



STUDENT DISCIPLINE AND BEHAVIOUR POLICY

CLIFTON COMMUNITY SCHOOL

Middle Lane, Rotherham, S65 2SN



01709 515005



info@cliftonschoo.org



cliftonschoo.org

HEADTEACHER: Mrs A Leng



WICKERSLEY
PARTNERSHIP
TRUST



Clifton Community School Behaviour Policy

Code for Students: Good Behaviour at all times

We are all members of the school community and it is expected that everyone acts with consideration and courtesy for others at all times.

Code of Conduct

All students are responsible for their own behaviour in and out of the classroom. They should, in each lesson, take personal accountability for how they act and follow the necessary sanctions placed on them by staff.

Student Classroom Conduct

- Attendance is crucial to academic achievement and students are expected to attend school every day.
- Punctuality is a direct example of a student who is on message and we expected all students to arrive to school and all lessons on time.
- Uniform is important in ensuring a calm and business-like atmosphere in school and students are expected to attend school in full uniform without exception.
- Equipment ensures all students are ready to learn. We expect all students to arrive to lessons with the correct equipment:
 - This is inclusive of PE kit, books and as a minimum a pen, pencil and ruler.
- All students are expected to line up calmly ready to enter lessons. This is to ensure a meaningful start to each lesson.
- Students must remove all outer clothing on entering the classroom and get out their equipment.
- All classroom teachers' instructions must be adhered to at the first time of asking.
- All requests from members of staff should be carried out without argument.
- No student should be disrespectful to, or show rudeness towards, anyone in school.
- Mobile phones, earphones or charging devices are not permitted to be used on the school site. Mobile phones must be turned off and in your bag.
- Bullying will not be tolerated.
- Photographs, audio recordings and videos must never be taken/made under any circumstances, without the permission of the subject and supervising member of staff.

Student Break time Conduct

- Mobile phones are not permitted to be seen. If seen they will be confiscated by a member of staff without exception.

- Put litter in bins.
- Do as asked first time by any member of staff.
- Act appropriately on corridors during lesson changeovers and break times.
- Students are not permitted to take photographs or record videos of other students or staff at any point on school grounds.

Classroom Teacher Expectations

All classroom teachers are responsible for behaviour for learning within their own classroom. They should, in each lesson, take personal accountability for dealing with incidents and following through necessary consequences and restorative practice to ensure behaviour is approached with consistency.

Where support or additional intervention is needed classroom teachers will request additional assistance from:

1. Key Stage Coordinators (where appropriate)
2. Their Faculty Leader
3. Relevant Non Teaching Assistant Head of Year / Head of Year
4. The Senior Leadership Team

Classroom teachers are responsible for dealing with behaviour in their classrooms. The school has a prescriptive approach to addressing unacceptable behaviour; students have been made aware of the below consequences that may be applied. This is not an escalatory list; as professionals, staff use their judgement to decide which consequences are warranted for individual behaviours.

Approach to Behaviour for Learning – Warn, Move, Remove

1. **Verbal warning “warn”**- Reminder of classroom rules and expectations.
2. **Final warning** - Reinforce classroom expectations and give students choices. Remind them of the next stage if they do not make the correct choice. *‘You are on the verge of leaving the lesson.’*
3. **Cool off period “move”**- Request that the student leaves the classroom for a period of time or moves within the room if appropriate. Allow the student time and then speak to them about their behaviour. Explain about their choice and consequence if their behaviour continues.
4. **Sent to sanctions “Remove”** - Request that the student leave the room and go to sanctions.

The Clifton Way:

We say and do things in a certain way at Clifton, referred to as ‘The Clifton Way.’

‘The Clifton Way’ allows us all to promote the skills and attributes students need in order to develop independence, responsibility and resilience to have a happy and successful life.

It defines who we are and what we stand for at Clifton Community School.

The Clifton Way:

We are committed to ensuring that all students have the best educational experience possible from both an academic and experiential focus. The above expectations are there to ensure this happens.

Working together in the 'Clifton Way' will help us all to ensure that students leave school able, qualified and ready for the ever changing world in which we live.



Systems of Reward at Clifton Community School

CCS Rewards 2021-22

Termly Rewards Structure

Our flagship rewards system has been streamlined and will be celebrated at termly intervals across the academic year. This will allow for a fresh opportunity for all students to achieve the full honours in each new term. Students will receive recognition for: 100% attendance (including 0 lates), Effort Rank No.1 and completing an CCS Pledge at bronze, silver or gold standard.

