



**Committed to Excellence**

# **Behaviour Policy**

## **2020-21**

(Version 9 November 2020)

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## **Introduction**

Our first aim is to acknowledge when 'doing the right thing' as often as possible and as a result our expectations regarding behaviour are clear. Students at John Colet need to be ready to learn, respectful and responsible. School is a place of learning; any behaviour that prevents learning will be taken very seriously.

Praise and encouragement are vital in promoting good behaviour. The Recognition System is just one way that we can celebrate achievement, success, positive attitude and effort. In all aspects of school life as we want to encourage students to strive to excel.

Our Consequences System is based on a clear and fair set of rules that will be applied by all staff consistently across the school. The system gives students the opportunity to behave.

## Home-School Partnership

### 1. The Student:

- As a member of John Colet School I will:
- Follow the school rules; Ready; Respectful; Responsible.
- Respect the right of others to work.
- Arrive at school every day on time.
- Come to school regularly.
- Present myself in school uniform (as described in the official school uniform list) and understand that when I am in uniform I am representing the school.
- Be punctual and correctly equipped for lessons.
- Be polite at all times.
- Tell the truth and follow instructions from all staff.
- Aim high and work hard to achieve my target grades.
- Complete homework on time and meet deadlines.
- Be tolerant and respectful to others and their property.
- Be an ambassador for the school at all times both in and out of school.
- Strive for the highest standards in all areas of school life.

### 2. The Parents/carers:

I/We shall try to:

- See that my child goes to school regularly, on time, and is properly attired and equipped.
- Let the school know about any concerns or problems that might affect my child's work or behaviour.
- Support the school's policies and guidelines for behaviour as set out in the Behaviour Policy and School Rules.
- Support my child with homework.
- Attend parents' meetings and discussions about my child's progress.
- Avoid family holidays during school term times.
- Get to know about my child's life at the school.
- Keep a careful eye on the amount (if any) of paid employment done by my child.
- Monitor appropriate use of social media.

### 3. The School

We will:

- Contact parents if there is a problem with attendance, punctuality or equipment.
- Let parents know about any concerns or problems that affect their child's work or behaviour.
- Provide a rigorous and balanced curriculum.
- Plan teaching so that the needs of each child are met.
- Set, mark and monitor homework and provide facilities for children to do this work in school.
- Send home regular progress reports.
- Arrange parents' meetings during which progress will be discussed.
- Keep parents informed about school activities through regular letters home, newsletters and [The John Colet School Website](#).

## Recognition

Our first aim is to acknowledge students when 'doing the right thing' as **often as possible** and as a result our expectations regarding behaviour are clear. Students at John Colet need to be ready to learn, respectful and responsible. School is a place of learning; any behaviour that prevents learning will be taken very seriously.

**Praise and encouragement are vital in promoting good behaviour.** The Recognition System is just one way that we can celebrate your achievement, success, positive attitude and effort. In all aspects of school life as we want to encourage you to strive to excel.

The table below details how students' effort, progress and achievement will be recognised.

Recognition Code	Behaviour	Time	Reward	Value
R1	Demonstrating our values in and out of the classroom. Ready Respectful Responsible	All the time	R1 logged on system. Auto. Message sent home and to student.	1 point
R2S	Sustained excellent effort or progress in a subject area	All the time	R2S logged on system. Auto. message sent home and to student.	3 points
R2C	Significant contribution within the community	All the time	R2C logged on system. Auto. message sent home and to student.	3 points
R3HOY	End of Learning Cycle for exceptional effort/ progress/achievement. Or to reward excellent contribution within a Year Group/ House	End of LC Or All of the time	R3HOY logged on system. Auto. message sent home and to student.	10 points
R3STL	End of Learning Cycle for exceptional effort/ progress/achievement. Or to reward excellent contribution within a department	End of LC Or All of the time	End of Learning Cycle for exceptional effort/ progress/achievement	10 points
R4	Exceptional achievement, effort, progress or service to the school community	All the time	Headteachers Commendation	10 points

