



Behaviour Policy

Terra Nova School is dedicated to ensuring that our school environment supports the learning and wellbeing of pupils and staff through a strong sense of community cohesion. Cooperation, support, and respect are the foundations of our community and we work hard to provide a safe school where pupils feel included in every aspect of school life and comfortable to voice their opinions.

This policy outlines what we expect from all our pupils in terms of their behaviour, and the sanctions that will be consistently enforced if this policy is not adhered to. The policy applies in and out of school time and premises. It extends to all members of our school community and is written in line with our governing body's statement of behaviour principles. Good behaviour and self discipline have strong links to effective learning and are vital for pupils to carry with them both during and after their school years.

The policy is based on the good practice outlined in DfE guidance on behaviour and discipline and is in line with the duties set out in [sections 88-94 Education & Inspections Act 2006 (maintained schools)][Schedule 1 to the Independent School Standards Regulations 2014 (academies)].

1. Aims

Terra Nova School believes that all pupils should be aware of the standards of behaviour that are expected of them and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school built on trust and understanding, and that through the use of this policy we can support all of our pupils in developing a high level of social awareness. Our aim is to ensure that all our pupils leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life.

2. School code of conduct

See anti bullying policy for current code of conduct. Also appendix 1 – the behaviour pyramid

3. Standards of behaviour

3.1 School

The school understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally and will never denigrate pupils or colleagues. We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEN needs and disabilities as well as the additional challenges that some vulnerable pupils may face. Staff are trained to deal with behavioural strategies as part of their continual professional development and are well informed of the extent of their disciplinary authority.

We work with parents to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building

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an effective learning community. The school will report behaviour, good or bad, to parents regularly. We encourage parents to communicate with the school if they have a concern about their child's behaviour, and we will do as much as is possible to support parents as and when they need it. We promote good behaviour within the school curriculum and reminders of school rules and expected standards of behaviour are up on walls in classrooms and situated around the school.

Staff are a constant presence around the school, in-between classes, during breaks in the school day, and at lunch times, to check that pupils are using the school grounds respectfully and behaving appropriately.

We recognise that where individual pupils are engaging in continuing disruptive behaviour this can be as a result of unmet needs. If such needs are identified, we will do all we can to ensure that the pupil receives appropriate support. We recognise our legal duties under the Equality Act 2010 in respect of pupils with SEN and/or disabilities. Whilst all pupils identified with SEN and/or disabilities are covered under this behaviour policy, we recognise that these pupils often require support which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available to all pupils. An Individual Behaviour Plan will be used for pupils whose SEN and/or disabilities cause them to display challenging behaviour. Advice will be sought from external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed. Please read the school's [special educational needs policy/ SEN Information Report] for more information.

The school will take all reasonable measures to ensure the safety and wellbeing of all pupils and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of pupils' social, emotional and behavioural skills. For more information, see section 5 of this policy.

3.2 Pupils

The school expects all of its pupils to show respect to one another, to school staff, and anyone else that they may meet. Incidents of bullying, belittling, or bringing intentional harm to other pupils or staff will not be tolerated. Pupils are ambassadors to our school even when off school premises, and we expect them to act accordingly. They are expected to obey school rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour. School work and homework should be well presented, completed to a high standard, and handed in on time. Failure to hand in work on time will lead to disciplinary sanctions. If pupils are struggling to meet the requirements of their workload for any reason, they should discuss this with their tutor who will work with them to draw up a support plan.

All policies referred to above can be found either at our website www.tnschool.co.uk or by requesting a copy from the school office.

Under no circumstances will illegal or inappropriate items be tolerated in school, and all pupils will respect and look after the school premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in exclusion, depending on the circumstances:

- verbal abuse to staff and others
- verbal abuse to pupils
- physical abuse to/attack on staff
- physical abuse to/attack on pupils
- any form of bullying (to the extent not covered above)
- indecent behaviour
- damage to property
- misuse of illegal drugs
- misuse of other substances including "legal highs"
- theft
- serious actual or threatened violence against another pupil or a member of staff
- sexual abuse or assault
- supplying an illegal drug or other substances including "legal highs"
- carrying an offensive weapon
- arson

- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour
- malicious allegations against staff
- racist, sexist, homophobic or other forms of discriminatory behaviour
- persistent truancy/lateness
- possession of items prohibited under the school rules as set out in section 4

3.3 Parents

Parents play a big part in ensuring that their children are responsible for their own behaviour in school. Building school life into a natural routine – ensuring that your child is at school on time, appropriately dressed, rested, and equipped – will encourage your child to adhere to school rules and procedures.

We ask parents to work with the school in support of their child's learning, which includes informing the school of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the school with staff or the headteacher to discuss their child's behaviour and to adhere to any parenting contracts put in place.

In the case of exclusions, parents are expected to provide appropriate supervision for their child during the first 5 days of exclusion, ensure that their child is not present in a public place during school hours without reasonable justification and, if invited, to attend a reintegration interview at the school with their child.

