note however that the tables are intended as a guideline and sanctions will be set by staff as appropriate to the individual circumstances of the situation in question.

7. DETENTIONS

All school staff have the statutory power to put students aged 18 or under in detention during school, after school, before school and on some weekends and non-teaching days. Schools are no longer required to provide notice of after school detentions but parents will be given at least 24 hours' notice of detentions outside school sessions that last for longer than 20 minutes.

The Pastoral Team and Heads of Department/Faculty run detentions that last for 45 minutes. These may be used as sanctions for issues such as repeated lateness, repeated lack of homework, and disruptive behaviour in class. The School Detention takes place on a Friday and lasts for 90 minutes. It is run by the Deputy Head and is used for more serious misdemeanours, for students who have missed faculty or pastoral detentions or who have been removed from a lesson on an SLT call out. Teachers are also able to keep a student for their own break, lunch or after school 20 minute detention if staff deem this to be an appropriate sanction. A lunchtime detention, overseen by the Pastoral Team, runs every day and can also be used by staff in such instances.

8. INTERNAL EXCLUSION PROCEDURE

Heads of Year or members of SLT have the authority to place a student on an internal exclusion. This may result from behaviour that falls into the Level 4 ('serious') category, for persistent defiance of the school's behaviour expectations or for having three School Detentions.

During an Internal exclusion a student will be required to complete work set for them outside their normal lessons whilst being supervised by a senior member of staff. At the start of the day, the student is expected to report to the main office at 8.15am and break and lunch times will be different. The day will end at the same time as the normal school day.

Throughout the day, students will be supervised and they will have work set which will be checked regularly to ensure that an appropriate amount of work has been done and that it has been completed to an acceptable standard.

The Internal Exclusion process is designed to send a clear message to the student that certain behaviours will not be accepted.

9. BEHAVIOUR OFF THE SCHOOL SITE

The school's power to discipline also extends to behaviour which occurs off school premises, whenever students are representing the school or whenever their behaviour could have repercussions for the orderly running of the school, could pose a threat to another student, member of the public or adversely affect the reputation of the school. For example, if the reputation of the school is being brought into disrepute on social media, or by a student outside the school and is reported by a student, parent/carer, member of the public or staff then the code of sanctions can be applied.

10. SEARCHING AND CONFISCATING

Staff have the right to search students' property without consent and confiscate items which are considered dangerous or are prohibited. These may include alcohol, drugs, stolen items etc. Information relating to the school's approach to confiscation of inappropriate items and searching student can be found in Appendix B.

11. USE OF REASONABLE FORCE

All members of staff have a legal power to use reasonable force to maintain good order and discipline in the classroom and to prevent students from:

- Committing an offence
- Hurting themselves or others
- Damaging property
- Causing disorder

Further guidance on this area can be found in the school's Use of Force to Control or Restrain Pupils policy.

12. BULLYING, HARASSMENT AND DISCRIMINATION

Bullying, harassment and discrimination are not acceptable at Sutton Grammar School under any circumstances. We believe that all students regardless of their race, religion, gender, gender identity, sexual orientation, physical or intellectual abilities have the right to a safe and secure environment at school where they can thrive and achieve to their full ability.

All reported incidents of bullying, harassment and discrimination are treated extremely seriously and investigated fully by the Pastoral Team. They are then dealt with in accordance with the school's Bullying and Harassment Policy.

13. MONITORING OF THE BEHAVIOUR POLICY

Regular reviews of behaviour incidents are carried out by the Pastoral Team to identify patterns of behaviour, trends in relation to age, ethnicity, gender, sexual orientation, special needs and disability. This is then used to inform strategies used to promote positive behaviour; as well as the planning of assemblies, tutor times as well as the PHSE and RSE programmes.

The Trust receives regular reports on the behaviour policy which includes an analysis of specific patterns of behaviour in relation to identified groups (e.g. year groups); as well as yearly comparisons.

