

Michaela Community School

Behaviour Policy



Approved by:	Katharine Birbalsingh
Last reviewed on:	1 st September 2024
Next review due by:	1 st September 2025

We develop all pupils in the habits of self-discipline and kindness, through pre-emption, consequences and support.

Sections:

- A. [Pre-emption strategies](#)
- B. [Consequences for poor behaviour](#)
 - 1. [Demerits](#)
 - 2. [Detentions](#)
 - 3. [On Call](#)
 - 4. [Senior detention](#)
 - 5. [Referral](#)
 - 6. [External exclusion](#)
 - 7. [Fixed term exclusion](#)
 - 8. [Governor's hearing & permanent exclusion](#)
- C. [Support given to pupils](#)
- D. [Referral](#)
- E. [Confiscations](#)
- F. [Investigations](#)
- G. [Contraband](#)
- H. [Sport Kit](#)
- I. [Policy and bag and pocket checks](#)
- J. [Compulsory Homework Club](#)
- K. [Discretion](#)

A. Pre-Emption Strategies

All Year 7 pupils are explicitly taught, and deliberately practise, our silence, entrance, exit and toilet routines and rules in their first week at Michaela. All teachers pre-empt any off-task behaviour in lessons, so that 100% of pupils are on task for every task in every lesson. Teachers insist on one voice in the classroom for instructions, explanations and discussions, and silence for reading, writing and practice. As soon as any *slouching, daydreaming, non-tracking or distracting* occurs, teachers swiftly use these pre-emptive reminders:

- 1. **Silent non-verbal:** hand signal, eye contact, facial expression, shake head, sharp pause or clicking.
- 2. **Unnamed:** *'We're tracking. Just waiting for 100%. We need one person ... and 100%.'*
- 3. **Named:** *'David, we listen so we can learn. Thank you.'*

B. Consequences for Poor Behaviour

- 1. A **demerit** is given as a corrective reminder if a pupil makes a bad choice, breaks a school rule, or for:
 - i. Minor misbehaviour in corridors or around school (running, wrong side, etc.)
 - ii. Persistently not tracking, not SLANT-ing or not concentrating
 - iii. Sloppy written work in lessons
 - iv. Sloppy uniform (untucked shirts etc.)
 - v. Anything else that a pupil has previously been reminded about by a teacher.
- 2. A **detention** is given for 2 demerits in a lesson, or for:
 - i. Disrupting or interrupting others in lessons (talking or whispering over instructions, explanations, discussions or silent practice)
 - ii. Disobeying a teacher

- iii. Talking in the corridor iv. No Hegarty
 - v. No homework
 - vi. Incorrect equipment or uniform (no ruler, pencil case, reading book, no blazer)
 - vii. Lateness to school (up to 4 detentions depending on time of arrival)
 - viii. Note-passing in class
 - ix. Hesitating in handing over confiscated items
 - x. Eating/drinking non-Michaela food
 - xi. Chewing gum – 2 detentions will be given if chewing gum is found, 3 detentions will be given if the pupil does not own up to having chewing gum and then it is found.
 - xii. If a phone is confiscated
3. **On Call** is removal from lessons to complete work independently and serve detention, for 3 demerits within one lesson or for defying a teacher.
4. **Referral** is from 8.20am-5.30pm and is for at least 1 day. The number of days spent in referral is at the Headmistress' discretion but reasons for being placed in referral may include:
- i. Failing to attend after school detention
 - ii. Serious misconduct
 - iii. Severe refusal to follow instructions
 - iv. Arriving to school in incorrect uniform or with an inappropriate hair style
 - v. Major corridor misbehaviour (e.g. pushing, tripping, shouting, kicking)
 - vi. Discrimination or prejudice towards another pupil
 - vii. Major incident, or damaging the School's reputation
 - viii. Possession of forbidden items
 - ix. Kissing teeth or tutting at a teacher
 - x. Disrespectful behaviour towards a member of staff
 - xi. Play fighting
 - xii. Absconding from after school detention (Referral extended to 6.00pm)
 - xiii. Receiving 6 or more detentions in one day
 - xiv. Multiple oncalls in one day xv. Failing to attend compulsory homework club
 - xvi. Extremely bad reactions
 - xvii. Swearing- verbal or in writing

Pupils who go in to referral after 1pm will complete a full day of referral the following day.