4. School rules that apply at all times to all members of the school community

- Always be on time.
- Keep your appearance smart and tidy, and wear specified school uniform at all times to and from school.
- Rude, derogatory, racist or defamatory language will not be tolerated.
- Be considerate of your peers and the extended community. Do not run through hallways and corridors, do not shout out during lessons, or shout to one another in hallways, or when in public places.
- Be polite and respectful at all times. This applies to staff, other pupils, any visitors to the school, and to members of the general public.
- Take care of your environment, both on the school site and outside, and keep it tidy. Do not litter and do not vandalise property in any way.
- Unauthorised absence from school will not be tolerated.
- Health and safety equipment is only for use in emergency situations and should not be tampered with under any circumstances.
- Disobeying staff is not tolerated.
- The following items are not allowed in school under any circumstances:
 - Alcohol and drugs including "legal highs"
 - E-Cigarettes, Cigarettes, matches, and lighters
 - Chewing gum
 - Weapons of any kind or instruments/substances intended to be used as weapons
 - Material that is inappropriate or illegal for children to have; such as racist or pornographic material
 - Mobile phones are not allowed in classes and must be handed to Form Tutors, or class teachers, at the beginning of a school day

4.1 Drugs

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Pupils may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

Prescription drugs

Carrying, supplying or taking prescription drugs without lawful reason could result in a permanent exclusion.

Non-prescription drugs

Some over-the-counter drugs can be harmful if misused. If they need medication they can go to the school nurse or matron.

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Medication

We are aware that it may be necessary for some pupils to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication. The school employs a matron who will give prescribed medicines to children. We also employ a school medical officer whom parents can contact for advice and support. The school office can provide the appropriate contacts for all of these employees

4.2 Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any pupil involved in any alcohol-related activity may be permanently excluded.

All of these rules also apply when travelling to and from school.

5. Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Terra Nova School wants to make sure that all pupils feel safe at school and accepted into our school community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated.

Bullying can be verbal or physical, by person or by electronic, on-line or written means and can be directed at both staff and pupils. The school practises a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the school. It is made very clear to pupils what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the school will:

- take it seriously
- act as quickly as possible to establish the facts
- record and report the incident; depending on how serious the case is, it may be reported to the Headmaster
- provide support and reassurance to the victim
- make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and the school will make sure that they understand what they have done and the impact of their actions
- ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used
- consider whether exclusion is appropriate in light of the circumstances.

6. Disciplinary sanctions

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline students. Terra Nova School operates using the following disciplinary measures:

See appendix one for our sanctions

Sanctions are adapted relating to the seriousness and frequency of the behaviour.

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6.1 Searching and confiscation

The Education and Inspections Act 2006 authorises our members of staff to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize items in the possession of pupils that are illegal or banned by the school. It is our first priority to ensure that pupils are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other pupils or themselves will be taken off pupils without notice.

A teacher or someone who has lawful control of the child can search a pupil **with their permission** to look for any item that the school's rules say must not be brought into school. Headteachers and other members of staff authorised by them have the power to search a pupil **without the pupil's consent** if they suspect they are in possession of 'prohibited items'. Prohibited items that can be searched for without consent include:

- knives or weapons
- alcohol
- illegal drugs
- "legal highs"
- stolen items
- e-cigarettes, tobacco and cigarette papers
- fireworks
- pornographic images
- articles that have been or could be used to commit an offence or cause harm.

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this.

Any cigarettes and e-cigarettes confiscated in school will be destroyed.

6.2 Use of force

Section 93 of 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, or damage to the property of, any pupil (including him or herself); or
- prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise.

Terra Nova School does not encourage the use of force and it will be used very rarely in special circumstances. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

All staff at the school have the authority to use force when reasonable, and this extends to any other person whom the Head has given the responsibility to be in charge or in control of the pupils. Staff can also use this power when they are lawfully in charge of pupils but off the school premises – i.e. on a school trip.

Following serious incidents involving the use of force, the school will speak to the parents concerned. It is up to schools to decide whether it is an appropriate occasion to report the use of force to parents.

Such serious incidents involving the use of force will also be recorded by the school.

7. Attendance

Regular attendance at school is required by law, and Terra Nova School takes attendance very seriously. There is a register taken twice daily, and disciplinary action will be taken against any pupils who are discovered to be truanting or are

repeatedly late. Parents or carers will be contacted to discuss possible reasons and school support systems that could help. More information can be found in the school's [Attendance policy](#).

8. Regulating pupil's offsite conduct

Pupils who are caught or known to have been misbehaving on the way to or from school, near the school premises or where it would be considered reasonable to impose sanctions for behaviour outside school e.g. cyberbullying, will be disciplined by the school. This also applies to pupils who break school conduct during work experience, school trips, or extended school activities such as sports events, or any event where poor behaviour might jeopardise the chances of future pupils participating.

