



Ribston Hall High School

Behaviour Procedures

Date: September 2014

Person responsible: Headteacher

Date of next review: September 2017 or earlier as necessary

All students and their parents receive a copy of the Home School Agreement or Learning Agreement when they join the school and copies of this are also displayed in classrooms. It covers the following areas:

- General behaviour in school
- Arrival and departure from school
- Absence (including absence during the course of the day)
- Illness and medical appointments
- Holidays
- Uniform
- Equipment needed for school
- Valuables and money in school
- Use of the Student Planner

Guidelines on discipline: all classroom teachers are responsible for class discipline ensuring that:

- Acceptable and unacceptable behaviour is dealt with consistently
- Rewards and sanctions are dealt with consistently
- Misbehaviour is stopped quickly
- When punishment is necessary, it should be proportionate to the offence, should not be degrading or humiliating and it should be accompanied by guidance on how further punishment can be avoided
- Where there are opportunities to do so, students should receive positive and constructive comments for their efforts

It is essential to record and communicate problems of conduct and sanctions applied beyond the warning phase. **Form tutors** are the main channel of communication and should be kept



informed by the subject teacher / Head of Department / Director of Learning & Support/ Head of Year / Assistant Director of Post 16.

E-portal 'Events' is used to record events for individual students.

Communication with Parents: Parents should be informed by the relevant Director of Learning & Support / Head of Year / Assistant Director of Post 16.

Classroom Discipline: For disruptive behaviour teachers should begin to use the scale of sanctions and to make it clear that they are doing so.

On Report: The report system is a means by which specific aspects of a student's work and / or behaviour can be monitored. There are reports for behaviour, work in school, attendance/punctuality and homework. Further sanctions may be applied if comments on the report are unfavourable. Staff will be notified through staff briefing if a student is being placed on report.

Out of class discipline: This is the responsibility of the Tutor, initially, and thereafter Director of Learning & Support/ Head of Year / Assistant Director of Post 16 or member of SLT as appropriate

Detentions: Details of after school detentions given to students are recorded in the log book in the staff room. These are held every Monday whenever they are necessary and are announced in Staff Briefing. Numbers of after school detentions are also recorded on reports. A rota on the SRNB shows when individual teachers are supervising the detention, though responsibility for the work to be done in the detention lies with the person who has issued the detention. This work must be passed on to the member on staff on duty before the detention.

Lunchtime detentions: Departments make their own arrangements for detentions at times other than after school. These arrangements will be explained to the students. Such detentions are recorded on debit slips, which are passed to the Tutor//Director of Learning & Support / Head of Year and recorded in the student planner.