

NEW HORIZON COMMUNITY SCHOOL

BEHAVIOUR POLICY

A believer is a mirror to his brother. A believer is a brother of a believer: he protects him against any danger and guards him from behind."

(Related by Al Bukhari in Al Adab Al Mufrad and by Abu Dawood.)

The Prophet PBUH said: " None of You truly believes until you wish for your brother what you wish for yourself."

Our vision

The school is a happy harmonious learning community where staff and pupils feel safe and secure. School life is characterised by a calm purposeful environment underpinned by relationships built upon mutual respect. Our expectation is that all pupils and staff will behave in appropriate and socially acceptable ways. Every member of staff has a key role to play in promoting and sustaining the highest standards of behaviour for learning.

All pupils will

- Treat other young people and adults with respect
- Speak politely to other people
- Have self-confidence and high self-esteem
- Aim for 100% attendance and punctuality
- Take care of all school equipment and buildings

Learning to behave

The school aims to provide a safe, secure, supportive environment where pupils can learn and teachers can teach. There is a direct link between the way young people learn and their behaviour. It is the job of staff at all levels to help and encourage pupils' understanding of socially acceptable and appropriate behaviour.

To encourage this, staff will:

- Model exemplary behaviour
- Treat all pupils and adults with respect
- Speak politely to each other
- Build pupil confidence and self-esteem through positive reinforcement
- Avoid using critical or sarcastic language
- Recognise pupil effort and achievements on a regular basis and celebrate success
- Keep parents informed about success, efforts and achievements
- Use rewards and sanctions effectively and consistently
- Challenge unacceptable behaviour
- Work in partnership with parents through regular contact to help improve behaviour

Courtesy

In speaking and responding to others, all pupils must respect the normal conventions of courtesy

Pupils should therefore:

- Be honest and truthful
- Use appropriate language for the working environment
- Speak politely, pleasantly and with respect to all adults including all members of staff, both teaching and non-teaching, and visitors to the school
- Speak quietly, politely and pleasantly to other pupils, including those who are exercising responsibility for a school activity or carrying out a duty
- Address adults by title and surname
- Observe normal conventions for assemblies, both in school and off-site, including:-
 - Walking quietly between classroom and Assembly Hall
 - Remaining silent in the Assembly Hall

Consideration and concern for others

All members of our School must respect the human rights of others and have regard for the well-being and academic progress of fellow pupils.

Pupils should therefore:

- Treat all members of the school community equally, and with care and concern
- Encourage and support other pupils
- Act as positive role models to younger pupils

Pupils should create an environment free from bullying and therefore:

- Avoid insulting, abusive, and hurtful language or images – face to face verbal or written or placed on social networking and message sites/ mobile phones/ camera phones or any other form of technology.
- Must not make racist, sexist or homophobic comments
- Avoid the use of behaviour or body language or teasing which others find intimidating, threatening or hurtful
- Avoid the use of physical violence of any form
- Avoid the use of exclusion from friendship groups as a means of intimidation and hurt
- Avoid any part in the spreading of rumours
- Avoid behaviour which causes other pupils to under-perform in academic work
- Avoid behaviour which damages the self-esteem of others

In order to prevent a repeat of the bullying described above, a pupil should report to a member of staff, without delay

- The occurrence of any of the above abuses to the pupil
- If the pupil witnesses the occurrence of any of the above abuses to fellow pupils
- If the pupil notices someone upset

Expectations of behaviour in and around school

Each member of our School must behave in a way that allows the pupil and others to work successfully, without disruption, safely and with enjoyment.

General points

- Any reasonable request from a member of staff should be carried out at once and without argument.
- Rudeness, disrespect or insolence towards members of staff are not acceptable, nor excusable.
- A pupil must observe health and safety rules, as directed by the School Code of Conduct and by subject-specific and specialist room guidelines.
- A pupil must adhere to the rules governing ICT and mobile phone use, including use of computer hardware and software computer messaging, accessing computer data and posting images on internet sites.
- Eating is not allowed inside the school building, except for the dining area.
- Pupils may drink water at anytime and anywhere in school, except in the Science labs.
- Chewing gum is **not allowed** in any part of school premises
- Electronic devices are not allowed in school between 8.30am and the end of the school day.
- A pupil is expected to use breaks and lunch hours for toilet visits, not lesson time, unless the pupil is taken ill suddenly or is suffering from a notified medical condition.

