

Melbourn Village College

Behaviour, Rewards and Sanctions Policy	
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1. Introduction

All staff at Melbourn Village College are committed to providing an environment where all pupils feel safe and secure and are able to thrive in an atmosphere of mutual respect. An integral part of that is a spirit of partnership and co-operation which helps all parties feel valued and part of a wider community. Good behaviour and discipline are at the heart of all successful communities, based on respect for oneself and others. It is vital that we therefore reward the positive behaviour that pupils exhibit and actively recognise all of their achievements within school. We would expect and it is considered good practice for a member of staff to make contact with the parent/carer to feedback good news on their son/daughter.

Melbourn Village College is intended to be an establishment in which pupils of any culture or background may thrive and in which all faiths and beliefs are equally valued. In all appropriate group activities and large gatherings, the importance of co-operation, tolerance and understanding is emphasised and within the taught curriculum, opportunities are planned to encourage pupils' moral and spiritual development. Teaching and learning about other faiths are actively planned into pupils' school experience in order to promote understanding and respect.

The whole ethos of Melbourn Village College is underpinned by our 3 keys to success:

1. Be ready
2. Be respectful
3. Be responsible

The language used when discussing behaviour with pupils is focused around these school-wide expectations to re-enforce their importance, and to prepare our pupils for life after Melbourn Village College.

2. Formal Rewards

Encouragement, praise and reward are an essential part of positive behaviour and have a motivational role in helping pupils to realise that good effort is valued and acknowledged. Verbal praise and encouragement should be used as often as possible in lessons to acknowledge the successes of pupils.

In addition to verbal praise, staff will be able to award pupils with the **'above and beyond'** merit for contributions both inside and outside of lessons. This merit will be recorded on Go4Schools by the awarding member of staff and will be worth +1 point. These will accumulate toward merit certificates at the end of each half term.

For a particularly outstanding piece of work/high level of effort, staff may wish to make a **'positive referral'**. This will involve sending the pupil to a member of SLT with the piece of work to show it off! The pupil will then receive an SLT 'well done' postcard to take home to share this success with their parents/carers.

Termly celebration assemblies are used to celebrate pupil achievement in the broadest sense, recognising academic achievement in subjects, positive points achievement, attendance, extra-curricular involvement and contribution to school life. Pupils receive certificates in the assemblies as well as invitations to celebration events to reward progress within each Key Stage.

There is an annual Key Stage 4 Presentation Evening in the Autumn Term. This is a formal occasion attended by staff, pupils and parents. Formal Examination certificates and subject prizes for Year 11 are presented at this time.

In addition to the above, we also appreciate and encourage the use of:

- individual and public praise in lessons
- display of pupil work
- Head of Department / Head of Year input in lessons and whole group praise

3. Sanctions

Wherever possible, staff will always accentuate the positive, but inevitably there are occasions when sanctions are necessary. Day-to-day sanctions are based upon three school-wide expectations designed to help pupils develop good learning habits for life. It is therefore expected that pupils will observe school rules both in school and when representing the Melbourn Village College in any way when not on school property. It is considered good practice for a member of staff to make contact with a parent/carer if a behaviour persists.

1. Be ready
2. Be respectful
3. Be responsible

A range of sanctions may be used by staff in order to tackle and discourage inappropriate behaviour both inside and outside of lessons. These include:

- Verbal admonishment
- Written feedback
- Communication with parents
- Detentions
- Reports
- Community Service
- Isolation
- Twilight Programme
- Fixed Term Exclusions and
- Permanent Exclusion.

The aim is always to use the sanction that is the most appropriate to tackle the behaviour in question and will involve appropriate restorative work.

The school reserves the right to recommend that a pupil is removed from a bus. Mobile phones are now banned for pupils on the school site and any pupil who is using their mobile phone during the school day will be challenged, and the phone confiscated. Parents are encouraged to call the school office if they need to pass a message to their child.

All staff must ensure that the school environment is safe and conducive to learning and staff will challenge any pupil who is not meeting the school expectations in terms of conduct and behaviour.

Class teachers should use a variety of classroom management techniques to ensure a purposeful and positive learning environment and where needed supplemented by whole-school systems. Pupils will be given a maximum of 2 warnings in lessons if they are behaving in a manner to disrupt teaching and learning, or are demonstrating a poor attitude toward their studies, see appendix 1. If their behaviour does not improve, pupils will be removed from the lesson by a member of the senior team, resulting in an after-school detention including a restorative conversation with the relevant member of staff. If a pupil is removed from more than one lesson in the same day, they will remain out of circulation for the remainder of that day and parents/carers will be contacted.

