

## **Junior School Behaviour Policy**

**This policy should be read in conjunction with the following policies:**

Safeguarding and Child Protection Policy  
Acceptable Usage Policy (Student)  
Online Safety Policy  
Drugs Policy  
Anti-bullying policy  
School Rules

And in line with following Government Guidance

Keeping Children Safe in education 2018  
Behaviour and Discipline in Schools January 2016  
Preventing and tackling bullying in Schools July 2017  
Sexual Violence and Harassments between children in schools and colleges May 2018  
Searching, screening and confiscation January 2018

### **Introduction**

At Bedford Modern School we are very proud of our behaviour record and we continue to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the School. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We develop qualities of team-work and leadership through our extensive programme of co-curricular activities.

Bedford Modern School is an inclusive community. We treat everyone as an individual and aim to develop the whole person equipped to take his/her place in the modern world.

### **Code of Conduct**

Bedford Modern School community of governors, staff, parents and pupils adhere to an established routine and code of conduct. Bedford Modern School sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School.

We expect pupils to treat staff and each other with respect, consideration and good manners and to respond positively to the opportunities and demands of School life. They should follow the School Rules, and Junior School Behaviour Plan and understand why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect at Bedford Modern School, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying Policy is on our website. See other relevant policies on website. The School is

strongly committed to promoting equal opportunities for all, with regard to the nine Protected Characteristics<sup>1</sup>.

We expect pupils to be ready to learn and to participate in School activities. They should attend school and lessons punctually and follow the School's Attendance Policy. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

## **Involvement of Parents and Guardians**

Parents and guardians who accept a place for their child at Bedford Modern School undertake to uphold the School's policies and regulations, including this policy when they sign the Parent Contract. They will support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, co-curricular activities and homework/private study.

We are always happy to consider suggestions from parents and hope that you find the School responsive and open-minded. The school will not routinely inform parents about sanctions in the JS Behaviour Plan below a Warning, however, parents can request this information via the Form Tutor. Parents will always be informed of a Warning or detention.

## **Involvement of Pupils**

Our experience shows that the ethos of and respect for the School is enhanced by listening to our pupils and by encouraging constructive suggestions from them, in assemblies, Form Time, PSHEE and via the Pupil Council, which meets regularly.

## **School Rules**

The School Rules are designed to encourage positive behaviour and self-discipline. Our aim is to encourage good behaviour through our 'Rewards System'. Sanctions help us to set boundaries and to manage challenging behaviour. Copies of the Junior School Behaviour Plan are set out in the Junior School Planner and on the website and may change from time to time. Parents and guardians undertake, when signing the Parent Contract, to support the authority of the Headmaster in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

The Head of the Junior School for her part undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity.

Bedford Modern School does not use corporal punishment.

## **Rewards**

At Bedford Modern School we like to encourage and reward effort, attainment and good citizenship. This can be through the praise we give to pupils either individually or as a group.

Our rewards system perhaps best reflects our acknowledgement of the above through the awarding of House Points. Pupils are rewarded for things such as – particularly good effort, excellent work, or doing something for others above and beyond what would ordinarily be expected, or perhaps independently undertaking a task to benefit the School in the way it looks, or perhaps that enhances our reputation.

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<sup>1</sup> Age, disability, gender-re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.

When a pupil accrues a defined number of House Points, certificates and badges will be presented to them to celebrate their achievements. At the end of the school year we have a Prize Giving evening when prizes are presented to a large number of pupils for excellence, effort, progress and contributions to the school.

### **Staff Development and Support**

All staff are supported through our pastoral and academic structures via the Junior School Executive Team. There is training for all new staff in the Sanction/Reward system and INSET on various areas of these systems.

### **Sanctions**

Sanctions fall into two broad categories – academic misdemeanours (those problems that occur within the classroom) and non-academic misdemeanours (those that occur outside the classroom). Our 'Sanctions System' allows the opportunity for pupils to make mistakes but learn from them. The Pupils will be overseen by the form tutor who will communicate with parents if they are concerned about their overall behaviour.