14. LINKS TO OTHER POLICIES AND DOCUMENTS

This policy links to:

- Bullying and Harassment Policy
- Safeguarding Policy
- Equality Policy and Objectives
- Use of Force or Control to Restrain Pupils Policy
- Home School Agreement

APPENDIX A: Sutton Grammar School Behaviour Matrix

A 3 warning system should be used by all staff before the first recorded sanction takes place for behaviour issues

Level	Status	Example of incident	Action by	Guideline Sanctions ¹	Person responsible	Who to inform	How this information is shared
1	Low level	<ul style="list-style-type: none"> Unacceptable uniform (tutor) Missed homework Lack of equipment Failure to follow SGS Behaviour Expectations (e.g.lack of effort or focus in class; failure to follow straightforward instructions) 	Class teacher	<ul style="list-style-type: none"> Repeating of classwork Class teacher detention: 20 mins Lunchtime detention 	Classroom teacher	Form tutor	<p>Logged on SIMS (behaviour incident)</p> <p><i>No warning for missed homework, uniform, lack of equipment – automatic behaviour point</i></p>
2	Repeated actions or disruption	<ul style="list-style-type: none"> Repeat of Level 1, despite MoS sanction Three missed homework Missed set deadlines 	Class teacher	<ul style="list-style-type: none"> HoD/HoF to talk to student Classroom teacher detention after school: 20 mins Form tutor report 	Classroom teacher	FT, HoD/HoF, HoY, SENDCO	<p>Logged on SIMS</p> <p>Communication to parents (phone call/email/planner)</p>
3	Repeated disruption. Disobedience. Failure to resolve problems at Level 2.	<ul style="list-style-type: none"> Actively disruptive behaviour in class Actively disruptive behaviour around school Concerted effort to disrupt or avoid work in lessons Use of offensive or inappropriate language to other students Failure to attend class teacher detention Unsatisfactory form tutor report 	HoD/HoF or HoY as app.	<ul style="list-style-type: none"> Detention by Head of Department Detention by Head of Year Head of Year report to monitor behaviour Behaviour contract 	HoD/F (subject class based), HoY (incident around school/across subjects)	FT, HoD/HoF, HoY, SENDCO	<p>Logged on SIMS.</p> <p>Communication to parents (phone call/email) and possible meeting with parents.</p>
4	Serious	<ul style="list-style-type: none"> Continuation of Levels 1,2 or 3 Behaviours preventing others from working and participating in activities Failure to attend a Head of Department detention Rudeness to staff Fighting or any inappropriate actions towards other students Missing lessons without permission Breach of mobile phone policy 	HoF or HoY as app.; Deputy Head	<ul style="list-style-type: none"> Head of Faculty detention: 45 mins School Detention Head of Year report Behaviour contract Internal exclusion Loss of privileges (e.g. exeats); gating Possible withdrawal from subject 	HoF or HoY (see above)	FT, HoY, HoD,HoF, Deputy Head,SENDCO	<p>Logged on SIMS</p> <p>Communication to parents; meeting with parents, HOY or HOD/HOF</p>

¹ Same day sanctions should take place where possible for Level 1 and Level 2 behaviours

APPENDIX A: Sutton Grammar School Behaviour Matrix

A 3 warning system should be used by all staff before the first recorded sanction takes place for behaviour issues

