

Appendix 1: Behaviour and Ethos contextual policy at Skegness Grammar School

Skegness Grammar School

1.0 The pastoral structure at this academy is as follows:

Name	Job title	Key Stage Lead	Behaviour Leads & Support
Mr Orton	Head of Year 7	Mr Sturman – Assistant Principal KS3	
Mrs Fullwood	Head of Year 8		Miss Shelbourn – SLT Behaviour Lead
Mr Shaw	Head of Year 9		Mrs Richardson- DSL Miss Clare- DDSL
Miss Bee	Head of Year 10	Miss Shelbourn – Assistant Principal KS4	
Miss Shelbourn	Head of Year 11		
Miss Preston	Head of Year 12	Mr Wardell – Assistant Principal KS5	
Mrs Gilbert	Head of Year 13		

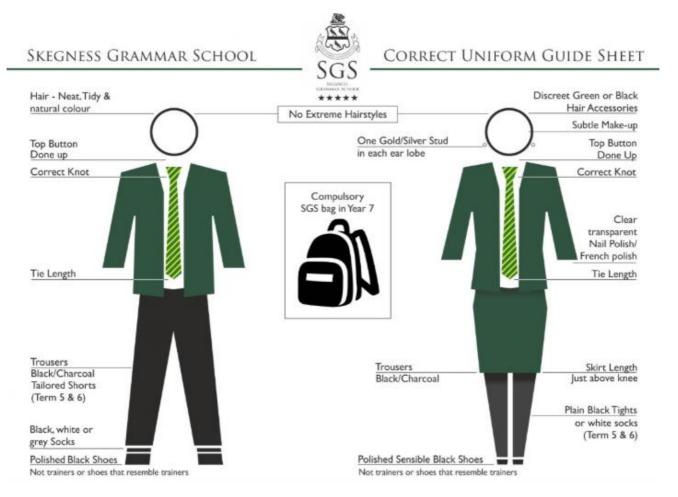
Additional colleagues responsible for supporting staff with students' behaviour and ethos are as follows:

Name	Job title
Miss Howey	SIL- Humanities (Geography, History, RE/P&E, Sociology, Psychology, CA)
Mr Shears	SIL- Maths (Maths, Further Maths, Computing, Business Studies)
Mrs Houlston-Lau	SIL- English & Comms (English, Drama, Music, MFL, Latin)
Mrs Sturman	SIL- Science & Tech (Science, Art, Technology, PE)
Mrs Richardson	Pastoral & Safeguarding Lead
Miss Clare	Pastoral & Deputy Safeguarding Lead
Mr Allen	Director of Boarding
All SLT, HoY & SILS, collectively "ESLT"	ESLT removal from lesson email (C3): sgs-behaviour@skegnessgrammar.co.uk



The routines in this academy are as follows:

1.1 Uniform:



- We wear our uniform with pride.
- One watch, one pair of stud earrings, one ring and one bracelet can be worn. Fitness watches/smart watches can be worn but the notifications must be turned off. All jewellery must be removed for practical subjects as requested.
- Natural nails may be painted clear *or* French polish. Gel polish is permitted, however false nails of any kind are not permitted due to health and safety.
- Hair colour is natural.
- Skinny fit or Capri trousers are not permitted.
- Compulsory SGS rucksacks will be issued from 2019-20 to new Y7 students.

1.2 The school day:

- We are always on time; staff and students alike.
- We line up quietly outside classrooms in a straight line to be greeted by staff.
- We communicate clearly and politely when it is our turn.
- We respect the views and rights of others.
- We respect personal space.
- We walk on the left through corridors.
- We seek solutions to problems via positive communication and we ask when we need help.

1.3 Before school, at break times/lesson changeover and after school:

We eat a healthy diet to fuel our brains; food & drink high in sugar/banned items e.g. energy drinks will be



confiscated. We eat and drink in the canteen, outdoors and the sports hall foyer.

We put litter in the bins provided, even if it is not ours.

