



Behaviour for Learning Student Guide (Secondary Phase)

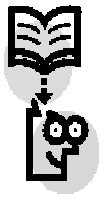
Student Name:

Form:

Dear Students

During the last nine years we have been developing Behaviour for Learning Policy at Hinde House School. Students, staff, parents and have been involved in this process at different times.

We began by examining why you 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

During 2008-9 we asked students about their learning. The vast majority of students do not like their learning disrupted.

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

We also believe you 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 you and the ways we can work together to be successful.

Chris French
Principal

Aims and Ethos



As a school we want everyone to:

- Be involved in learning
- Aim for achievement at their highest possible level
- Experience and celebrate success

We want all this to happen within an inclusive community where relationships are based on mutual respect.

This means that everyone has a responsibility to ensure that:

- Learning is the priority
- They show respect, courtesy and consideration towards all members of the school community
- They are honest and co-operative with others
- They follow the rules and procedures of the school.

All members of the school community are expected to contribute positively to the wider community by:

- Promoting a positive image of the school
- Respecting members of the wider community and their property.

Organisation and Procedures

Our school behaviour for learning is based on the 4R's code:

RIGHTS - RESPONSIBILITIES - RULES - ROUTINES

At Hinde House EVERYBODY has:

RIGHTS:

Students - have a right to be HEARD, a right to LEARN and a right to be SAFE.

Teachers/Staff - have a right to teach in a friendly, safe and satisfying school that is supported by the school community.

Parents/Carers- have a right to feel welcome and to know that their children learn and achieve in a friendly, safe and supportive school.

At Hinde House EVERYBODY has:

RESPONSIBILITIES

We all need to be concerned about ourselves, other students, parents, carers teachers, our belongings, our school and equipment. We should:

- Help and encourage others
- Try our best
- Be on time
- Be honest and fair
- Be polite
- Respect others
- Be understanding of others



At Hinde House EVERYBODY has to follow:

RULES

To help protect our rights and encourage responsibility, we have basic rules for our classrooms and outside. These rules are common throughout school, e.g.

- We listen to others
- We put up our hands and do not shout out
- We work quietly
- We always try our best
- We walk quietly and safely in school
- We are polite and friendly to each other
- We solve problems by staying calm and talking to each other
- We use equipment safely
- We do not bully, fight or hurt other people



ROUTINES - Encouraging Good Behaviour for Learning at Hinde House School

- At Hinde House we have routines for encouraging good behaviour for learning and also sanctions for inappropriate behaviour. Encouraging good behaviour for learning is the responsibility of everyone in school.
- As with the sanctions for inappropriate behaviour, there is a hierarchy of rewards that we can use to encourage and reinforce appropriate behaviour for learning.

Promoting Positive Behaviour

As a school we believe in promoting POSITIVE BEHAVIOUR FOR LEARNING.

We try to do this by:

- Good quality teaching
- Regular marking to help you make progress
- Giving rewards
- Having clear and consistent expectations
- Ensuring a pleasant, safe and stimulating learning environment
- Offering a wide range of extra-curricular activities
- Having high standards and high expectations
- Encouraging positive relationships

Rewards and Recognition

These include:

- Subject merit awards
- Green slips which count towards Trips Day
- Attendance certificates
- Being elected a member of School Council, Congress and Health and Safety Forum
- Certificates for special events and activities, including sports
- Commendations for good reports which are presented at Invitation Evenings
- Being appointed as a Hinde House Ambassador
- Prize draws for completing Passport To Learning
- Positive Recognition - postcards home, stickers, 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 you all are that you will:

- Be punctual
- Wear standard dress
- Bring the right kit, books and equipment* to all lessons
- Bring a bag
- Make sure all your Passport To Learning work gets completed on time
- Drinking plain water helps you to learn, you may bring a water bottle to school and drink water in lessons. Fizzy drinks and energy drinks are NOT allowed

* A pen, pencil and ruler are the absolute minimum.

Items of stationery can be purchased in school.



Attendance

As a minimum you should have an attendance of 90%

Most of you should achieve 95% attendance or above. Attendance below 90% will affect your learning, progress and achievement.



A note or telephone message from your parents/carers is required for EVERY ABSENCE otherwise we cannot authorise it and it is recorded as TRUANCY.

HOLIDAYS SHOULD NOT BE TAKEN IN TERM TIME.

Punctuality

Being on time is extremely important. If you are late affects your own learning but it also affects the learning of others. When you leave school you will have to be punctual for work. Poor punctuality would cause you to lose your job.

In the Classroom

The classroom is for learning and, therefore, we expect you to:

- Be punctual
- Complete the '6 to start' routine
- Remove outdoor coats without being asked
- Get out books and equipment quickly
- Make sure you are not eating or drinking
- At the end of the lesson, complete the '5 to finish' routine



We believe that EVERYONE in the classroom has the right to learn and achieve.

We expect you to:

- Listen, without interrupting
- Follow instructions
- Do your BEST and let others do the same
- Encourage others to do well
- Be polite
- Request help by putting your hand up



Disruption to lessons is taken very seriously. It is not acceptable under any circumstances. If you continue to disrupt a lesson then the consequence will be that you will be seen by a senior member of staff and given school detention.