				<ul style="list-style-type: none"> lessons (if subject issue) Review and possible withdrawal of participation in school trips and activities 			
5	Very serious	<ul style="list-style-type: none"> Repetition of Level 4 Blatant disobedience Unsatisfactory Head of Year report Failure to attend a school detention Wilful damage to school property or deliberate misuse of school property Bullying (any form), discrimination or inappropriate sexual behaviour 	HoY or HoF, as app.; Deputy Head	<ul style="list-style-type: none"> School detention Report to Deputy Head Internal exclusion Pay for damage Behaviour contract Withdrawal from subject lessons; then reintegration interview Withdrawal of privileges Removal of participation in school trips and activities Possible fixed-term exclusion 	Deputy Head	FT, HoY, HoD, HoF, DH, SENDCO	<p>Logged on SIMS</p> <p>Communication to parents, including meeting with parents and DH</p>
6	Extremely serious	<ul style="list-style-type: none"> Repetition of Level 5 Repeated refusal to accept school discipline Off site without permission Theft Serious fights or inappropriate actions towards other students Use of offensive language or threatening behaviour towards staff Drug related incidents Having prohibited items in possession Bringing the school into disrepute 	HoY or HoD/HoF, as app.; Deputy Head	<ul style="list-style-type: none"> Internal exclusion Fixed term exclusion Removal of participation in school trips and activities Alcohol, Tobacco, Drug and Substance abuse sanctions Return on a reintegration behaviour contract 	Deputy Head, Headmaster	FT, HoY, HoD, HoF, SLT, Deputy Head	<p>Logged on SIMS.</p> <p>Communication to parents</p> <p>Meeting with parents and DH/HM</p> <p>Communication to governors; and LA, when requested</p>
7	Permanent exclusion	<ul style="list-style-type: none"> Repetition of Level 6 Repeated use of fixed term exclusions 'One off' incidents of extreme poor behaviour Serious assault on a student Assaulting a member of staff Indecent or sexual assault Distribution of drugs Any incident which endangers the Health and Safety of staff and/or students 	HM -or most senior member of staff if HM is absent	<ul style="list-style-type: none"> Permanent exclusion 	Headmaster	FT, HoY, SLT, Deputy Head	<p>Logged on SIMS.</p> <p>Communication to parents</p> <p>Communication to governors</p> <p>PEx letter to the Local Authority</p>

APPENDIX B – Confiscation of inappropriate items and searching students

Confiscated items

All school staff have the right to confiscate, retain or dispose of student's property found as a result of a 'with consent' search where reasonable to do so. Staff also have the right to confiscate prohibited items found as a result of a search 'without consent'.

Prohibited items include: weapons, knives, alcohol, illegal drugs, smoking materials (including e-cigarettes and vaporisers), stolen items, fireworks, pornographic images, any article that has been or could be used to commit an offence or cause harm.

Items will be confiscated if they:

- Are a threat to others
- Are a threat to learning e.g. student using items like a personal music player in a lesson
- Are against the uniform rules e.g. student wearing the wrong jumper
- Are a threat to health and safety
- Are illegal
- Are undermining the ethos of the school

Confiscated items will be handed to a member of staff in the main office. All valuable items (e.g. mobile phones) will be stored in a secure place. In the majority of cases, confiscated items will be returned at the end of the school day. A record will be kept of those items kept for longer than a school day (e.g. iPhone).

Items which will not be returned include cigarette lighters, cigarettes, e-cigarettes or items which are unlawful or are of a hazardous nature. Parents will be contacted to state that the items have been confiscated and destroyed in accordance with protocols outlined in current legislation, along with any action the school intends to take.

Right to search

Headteachers and staff authorised by them are able to search students or their possessions, without consent, if they suspect students have certain prohibited items, e.g. knives, weapons, illegal drugs, stolen items, tobacco and cigarette papers, e-cigarettes, fireworks, pornographic images, any article that could be used to commit an offence or cause harm and any item banned by the school. Schools are not required to inform parents before the search takes place or to seek their consent.

This power can only enable a personal search involving the removal of clothing (other than underwear) and searching pockets, possessions, bags and lockers and only applies within the UK. Searches will have a second member of staff present as a witness.

All members of school staff or any other persons who, with the authority of the headteacher, has lawful control or charge of students, are able to search students for any item banned under school rules if the student agrees. A student will also be asked to turn his/her pockets or to hand over an item which is causing disruption.