If an incident warrants a sanction, the teacher must complete the details on Go4Schools on the same day as the incident, completing all the relevant boxes to ensure there is clear picture of what happened. As these can be seen by parents/carers, it is important what is stated is factual and names of other pupils are not used.

For persistent misconduct, or other concerns, pupils may be placed on report by Tutor, Head of Years, Head of Departments or the Senior Team. Subject and pastoral reports last a minimum of 2 weeks, or 6 lessons. Individual Behaviour Plans (IBPs) last 6 weeks and Pastoral Support Plans (PSPs) last 16 weeks. A record of all reports and plans will be kept and these will be reviewed regularly with staff and parental involvement.

4. Serious Incidents

There will be times when an incident occurs which goes beyond the scope of the classroom teacher. It is vital that these incidents are relayed via email to the relevant members of staff on the same day to ensure swift and timely implementation of a sanction. These again need to be recorded on Go4Schools by the member of staff involved and logged as a 'Serious Incident' which will come through to the Senior Team. Serious incidents will be sanctioned according to the 'Serious Incident Sanction Ladder' in appendix 2, which shows example behaviours but are not limited to those listed. All cases will be looked at individually and Senior leaders will be involved in the decision-making process to ensure the most appropriate sanction is applied. The school will liaise with the police as and when it is appropriate to do so.

For pupils involved in serious incidents, as well as their appropriate sanction, they will receive a formal warning. These act as a warning to pupils that the behaviour in question will not be tolerated. Formal warnings will stay with pupils throughout their school life and if the maximum threshold of 5 formal warnings is reached, then their place within normal circulation will be considered and a final warning issued. If an incident occurs warranting a formal warning after this, pupils may lose their place in circulation and an alternative plan put in place. Support steps will have been put in place long before final warnings are issued, including individual behaviour plans with parental support, pastoral support, mentoring etc.

5. Isolation

Those pupils who fail to meet our expectations will be removed from mainstream lessons for a period of days and placed in our isolation room, which runs until 4pm. During this time, they will

complete their normal work under staff supervision but will not socialise with other members of the school. Once they have earned their way out, by demonstrating a willingness to behave in a way that meets our expectations and do not disrupt the learning of others, then they will be allowed back into their timetabled lessons.

6. Probation Period

Pupils who continue to disrupt lessons or fail to behave in an appropriate manner may be placed on a 'Probation Period'. This would last for a minimum of two weeks and pupils will be constantly monitored. During this time if a pupil is removed from a lesson, they will be taken to the isolation room and remain there for the rest of the day until 4pm and parents/carers will be contacted. Pupils will still be expected to complete work from their lessons and will be assisted by the member of staff managing the isolation room. If during this two-week period, the pupil spends more days in isolation than not, then this period will be deemed to have been unsuccessful resulting in the pupil having to complete 5x consecutive days on the twilight programme.

7. Twilight Programme

The twilight programme will involve pupils attending the school at an alternative time. Pupils will be expected to arrive in college at 12pm and leave at 5pm. Pupils will still receive their 5 hours of education and will always be supervised and supported by a member of staff but will be separated from other mainstream pupils. It is the responsibility of parents/carers to arrange transport for their children to and from school at these times. Any pupil returning from the twilight programme must have a re-admission interview involving parents/carers and the Assistant Principal and will be placed on an Individual Behaviour Plan for 6 weeks.

8. Internal Alternative Provision

An alternative study plan can be used when it is deemed that a pupil presents a potential danger (physical or learning) to other pupils or when their own safety cannot be guaranteed. It may involve attending school at non-standard times, home tuition or internet-based distance learning. Such a plan would be agreed with parents/carers, though may need to be directed by the Melbourn Village College and may be an alternative to a placement within ESCIP.

9. Placement at an alternative school

Melbourn Village College is a part of the East and South Cambridgeshire Inclusion Partnership, a group of local secondary colleges who aim to manage the behaviour and education of all their pupils through partnership working. There is the facility for pupils to be moved to another local school should it be felt that this is in their best interest. Such a move would be made in conjunction with parents/carers and local Principals, including the Chair of ESCIP. It can be short or long term. Any pupil returning from a placement at another school must have a re-admission interview involving

parents/carers and the Assistant Principal and will be placed on an Individual Behaviour Plan for 6 weeks.