Health and safety

All members of our School must have regard for the health and safety of themselves and others

a) Everyone should be orderly and considerate in moving around school:-

- Walk on the left along corridors
- Do not run anywhere inside the school building
- Be patient and avoid pushing, particularly on stairs
- Give way to others at doorways, opening the doors to allow others through first
- Hold doors open for those walking behind
- Organise break and lunch time activities safely, using equipment sensibly and fairly
- Line up when required to do so, and in a sensible, fair and well-ordered manner

Note: All rules regarding Health and safety as stipulated in detail in the separate Health and Safety policy must be adhered to at all times

b) Pupils should ensure that school always knows their whereabouts. They should:

- Remain on the school site during the school day unless they have written permission to leave from parents and from the Head of Year or another senior member of staff
- Always sign out at Reception if given permission to leave school during the school day. The receptionist should be shown an Exit Note signed by the Form Tutor/Head of Year.
- Always sign in at Reception if arriving in school after registration

c) Pupils should respect all procedures and rules designed for their safety:

- Respect and not tamper with safety equipment such as fire-fighting appliances and alarms
- Co-operate in practice evacuation of the school in preparation for any emergency which might arise

- Tie back long/ loose scarves at times when this is a health and safety requirement

Respect for property

All members of our School must respect and take responsibility for property — their own property, other people’s property and the School’s property.

A pupil should therefore:

- hand lost property in to the school office
- avoid bringing valuable property and large sums of money to school
- carry money in a named purse on the pupil at all times
- treat all school property — books, furniture, lockers, equipment and buildings — with care and respect
- report to the school office any damage to school property or graffiti immediately it occurs or as soon as damage is noticed
- clear up after meals and snacks
- keep the changing room, locker area, corridors, classrooms and playground tidy and clean
- avoid putting personal belongings on top of lockers
- keep books, furniture and buildings free from graffiti
- put litter in bins
- take care not to damage displays whilst moving around rooms and corridors

We regret that the School cannot take responsibility for the loss or theft of belongings, nor damage to belongings

Promoting the School and its Ethos

All members of our School must do their best to maintain the highest possible reputation, both for themselves and for the School

Therefore pupils should:

- be aware at all times of the impression they create, ensuring that this impression is positive
- dress appropriately for school by wearing the correct uniform , ensuring that it is clean and well-maintained and that it reflects the code of dress. (Please refer to the uniform policy)
- adhere to the school code of dress for out of school activities.
- behave politely and with consideration for others at all times in school, when acting as a representative of the school in extra-curricular activities and off-site visits, and when travelling to and from school on public transport or the school bus.
- behave in a sporting manner in all competitive events
- welcome visitors to the school in a helpful friendly and respectful manner

Equality Act 2010

This policy acknowledges the school’s legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs (SEN)

Rewards and sanctions

The School seeks to encourage, recognise and reward positive attitudes, behaviour, attendance and achievement through a system of certification, letters of congratulation, form and individual prizes, trips and activities. (However, if a pupil breaks the School's Code of Conduct, the pupil must accept the consequences of his actions. The following principles underpin the school's sanctions policy.

- Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break school rules or fail to follow a reasonable instruction
- The power also applies to all paid staff with responsibility for pupils
- Sanctions will be applied fairly and consistently to all pupils.
- Pupils can be disciplined at any time in school or for misbehaviour outside of school, e.g. on school visits, on the way to and from school, on social networking sites, etc.
- Teachers have the legal power to impose detention in and outside of school hours; this is defined as after any school day when the pupil is present, weekends and Inset days; parental consent is not required for detention
- Pupils will be detained for no more than 15 minutes at the end of the school day without prior parental notice
- Parents will be given a minimum of twenty four hours' notice if the pupil is to be detained after school for up to one hour or at any other time outside of school hours
- Teachers can confiscate pupil property

For full details of the school's reward system and of the sanctions, minor and major, applicable in the case of poor behaviour, please see Appendix 1 "Rewards and Sanctions"

REWARDS

The School seeks to encourage, recognise and reward positive attitudes, behaviour, attendance and achievement by pupils through a system of merits, certification, letters of congratulation, and form/individual prizes.

A pupil may receive a Letter of Commendation for an outstanding piece of work, a consistently outstanding level of effort or a very significant contribution to the School community.

