

Walmer Road School, 223 Walmer Road, London W11 4EY
Student Behaviour Policy

Discipline

There may be occasions when student behaviour or conduct is in breach of this policy or other policies such as Anti-bullying, Health & Safety and Equal Opportunities.

It will be the aim of staff to investigate all issues in a fair, appropriate and responsible manner. Staff will also need to assess the risk, if any, involved in the breach to others and also the student himself/herself.

Our first aim will be to pursue strategies to breaching our policies. However, it must be acknowledged that a teacher may need to resort to formal measures of discipline.

These formal measures may include:

- Removal from class
- Withdrawal of break and lunchtime privileges
- Detention
- Withholding participation in any school trip or sports events that are not an essential part of the curriculum
- Fixed period exclusion
- Exclusion.

Process:

It should be noted that in all cases where there is the potential to resort to punitive measures, teaching staff will have investigated fully the student's situation and possible factors affecting his/her behaviour. Disciplinary measures may be wholly inappropriate and unsupportive in certain situations. The only exception to this directive is where serious violence is involved.

Stage 1

If a breach is alleged or witnessed by a teacher, the student may be informally requested to desist or adhere to the standards established in this document. This stage is not appropriate for those involving: violence, theft, bullying.

For example: Lateness, poor timekeeping, disturbing other students in class, rudeness/aggressive behaviour

Method: Informal/verbal

Penalty: If the student fails to acknowledge this request from the teacher, Stage 2` may be referred to.

Staff: Headteacher/Head of Curriculum/ teacher

Appeal: A student may speak with the teacher concerned or another member of staff if s/he considers the teacher's comments to be unfair or inaccurate. The **Complaint Form** may also be completed.

Stage 2

A teacher should set a time to formally meet with a student and it is advisable that this notification is written and handed to the student. At the meeting the student has the right to be accompanied by either a representative, a peer or another staff member or a parent/carer.

For example: Persistent and unexplained lateness, poor timekeeping, challenging or provocative behaviour, bullying.

Method: Formal/written/verbal

Penalty: Example: withdrawal of break or lunchtime privileges, detention

Staff: Teacher/headteacher/head of Curriculum

Appeal: A student may appeal in writing, within 5 school days, to the Headteacher.

If the student persists in continuing the behaviour which has been identified in Stage 1, First they will be sent out of classroom where they will work on own under supervision.

Method:

- Formal /written in Behaviour Book

Penalty

- Sent out of classroom working on own under supervision

Staff teachers: RPT staff at time

Appeal: Student may speak with teacher and member after the period outside of classroom has taken place

Stage 3

For example: Extreme persistence, rudeness, challenging behaviour. Failure of Stage 2 to make any difference

Method Formal/written in the Behaviour Book

Penalty: Report to parents and the student is sent home for an agreed period of time

Appeal: Arrange meeting with parent and student to discuss behaviour and
Previously signed by parent/student.

Stage 4

In a situation where violence, theft or extreme bullying has been observed and has developed to a serious degree Stage 4 is invoked immediately. Where others including the student, and property may be at risk it is advisable that a student is issued with a suspension which is authorised by the Headteacher, Head of Curriculum. This does not necessarily imply guilt, however it allows for a degree of calm to be restored and removes any element of risk. The situation or event must be written in the Behaviour Book. Those involved must be written to and invited with a parent/carer to attend a formal meeting. The meeting must be fully documented and copies made available to all parties, unless legal process prohibits this.

For example: Theft, violence and persistent bullying

Method: Formal/written/verbal

Penalty: Fixed term or permanent exclusion

Staff: Headteacher/ Head of Curriculum/Teacher

Appeal: A student may appeal in writing, within 5 school days, to the Chief Executive (this decision is final).

Monitoring and Review

This document should be reviewed on a regular basis and should take into consideration comments from both staff and students. In order to ensure fairness and even application a review should be conducted in line with an evaluation of any detailed incidents from the **Behaviour Book** and how these incidents have been dealt with.

Staff Training

Staff are required to undertake training in the management of disciplinary issues prior to commencing teaching or other duties within the school. This training will focus upon case histories and also behaviour management techniques which allow for consistent assessments of situations.