R5S	Outstanding effort or progress over a year in a single subject area	End of Year	Subject Certificate	30 points
R5C	Outstanding effort over a year contribution to community HOY/ House	End of Year	Community Certificate	30 points

### Cumulative points recognition

	KS3	KS4	KS5
Bronze	90	90	15
Silver	140	140	40
Gold	170	170	50
Platinum	210	210	70

### Celebration of Success

- R1 and R2 code award notifications sent to parents/carers and students.
- Cumulative achievement points threshold for Bronze; Silver; Gold and Platinum certificates.
- Postcards may be used by departments but they will make sure an R1 or R2 logged as well.
- Weekly tutors celebrate individual reward point totals in form time.
- Half Termly Head of House celebrate House points totals in assembly.
- Recognition points will be added up and **at the end of every term and** Bronze; Silver; Gold and Platinum certificates awarded. Students with the highest points threshold will be invited in groups to receive certificates from Mr Harty. Names and levels of certificate will be read out and applauded in assembly.
- House points will be awarded to competition winners.
- House points displayed on School Website.

### School's Annual Prize-giving Event

- Achievement and effort for the whole year will be recognised at the school's annual prize-giving event, to which parents will be invited.
- Pictures taken with parents.
- Points add up to house cup.
- Flawless record award.

**Attendance Awards**

100% attendance: Students will be recognised at the end of each term and emails will be sent home and R2C (3 points awarded). In the Summer term, certificates for 100% attendance for the whole year, will be recognised at prizegiving. Students with improved attendance will also be recognised by the attendance officer.

## Rules

**Ready, Respectful, Responsible.** These rules will be displayed in every classroom and used by all staff in conversations with students about values and behaviour.

## Consequences

Our Consequences System is based on a clear and fair set of rules that will be applied by all staff consistently across the school. The system gives students the opportunity to behave.

<p>N.B. The consequences for inappropriate behaviour shown by students are intended as <b>guidance for staff and students which will aid consistency</b> when dealing with behavioural issues in school. The list of offences is not exhaustive and circumstances/context will be taken into account when deciding consequences. <b>The school makes the final decision on sanctions.</b></p>	
<p><b>Consequence Ladder</b></p>	
<p><b>Type of behaviour during lessons (form time)</b>          Poor behaviour should be resolved/dealt with by the member of staff witnessing the behaviour.          Serious Misdemeanors outside of lessons should be referred to Form Tutor or HOY.</p>	<p><b>Consequence code</b>  <b>(All consequences must be recorded on Sims:right click register)</b></p>
<p><b>Ready:</b> Not fully equipped, Uniform infringement*, Late to lesson up to 5 minutes, registration assembly.  <b>Respectful:</b> Lack of effort, Not engaging appropriately in class, Chewing gum, Talking over a teacher or out of turn, Inappropriate language in class, Eating in lesson, Dropping litter in lesson.  <b>Responsible:</b> Inappropriate use of mobile phone*, Inappropriate items in class, Disrupting the lesson/ learning of others, Inappropriate behaviour around school, HW first deadline missed in a term. <b>Breaking the one way system (Covid), Failure to bring facemask to school. (Covid)</b></p>	<p><b>C1 Verbal warning</b>  <b>C1 Phone confiscated*</b>          *sign uniform card, confiscate non-regulation uniform items eg jewelry/fashion belts.          Uniform infringements that can be immediately rectified (eg. no tie, trainers without matron permission tutors send to SSO office am registration. <i>(Plimsolls issued, tie issued, varnish removed)</i>)</p>
<p>Repetition of C1 offences.          HW incomplete/ poor standard.          Homework persistently not completed (x3 for subject teacher in a term).          Late to lesson more than 5 m.</p>	<p><b>C2a Escalation issued</b>          eg. Extra work to be completed out of lesson, community service or (break /lunchtime teacher det 5, 10, 20m (up to 30m).  <i>NB:HW not done 3+ times in a term teacher will call home.</i>  <i>HW codes report every 2 weeks SLT to call home for students not completing HW in 3+ subjects.</i></p>
<p>3 signatures on uniform card (tutor to check and replace full cards immediately) Not meeting bicycle passport expectations. Failure to produce uniform card/bicycle passport (all staff).          *Breaktime/ lunchtime anti-social behaviour, littering etc. <b>Repeated failure to bring face mask to school (Covid)</b></p>	<p><b>C2b 30m lunchtime detention HOY BS2 Covid adjustment Inclusion until further notice.</b>          *Bring straight to the lunchtime detention HOY will log as ASB</p>
<p>Continued C2 behaviour (apart from HW issues), Failure to attend C2a Department Detention, Community Service or failure to complete and hand in inconvenience work, Failure to attend a C2b HOY lunchtime detention, Lack of respect to or about a member of staff           Lack of respect to a member/members of the school community inc. racist homophobic, biphobic, transphobic, disabled, sexist language/action <b>inc. Covid 19 behaviour that increases the risk of virus transmission eg deliberately using areas not designated to you, breaking the one-way system</b>, Going out of bounds, Abuse of school ICT systems/Social Media inc. inappropriate images (inc loss of internet privileges), Deliberate dishonesty, Damage to property, Being in the vicinity of smokers. Not</p>	<p><b>C3 One Hour After School Detention</b>          School Hall. Monday, Wednesday, Friday.</p>