School detentions are half an hour long and happen on _____ and Wednesday nights. It is also possible that you will be withdrawn from lessons and placed in the internal exclusion unit. Your parents/carers will be notified by letter.

Particular co-operation and good behaviour is expected with visiting teachers and cover supervisors. Persistent disruption can lead to a fixed time exclusion or even permanent exclusion.

Around School

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

We expect you to help by:

- Walking not running
- Keeping to the left on corridors and stairs
- Using litter bins
- Looking after the building
- Respecting displays
- Removing hats indoors
- Not hanging around on stairs, stair wells or landings
- Not eating or drinking on corridors



Smoking is not allowed on school premises.

Gambling is not allowed on school premises.

Chewing gum is not allowed in school

Fizzy drinks are not allowed in school



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

(Mobile phones are brought to school at your own risk)

Breaktimes

For your own health and safety you must remain on site during break

Lunchtimes

We prefer you to remain on site.

If you go off site you must return to school on time.

Food obtained in the dining room must be eaten in the dining room.

Packed lunches should be eaten in the dining room.

Car parking areas are out of bounds at all times.



Behaviour Towards Others

At all times in school we expect you to:

Treat other people with respect and consideration

This means:

- Being friendly and showing good manners
- Treating other people the way you would want to be treated
- Respecting other people's feelings
- Respecting other people's property and the school environment

(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 YOU TO RESPECT AND FOLLOW SCHOOL RULES AND INSTRUCTIONS FROM THE STAFF

We also expect you 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 full anti-bullying and anti-racist policies.

Consequences

- Red Slips. These are given as a consequence of:
 - Lateness to lessons
 - Not having equipment
 - Interruptions
 - Work avoidance
 - Being out of your seat



The number of red slips is monitored by your form teacher. Each red slip cancels out a green slip.

- Detentions are an important sanction and can be given by any member of staff involved in your learning. They may be the consequence of a variety of actions including:
 - Repeated lateness to school or lessons
 - Not doing homework
 - Not following school rules
 - Inappropriate behaviour to others
 - Disruption to lessons
 - Repeated use of foul language

Short detentions last for 10 minutes either at break, 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) Your parents are expected to make any necessary transport or domestic arrangements if an after school detention is set. A detention slip is given to you as notification of a detention of more than 10 minutes.

- Failure to attend a detention set by a member of staff will be treated seriously. It may result in a school detention. If you fail to attend this detention the punishment may be increased to 60 minutes. Further failure to attend is likely to lead to an internal or even an external exclusion.

Exclusions

You may be withdrawn from lessons to work in the Internal Exclusion room. In these cases wherever possible you will follow the same programme of work as the rest of your class but will work in isolation in silence. Internal exclusions are given as a consequence of behaviour such as:

- Disruption to lessons
- Foul and abusive language to staff
- Bullying and unpleasantness to others
- Refusal to follow school procedures (defiance)
- Threatening behaviour
- Damage to property

- Very serious incidents including violence or verbal abuse or behaviour threatening the health and safety of others or damage to property are likely to result in a fixed term exclusion.

Your parents are always notified and expected to attend a meeting with a senior member of staff. Fixed term exclusion is a serious sanction and it can last up to 5 days.

- Incidents involving knives, firearms, drugs, theft, arson, serious assault, damage to school property are likely to lead to permanent exclusion. In such cases your parents are always notified and their right to 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 permanent exclusion if improvement is not made.
- The following items MUST NOT be brought to school:
 - knives, firearms, offensive weapons including laser pens
 - drugs, alcohol, other dangerous or illegal substances
 - matches, lighters, cigarettes, fireworks or other incendiary devices



Valuables

You 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 kept out of sight at all times in the building. Such items may be confiscated if they are misused.

Damage to Property

You will be required to pay for any damage you cause in school including books, equipment and to the building itself. We do not allow running in school as it can damage furniture and carpets.



Behaviour in the Community

On the way to and from school and away from school at lunchtimes or on visits you 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.

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

Exclusions, including permanent ones, can be used for behaviour which take place near to school at lunchtimes or on the way to or from school.

To Help Us Learn

Checklist for Students

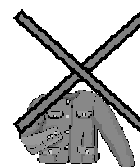
Around School

- Walk sensibly on stairs and corridors and keep to the left
- Use the litter bins
- Take hats off inside school
- Be punctual to lessons
- Look after the buildings



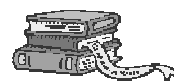
Start of Lessons - '6 to Start'

- Enter quickly and quietly
- Remove your coat, empty your mouth
- Sit quietly in your place
- Put Pen, Pencil, Ruler out on the table
- Get on with the starter
- Listen to staff



In Lessons

- Do not eat or chew in classrooms
- Work properly, don't disturb others
- Encourage others to do well
- Ask by putting up your hand
- Do the BEST you can and let others do the same
- Be polite
- Drink water to aid learning



End of Lessons - '5 to Finish'

- Pack away sensibly
- Straighten tables and chairs/stools
- Pick up litter
- Stand behind your chair/stool and wait in silence
- When told, leave the room quietly



Learning Achievement Success