

BEHAVIOUR

Guidelines

Updated, July 2020

“To inspire and achieve”

Vision Statement

At Prince Andrew School, we aspire to ensure that all our students achieve their full potential academically, personally and socially. We inspire our students to rise to the challenge of the modern world so they become responsible global citizens who have respect for themselves and for each other.

The values of Prince Andrew School can be summed up in the acronym **ACE**: **A**chievement, **C**ommitment & **E**xcellence and can be found in our Charter of Core Values. This acronym and the 10 Core Values underpin everything we do at Prince Andrew School and stands for everything we strive to become.

Charter of Core Values

‘A’ is for ACHIEVEMENT:

- Enjoy your learning and be a lifelong learner
- Understand the intrinsic value of hard work
- Step up & be an enterprising future leader

‘C’ is for COMMITMENT:

- Be determined to achieve excellence in everything you do
- Accept personal responsibility and always do the right thing
- Treat others as you would expect them to treat you.

‘E’ is for EXCELLENCE:

- Be ambitious and make the most of your opportunities
- Be caring, courteous and respectful to everyone
- Be honest, have moral courage and integrity

- Be involved in the traditions and support Prince Andrew School/and community

Code of Conduct

Be courteous and considerate

Courtesy is an important part of our daily lives. It costs nothing but shows our respect for each other and makes life more pleasant for everyone.

Courtesy involves, speaking politely, listening carefully, doing as requested, holding doors open for each other, making visitors welcome, not interrupting conversations, not pushing. These are not rules, but simply positive ways of behaving towards each other.

Examples of courtesy in the classroom would be:

- knocking on the door before entering a room;
- addressing each other by name whenever possible;
- using polite language such as “excuse me”, “please”, and “thank you”;
- apologising if you accidentally hurt or inconvenience someone;
- having the correct equipment and appropriate materials for each lesson;
- entering a classroom quietly;
- apologising and giving a reason if you are late for a lesson;
- showing respect for other people’s views and opinions and not ridiculing their mistakes;
- packing away your lesson materials only when asked to do so;
- doing as requested by a member of staff.

Respect for the rights of others

Hurting others physically or verbally is unacceptable.

Students are expected to respect the rights, needs and feelings of others. In return, they can expect such consideration to be shown to them. Everyone should act in a way which promotes the dignity, health and safety of others.

In particular, no-one should initiate or be expected to tolerate:

- bullying, intimidation, teasing or ostracising (verbal or physical);

- the use of language which is offensive;
- Offensive use of electronic communication (cameras on mobile phones for example).
- Public displays of intimate behaviour between students may cause offence to others and are therefore not appropriate.

Respect for the school environment

- It is everyone's right to have a safe, clean and comfortable place in which to work.
- Prince Andrew School and the wider environment is the responsibility of us all.
- Interfering with school facilities causes inconvenience and discomfort to others. Dropped litter causes our environment to be untidy and unhealthy. Litter bins are provided and should be used.
- Matches and lighters must not be brought to the school premises. Smoking is forbidden at all times on the school, on the way to school and on school trips.
- Food and drink should only be consumed in the designated areas and at the appropriate times.
- Students should be responsible for helping to keep the school clean and tidy.
- Chewing gum is banned from Prince Andrew School.

MOVEMENT AROUND THE SCHOOL

For safety reasons everyone must take care when moving around the school. At some times the corridors, staircases and doorways get crowded.

Students should:

- Keep to the left on all stairs and corridors.
- Walk quickly if necessary but do not run.
- Take particular care in the vicinity of younger students.
- In doorways, give way to visitors and other adults, and help anyone whose hands are full.
- Students must line up outside classroom doors and wait to be invited to enter. These lines should be quiet and orderly.

Respect your property and others

- Everyone should take responsibility for looking after their own property. It is recommended that items of significant monetary or personal value are not brought into school.
- Students must not interfere with other students' property in any way. This will be viewed very seriously.
- Items such as electronic devices and mobile phones must not be brought to school.
- Money for trips, etc. should be handed in promptly.
- Clothing and personal items should be clearly marked with the student's name and class / tutor group.
- Valuables must not be left in the changing rooms or in school bags. If there is any damage to or theft of property, it should be reported promptly to the class teacher / tutor.

Be prepared

Be prepared and on time and on time for lessons and have the appropriate equipment/materials available.

ATTENDANCE AND PUNCTUALITY

- Absence of even one day will cause students to miss lessons and lose out on essential teaching.
- Students should avoid being absent unless they are unwell or have some other legitimate reason to miss school.
- Students are expected to be punctual for registration and for every lesson.
- A student who is absent for any reason must bring a note explaining the absence to the class teacher / tutor on the first day back, or his / her parents should telephone the School Office with an explanation.
- Class teachers / tutors should be informed by parents in advance of any appointments (e.g. medical / dental) during school time. Whenever possible, appointments should be made out of school time.
- Students arriving late should register with the school secretary who will record late arrival.
- Frequent lateness will be treated as a disciplinary matter.