1.4 Mobile Phones

1.4.1 YEAR 7-11 USE OF MOBILE PHONES/HEADPHONES/SMART WATCHES

- All mobile phones to be switched off and placed in bags/lockers between 08:30 15:05.
- If students need to contact home in an emergency during the day they can:
 - 1. Use the school office phone via the school office at break or lunchtimes
 - 2. Request to use the meeting room to use their mobile phone to call home
- Parents may call the school reception at any time between 08:00 16:00 to pass on emergency messages to pupils.
- Once the school day is over pupils are welcome to use their mobile phones. E.g. To photograph sports fixture
 information or liaise with parents to be collected after events.
- Mobile phones and headphones can only be used in lessons with direct supervision and instruction from the teacher. This is in rare situations where mobile phones are used to enhance learning. This does not include use for general revision.
- If a mobile phone is seen in use during the school day the staff member will:
 - 1. Confiscate the phone
 - 2. Take the phone to the pastoral office
 - 3. Place a post-it note on the phone with the students name written on it and place in the drawer
 - 4. Issue a "C2 Mobile Phone" behaviour point on Bromcom

The student can retrieve their phone at 15:05.

- In sensitive cases, via prior arrangement with the pastoral team and SLT, students may be allocated a phone pass whereby they may carry their phone on silent.
- Smart watches should not be used for notifications, calling or text whilst in school. This feature should be turned off. If not, they will be treated the same as mobile phones.

1.4.2 SIXTH FORM USE OF MOBILE PHONES/HEADPHONES/SMART WATCHES

- Mobile phones and headphones can only be used in lessons with direct supervision and instruction from the teacher
- At break or lunchtime, sixth form students are permitted to use their phones in their common areas. We are treating students as young adults and replicating best practice in the workplace with this rule.
- Headphones and mobile phones can be used for educational purposes only during private study. E.g. Sixth form
 students can use their headphones and phone to watch a video on a science topic, or to listen to their composition
 piece from music whilst trying to improve it. They can review a power point in a google drive folder. They can access
 show my homework and the resources on this platform. E.g. Sixth form students cannot listen to music, send
 messages or be on any social media platform during lesson time.



1.5 The reward pathway in this academy looks as follows:

Name	Example behaviours	Reward
R1	Positive values/ethos shown	1 house point
	Excellent piece of work/HW	House sticker
	Effort or bravery	Comment in book/verbally
	Perseverance	Display work
	Academic achievement	Praise
R2	Academic achievement beyond expectations	5 house points
	Nominated for a SKAFTA (Skegness Award For Talent &	Post card home
	Achievement)	Head of Year award/certificate
	Overcoming a difficult challenge	Subject specific award: e.g. WOW of
	Consistently applying positive values/ethos	the week
	Consistently producing excellent work/HW	Special privilege
	A marked improvement in a piece of work/dedication	SKAFTA nomination
R3	Exceptional piece of work beyond expectations, e.g. producing	10 house points
	work worthy of winning a termly SKAFTA	SIL award
	Recognition for a special event/achievement	SLT award
	Principal's commendation awards, e.g. an exceptional project,	SKAFTA winner
	result or programme.	Letter from the CEO of the Trust

Additional accolades

Every term there will be an assembly where the following rewards will be celebrated:

- 25 House points* = Bronze merit certificate awarded in assembly at the end of term.
- 50 House points* = Silver merit certificate awarded in assembly at the end of term.
- 75 House points* = Gold merit certificate awarded in assembly at the end of term.
- 100 House points* = Platinum merit certificate awarded in assembly at the end of term.
- Attitude awards: ATL Star badges take the form of a green star badge that indicates the student has an average attitude to learning of 4 (excellent) or more. *These will be removed if not consistent*.
- Attendance awards: A certificate and reward for students who maintain 100% attendance.
- Form attendance award: A treat for the form with the highest % attendance, reset each term.
- Head of Year award: A certificate and reward for a student in each year who has achieved something notable or exceptional in a term.
- The Principal's commendation award: A certificate and reward nominated by teachers for the Principal to judge, worthy of nomination on a whole-school level.
- Half School Colours: A certificate for excellence in a subject area contributing to exceptional standards of work or performance/for going above and beyond in a subject area to benefit self or others over a sustained period.
 Awarded to KS4 and above by nomination from the teacher and acceptance of the Principal.
- Full School Colours: A certificate and tie for the **very highest subject accolade possible**. For consistently reaching the highest level of work or performance, consistently going above and beyond in facilitating the subject for self and others, and acting as the best possible role model within the department, displaying values of scholarship and resilience, for example. Awarded to KS5 by nomination from the teacher and acceptance of the Principal.