Junior School operates its own Behaviour Plan

## **Junior School Behaviour Plan**

### **Expectations**

#### **We think before we act and speak**

Which includes respecting the property of others

#### **We display good manners**

Holding the door open

Saying 'Please' and Thank You'

Keeping to the left in the corridors

Standing up when a member of staff enters the room

We listen when others are speaking

#### **We treat everyone as we would like to be treated**

### **Rewards**

- Praise
- House Points
- Praise from another member of staff
- Sending a postcard home to parents
- Receiving a Commendation for outstanding work
- Receiving a Certificate of Performance for excellence in co-curricular activities
- Recognition from the Head or Deputy Head or Director of Studies of the Junior School

### **Sanctions**

- Given a verbal warning by your teacher
- Asked to leave the activity for one minute
- Then be asked to leave the activity for a further three minutes to reflect on your behaviour (The teacher will discuss your choices of behaviour with you at this point)
- Sent to another class to complete the task
- Name will be recorded by the Deputy Head (three entries will result in a Warning)
- Sent to the Deputy Head or Director of Studies and issues with a Warning which will be sent home to your parents (three Warnings will result in a School Detention)
- Given a School Detention by the Head of the Junior School

### **Exclusions**

- Suspension – between 1 & 5 days depending on severity of offence. This sanction is restricted to very serious offences and would not usually be based on a build-up of minor offences; therefore by-passing the aforementioned 'Sanctions'. Possible examples of offences:
  - Theft
  - Physical Assault
  - Bullying
  - Drug use
  - Alcohol use in School
  - Inappropriate behaviour of a serious kind towards another pupil, adult or member of staff
  - Criminal damage

- Racist or sexist abuse

Permanent Exclusion – the most severe of sanctions and one that will be used only when it is absolutely necessary, perhaps to protect the safety of others (pupils and/or staff) within our community.

It may be due to the seriousness of the offence, that it may have been a repeated action which has been punished previously by a suspension or the law has been broken and therefore we are obliged to apply this sanction. Examples of possible offences:

- Drugs – supplying/distribution of, including alcohol
- Bringing weapons to School, to be used in a threatening manner
- Bullying
- Threatening behaviour to pupils or staff
- Premeditated stealing
- Sexual misconduct

Whenever a sanction is imposed beyond a Warning, a full investigation is undertaken by a senior member of staff and parents will be notified at a point in time where detail is clearest. Interviews will be held (notes will be taken), meetings may take place and time will be taken to ensure the best chance of correct decisions being made. The pupil will usually be given the opportunity to provide a written statement to clarify in their own mind what happened, what went wrong and how they would act differently in the future.

Discussion will always take place where exclusion might be the outcome between the Headmaster and Head of the Junior School to ensure that all areas of concern have been investigated and clarified as far as is reasonably practicable; that we are consistent in our application of our rules and that due care and consideration has been given to the misdemeanour(s) and the pupils involved. The Headmaster will always take into account any Special Education Needs or disabilities and/or any safeguarding concerns or specific vulnerabilities of the pupil(s) involved before making a decision.

From time to time, the pastoral team may decide it is appropriate to replace a detention with a different type of consequence which supports the pupil modify their behaviour – e.g. a training session with the police. This will be agreed on a case by case basis and agreed with parents as necessary.

**Appropriate outside agencies may be contacted** and advice sought from them, this could include the Police, Multi Agency Support Hub (MASH) [which incorporates social care and the Police Force] and any other expert body which we are either obliged to inform or that we think might be beneficial to the pupils and the School.

We aim for transparency, fairness and consistency in our 'Sanction System' and do not at any stage make decisions that will substantially affect our pupil's lives without very careful consideration.

