

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. Parents should also read and understand the School Terms & Conditions which can be accessed in the Policies section on the School website.

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 brought to school unless permission granted by the Headteacher, and then handed to the office each day.
- 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:

- **Tracking:** Wingate School now has a Student Tracking system developed from Year 1 to Year 13. This allows all staff to add positive or negative information on students and share it with all teaching staff and school leaders
- **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, their Head of Key Stage or ultimately the Head of Wingate
- **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 the individual 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 our students are safe. The seriousness of the incident and any mitigating circumstances will be considered 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 verbal, 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)
- Acting responsibly when on excursions or residential at all times and representing the school with appropriate actions.

Foundation and Primary Department Sanctions:

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

- Verbal warning
- Isolation within the classroom to increase the 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

Mr M Howells
Head of Wingate School

Date of review: August 2025