Further CCS Rewards Available

Short Term Rewards

To receive short term recognition for instances of outstanding effort, we will use the following rewards:

- CFP - A merit for a single standout achievement from class teacher or tutor.
- Postcard Home - To be routinely sent out to all students achieving +3 Praise Points (e.g. 3 CFPs and 0 CFCs) or more in a single week.

Golden Book

To reward students with exceptional presentation of work, we will back their book in golden paper. To be nominated, students in Y7 – Y11 (one per class) must demonstrate:

- Immaculate presentation of work – including full compliance with Presentation Policy
- Consistent 100% effort into written work
- A range of 'green' RAG stickers

Leadership Lunch

To recognise students who consistently go the extra mile, we will:

- This will be relaunched for 2021-22 but with a clearer selection criteria.
- Admin will identify the top two Praise Point winners from each Tutor Group each Half Term.
- Each student selected will have the opportunity to invite a plus one to accompany them for their exclusive free rewards lunch in the cafeteria. Tutors may nominate deserving students where appropriate.
- Parents will receive a letter in recognition of their child's selection.

Pledges for the Prom

New for 2022 - To qualify for the benefits below, Y11 students must successfully achieve all the CCS Pledges within each category:

- Bronze Pledge = Eligible to attend the prom
- Silver Pledge = Discounted ticket
- Gold Pledge = Free Prom Photograph

Curriculum Awards

To acknowledge exceptional achievement in a specific subject area we will:

- Ask teachers to nominate a stand out student from each class every term
- Present each winner with a certificate in assembly
- Celebrate their achievement with photographs, corridor displays and social media recognition

Systems of Sanction at Clifton Community School

Students who break the agreed conduct as outlined above, at the classroom teacher's discretion, can expect:

- A verbal warning
- To be moved to a different seat

- Cool off period
- Sent to the sanction room
- A detention (break, lunch or after school)
- To be sent to your Head of Year/NTAHOY
- Your parents to be contacted
- To be moved classroom groups

Sanctions Policy - Expectations of staff

Students will be sent to sanctions when their chosen behaviour is stopping the class from making progress. The sanctions room referral is not the consequence.

- Students who arrive in sanctions will complete restorative work with the Student Progress Team.
- A text message is sent to parents informing them that their child has been sent to sanctions and should receive a phone call home from the classroom teacher.
- Classroom teachers will complete the phone call home to discuss student behaviour before the following school day.
- All students who are sent to sanctions have a same day 30 minute detention as an immediate consequence.
- The classroom teacher must attend to complete restorative work with the student. Once completed they can leave the student with the Senior Leadership Team.

Detention Policy

At Clifton we operate a same day detention policy in line with DFE guidance. Although it is not statutory to inform parents of students who require a same day detention we adhere to do so as it is good practice.

Students can be requested for a detention (until 3:40pm or 4:00pm) **only** if there has been an incident with a classroom teacher during a lesson that **couldn't be resolved** within the school day. This may include:

- Low level disruption
- Defiance
- Sanction referral (see below)

All students who are sent to the sanction room are automatically put on the list for the detention and will be kept until 3:40 pm.

Students who must attend a same day detention will:

- Be escorted there by their period 4 member of staff
- Complete restorative work with the teacher who requested them
- All restorative conversations must take place outside of the detention room and away from the window to avoid disrupting others in detention.
- Where necessary, the Senior Leadership team will support
- Good practice is for staff to bring any work missed for students to complete in the detention.
- Students who refuse to attend the detention room or are defiant during detention will have additional consequences and repeat the detention the following day.

At the discretion of the Headteacher:

Where behaviour is deemed severe the Headteacher may make the decision to:

- Suspend a student from lessons under supervision
- Suspend a student to another school within the Multi-Academy Trust
- Suspend a student from school for a period of time
- Exclude a student from school permanently.

Additional information can be found on our Exclusion Policy

Day to Day Issues

The School Day

08:45 – 09:00	Registration
09:00 – 10:20	Period 1
10:20 – 11:40	Period 2
11:40 – 12:10	Break
12:10 – 13:25	Period 3
13:25 – 13:55	Lunch
13:55 – 15:10	Period 4

Breakfast Arrangements

Breakfast is available for all students between 8:00 am to 8:40 am each morning in the school canteen.