10. Fixed term exclusion

This is an extremely serious sanction used to deal with very serious or continuous acts of misbehaviour. The Principal confirms a decision on any temporary exclusion, often in consultation with the Deputy Principal or Assistant Principal. An official letter is sent home, signed by the Principal. Parents/carers have the right of appeal against any such exclusion. Any pupil returning from an exclusion must have a re-admission interview involving parents/carers and the Assistant Principal. In some situations, this will be attended by the Principal. Any pupil returning from exclusion will be placed on an Individual Behaviour Plan for 6 weeks.

11. Permanent exclusion

This is the final, most serious sanction. The hope and expectation is that it does not have to be used. There are two reasons why it might have to be used:

- one-off act of extremely serious misbehaviour (such as involving illegal drugs)
- persistence of serious acts of misbehaviour that have already led to several temporary exclusions

Any such decision will be made by the Principal in consultation with the Chair of Governors. The college then follows all appropriate national and local guidelines.

12. Community Service

Community Service may be considered in cases where property or the environment has been damaged.

13. Additional Information

Any form of abuse, including verbal, physical or bullying, will not be tolerated and taken very seriously. All incidents will be recorded and fully investigated with severe sanctions applied to any perpetrators. In any case, our aim will be to provide support to the victim and address the behaviour of the aggressor or bully.

No offensive weapon may be brought onto the school site. The Principal will use his authority to search a pupil and their bag if there are reasonable grounds to believe they may be in possession of a weapon. Any weapon found will be confiscated; sanctions will depend on the weapon, but the safety of other pupils is the primary concern. Permanent removal from lessons is a possibility.

Melbourn Village College is a non-smoking site. This applies to both staff and pupils. Pupils are not allowed to bring tobacco or smoking related items onto the school site and if they are found, they will be confiscated and returned to parents/carers or disposed of. Pupils caught smoking will receive

a letter home. Repeat offenders will be kept inside at break/lunch times and/or removed from mainstream lessons for a period deemed appropriate by the Principal. Pupils found in the vicinity of smokers and clearly associated with them will receive the same punishment as those smoking.

There is no reason why any pupil should bring any form of drugs or alcohol onto school premises. If any are found, they will be confiscated and disposed of, or passed to the Police as appropriate. Pupils who are believed to be under the influence of drugs or alcohol will be considered a risk to health and safety and will be isolated pending collection by their parents/carers. Possession of drugs will be dealt with on a case by case basis; sanctions would usually include a fixed term exclusion from school and/or a short-term placement at another school. In the case of illegal drugs, the Police will be contacted. Repeated offenders will be offered an alternative study plan and will be removed from mainstream lessons.

Pupils who misuse computers or phones, for example by reading/sending personal emails, downloading inappropriate files or attempting to view or send inappropriate messages, pictures or websites will receive sanctions relevant to the exact nature of the offence committed, including having their personal log-in removed for a period of time. Posting information about other pupils or staff without their permission, including pictures, will be taken very seriously.

Anyone who deliberately damages college property should expect to pay for any repair / replacement and/or take part in some community service, aiding the site team.

14. Discipline code of conduct - Visits

Whilst on a trip or activity off the school premises, pupils are expected to set a good example and be an ambassador for Melbourn Village College. Itemised below is the code of conduct that pupils are expected to follow.

- Instructions of staff must be obeyed without delay at all times.
- No inappropriate use of the internet e.g. websites or cyber-bullying.
- No photographs or videos of people without their permission.
- Pupils are not allowed to smoke.
- Alcoholic drinks are not allowed to be purchased or consumed.
- Drugs (legal and illegal) are not allowed to be carried, purchased or used.
- Punctuality is essential. Pupils must be ready for all programmed activities.
- Pupils are expected to be polite and well-mannered at all times.

Appendix 1: Lesson Behaviour Sanction Flow chart

BEHAVIOUR FOR LEARNING IN THE CLASSROOM

All staff must ensure that the college environment is safe and conducive to learning. Staff should challenge any pupil who is not meeting the college expectations.



No list can provide an entirely comprehensive account of unacceptable behaviour. Staff are required to use their professional judgement, and to seek guidance from the HOD/HOY/SLT if they have questions.