Any off-site misbehaviour could result in sanctions. The school will take into consideration:

- the severity of the misbehaviour;
- the extent to which the reputation of the school has been affected;
- the effect such an action may have on the other pupils;
- the extent to which the behaviour has repercussions for the orderly running of the school/or might impose a threat to another pupil or member of staff;
- whether the misbehaviour was on the way to or from the school or the pupil was taking part in any school-organised or school-related activity; and
- if it was at a time when the pupil is in some other way identifiable as a pupil of the school or might be expected to act as an ambassador for the school.

9. Rewards policy

Terra Nova School believes that it is important to encourage good conduct throughout the school by celebrating and rewarding good behaviour. This is predominantly achieved through our house point system; though individual teachers may choose their own 'in house' methods. At the end of each half term teachers will nominate individuals for our special achievement assembly which acknowledges academic achievement and our school values.

10. Complaints

The school has a standard complaints procedure. We encourage parents to take any complaints or concerns to a staff member or the Headmaster, and the school will do everything in its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see our **school complaints policy** which is available on our school website.

Our Behaviour Pyramid

Two strands of behaviour: Readiness and Respect

**Exceptional
behaviour for
learning at all times.**

Above and beyond:

- Always showing a positive attitude towards learning and behaviour.
- Consistently adhering to and upholding the TN values

Expected behaviour:

- Smart uniform at all times
- Respect to peers, staff, environment and resources.
- Punctual to lessons and correct equipment if needed.
- Polite, well-mannered and considerate at all times.

Lack of Readiness:

- Persistently not looking smart or taking pride in wearing School uniform
 - Written work not completed to an acceptable standard
 - Homework not completed without a note from an adult
 - Lack of concentration of effort during lessons
 - Not being ready for the start of a lesson

**Yellow
Stamp**

Lack of Respect:

- Repeated low level disruption.
- Bullying.

**Red
Stamp**

Sanctions

Sanctions are given for two strands of behaviour – Readiness and Respect. These are summarised in the table below and fully shared with Terra Nova pupils. **Whilst these sanctions are punitive, they are given and resolved in a restorative way;** to identify behaviours which require support in order for pupils to **do their best and feel safe**.

Readiness	Respect
<ol style="list-style-type: none"> 1. Persistently not looking smart or taking pride in wearing School uniform 2. Written work not completed to an acceptable standard 3. Homework not completed without a note from an adult 4. Lack of concentration or effort during lessons 5. Not being ready for the start of a lesson 	<ol style="list-style-type: none"> 1. Intentionally threatening or unkind behaviour – verbal or physical 2. Persistently moving around the School in an inappropriate way 3. Persistently distracting others in class or assembly 4. Persistently shouting out in class 5. Being in any part of the School buildings without permission 6. Taking or damaging School property 7. Disobedience when given a clear instruction by a member of staff 8. Persistently not listening to others 9. Insolence to adults 10. Cheating in assessments 11. Persistent unnecessarily dangerous/rough play 12. Dishonesty 13. Swearing 14. Other

Sanctions for the above are applied thus and all reflection cards are stored with the Pastoral Team:

Readiness	Respect
<p><i>A pupil is given a yellow stamp on iSams for any Readiness rule broken.</i></p> <p>Yellow stamps are monitored by the Form Tutor and the Pastoral Team. When necessary, an individual will be given a Reflection Card to complete with their Form Tutor during a break. This work will be a written reflection on his/her behaviour and, where necessary, strategies will be put in place to help support the pupil to improve.</p>	<p><i>A pupil is given a red stamp on iSams for any Respect rule broken.</i></p> <p>Red Stamp 1 – Level 1</p> <ul style="list-style-type: none"> • Email home from the issuing teacher, sent via the Form Tutor, to parents. • Reflection Card completed with the Form Tutor – a copy sent home for discussion <p>Red Stamp 2 – Level 2</p> <ul style="list-style-type: none"> • Email home from a member of the Pastoral Team • Reflection Card completed with a member of the Pastoral Team – a copy sent home for discussion • Pupil will have a privilege withdrawn <p>Red Stamp 3 – Level 3</p> <ul style="list-style-type: none"> • Email home from the Deputy Head • Reflection Card completed with the Deputy Head – a copy sent home for discussion • Pupil will have a privilege withdrawn • Parents to attend a meeting with the Deputy Head, and a team of relevant staff, where a Behaviour Plan/Contract will be drawn up for the pupil with agreed expected outcomes, time periods and reviews. <p>Red Stamp 4 – Level 4</p> <ul style="list-style-type: none"> • Email home from the Headmaster • Pupil will be suspended from School for a half day • Parents to attend a meeting with the Deputy Head/Headmaster, Class Teacher and SenCo, where outside agency involvement will be discussed and agreed upon.

All reflection cards to be stored with the Pastoral Team

Appendix 1.a

Outstanding choices
Good choices
Think about it
Teacher choice
Parent contact