following staff instructions, Removed from a lesson, Late to school x2 (Attendance officer) <b>Persistent failure to bring face mask to school (Covid)</b>	
Continued C3 behaviour, Failure to attend a C3 detention, Injuring another student, Truancy/Going off site (unauthorised), Possession of smoking equipment, Smoking on site or in uniform. Persistent lateness to school	<b>C3+ One Hour 30 minutes After School Detention SLT.</b> School Hall. Friday.
Continued C3+ behaviour, Failure to attend a C3+ detention, Misbehaviour during a C3 detention, Two + C3s in one day, Deliberate defiance, Physical aggression <b>inc. Covid 19 deliberately coughing in someones face to cause distress</b> , Persistent bullying inc. racist/homophobic, biphobic, transphobic, disabled, sexist. Theft, Graffiti, Vandalism, Behaviour that seriously disrupts the school day. Intimidating behaviour. Refusal to cooperate/ attend exit room	<b>C4 A Period of time in Internal exclusion. Isolation runs from 8.30 am to 3.30pm.</b>
Persistent C4 behaviour. Refusal to co-operate /disruptive behaviour whilst in the isolation room Persistent refusal to follow school rules or the instructions of staff after previous levels of sanction have been applied, Misbehaviour in a C3+detention, Aggressive or offensive behaviour towards staff inc Swearing at a member of staff, Physical assault, Bringing the school into disrepute, Possession of drugs, solvents or alcohol into school. Conduct liable to seriously endanger the student, other students or staff <b>inc Covid 19 spitting at someone</b> , persistent refusal to attend detention, Serious misuse of technology inc. indecent images. Following a 2nd period of fixed term exclusion a student will be required to attend a re-engagement interview.	<b>C5 Fixed term exclusion</b>
Persistent C5 behaviour, Possession of offensive weapon, One off acts of dealing supplying drugs to the school community, Serious theft or vandalism, Serious physical assault, Arson (including a deliberate act involving fire in the school, criminal offences and/or any persistent behaviour that repeatedly disrupts the school day. <b>Wilful and repeated transgression of protective measures in place to protect public health.</b>	<b>C6 Permanent Exclusion</b>

NB. Consequence notifications are sent via student and parent/carer email. There is a 24 hour delay so data entry can be manually checked. Recognition messages are sent via student and parent/carer email, real time.