Pupils who are added to referral for uniform or haircuts finish the school day at 3.15pm.

For more information, see section D.

5. **External Exclusion** is at the discretion of the Headmistress and can include but is not limited to the following:

- i. Breach of school rules
- ii. Persistent disruptive behaviour
- iii. Persistent attitudes or behaviour which are inconsistent with the ethos of the school
- iv. Extreme defiance
- v. Extreme rudeness
- vi. Theft, blackmail, physical violence, threatening behaviour, drug abuse, alcohol abuse, smoking, intimidation, racism; bullying, including cyber bullying
- vii. Misconduct of a sexual nature, including sexting; supply and possession of pornography or indecent images
- viii. Inappropriate use of social media and/or technology, including serious cases of bullying
- ix. Damage to property, vandalism, graffiti
- x. Use of discriminatory language
- xi. Cheating, including plagiarism
- xii. Sexual harassment
- xiii. Sexist, racist or homophobic abuse
- xiv. Failure to go to the Referral Centre

6. Fixed Term Exclusion is for:

- i. Persistent disruption and disrespect
- ii. Serious violation of school rules

7. Managed Moves are for:

- i. Pupils at risk of permanent exclusion
- ii. Pupils who persistently break the school rules and require a fresh start elsewhere

8. Governors' Hearing & Permanent Exclusion is for:

- i. Persistent refusal to follow school rules
- ii. Persistent disruptive behaviour
- iii. Persistent attitudes or behaviour which are inconsistent with the ethos of the school
- iv. Extreme defiance
- v. Extreme rudeness
- vi. Possession or use of weapons
- vii. Malicious accusations against a member of staff
- viii. Supply, possession or use of certain drugs and solvents or their paraphernalia or substances intended to resemble them and alcohol and tobacco
- ix. Other serious misconduct toward a member of the school community or which brings the school into disrepute (single or repeated episodes), on or off the school premises
- x. Gang affiliation

Exclusion can also be used where one of the following is evident:

- 1. Parental breach of contract with the school

2. Parents causing serious or repeated nuisance on the school premises, acting aggressively towards staff (including via social media or electronic communication) or bringing the school into disrepute
3. Serious disagreement (on the part of the parents or the pupil) with, or
4. contravention of, the school's policies on social inclusion, diversity or equality

C. Support Given to Pupils

A variety of support is given to pupils who are routinely receiving demerits or detentions as a consequence of their behaviour falling short of the community's standards:

1. Pupils will have restorative conversations with the teachers who gave them the consequence.
2. Pupils may be given self-control mentoring.
3. Persistently disruptive pupils are positioned in every subject at the back of the room on an individual table to reduce the temptation to misbehave.
4. Pupils who persistently fail to complete their homework are supported with reading club and homework club (KS4) after-school.
5. Persistently late pupils have phone calls and letters home from the Head of Year and Senior Team.
6. Pupils who persistently fail to meet the required standards of behaviour, homework or punctuality may be placed on tutor report, during which time they will meet with their tutor at the end of each day to discuss their current targets.
7. Pupils who persistently misbehave may be supported by being placed on HoY report, during which time they meet with their Head of Year at the end of every day to go through their merits and demerits and reflections from the day.
8. If a pupil comes off HoY report, there will be a half-term monitoring period. If a pupil receives two or more behaviour detentions in one day or is involved in an incident of extreme misbehaviour or defiance then they will automatically go back on HoY report.
9. Pupils who do not respond well to HoY report may be put on SLT report.
10. If a pupil comes off SLT report, they automatically go onto HoY report.

D. Referral

Referral starts at 8.20am and ends at 5.30pm. Pupils in referral must not be within a 500-metre radius of the school before 8.10am or they will be sent home and given a fixed term exclusion for that day.