LEAVING THE PREMISES

- The school takes very seriously the responsibility it has for students whilst in session. We need to know who is on the premises at all times.
- Students may only leave the premises during the day with the express permission of a member of staff.
- Students with permission to leave school must sign out in the book in the School Office, and sign in there if they return later in the day.

Dress appropriately

Adhere to the school dress code at all times

- The school recognises the need for tidy, safe and comfortable attire and approach to personal appearance. The school uniform gives a sense of identity and belonging and helps create our feeling of community here at Prince Andrew School.
- Students are responsible for their personal appearance and are expected to take pride in it. School shirts must be tucked in trousers at all times.
- All students are required to wear all aspects of the school uniform as prescribed for their age group. The school uniform is described in detail under the Parents Handbook.
- Neither make-up nor nail varnish may be worn.
- Students may wear a wristwatch, and a fine chain with a single, small pendant. Other jewellery, including necklaces, bangles and friendship bands, are not allowed.
- With the exception of one neat ear stud in each ear, body piercing are not allowed. Tattoos are discouraged and must not be visible.
- Hair should be kept neat and clean. Girls and Boys with long hair should have it tied back, and out of their eyes. No Mohican hair styles or lines are allowed in hair styles. All-over dyes will only be tolerated if they are close to the student's own hair colour. Highlights must be minimal and in natural hair colours. Students in doubt as to what is acceptable should check with their Head of House or Head teacher before taking action.
- Over-casual appearance and extreme styles will not be tolerated.

Respect, Safety and Well Being around the school

Everyone at PAS should:

- Have mutual respect for one another
- Be mindful of the needs of others
- Respect our environment, building and resources
- Move around the building in a safe way

All Students should:

- Wear correct uniform at all times
- Eat and drink only in permitted areas
- Use bins provided for litter
- Be mindful of learning taking place when moving around the building
- Report any damage they see to a member of staff
- Support each other
- Follow reasonable requests from members of staff

All Staff should:

- Challenge incorrect uniform
- Ensure students eat only in permitted areas (sit out area, in front of main school building, below the gym, in front of staff room and English block.
- Ask students to pick up litter they have dropped.
- Promote safe moving around the school through regular reminders
- Report any damages
- Log and report any inappropriate behaviour

Rewards

We intend to develop our rewards system in school to acknowledge the students who behave and work hard. To complement our existing rewards system we also use an **Attitudes to Learning Ladder** where students who gain a 5 on the ladder for classwork or homework will achieve a House point.

Students who attend school, behave well and work hard will be rewarded each half term as follows:

Special Golden Half Day off-timetable for individual students with:

- Highest overall attendance
- Less than 5 'Behaviour point
- The highest number of House Points gained