Examples of 'Warning' Behaviours	Examples of 'Removal' Behaviours
Turning around	2x repetition or warning behaviour
Talking	Walking away from staff
Inappropriate comments	Swearing at staff
Shouting out	Threatening/aggressive behaviour
Slow to start working/inadequate work	Defiant behaviour
Eating in class	Dangerous/unsafe behaviour
Behaviour to disrupt learning	Physical contact with another pupil
Throwing objects around the room	Damage to property
Swinging on chair	Racial or homophobic language

Appendix 2: Serious Incident Sanction Ladder

	BEHAVIOUR	MANGEMENT	PROCEDURE	ENTRY
	Typical Behaviour	Who is involved	What will happen	Who else needs to know
Loss of break/lunch time	Possession of prohibited items, including smoking paraphernalia (1 st offence) Inappropriate behaviour out of lessons Unkind behaviour towards others Disrespectful behaviour in the marquee	HOY/SLT	Between 1 – 5 days With HOY or SLT on duty	HOY informs parents/carers and staff HOY log on Go4Schools
SLT Detention (60mins)	Persistent incorrect uniform Persistent disruption to lesson or form time Persistent rudeness Defiance Dangerous behaviour in lesson Physical contact with another pupil (minor) Failure to attend after school department detention Repeated unkind behaviour towards others Persistent lateness to school/lessons Misuse of phone (major)	HOY/HOD/SLT	SLT afterschool detention	HOY/HOD log on Go4Schools HOY/HOD inform parents/carers HOY/HOD inform SLT SLT run detention
2-hour Detention	Truants from lesson Damage to property Failure to attend SLT detention	HOY/HOD/SLT	SLT afterschool detention	HOY/HOD log on Go4Schools HOY/HOD inform parents/carers HOY/HOD inform SLT SLT run detention
Isolation (1-5 days)	Physical contact with another pupil (major) Leaves site without permission Repeated defiance to HOY/HOD Bullying Theft Severe damage to property Bringing School into disrepute (e.g. smoking on site)	HOY/HOD/SLT	Isolation between 1 – 5 days HOY/SLT meets with parents/carers for reintegration meeting IBP/PSP set up if appropriate Formal Warning issued Police contacted if necessary	SLT log on Go4Schools SLT inform parents/carers SLT to arrange mediation SLT email staff for work

	<p>Poor behaviour on a School trip</p> <p>Racial, disability or homophobic abuse</p> <p>Threatening and/or intimidating behaviour towards other pupils (physical/emotional)</p> <p>Open defiance of SLT</p> <p>Abusive language towards other pupil(s)</p> <p>Abusive language and/or intimidating behaviour to staff</p> <p>Possession of prohibited items (2nd offence)</p>			
<p>Twilights (12-5pm) (1-5 days)</p>	<p>Physical assault of a pupil.</p> <p>Repeated defiance to SLT/HOY/HOD</p> <p>Repeated bullying</p> <p>Repeated damage to property</p> <p>Removal from Isolation</p> <p>Possession of prohibited items (major)</p> <p>Repeatedly bringing the school into disrepute</p> <p>Repeated open defiance</p> <p>Unsuccessful 'Probation Period'</p>	<p>HOY/HOD/SLT</p>	<p>Twilights between 1 – 5 days</p> <p>HOY/SLT meets with parents/carers for reintegration meeting</p> <p>IBP/PSP set up if appropriate</p> <p>Formal Warning issued</p> <p>Police contacted if necessary</p>	<p>SLT log on Go4Schools</p> <p>SLT inform parents/carers</p> <p>SLT to arrange mediation</p> <p>SLT email staff for work</p>
<p>Fixed Term Exclusion (1-5 days)</p>	<p>Severe physical assault on another pupil(s)</p> <p>Supplying/possession of illegal substances</p> <p>Under the influence of illegal substances</p> <p>Physical assault/intimidation of a member of staff</p> <p>Possession/creation of a weapon</p>	<p>HOY/HOD/SLT</p>	<p>FTE between 1 – 5 days</p> <p>HOY/SLT meets with parents/carers for reintegration meeting</p> <p>IBP/PSP set up if appropriate</p> <p>Formal Warning issued</p> <p>Police contacted if necessary</p>	<p>SLT log on Go4Schools</p> <p>SLT inform parents/carers</p> <p>SLT to arrange mediation</p> <p>SLT email staff for work</p>
<p>Managed Move</p>	<p>Repeated/serious physical assault of a pupil</p> <p>Repeated physical assault/intimidation of staff</p> <p>Repeated exclusions</p> <p>Repeated open defiance towards SLT</p>	<p>HOY/SLT</p> <p>Principal</p> <p>Integration service</p>	<p>Managed Move</p> <p>Police contacted if necessary</p>	<p>SLT informs parents/carers and staff</p> <p>SLT contact relevant services</p> <p>SLT log on Go4Schools</p>