However, if a pupil is only told that morning that they are to be in referral then they will begin referral at 7.50am or when they arrive – whichever is sooner.

If pupils arrive late to referral then they will receive late detentions as normal, extending their stay until up to 6pm. Any late detentions not sat in this time will be sat the following day.

In referral, pupils are provided with a workbook covering all subjects and read during this time in the referral centre. Pupils are also provided with a packed lunch. In order for a pupil to return to lessons, a reintegration meeting must take place with a member of Senior Team or Head of Year and the pupil's parent. The pupil will remain in referral until that reintegration meeting is scheduled. If the parent fails to attend the reintegration meeting, then the child will be placed back in referral until a new meeting is scheduled.

If a pupil refuses to go to referral they will be sent home. If a child is sent home for refusing to go to referral, or if their parent opts to take their child out of referral against the wishes of the School, the pupil will sit an external exclusion of two days, followed by two days in referral. The original number of days in referral will then need to be completed before the pupil is allowed to return to lessons.

E. Confiscations

1. Mobiles

Reasons for confiscation

1. A pupil's phone is seen or heard on the school site.
2. A pupil is found to be carrying more than one mobile phone (in this case, all of the phones are confiscated).
3. A pupil's phone is found to be turned on while on the school site.
4. A pupil has been involved in inappropriate social media activity.

Time period

- **In the case of reasons 1-3**, then the confiscated phones will be returned at the end of the half-term.
- However, if an item is confiscated in either of the last two weeks of the half-term, it will not be returned until the last day of the *following* half-term.
- **In the case of reason 4**, then the confiscated phone may also be returned at the end of the *following* half-term. This is at the discretion of the School.
- Similarly, if a pupil *deliberately* takes out their phone, for example in order to attempt to take a photo or a video on the school site, then the phone will also not be returned until the last day of the following half-term. They are also likely to receive time in the Referral Centre.

N.B. An item confiscated in the last two weeks of the second summer half-term will not be returned until the autumn half-term holiday – a confiscation period of around 16 weeks.

Further consequences

- If any phone is confiscated, the pupil will receive a detention.
- If they refuse to hand it over or if they pretend it was not theirs, the item is confiscated until the end of the following half-term.
- If a pupil's phone has been confiscated due to the pupil's involvement in inappropriate social media activity, then the phone will not be returned until the end of the confiscation period *and* until after a parent meeting has taken place.

Some families like their children to ring home to confirm that they have arrived at school. Please be assured that if a child does not turn up for school the school will contact the family directly within an hour of the morning register being taken. This reduces the need for pupils to carry phones.

2. Clothing and other accessories

If a pupil has no tie, they are sent to the office to borrow one and a detention is logged. If a pupil has incorrect shoes, shirt, trousers or blazer, they are sent to the office to call parents. The pupil will be placed in referral until someone is able to bring in the correct uniform. If a pupil has to go home in order to change, then they might be set late detentions at the discretion of the Head of Year.

Non-essential items of clothing and other accessories that are not acceptable according to the uniform and appearance, such as coats, can be confiscated by teachers. Please see the uniform policy for details of unacceptable items and confiscation rules.

F. Investigations

Heads of Year might sometimes deem it necessary and appropriate to conduct investigations into pupils' behaviour in the case of suspected bullying or misbehaviour outside of school. Heads of Year reserve the right to ask pupils to show them social media accounts on their phone or any online activity

which might contribute to the progress of the investigation. This does not count as a confiscation and pupils can expect their phones to be returned to them on conclusion of the investigation unless they have been found to be involved in bullying or inappropriate social media activity. In this case the phone will be confiscated as per the policy outlined in section E1. Any pupil who refuses to cooperate with the investigation will be placed in the Referral Centre.

G. Contraband

There are number of items that are not allowed in school. Food, drink and particularly chewing gum is expressly forbidden. When pupils start the School, they are told which items are permitted and which are not. The table below is a list of these items, with the consequence that pupils can expect if they are in breach of the rules.

In order to encourage honesty, the consequence for bringing any contraband items into school is always lessened if pupils own up before a search takes place.