**Temporary amendments Covid 19**

## **Equipment list (Ready to learn)**

2 x blue or black pens  
 1 x red pen  
 Pencil  
 Rubber  
 Sharpener  
 Ruler  
 Reading book  
 A highlighter  
**Face covering**

### **For Maths:**

Protractor  
 Scientific Calculator  
 Pair of compasses

### **Extras (these are useful, but not essential):**

Coloured pencils/ pens

Remember: some days you will need items for certain lessons e.g. PE kit, Food Tech

equipment.

## Classroom routines

**Relationships** are key. Staff will welcome you to the lesson, respond politely and be ready to learn. Students will be asked to correct **uniform** if necessary before entry.

**Activity ready**, Students remove outdoor clothing, place bag(s) under the table (or designated area) and place book(s) and equipment on table (ready to learn).

When the **register** is called, students respond as directed by the teacher. Address the teacher by title and/or name. Any student late for the lesson will be recorded.

**End of lesson routine** Students pack away when directed by the teacher and KS3/4 students stand silently behind chair. KS3/4 students are dismissed by the teacher in groups (eg pairs, rows, blocks).

## Detention System

Code	Where/Who	When	How long
<b>C2a</b>	Department	Break or lunchtime teacher detention	5, 10, 20 minutes (up to 30)
<b>C2b</b>	(BS2) HOY	Lunchtime detention	30 m
<b>C3</b>	Rota led weekly by departments. 2 teachers minimum. SLT will run on Friday.	Monday, Wednesday, Friday. 3pm to 4pm	1 h
<b>C3+</b>	SLT	Friday	1h 30m
<b>Internal Isolation</b>	Inclusion unit	1 to 5 days	From 8.30am to 3.30pm

## Uniform Key Points

(please check the full [Uniform Policy](#) on the John Colet Website for more detail)

### Boys:

- Regulation maroon John Colet blazer to be worn at all times including non-lesson time
- Regulation clip-on school tie
- Plain white school shirt with stiff v-shaped collar which is tucked in (either long or short sleeved)
- Optional plain black v-neck jumper (worn with not instead of the blazer)
- Plain black trousers from the approved list of trousers
- Plain black socks
- Plain black shoes (see Appendix 1) which are suitable for wearing during the day and to and from school. No canvas, trainers or boots.
- Dark coloured outdoor coat

### Girls:

- Regulation maroon John Colet blazer to be worn at all times including non-lesson time
- Regulation clip-on school tie
- Regulation pleated black skirt which is no more than 5 cm above the knee
- Plain white school shirt with stiff v-shaped collar which is tucked in (either long or short sleeved)
- Optional plain black v-neck jumper (worn with not instead of the blazer)
- Plain black trousers from the approved list of trousers
- Plain black socks (below the knee), or black or flesh coloured tights
- Plain black shoes with a low heel which are suitable for wearing during the day and to and from school. No canvas, trainers, boots or sandals.
- Muslim students who wish to wear hijabs may do so provided that the fabric is plain, lightweight and blends in with the school uniform colours
- Dark coloured outdoor coat

### All Students:

- "Plain" is defined as being without embellishment i.e studs, additional zips, braiding, patterned, logos etc
- Unnatural hair colouring is not permitted; the interpretation of "unnatural" is as follows: A colour that is not found within the natural colour spectrum, i.e. a bright, extreme or vivid colour. A combination of colours that is easily visible or stark in contrast
- If hair extensions are worn, no beading is permitted. Extensions must also be in a colour that naturally blends with the hair
- One single stud in each ear is permitted; the stud must be worn in the lower part of the earlobe and should be removed for PE; students wearing studs in their ears other than in their lobes will be expected to remove them
- Jewellery (except a watch) is not permitted; however, if there are religious or family reasons for wearing an item of jewellery then permission must be sought from the Head of Year. Jewellery is the responsibility of the owner and is worn at the owner's own risk
- Other visible body piercings are not permitted and the student will be expected to remove them
- Natural, subtle and basic make-up may be worn to cover skin complaints
- Clear nail varnish may be worn but fingernails must be short and nail extensions of any kind are not permitted
- No visible body art
- Garments which cover the face or whole body are not permitted