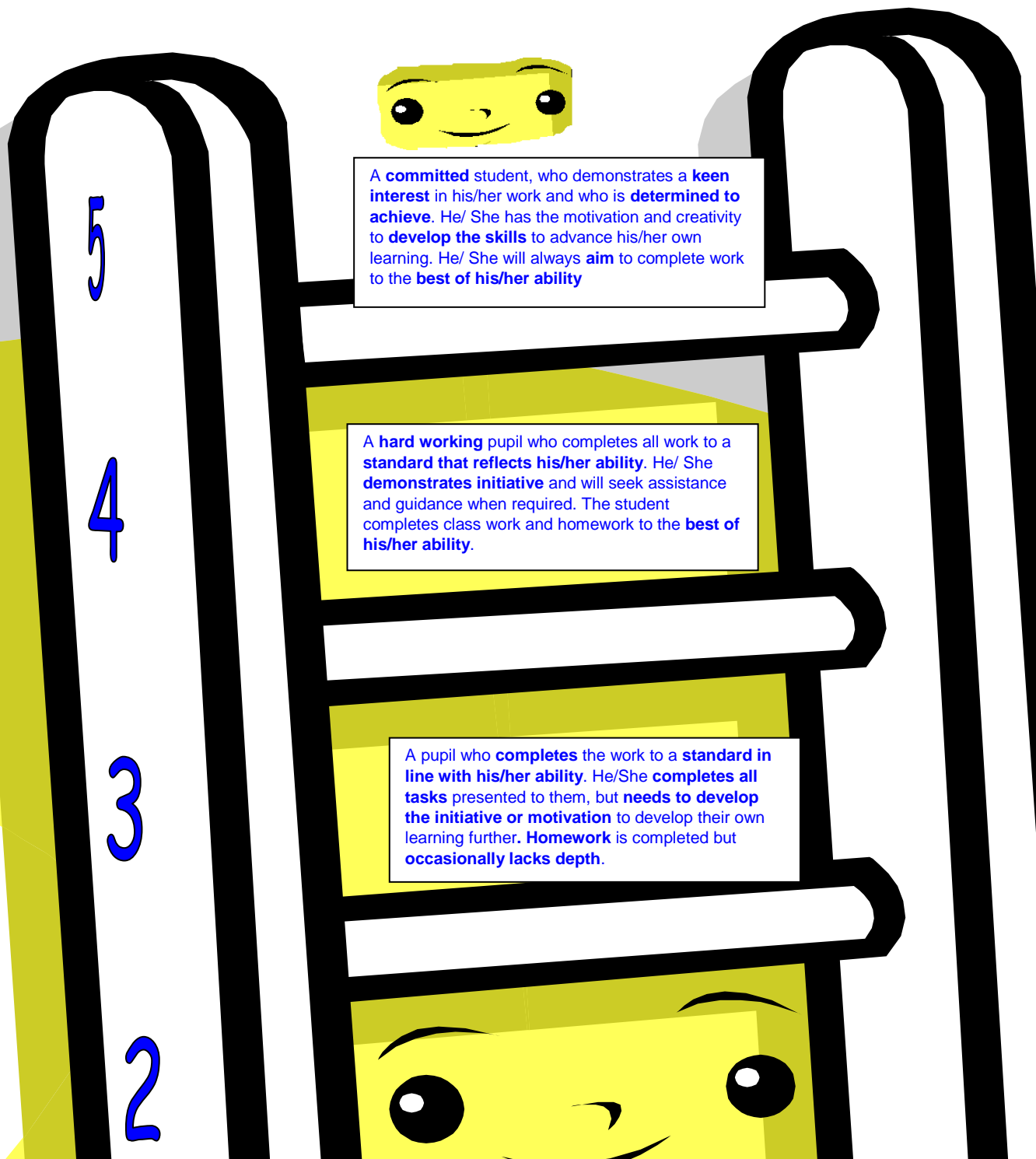
• Special Golden Half Day off-timetable for the Tutor Group with:

- Tutor group rewards to be given once per term for the tutor group with the least number of behaviour points.
- At the end of the school year the house with the most house points will have a golden half day.
- Termly certificate presentation for house points and golden ticket.

Special Full Day out of school for individual students with:

- No 'Red Flags'
- 100% attendance at school
- The most House points gained

AtL Ladder for effort



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A **committed** student, who demonstrates a **keen interest** in his/her work and who is **determined to achieve**. He/ She has the motivation and creativity to **develop the skills** to advance his/her own learning. He/ She will always **aim** to complete work to the **best of his/her ability**

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A **hard working** pupil who completes all work to a **standard that reflects his/her ability**. He/ She **demonstrates initiative** and will seek assistance and guidance when required. The student completes class work and homework to the **best of his/her ability**.

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A pupil who **completes** the work to a **standard in line with his/her ability**. He/She **completes all tasks** presented to them, but **needs to develop the initiative or motivation** to develop their own learning further. **Homework** is completed but **occasionally lacks depth**.

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A pupil with **potential to achieve more**, they **show limited commitment** to improve his/her progress. He/ She is **capable of distinguishing** what he/she needs to do to enhance his/her learning but often **chooses not to do so**. Class and homework are not produced to the best of his/her ability.

A pupil with **low motivation** who will **disrupt the lesson** and is **unprepared to learn**. Their **behaviour** and **negative attitude** adversely affect his/her **own learning and that of others**. He/ She is **inattentive in class**. The student **regularly**

Sanctions

MISBEHAVIOUR AND SANCTIONS FOR STUDENTS

Students are accountable for their actions; they are responsible for conducting themselves properly, in a way that upholds the reputation of the school, and in a manner appropriate to their age and level of maturity.

Students will be asked to explain any behaviour that departs from the guidelines in this Code - initially to their tutor or class teacher. Should any student persist in ignoring this Code or be in serious breach of it, he or she will be accountable to the Headteacher. Parents may be informed at the first level of accountability, but will always be informed at the higher levels.

APPLICATION OF SANCTIONS

The school will apply sanctions according to the schedule on the back of this booklet and will take into account such factors as past history of misbehaviour, circumstances under which the misbehaviour occurred, the age of the student, and other factors which are perceived to be relevant.

Misbehaviour which represents breaches of the Code of Conduct are classified according to their levels of severity and those listed are examples of misbehaviour at each level. Each list is not therefore exhaustive.

