

# Junior School Behaviour Policy

## Introduction

At Bedford Modern School we are very proud of our behaviour record and we continue to encourage students 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 students 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 students, 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 students 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 students 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 understand what is expected of them and 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. The School is strongly committed to promoting equal opportunities for all, with regard to the nine Protected Characteristics.<sup>1</sup>

We expect students 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 students 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.

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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

## **Absences**

We require parents to telephone/email the School on the first day of an absence to explain the reason for it and in order to make sure that your child has not suffered an accident. Please note that it is the School's policy usually not to allow holiday to be taken during term time.

## **Involvement of Students**

Our experience shows that the ethos of and respect for the School is enhanced by listening to our students and by encouraging constructive suggestions from them, in assemblies, Form Time, PSHE and via the Student 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 Parent Portal section of 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 his/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 students either individually or as a group.

Students 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.

## **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 students to make mistakes but learn from them. The Students will be overseen by the tutor who will communicate with parents if they are concerned about their overall behaviour.

Junior School operates its own Behaviour Plan

## Expectations

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

Which includes respecting the property of others

### **We listen when others are speaking**

## 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
- 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 an Official Warning)
- Sent to the Deputy Head or Director of Studies and issues with an Official Warning which will be sent home to your parents (three Official 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 student, 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 (students 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 students or staff
- Premeditated stealing
- Sexual misconduct

Whenever a sanction is imposed beyond an Official 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 student 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 sanctions or 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 students involved.

Appropriate outside agencies may be contacted and advice sought from them, this could include the LADO (Local Area Designated Officer – Child Protection), 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 students 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 student'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 student 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 student from doing or continuing to do" any of the following:

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

Staff are advised always to use their voices first, to use the minimum force necessary to restrain a student 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 student 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 student’s behaviour.

## **Teaching and Learning**

Bedford Modern School aims to raise the aspirations of all its students and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Students 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 student a high level of individual attention, together with consistent and helpful advice. In return, we expect every student 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**  
**June 2017**  
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