^{*} Behaviour points are subtracted from house points to give OVERALL house points – students will be made aware of these termly via their form tutor.



1.6 The consequence pathway in this academy uses the following in lessons:

Name	Example behaviours	Consequence	
C1	Talking Turning around Distracted Passive Out of seat/not settled	C1 is a warning/reminder: 1. Silent non-verbal: hand signal, eye contact, facial expression, shake head, sharp pause or self-interruption. 2. Depersonalised reminder: "Everybody is writing. Just waiting for one person. We need one person thank you 3. Personalised reminder: "Jack, one voice. Thank you." There is no need for a member of staff to record a C1 on BROMCOM	
C2	Any continuation of C1 in the same lesson Distraction of others Initially inadequate work Not following an instruction in a timely manner	 C2 is a teacher management technique: Moving seats/speaking to the pupil 1-1 to address needs. The student is given opportunity to change the behaviour. The teacher should reprimand verbally in private at this point and discuss the implications to educate the student on the consequence/potential escalation if this continues. (Warm:Strict) The teacher should always inform the student if they have been given a C2 behaviour point with the reason why. Two C2 behaviour points in one week = lunch time detention 1.25-1.45pm the following week, supervised by HoY. C2 behaviour point is logged on Bromcom by the classroom teacher. 	
СЗ	Any continuation of C2 behaviour Disruption to the teaching or learning of the lesson after C1 and C2 has been deployed. Inadequate work produced after C1 and C2 Defiance of instructions Verbal abuse or rudeness Inappropriate severe comments to include abuse of race, beliefs, sexuality, religion or other.	C3 is SLT removal of the pupil from the classroom, isolation for the remainder of the lesson & an after school SLT detention. • Teachers will email SLT-behaviour with student name and location. A member of duty SLT will respond to all, confirming they are on route. The student will be collected by SLT and taken to isolation with work to complete (located in pastoral). • The member of SLT will discuss the reason for the removal with the student immediately, or after a cool-off period as required. • The subject teacher will log the C3 and reason on BROMCOM with any additional information necessary. • The subject teacher will contact home as close to the same day as possible with the support of the pastoral team. • An SLT detention will be issued by central admin team and parents will be notified of the date. This will take place after school in the hall from 3.05pm-4.00pm. The student will be escorted from P5 to the detention by their P5 teacher. • The pupil will meet with the teacher, facilitated by the pastoral team to discuss the incident and actions moving forwards. The student will then receive a fresh start next lesson. The incident will not be discussed after this in class. • Any other appropriate teacher or tutor action (see page 7 'Action' table) can be taken at this stage. • The SIL will monitor repeated C2/C3 behaviours in their faculty areas and will respond to this accordingly. C3 behaviour point in a lesson is logged on Bromcom by the classroom teacher.	
C4	Any continuation of C3 (twice or more in one week) A serious one-off incident,	 Always: A parental meeting with HoY/and or a member of ESLT Always: Escalation by the SIL (if same subject/lesson) or Head of Year to a 1-day isolation which includes an SLT detention until 4.00pm 	
	A serious one-off incident,		



e.g. Verbal abuse / Physical violence / inappropriate	 Any appropriate teacher or tutor action (see page 7 'Action' table) Isolation
outburst	Report card (Form tutor/HoY/AP)
	Searching
	• PSP
	Fixed period of exclusion (FTE)
	External support
	 Alternative provision/managed move to another school
	Permanent exclusion
	 Other (at discretion of HoY, SIL, AP Behaviour & the Principal)
	A C4 behaviour point and the outcome is logged on Bromcom by the Head
	of Year (HoY) after liaison with the Assistant Principal responsible for
	behaviour.



