



WINGATE SCHOOL

BEHAVIOUR AND DISCIPLINE POLICY

PURPOSE

At Wingate School the behaviour policy is based upon mutual respect. Children are expected to behave in a respectful and responsible way and good behaviour is always positively reinforced and praised throughout the whole school. We endeavour to promote a caring, friendly environment where the feelings of each individual are respected. We recognise that minor and serious misdemeanours will need to be dealt with in different ways. We should always emphasise that it is the behaviour and not the child that is disapproved of.

Wingate School - Code of Conduct:

All students must:

- Behave in a respectful way towards children, students, parents, visitors and all School staff
- Meet with our expectations of high standards of behaviour – in all areas of the School
- Be punctual, attend all classes and communicate reasons for any absence to the School Office
- Comply with School and class requirements, such as: wearing correct uniform; complete homework when set; meeting coursework deadlines; and have all equipment necessary to complete work set
- Not use foul and abusive language or spit on School premises
- Not be in possession of, or under the influence of alcohol or controlled drugs
- Not make inappropriate use of computer and electronic equipment

All students must be aware that:

- Smoking is forbidden in any part of the School at any time
- Chewing gum is not allowed in School at any time
- Mobile phones must not be seen or used in school unless the classroom teacher gives specific permission to be used as an aid to teaching and learning
- T.B.T.R. – *Their behaviour is Their Responsibility*

Sanctions for Unacceptable or Inappropriate Behaviour: see Appendix 1

School strategies to assist the management of student behaviour include:

- **Interventions:** these are a range of actions which aim to improve student behaviour through reflection and positive thinking. These can be exercised by the class teacher, tutor, or Head of Key Stage
- **Report cards:** these will be used as a monitoring tool, whereby each member of teaching staff is required to complete at the end of their class to indicate attendance, punctuality and or appropriate behaviour. These are not designed to be a punishment but a method whereby a student is supported and constantly reminded of behavioural expectations
- **Mentoring:** the student can be referred to a Mentor which may be a staff member, a trusted student or other member of staff, who will advise the student and perhaps meet the student on a weekly basis to review behaviour, set targets or to help that student catch up with missed work
- **External Student Support:** sometimes it may be necessary to refer students for specialist support, or referral to an external counsellor known to the school

- **Additional Support:** specifically looking at whether the student needs assistance because of a learning difficulty and what support can be arranged
- **Isolation:** students may sometimes be removed from the class temporarily and sent to work independently (under supervision) in a different classroom
- **Suspension:** from certain activities until all work is submitted or behaviour improves which may include extracurricular activities or trips

Gross Misconduct

Any student accused of behaviour deemed as **Gross Misconduct** may be **suspended from the School immediately** pending an investigation. Suspension is not a punishment – it simply allows us to investigate any alleged incidents and make sure all of our students are safe. The seriousness of the incident and any mitigating circumstances will be taken into account at the resulting disciplinary hearing and the outcome could result in verbal or written warnings, disciplinary suspension and possible exclusion from School.

Gross Misconduct includes the following behaviour:

- Bullying and harassment of others, including via electronic means
- Threatening behaviour towards or assault upon students, staff or members of the public on or near school grounds, including sexual, racial, homophobic or transgender verbal abuse
- Misusing, damaging or vandalising School property
- Theft
- Possession of an offensive weapon, or articles made, intended or adapted for use as a weapon
- Plagiarism, cheating or collusion in exams, coursework or in applications
- Committing any criminal offence whilst on the School site, on School transport or on a School activity
- Committing any offence which results in a conviction from a criminal court
- Deliberate or reckless behaviour that endangers others
- Dangerous and reckless driving on School property or in close proximity to the school
- Being under the influence of, or in possession of alcohol, illegal drugs and other non-prescribed substances
- Misuse of the chrome book and school email account (see E-Safety policy)

Primary School Sanctions:

Younger children whose behaviour does not meet school expectations can be dealt with within the Infant or Junior Schools as the Head of School sees fit but the following sanctions have been agreed:

- Verbal warning
- Isolation within classroom to increase pace of work or to 'cool off'
- Discussion re-behaviour with teacher and Head of School with child
- Reduced or loss of playtime, either sitting out or removal from playground to stay with another teacher
- Removal from specific situations
- A written record may be kept stating the reason the child has been reprimanded or punished
- Informing parents either by homework diary, reading record or face to face if parents collect child, by telephone or by arranging an appointment with parents as soon as possible after the problem has occurred
- Referral to Head Teacher
- Suspension from school
- Exclusion from school

A handwritten signature in black ink, appearing to read 'Colin Macrae', is centered within a light gray rectangular box.