- Baseball caps or hoods up are not permitted
- Top garments such as hoodies which go over the head are not permitted
- Belts if worn must be plain, black, leather or leather-look, buckles must be simple and plain. No branding or logos are allowed.
- Students may not remove their blazer in a lesson without the permission of the member of staff
- All uniform should be marked in permanent pen with the owner's name

Nb. The uniform card must be carried at all times. Failure to show the card when asked by staff will lead to a lunchtime detention. 3 signatures leads to a lunchtime detention. Persistent offenders may receive escalated sanctions.

### Trainers

**Only Matron will give permission for students to wear trainers.** This will only be given on receipt of a letter from **GP, hospital or consultant**. Matron will sign and date the top of your uniform card.

Students with letters from parents for minor issues should go to Matron. She will triage the issue. She will sign and date the top of your uniform card. You **will be** required to attend the medical room at break and lunchtime for 'minor injuries without medical permission'.

All other students in trainers will not be allowed to go to lessons. This includes broken shoes.  
NB: Students who cannot rectify uniform to comply with the rules may not be allowed to attend lessons until uniform is correct.

**Covid 19 update Please see Appendix**

## Appendix

This policy is based on advice from the Department for Education (DfE) on: [Behaviour and discipline in schools](#); [Searching; screening and confiscation at school](#); [SEND code of practice](#); [Use of reasonable force in schools](#); [supporting pupils with medical conditions](#); [The Equality Act 2010](#)

Possession of prohibited items Includes; any implement or device that can be used with intent to inflict damage or harm Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to threaten or cause personal injury to, or damage to the property of, any person (including the student) Any items that are potentially harmful to any member of the school community should not be brought to school. If there are any doubts about an item, students or families can check with the year team before any such item has school permission to be allowed onto the school site.

Discrimination is treating someone differently because of who they are or because they possess certain characteristics. The school recognises its legal duty under the Equality Act 2010 to prevent students with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be reasonably adjusted to cater to the needs of a student.

## **Covid 19**

### **Temporary guidance**

#### ***Are there any new rules that I have to follow?***

At John Colet we continue to have high standards of student conduct. We expect you to be Ready; Respectful and Responsible at all times. Normal behaviour expectations apply

However please be mindful that there are some new rules and behaviour guidance because of Covid 19.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents please read the rules and ensure that your children are aware of and adhere to the new procedures that have been put in place. Contact your child's head of year if you think your child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them to integrate back into school life.

When pupils are in school, we expect them to act responsibly and to follow all of the rules/guidance set out below to keep themselves and the rest of the school community safe.

### **Changed Rules Routines**

- Students must arrive/exit the school with respect for social distancing measures.
- Students must respect all the distancing control measures whilst on site.
- Altered routines for arriving or leaving the school (as detailed above)
- Hygiene, such as handwashing and sanitising
- Who pupils can socialise with at school, including at lunch and break times (as detailed above)
- Moving around the school (e.g. one-way systems, out of bounds areas, queuing)
- Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands
- Telling an adult if they are experiencing symptoms of coronavirus
- Breaks or play times, including where children may or may not play
- Use of toilets
- Not to cough or spit at or towards any other person
- Wearing a face covering in corridors, moving around inside the school.

To help encourage pupils to follow the above rules, we will continue to issue recognition points and praise to students demonstrating the schools values. Ready; Respectful and Responsible.

We will try to enforce the changed rules/guidance by explanation and encouragement. However, if we feel a student is deliberately not following the guidance and putting others at risk we will implement sanctions in line with our behaviour policy.

Until further notice, we will **add or update** details of any changes to your normal rules