1.6 The consequence pathway in this academy uses the following <u>outside of lessons</u> or where <u>actions do not impact the</u> teaching and learning of a lesson and therefore students are not removed from a lesson by SLT:

	Example behaviours	Consequence
C1	Silly behaviour in general Immaturity/inappropriateness Excessive noise Shirt untucked/top button undone/skirt rolled up Walking past litter	Warning/discussion 1-1 with member of staff Restorative solution/explanation
C2	Any continuation of the same C1 despite discussion	C2 behaviour point logged on Bromcom
	Jewellery/Uniform e.g. pink socks Poor use of language/swearing Lateness to school Failed to register Lateness to lesson Forgetting equipment Littering Mobile phone	 The teacher should reprimand verbally at this point and discuss the implications to educate the student on the consequence/potential escalation if this continues. (Warm:Strict) The teacher should always inform the student if they have been given a C2 behaviour point with the reason why. Two C2 behaviour points in one week = lunch time detention 1.25-1.45pm the following week, supervised by HoY.
	Clear/dangerous speeding on site (age 17+) Bullying, e.g. name calling or mocking Misuse of social media/ the internet Insolence	In addition, all mobile phones will be confiscated and taken to pastoral & labelled with the student name, to be returned at 3.05pm. Please see 1.4 Mobile Phones for more information.
C3	Any continuation of C2	C3 behaviour point logged on Bromcom
	Incomplete/forgotten or poor homework	 Staff should inform the student that they have been given a C3 SLT detention, e.g. "You have not completed your homework, therefore you will be in an SLT detention next Thursday after school. You are still expected to complete the homework, and I want this by" C3 Homework behaviour point is logged on Bromcom by the classroom teacher.
	Verbal abuse to peers Verbal abuse to staff Inappropriate severe 'throwaway' comments to include abuse of race, beliefs, sexuality, religion or other. Injury/accident caused by poor choices or disregard for others Severe bullying, e.g. physical, emotional Theft/Damage Defiance	 For all other events listed or similar, teachers will liaise with the HoY and pastoral. In most cases, statements will need to be taken by the pastoral team. There may need to be a full investigation before a C3 behaviour point is logged. HoY/Pastoral will log the reason for the C3 on BROMCOM with any additional information necessary. The pastoral team will contact home to inform parents of the situation. An SLT detention will be issued by central admin team and parents will be notified. This will take place after school from 3.05pm-4.00pm in the Hall. The student will be escorted from P5 to the detention by their P5 teacher. The pastoral team will discuss actions with the student (MCL/CRI/HoY) to
	Banned item (severe) Truancy including from lessons or missed detentions Breach of IT code	ensure the behaviour is not repeated. Additional measures may be put in place to support the student in making a positive change (see page 7 'Action' table). The focus here is to enforce the consequence but also to educate the student on making positive changes in the future.



		In instances where a C3 must be dealt with immediately as there may be risk or danger, please email SLT-behaviour or send a student/teacher for support. Please manage the immediate risk.
C4	Any continuation of C3	 Teachers will liaise with the HoY and pastoral. In most cases, statements will be taken by the pastoral team. Always: a parental meeting with HoY/and or a member of ESLT
	Deliberate assault Harassment Banned item (severe or illegal) Smoking Deliberate damage Serious breach of IT code Inappropriate severe, deliberate comments made to upset/harass another student to include abuse of race, beliefs, sexuality, religion or other. Other serious offences.	 Escalation by the Head of Year to a 1-day isolation which includes an SLT detention until 4.00pm Monitoring meetings Fixed period of isolation Fixed period of exclusion (FTE) External support Alternative provision/managed move to another school Permanent exclusion A C4 behaviour point and the outcome is logged on Bromcom by the Head of Year (HoY) after liaison with the Assistant Principal responsible for behaviour.

