



# Behaviour for Learning Policy Information for Parents (Secondary Phase)

Student Name:

Form:



Dear Parents/Carers,

During the past few years we have been developing a Behaviour Policy at Hinde House School. Students, staff, parents and governors have been involved in this process at different times.

We began by examining why students come to school at all. Although we arrived at a long list of reasons they could be summarised as:

- to learn
- to achieve
- to be successful

Our Behaviour for Learning Policy therefore is designed to ensure that all students have the opportunity to learn, achieve and be successful, but we also emphasise the need for students to respect each other and those who work with them.

We also believe students have a responsibility to respect the wider community and promote a positive image of the school.

This short booklet is designed to make you aware of the key aspects of the policy, in particular, our expectations of students and the ways in which you can support us in our work.

Chris French  
Principal



## AIMS AND ETHOS

### **At Hinde House we want everyone to :**

- \* be involved in learning
- \* aim for achievement at their highest possible level
- \* experience and celebrate success  
within a community where relationships are based on mutual respect.

### **We aim to create a community within which everyone :**

- \* is known, valued and feels secure
- \* is supported and encouraged to achieve their potential
- \* has the opportunity to develop academically, socially and personally
- \* is encouraged to take responsibility for their own learning
- \* can develop an appreciation of their responsibilities in the wider society.

### **Within the school community we expect everyone to :**

- \* make learning the priority
- \* show respect, courtesy and consideration towards all other members of the community and to visitors
- \* take responsibility for their own actions
- \* be honest and co-operative with others
- \* follow the rules and procedures of the school
- \* look after the school environment, the property of the school and the belongings of others
- \* contribute to the continuous improvement and development of the school

### **As a school we aim to contribute positively to the communities we serve. As such we expect everyone to:**

- \* promote a positive image of Hinde House School
- \* respect members of the wider community and their property
- \* look for and participate in opportunities to become constructively involved with the wider community.

## **PROMOTING POSITIVE BEHAVIOUR**

As a school we believe in promoting POSITIVE BEHAVIOUR. We try to do this by:

- Striving for high standards and having high expectations
- Encouraging good relationships
- Good quality teaching
- Constructive and regular feedback to students about their work and progress
- Appropriate recognition and rewards
- Clear and consistent expectations
- Developing a pleasant, safe and stimulating learning environment
- Offering a range of extra-curricular activities

### **Rewards and Recognition**

These include:

- Subject merit awards
- Green Slips
- School commendations (Bronze, Silver, Gold and Platinum)
- Attendance certificates
- Year delegated awards
- Being elected as a member of School Council/Congress and Health and Safety Forum
- Certificates for special events and activities, including sports
- Commendations for Records of Achievement which are presented at special Invitation Evenings
- Being appointed as a Hinde House Ambassador
- Positive Recognition: Stickers, Postcards, Student of the Week and Class of the week

A particularly important event is our Annual Prizegiving Ceremony in the Autumn Term and the presentation of University Achievement Awards and Records of Achievement to Y11 students in the Summer term.

## PREPARING FOR SCHOOL

Our expectations of our students:

- Be punctual
- Wear standard dress
- Bring the right kit, books and equipment\* to all lessons
- Bring a bag
- Make sure Passport to Learning tasks are completed
- Drinking water helps you to learn, you may bring a water bottle to school and drink water in lessons

\*Pen, pencil, ruler and homework planner are the absolute minimum. Items of stationery can be purchased in school.

### **Attendance**

Every student should achieve a MINIMUM attendance of 90%. Most should achieve 95%. Attendance below 90% will affect progress and achievement.

**A note or telephone message is required for EVERY absence otherwise we cannot authorise it and it is recorded as truancy. The school has the right to decide whether a reason for absence can be authorised.**

**Term time holidays should be avoided. Any request for holiday absence should be requested via a holiday form which can be collected from Student Reception and then returned.**

### **Punctuality**

**Students should not arrive late.**

If students are late they must go straight to their le where they will be registered. Going out of school for lunch must not result in lateness. Three lates results in a detention .

## AROUND SCHOOL

We all want to work in a school which is clean, pleasa safe.

We expect students, therefore, to help by:

- Walking, not running
- Moving around sensibly at all times
- Keeping to the left on corridors and stairs
- Using litter bins
- Looking after the building
- Respecting displays
- Removing hats indoors
- Not loitering on stairs, stair wells or landings at anytime

Smoking is not allowed on school premises.

Gambling is not allowed on school premises.

Mobile phones, I-pods and MP3 players must be switched off and out of sight at all times in the building.

The chewing of gum is not allowed in school

### **Breaktimes**

We ask all students to stay on site for their own health and safety.

### **Lunchtimes**

It is preferable for students to remain on site.

Food obtained in the dining room must be eaten in the dining room and we have a full healthy eating menu for students to choose from.

Packed lunches should be eaten in the dining room.