WARNINGS - CHOICE OR CONSEQUENCE

A student who does not comply with our expectations will be given a maximum of **2 warnings**. The names of students on warnings will be placed on the white board in the classroom.

Second Warnings will be recorded on the school information management system (SIMS) for scrutiny by the Senior Team.

‘RED FLAG’ - CONSEQUENCES FOR NOT RESPONDING

A student who fails to respond to a warning will progress onto a **RED FLAG**. The names of students on Red Flags will be placed on the white board and names will be recorded on SIMS. A Red Flag will result in a **break or lunch detention** with the teacher who gives the red flag.

3 RED FLAGS IN A WEEK

A student who receives 3 Red Flags in a week will have an **after-school detention with a member of the senior team**. Parents will be informed of the date of the detention and students will go home on the late bus.

RED CARD

For a more serious incident or following a Red Flag when poor behaviour continues, A ‘Red Card’ will be recorded in SIMS. A Red Card will result in an **after-school detention with the teacher who gave the Red Card**. A student on a Red card will be removed from the lesson to be placed in another lesson for that period (Remove Room) by staff who will be dropping into lessons every day. Failing to attend an after-school detention will result in 2 after-school detentions and students will also be detained at breaks and lunchtimes on both days.

ISOLATION FOR UP TO 3 DAYS

Failing to respond to previous consequences and for more serious single incidents.

FIXED TERM EXCLUSION

Following a serious incident in school. Fixed Term Exclusions can be up to 10 days pending referral of the student to the Education Committee for further action.

There are consequences for poor behaviours

C 1	C 2	C 3	C 4	C 5
Action: Verbal Warning on the 1st and 2nd occasions - recorded on SIMs (no points attached)	Action: Break or lunch detention on that day, where possible. Recorded on Sims	Action: Referral to Remove Room & detention with the teacher	Action: Remove to Isolation Room for up to 3 days (SLT and Pastoral staff only)	Action: Fixed Term Exclusion for up to 10 school days
C1 in and out of lessons <ul style="list-style-type: none"> • Lack of equipment • Late for lessons or registration • Uniform not conforming to policy • Failing to get your parent signature on your planner • Being off task • Low level disruption to the lesson. • Interruption to teacher or another student. • Not lining up properly prior to the lesson • No PE kit • Failure to complete home work/class work • Not following instructions. • Distracting others • Chewing Gum • Dropping Litter • Eating/drinking in lessons without permission 	C2 in and out of lessons. <ul style="list-style-type: none"> • Continuing with any of C1, after two verbal warnings. • Lack of equipment • Late for lessons/form time • Uniform infringements • Planner not signed • Being off task • Low level disruption. • Interruption to teacher or another student. • Not lining up properly • No PE kit • Failure to complete home work/class work • Not following instructions • Distracting others • Chewing Gum • Dropping Litter • Eating/drinking in lessons • Persistent failure to improve behaviour – referral to subject leader 	C3 in and out of lessons <ul style="list-style-type: none"> • Continuing with any of C2 • Failure to attend detention • Using mobile phone / device in school first time (confiscated and parents to be called to collect) • Bringing electronic devices into school without permission (confiscated on the 1st occasion and collected on the end of the same day by parents) • Persistent failure to improve behaviour – referral to subject leader or HoKS 	C4 in and out of lessons <ul style="list-style-type: none"> • Continuing with any of the C3. • Failure to attend after school detention after the second occasion • Refusal to go to the remove room. • Serious defiance, rude and disrespectful behaviour to a member of staff. • Using mobile device in school on the first occasion. (Confiscated and parent call to collect same day/on 2nd occasion to be retained by school until end of half term – parents called to collect) • Bringing electronic devices into school without permission (confiscated on the 2nd occasion and returned at the end of the week, parents called to collect/on 3rd occasion – confiscated until the end of the half term – parents called to collect) • Misuse of internet privileges • Downloading/copying inappropriate content to school network • Persistent failure to improve behaviour – referral to SLT 	C5 in and out of lessons <ul style="list-style-type: none"> • Serious verbal/physical abuse of a member of staff or student. • Smoking or possession of tobacco. • Racist, sexist or homophobic behaviour • Fighting • Bullying (physical) • Theft/handling stolen goods • Damage to school / personal property (including graffiti) • Misuse of internet privileges or damage to system/equipment • Setting off the fire alarm/fire extinguishers • Possession of illegal substances or equipment for use with illegal substances or being under the influence of such substances • Defiance to the Head/Deputy Heads • Being in possession of a weapon • Physical/Sexual Assault on another student or staff member • Sexual contact with any member of staff or student. • Making malicious or unfounded allegations against staff members • Persistent failure to improve behaviour – referral to Children’s Services for multi-agency support/CAMHs Team/Inclusion Team for AEP