Items allowed on person	
Hand sanitizer and tissues	
Vaseline (blue, green, brown)/Carmex/ lip-balm which is not "beauty-enhancing"	
Medication	
Phones (switched off)	
Money/Oyster	
Sanitary products/tissues	
Moisturiser	
Items ONLY allowed in bag	Sanction (if found on the person)
Combs	One detention if they own up. Two if they don't.
Deodorant/fragrance	As above
Mirrors	As above
Items not allowed on bag OR person	
Any food/snacks OR wrappers of food/snacks.	One detention if they own up. Two if they don't.
Chewing gum	TWO detentions if they own up, THREE if they don't
Cosmetics (included flavoured/scented lipbalms)	One detention if they own up. Two if they don't.
Vapes*/Lighters/Cigarettes	1 day in the referral centre
Balaclava	1 day in the referral centre

*You must be over 18 to buy vapes. Pupils buying vapes are breaking the law. If you are aware of any individual or shop selling vapes to Michaela pupils, please contact the school.

H. Sport Kit

On sports days, pupils should attend in sports kit. Details of sport kit are listed on our uniform policy on the website. If a **pupil attends school in their regular uniform on their sport day, they go to the referral centre from 1pm – 5:30pm or until a family member brings in their sports kit.**

If a pupil attends wearing non-regulation sport items, such as non-black trainers, branded clothes or items that a HoY deems as unprofessional, then they will go to the referral centre for the day or the parent must drop off the correct item to the school reception. For full details of items which are not allowed for sport, please see our uniform policy. Pupils will wait in the referral centre until a parent or guardian has given permission for them to go home or brought the correct item of uniform to school. If they are unable to change the item, then they will go to the referral centre for the remainder of the school day and be dismissed at 3:15.

I. Policy on Bag and Pocket Checks

In order to deter pupils from bringing contraband items onto the school site, it is occasionally necessary to undertake bag and pocket checks. Where this happens, the pupil is first asked whether they have anything on their person that they should not have and given an opportunity to tell a teacher if they have any contraband items on their possession. After this, pupils are asked to remove their blazers and both blazer pockets and bags are searched.

In rare and extreme circumstances, usually when the School has received information that a pupil may have brought an offensive weapon to School, such as a knife, members of staff may undertake a search using a metal detector. In this instance, a search is undertaken by at least two members of staff of the same gender as the pupil, one of whom will use the metal detector to search for metallic items on the pupil.

J. Compulsory Homework Club

Michaela runs a compulsory homework club from the final half-term of Year 9 until the end of Year 11 to support pupils who are struggling to complete their homework at home. Homework club is **not** open to pupils in the younger years, who are expected to complete all their homework at home.

Pupils are entered into compulsory homework club at the Head of Year's discretion if they are concerned that the pupil is falling behind on their homework and quizzes. If a pupil receives a Friday extended homework detention or has multiple absences, they may be placed into compulsory homework club. If a pupil is placed in compulsory homework club then parents can see this information on reward and they will also receive an email. A pupil's entry into compulsory homework club is nonnegotiable by both the pupil and the parent and is entirely at the discretion of the pupil's Head of Year. However, in exceptional circumstances, a parent can **request** that their child be placed in compulsory homework club.

Pupils must attend compulsory homework club every day until they have permission to stop coming. There are no exceptions to this rule.

Pupils in compulsory homework club may still receive detentions. Detention dismissal times after compulsory homework club are below:

Number of detentions	Leaves school at:
1	5:15pm
2	5:30pm
3	5:45pm
4	6:00pm
5	6:15pm

On Friday all of these times are 1 hour earlier.

K. Year 11 Clinics

In Year 11, Michaela runs compulsory after-school clinics for pupils who are struggling in particular subjects in order to give them the best support possible in preparation for their exams.

These clinics are compulsory and pupils must rearrange other after-school commitments in order to be able to attend. If pupils improve their attainment during their regular lessons they have the opportunity to be removed from clinic.

L. Discretion

No behaviour policy can cover all eventualities. The Headmistress reserves the right to use discretion to help Michaela pupils make better choices and learn the right lessons.