- The central admin team will publish detention registers and communicate these home to parents via text message.
- The AP responsible for behaviour will circulate rewards and consequences communication to all staff regularly.
- Page 7 Actions table includes a range of supportive tools to ensure behaviours are improved. This table
 should be explored in every circumstance where a student has repeated a negative behaviour. At SGS, we
 use both paper and electronic Bromcom report cards depending on the needs of the student, and targets
 are set by the student with the below members of staff depending on severity;
- White report cards = Daily Tutor and parent/carer report.
- Yellow report cards = Daily HoY and parent/carer report.
- Red report cards = Daily Assistant Principal and parent/carer report.
- Electronic report cards are marked in Bromcom by subject teachers daily. The HoY is responsible for setting this up.
- Lunch time detentions will take place in ROOM 32 every Thursday from 1.25pm-1.45pm. Students will be permitted to have lunch after their detention.
- SLT detentions will take place in the HALL every Thursday from 3.05-4pm.

Appendix 2: Templates

- 2.1 Work set template isolation/exclusion
- 2.2 Exclusion reintegration form
- 2.3 Meeting/Mediation form
- 2.4 Searching, Screening and Confiscation
- 2.5 Wainfleet Hall Boarding House Rewards & Consequences



2.1 Work set template – Isolation/Exclusion





Skegness Grammar School Set Work Template

Student name	
Date	
Year group	
Isolation / Exclusion	
Lesson & subject	Work to be completed & handed in to teacher
P1	
P2	
P3	
P4	
P5	



2.2 Exclusion Reintegration Form

Return from exclusion interview	Date:
STUDENT NAME	
Year	
Form	
Reason for Exclusion	Repeated offence? Y / N
Date(s) of exclusion	Total FTE days to date:
Number Of Days	
Present Staff/Student / Parent or carer	
·	
Positive Behaviours (E.g. academic performance, involvement in enrichment activities and relationships with pupils and staff)	Behaviour to be improved
Main Points Discussed:	



Detail any other support to be put in place, e.g. SEND/Nurse/SC/Referrals:				
Action Points moving forwards – with input from the	pupil			
•				
•				
MONITORING/ RISK ASSESSMENT or REPORT in place?	Y N Type:			
Monitoring Staff responsible:				
SIGNED (Academy) :	Print:			
SIGNED (Parent/Carer) :	Print:			
SIGNED (Pupil):	Print:			



2.3 Meeting/Mediation form





SUMMARY OF MEETING

Date:	In attendance:
Details:	
Conclusion / Recommendation / Actions:	
Update Bromcom with necessary information	
Completed by:	
Date:	
Please hass to the Pastoral Denartment to keen on file	



2.4 Searching, Screening and Confiscation

Fig 2 in Behaviour and Ethos Policy: Searching, Screening and Confiscation should always be witnessed by another member of staff

Date	Pupil Name	Staff Name 1 & 2	Search Location

Searchable items:

- Knives/weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco/cigarette papers
- Fireworks
- Pornographic images
- Any article used to commit an offence
- Any article used to cause personal injury/damage to property
- Any item identified in the school rules as a banned item that can be searched for

RISK ASSESSMENT				
	YES	NO		
Has the pupil given consent?				
Has the search been agreed by the Headteacher?				
Is there a member of staff as a witness to the search?				
Are the members of staff the same sex as the pupil?				
Have parents been informed?				