### **Physical Restraint**

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. The Education and Inspections Act 2006 enables school staff to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:

- "Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil)"
- "Causing personal injury to any person (including the pupil themselves)"
- "Causing damage to the property of any person (including the pupil themselves)"
- "Prejudicing the maintenance of good order and discipline at the school, and among any

- pupils receiving education at the school, whether during a teaching session or otherwise”

The Act also defines to whom the power applies as follows:

- “Any teacher who works at the school”
- “Any other person whom the Head Teacher has authorised to have control or charge of pupils”

Staff are advised always to use their voices first, to use the minimum force necessary to restrain a pupil for the shortest possible period of time and use their professional judgement as to whether the use of physical restraint is appropriate. They should consider:

- “The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used
- “The chances of achieving the desired result by other means
- “The relative risks associated with physical intervention compared with using other strategies”

Every member of staff will inform the Headmaster immediately after s/he has needed to restrain a pupil physically. We will always inform a parent when it has been necessary to use physical restraint, and invite them to the School, so that we can, if necessary, agree a protocol and/or sanction for managing that individual pupil’s behaviour.

### **Incidents which occur outside the school**

The law gives teachers power to discipline pupils for misbehaving outside of the school premises ‘to such an extent as is reasonable’. Bedford Modern School may apply the behaviour policy when the pupil is:

- Taking part in any school-organised or school related activity
- Travelling to or from school
- Wearing school uniform or
- In some other way identifiable as a pupil at the school or when the misbehaviour:
- Could have repercussions for the orderly running of the school
- Pose a threat to another pupil or member of the public
- Could adversely affect the reputation of the school.

This includes the use of technology and in particular the use of social media.

### **Safeguarding**

Safeguarding children is our priority with dealing with any disciplinary matter and will always be taken into account when responding to any incidents of poor behaviour. Bedford Modern School recognises that children’s behaviour can be an outward manifestation of other issues that are happening in their life. We also recognise that for some misdemeanours a ‘safeguarding response’ may be more appropriate than a particular sanction. When this may be the case, pastoral staff will always discuss this the DSL who in turn will discuss with parents unless there is a specific risk to the child’s safety.

More detailed information on peer on peer abuse, sexting, cyber bullying and sexual harassment and sexual violence is included in the Safeguarding Policy.

### **Confiscation of items**

Schools can search a pupil for any item if the pupil agrees. Head teachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be used to:
  - Commit an offence
  - To cause personal injury to or damage the property of, any person (including the pupil)

Head teachers and authorised staff can also search for any item banned by the school rules, which has been identified in the rules as an item that may be searched for.

When it is necessary to search a pupil, pastoral staff will do so following the guidelines laid out in Searching, Screening and Confiscation January 2018.

### **Mobile phones**

Mobile phones and other electronic items: Valuable items should not be brought into school. Personal electronic devices should only be used outside the school premises. If any of these devices are brought into school, BMS accepts no responsibility for loss or theft.

No-one should walk around the school or over the crossing wearing headphones; they may only be worn in school when express permission has been given by a member of staff.

Mobile phone use in the Junior School: Mobile phones are not allowed unless permission is given by the Deputy Head of the Junior School to those who travel to school on a bus or walk to school.

### **Confiscation of mobile phones**

If it is necessary to confiscate a mobile phone due to breach of the policy the following will apply:

- The mobile phone must be switched off by the pupil and then passed to the teacher.
- The teacher will take the mobile phone to reception where it will be placed in an envelope and labelled with the pupils name and form.
- In the first instance the pupil may collect their phone at the end of the school day.
- Names, dates and details will be recorded and passed to the Pastoral Team. Any repeat confiscation will increase to a maximum of three days. Parents will be informed by the tutor or the Deputy Head of Junior School as soon as possible and may be asked to come into school to collect the phone.

If there is a concern about material that is stored on the phone, the Deputy Head Pastoral will be consulted and safeguarding or disciplinary procedures implemented.

### **Teaching and Learning**

Bedford Modern School aims to raise the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. Our teaching staff offer every pupil a high level of individual attention, together

with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

## **Complaints**

We hope that you will not feel the need to complain about the operation of our Behaviour Policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage; however, the School's Complaints Procedures are on our web site. We will send you copies on request.

**Paula Pacyna**  
**Deputy Head of Junior School**

**May 2019**  
**Review Date May 2020**