**The car parks are out of bounds at all times.**

## **BEHAVIOUR TOWARDS OTHERS**

Underpinning all our work in the school is a commitment to:

**treat other people with respect and consideration.**

This means:

- Be friendly and show good manners
- Treat other people the way you would want to be treated
- Respect other people's feelings
- Respect other people's property and the environment we work in
- Be considerate, listen, and allow others to learn

(This code of respect was drawn up by students through school council).

As a school we will not accept:

- Dishonesty
- Bullying of any kind including name calling, threats and intimidation.
- Racism or sexism including name calling and any type of harassment
- Verbal or physical aggression
- Abusive or foul language to anyone
- Damage to property, including graffiti

**WE EXPECT STUDENTS TO RESPECT AND FOLLOW SCHOOL RULES AND THE INSTRUCTIONS OF STAFF**

**We also expect students to report any kind of behaviour which is hurtful or harmful to others including bullying, racism or sexism, or which causes damage or threatens the health and safety of others.**

The school has a full anti-bullying and anti-racist policy.

## SANCTIONS

Red slips. These are given for reasons such as:

- lateness to lessons
- minor disruption
- rudeness towards others

The number of red slips is monitored by the form teacher.

Each red slip cancels out a green slip.

Detentions are an important sanction. They may be given for a variety of reasons including:

- lateness to school or lessons
- not completing Passport to Learning
- not following school rules
- inappropriate behaviour to others
- disruption to lessons

Short detentions last for 10 minutes either at break, chtime or after school. No notice is required for these. Longer detentions may last for up to half an hour and take place at lunchtime or after school. (24 hours notice is given).

**Parents are expected to make any necessary transport or domestic arrangements if an after school detention is set.**

A detention slip is given to students as notification a detention of more than 10 minutes.

**Failure to attend a school detention with no good reason will result in an increase in the detention to 60 minutes. Further failure to attend is likely to lead to exclusion from school.**

## EXCLUSIONS

- Students may be withdrawn from lessons and work in the Internal Exclusion room. In these cases wherever possible the student will follow the same programme of work as the rest of the class but will work in isolation in silence.

Reasons for internal exclusion include:

- disruption to lessons
- foul or abusive language to staff
- bullying and unpleasantness to others
- refusal to follow school procedures
- threatening behaviour
- damage to property
- Very serious incidents including violence or verbal abuse or behaviour threatening the health and safety of others or serious damage to property are likely to result in a fixed term exclusion. Parents are always notified and expected to attend a meeting with a senior member of staff. Fixed term exclusion is a serious sanction and is likely to last at least 3 days. It can last up to 45 days.
- Incidents involving knives, firearms (including replicas), drugs, theft, arson, serious assault, damage to school property are likely to lead to permanent exclusion. In such cases parents are always notified and their rights of appeal explained.  
**Such incidents are very uncommon in school.**  
In any of these cases the school may also involve the police.
- Continuous disruption to learning may also lead to a fixed term exclusion or permanent exclusion if improvement is not made.
- The following items **MUST NOT** be brought to school:
  - knives, firearms, offensive weapons
  - laser pens
  - drugs, alcohol, other dangerous or illegal substances
  - matches, lighters, cigarettes, fireworks or other incendiary devices

## **VALUABLES**

Students are strongly discouraged from bringing any valuables to school including jewellery, MP3 players, I-Pods and mobile phones. The school cannot be responsible for any such item which is lost or stolen at school.

Phones, I-pods and MP3 players must be switched off and out of sight at all times in the building. Such items may be confiscated if they are misused.

## **DAMAGE TO SCHOOL PROPERTY**

Parents will be sent a bill for replacement or repair if school property is damaged. This includes damage to furniture, books, equipment or the fabric of the building.

## **BEHAVIOUR IN THE COMMUNITY**

On the way to and from school and away from school at  ime or on visits students are expected to:

- Promote a positive image of the school
- Respect members of the community and their property
- Dispose of litter properly

Behaviour on public transport is equally important and is closely monitored.

All complaints from the community arising from student behaviour on the way to or from school and at lunchtime are followed up.

The school will support police action taken against any anti-social behaviour in the community and seek to identify any student involved in such behaviour.

## HOW PARENTS CAN HELP

To ensure achievement and success it is vital that school and parents work together. You can help us by:

- **Showing your commitment to education**
  - \* keep the school informed about matters which may affect your child at school
  - \* work with the school
  - \* reinforce the school's expectations
- **Taking an interest in your child's learning**
  - \* come to Parents' Evenings
  - \* ask about school work
  - \* encourage students to complete their Passport to Learn properly
  - \* sign his/her planner each week
- **Making sure your child**
  - \* has equipment every day
  - \* wears standard dress
  - \* gets enough sleep
  - \* sets off for school on time
  - \* does not stay away unnecessarily
  - \* has completed their Passport to Learning projects
  - \* brings a note to explain absence or let us know by telephone
  - \* doesn't stay away from school without a very good reason
  - \* has a water bottle with fresh water each day

**FINALLY .....**

**Thank you for your support!**

If you want to raise any particular issues relating to your own child please contact their Form Tutor or Year Leader at school.

If you want to discuss any more general issues relating to the life of the school, please contact Mr French or other senior member of staff.