SEARCH EXPECTATIONS

- If 'No' to the above, a search can still take place if the member of staff has reasonable grounds that the pupil is in possession of a banned item and there is a risk of serious harm if the search is not conducted immediately and where it is not reasonably practical to summon another member of staff.
- Only outer clothing can be requested to be removed during a search e.g. coats/blazers/shoes
- 'Possessions' includes any item the pupil has or appears to have control of e.g. pockets/bags/desks/lockers
- Members of staff can confiscate, retain or dispose of the searchable items list, where reasonable to do so
- Any weapons, stolen items or controlled drugs should be delivered to the Police immediately.
- Pornographic images should be deleted/disposed of unless the Police confirms it constitutes a specific offence
- Any items that are evidence of an offence should be delivered to the Police immediately
- The member of staff may examine the data/files on an electronic device if they have good reason to do so (e.g. cause harm)
- Ensure parent/carer has been informed of search in a timely manner

Ensure parenty carer has been informed of scarer in a timery manner			
NOTES OF SEARCH			
OUTCOME			
Staff Signature:	Staff Signature:		
Stall Signature.	Stan Signature.		



2.5 Wainfleet Hall Boarding House Rewards & Consequences





Skegness Grammar School - Wainfleet Hall Boarding House Rewards & Consequences

Rewards		
Carried out by House Staff	Carried out by Director of Boarding/SLT	
 Praise Privileges Phone call to parent/Carer Public commendation Token of appreciation/congratulations Tangible reward 	 Praise Privileges Phone call to parent/Carer Public commendation, e.g. on Twitter/newspaper Token of appreciation/congratulations Tangible reward Reward event/trip Recommendation for award at SGS Recommendation for Principal's award Nomination for prefect Nomination to Trust for DCEO/CEO award 	

Consequences				
BO – B2 Carried out by House Staff Information is recorded at Wainfleet Hall BO - B2 information is shared between House Parents/Director of Boarding BO – B2 information can be shared with SGS form tutor/HoY/Pastoral where the house staff have concerns about behaviour in school too.	B3 – B5 Carried out by Director of Boarding Parents informed and information recorded on Bromcom B3 - B5 Information is shared with form tutor and HoY/Pastoral as appropriate. B4 – B5 Information is always shared by the DoB with SLT at SGS before consequences are issued by the AP responsible for behaviou and the Principal.			
BO - Discussion/verbal guidance by house staff.	B3 - Formal verbal warning / Boarding Report, may include extra			
Examples:	work and/or early wake up.			
Detention from School - discussed with students	Failed to attend Prep			
Not working effectively in Prep	Serious inappropriate behaviour			
Leaving crockery laying around	Consistent B2 behaviour which isn't improving			
Wearing the incorrect uniform for School	Consistently poor punctuality which isn't improving			
Playing outside ball games in the boarding House	Failure to attend roll call			
Being inconsiderate to others	• Theft			
Missing roll call once accidentally	Verbal abuse/aggression			
	Other serious – SLT/DoB			



B1 - Stern guidance/warning by house staff, extended prep B4 - Formal written warning/period of isolation sessions, early bed or extra duties. • More severe aggression • Inadequate work completed in prep • Intimidation of others including verbal threats · Disruptive behaviour Serious swearing · Misuse of computers and facility · Persistent B3 behaviour • Lateness - up to 10 minutes (curfew, bedtime, lights out, · Smoking meetings) Severe theft · Bedroom untidiness · Vandalism (will involve being charged to fix item) • Using other people's belongings without permission • Unauthorised/self-medication · Cyber-bullying/inappropriate on-line behaviour Other **B2- Privileges removed by house staff B5 - Temporary exclusion/exclusion** · Continued disruptive behaviour · Extreme racism • Lateness of between 10-20 minutes • Persistent B4 behaviour • Being out of bed for no reason after lights out · Unacceptable Violence · Serious facility misuse Alcohol use/purchase • Serious misuse of time in Prep · Possession of illicit substances • Rudeness to House Staff/other Boarders · Possession of a weapon or banned item Swearing

Skegness Grammar School BEHAVIOUR AND ETHOS POLICY contextual appendix publication & review		
V1.0 ESH July 2019 – Approved by ASC	Review date July 2020	

Other

• Inappropriate physical contact including that of a sexual nature

· Continued poor punctuality

• Repeated B1 behaviour

Other