Mr Colin Macrae
Head of Wingate School

Date of review: September 2019

Appendix 1



INTERVENTIONS FOR UNACCEPTABLE OR INAPPROPRIATE BEHAVIOUR

MISCONDUCT	First level Intervention	2 nd Intervention	3 rd Intervention	4 th Intervention	5 th Intervention	6 th Intervention
In - class disruption	Dealt with by class teacher 1. Verbal warning 2. Move student to another seat 3. Time out	10 minute detention at break time with class teacher Tutor informed	1:1 with Tutor Parents informed Head of KS informed	Lunchtime detention with Head of KS	Meeting with parents Weekly meetings with Head of KS 1st Report – 1 week Behaviour report – 2 weeks	After School detention with Mr Macrae – Parents informed
Out of class disruption	Dealt with by staff member or Duty Teacher Tutor informed And tutor updates tracker	1:1 with Tutor Parents informed Head of KS informed	1:1 with Head of KS and parents	Lunchtime detention with Head of KS	After School detention with Mr Macrae – Parents informed	
Punctuality or unauthorised absence	Dealt with by Class or Tutor Recorded in file	1:1 with Tutor Parents informed Head of KS informed	1:1 with Head of KS and parents	Meeting with parents 1st Report – 1 week Monitored by Head of KS	Behaviour final report – 2 weeks Monitored by Mr Macrae or Deputy	
Unauthorised use of mobile phone	Dealt with by Class or Tutor 1. Verbal warning	2. Confiscation by class teacher or Tutor until the end of day Phone taken to office Tutor/Head of KS informed Tutor updates tracker	1:1 with Head of KS Confiscation by Head of KS – phone taken to office Parents contacted to collect phone from School Office	Meeting with parents Weekly meetings with Head of KS 1st Report – 1 week Monitored by Head of KS	Behaviour final report – 2 weeks Monitored by Mr Macrae or Deputy	
Uniform / Appearance	Dealt with by Class or Tutor 1. Verbal Warning	1:1 with Tutor Parents informed Head of KS informed	1:1 with Head of KS and parents	Weekly meetings with Head of KS 1st Report – 1 week Monitored by Head of KS	Behaviour final report – 2 weeks Monitored by Mr Macrae or Deputy	

Incomplete class work or homework	Dealt with by Class or Tutor 1. Verbal warning with extension	Completion during lunchtime with subject teacher Tutor informed Tutor updates tracker	1:1 with Tutor Parents informed Head of KS informed	1:1 with Head of KS and parents	Weekly meetings with Head of KS 1st Report – 1 week Monitored by Head of KS	Behaviour final report – 2 weeks Monitored by Mr Macrae or Deputy
Use of inappropriate language (e.g. swearing) to other students, teachers or school staff	Dealt with by Class or Tutor 1. Verbal Warning Inform tutor Tutor updates tracker	1:1 with Tutor Parents informed Head of KS informed	1:1 with Head of KS and parents	Weekly meetings with Head of KS 1st Report – 1 week Monitored by Head of KS	Behaviour final report – 2 weeks Monitored by Mr Macrae or Deputy	
ANTI SOCIAL BEHAVIOUR <ul style="list-style-type: none"> ● Persistent bullying ● Fighting or aggressive behaviour ● Harassment ● Discrimination ● Theft ● Wilful destruction of school property 	Referred directly to Head Teacher Inform Tutor Inform Head of KS Tutor updates tracker	Interventions will be assessed on each individual incident Parents informed and invited into school	May result in Disciplinary suspension			
Smoking on school property or in the vicinity of the school	Referred directly to Head Teacher Inform Tutor Inform Head of KS Tutor updates tracker	Disciplinary suspension				
Consuming alcohol in school	Referred directly to Head Teacher Inform Tutor Inform Head of KS Tutor updates tracker	Disciplinary suspension				
Taking, or being in possession of any illegal substance in or out of school	Referred directly to Head Teacher Inform Tutor Inform Head of KS Tutor updates tracker	Immediate expulsion from school				