Lunchtime Arrangements

Hot or cold meals are available from our cafeterias and students are welcome to bring sandwiches if they prefer.

All students are expected to stay on the premises during lunchtime where they can be properly supervised. Students are not allowed to go off site to a shop at lunchtimes. Students are not allowed off site during school hours without written permission.

Snacks

There is a pre-ordering system students can use to collect grab bags from the hatch. Food is available from the canteens and vending machines at break time.

Litter

We expect our students to take pride in the appearance of their school. We do not allow them to drop litter and we urge parents to support the school over this matter. We make every effort to ensure that any litter that is dropped is picked up as quickly as possible so that the school always looks neat and tidy.

Chewing Gum

Chewing gum is not allowed in school.

Smoking

Smoking is not allowed in school. This includes the use of E-Cigarettes.

School Uniform

- Clip-on tie for all
- Black tailored trousers or black, knee-length skirt.
- White shirt.
- Black V neck jumper or cardigan with school logo.
- Footwear must be plain black leather with no stripes or logos.
- Make-up should be discreet and minimal, It is the School's discretion as to what constitutes minimal.
- Extreme haircuts are not allowed. It is the School's discretion as to what constitutes 'extreme'.
- Jewellery must be kept to a minimum; no more than one small earring, sleeper or stud in each ear. No other facial and body piercings are allowed on the school site.
- Gold, silver and bronze award pin badges should be worn as part of the school uniform.

Please note: Protective clothing is required when pupils use the school workshop and other craft facilities.

Physical Education Kit: Year 7-11 Students:

The compulsory PE kit consists of:

- CCS P.E tshirt
- Plain Black sports shorts or Leggings / tracksuit bottoms
- CCS School Hoodie can be worn as an optional addition
- Trainers

Please Note:

- Clean training shoes are required for PE lessons.
- Football boots and hockey boots are not essential for PE lessons.
- Jewellery must never be worn during games or PE lessons.
- Hair should be tied back.
- Please put your son's/daughter's name on to items of PE kit

Bullying

Bullying, or Peer-on-Peer abuse, is behaviour by an individual or group, intending to physically, sexually or emotionally hurt others.

All staff should recognise that children are capable of abusing their peers.

All staff should be aware of safeguarding issues from peer abuse including:

- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing
- physical harm

- sexual violence and sexual harassment
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.
- Upskirting

This abuse can:

- Be motivated by perceived differences e.g. on grounds of race, religion, gender, sexual orientation, disability or other differences
- Result in significant, long-lasting and traumatic isolation, intimidation or violence to the victim; vulnerable adults are at particular risk of harm

Children or young people who harm others may have additional or complex needs e.g.:

- Significant disruption in their own lives
- Exposure to domestic abuse or witnessing or suffering abuse
- Educational under-achievement
- Involved in crime

At Clifton Community School, staff are aware that all forms of abuse, including Peer to Peer, need to be dealt with immediately and consistently following the procedures set out not only in this policy but where necessary through the procedures of the safeguarding policy.

Expected staff action

Staff are expected to use the policy as guidance when making decisions regarding Peer on Peer abuse. It is imperative that staff take action towards suspected or known Peer on Peer Abuse and inform the Designated Safeguarding Lead and Team, from there a decision will be made in relation to whether the incident will be dealt with via the Safeguarding Team or the Pastoral Team. In both cases, Clifton Community School will use its CPOMs system to record and action all referred incidents.

Preventative Strategies

Peer on peer abuse can and will occur on any site even with the most robust policies and support processes. It is important to develop appropriate strategies to proactively prevent peer on peer abuse.

Clifton Community School has an open environment where young people feel safe to share information about anything that is upsetting or worrying them. There is a strong and positive PHSE/SMSC curriculum that tackles such issues as prejudiced behaviour and gives children an open forum to talk things through rather than seek one on one opportunities to be harmful to one another. Staff will not dismiss issues as 'banter' or 'growing up' or compare them to their own experiences of childhood. Staff will consider each issue and each individual in their own right before taking action.

Young people are part of changing their circumstances and, through school council and pupil voice, for example, we encourage young people to support changes and develop 'rules of acceptable behaviour'. We involve pupils in the positive ethos in school; one where all young people understand the boundaries of behaviour before it becomes abusive.

For further information regarding our approach to anti-bullying, please refer to our Peer on Peer (anti-bullying) policy.