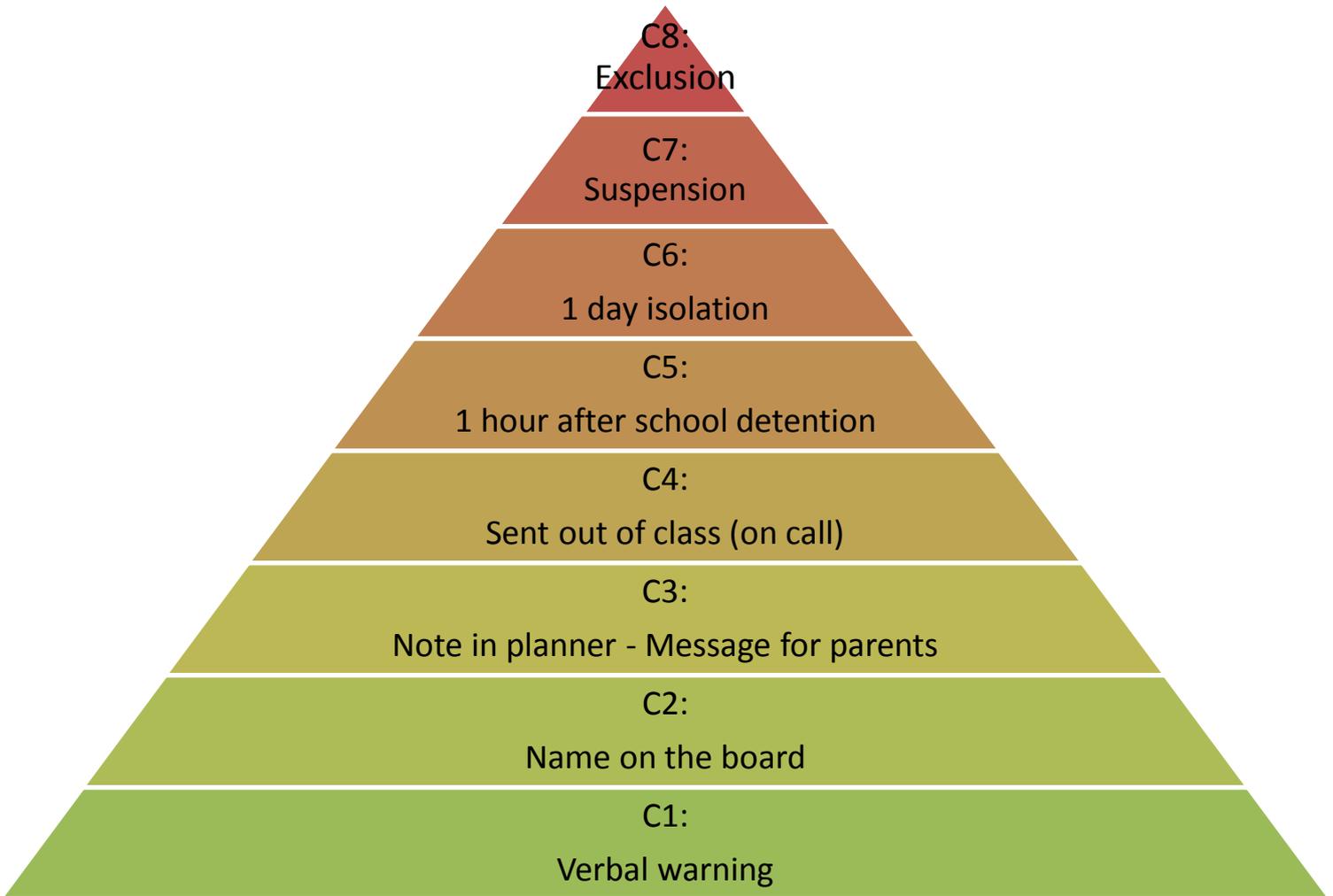
The merit system acknowledges everyday achievement, effort and good citizenship. Pupils receive merits for effort in their work, quality of work, general attitude and helpfulness.

Once pupils have accumulated a number of merits, these can be “cashed in” for rewards of different values depending on the number of merits achieved – 20, 50, 100, 150+. The “merit shop” will be open during the last week of each half term.

Individual and Form reward certificates and prizes are distributed in a special assembly at the end of each term. They are issued for the following achievements:

- Pupil with the highest and second highest number of merits in each Year
- Pupils with 100% attendance per term (Pupils with 100% attendance for the whole year will receive a special award at Presentation Evening)
- Pupils with no demerits in the whole year

SANCTIONS



C3:	<ul style="list-style-type: none"> • Comment in planner must be signed by parent by the end of the week • 15-20mins detention in school
C4:	<ul style="list-style-type: none"> • Sent to another room, difficult tasks assigned (copying from textbook) • Parents notified • 15-30min detention in school or after school, • If misbehaviour continues after C4, go to C5 <p>Other reasons for C4 (half hour detention If following occurs twice):</p> <ul style="list-style-type: none"> ○ Not having planner ○ Incorrect uniform ○ Stationery missing ○ Late ○ Missing PE kit ○ Eating in class ○ Missing homework ○ Copy or allow others to copy homework
C5:	<ul style="list-style-type: none"> • Isolation and 1 hour detention • If C5 continues, parents called in, senior staff involved
C6:	<ul style="list-style-type: none"> • Permanent isolation for a day: student, parent, teacher and senior staff involved: behaviour contract signed agreeing to improve behaviour
C7:	<ul style="list-style-type: none"> • suspension for 3 days to a week, on return full day isolation
C8:	<ul style="list-style-type: none"> • Permanent exclusion