



A FRAMEWORK FOR ENCOURAGING GOOD BEHAVIOUR AT CHERTSEY HIGH SCHOOL

(Incorporating Behaviour Policy and Discipline Procedures)

Person Responsible:	Headteacher
Date Adopted:	September 2017
Date of last Review:	September 2021
Date of next review:	September 2022

1. Our Ethos

Chertsey High School (CHS) aims to respond to the needs of each individual student, developing the whole person by fostering qualities of mind, body and spirit, feeling and imagination in a supportive Christian atmosphere.

2. Our Aims

Chertsey High School aims to help students:

- to develop lively enquiring minds, and the skills and abilities necessary to secure success and the highest personal academic achievement
- to develop an understanding and appreciation for their religious faith and the spiritual and moral dimensions of their lives
- to have the right to feel emotionally and physically safe at school by respecting the rights of each individual and the school as a community.
- to face the opportunities, responsibilities and experiences of adult life, and the world of work, and to appreciate human aspirations, achievements and interdependence
- to celebrate and enjoy experiences of friendship, success, happiness and shared endeavour.

3. Behaviour Policy

We expect our students to behave well, both inside and outside the school, by showing self-discipline and respect for both themselves and others. This will be their response to the Christian ethos of Chertsey High School and the homes from which they come; by their conduct, they are expected to bring credit to both. A summary of our school rules is listed below. Other rules may be explained, as the occasion arises, at appropriate occasions. All students are expected to respond promptly and obediently to the instructions of staff. Sanctions for misbehaviour are set out in this policy document.



A happy and successful school is one in which good order prevails. We insist on high standards of conduct, behaviour and appearance and count on parental support to achieve this.

4. Pastoral Support Framework

Chertsey High School has in place a framework to promote good behaviour. There are various elements to this framework involving praise and commendation as well as sanctions and one or many of these elements may be brought into operation for a student depending on the circumstance. We believe that all these elements constitute part of our pastoral support framework and that if necessary the more serious sanctions described can be used in an attempt to improve behaviour. The elements are described below. The graded nature of this framework gives flexibility whilst ensuring that all attempt have been made to encourage good behaviour, to correct bad behaviour and retain the student as a student at our school.

It is at the discretion of our professional teaching staff that any sanctions given are in proportion to the offences. At all stages of the discipline programme the students will have the opportunity for reparation. The school will intervene at an early stage if it can see a potential behaviour pattern being established.

5. Mentoring

Chertsey High School is proud to offer and organise many extra-curricular activities, which offer a much wider support network to those students who may be disaffected by their classroom environment.

They include:

- The School Youth club
- A wide variety of opportunities to be involved in sports teams
- The possibility of being involved in other extracurricular activities such as outings to the theatre, skiing etc
- The Duke of Edinburgh Award Scheme

All these activities may be considered suitable for inclusion into a student's Pastoral Support Programme and are offered and available to all interested students.

6. Bullying

The Governors and staff at Chertsey High make a commitment to all students that all reported incidents will be taken seriously and dealt with sensitively, and followed up with necessary action and support in accordance with the school's anti-bullying policy.

7. School Rules



- Good behaviour and politeness are expected in school, to and from school and on Public Transport.
- Full school uniform must be worn to and from school and on all school occasions. All articles of school uniform should be clearly marked with the owner's name.
- Prefects act under the direction of staff and must be obeyed.
- Students must adhere to expectations regarding appearance. The school reserves the right to decide what constitutes "extreme".
- Smoking is forbidden. Similarly, possession or use of illegal substances is forbidden.
- Expensive items, such as radios, personal stereos etc, or large sums of money should not be brought into school. No responsibility can be taken by the school for loss of money or other personal property left unattended.
- Mobile phones must be turned off during the school day and not used unless under the direct supervision of a member of staff. Contravention of this rule will lead to the phone being confiscated for a period of 4 weeks.
- All damage to school property and equipment should be reported immediately; care should be school books.
- During the lunch hour students may not leave the premises without permission from the Head of Year or senior member of staff (Years 7-11).
- On entry to the school parents sign a Home School Agreement, agreeing to support the whole ethos of the Chertsey High School.

8. Punctuality

- The school begins at 8.50am.
- If you arrive between 8.50am and 9.10am you should go directly to registration or assembly.
- If you arrive after 9.10am you must go directly to your timetabled lesson. The number of minutes late will be recorded electronically and this time made up in a detention.
- N.B. Arrival after 9.10am is counted as an absence and needs to be covered by a letter from home.

9. Attendance

All students should be in school on a school day. Any absence from school must be explained by a telephone call to school by 9.45am on each day of absence. If the duration of absence is known this can be stated. If it is not, a call must be made on all subsequent days of absence.

N.B. Please note that the school will not authorise family holidays during term time.

10. Transport



Only those issued with an official pass may travel home on the school coach and we expect the same high standards of behaviour on all public transport as it is an extension of school.

11. Signing Out

It is best to make medical appointments outside of school hours. If you need to leave school during the day, you must bring a letter from home. The letter should be signed by your tutor at morning registration. When it is time for you to leave, you must show your letter to the office and sign out. If you return to school later in the day, you must sign in at the office.

12. School Diary

- Parents should review the diary on a regular basis and sign the diary weekly .
- The school diary is monitored by the Form Tutor.
- Parents can communicate with the school via the diary.
- If the diary is lost then a temporary day sheet is issued by the Head of Year. A new diary must be purchased.
- Students must have their school diary with them every day.
- The aim of the school diary is to promote regular communication with parents, encourage students to plan, think ahead, praise good work, encourage regular work, good behaviour.
- A School Diary is issued to every student throughout the school and is used to record homework, praise, comments on behaviour and circulars issued.
- The aim of the school diary is to promote regular communication with parents, encourage students to plan and think ahead, praise good work, and encourage regular work and good behaviour.

13. Internal Suspension

Where a student persists in unacceptable behaviour or refuses to comply with the expectations of the school they will be withdrawn from their class and educated in isolation supervised by a member of staff. The parents will be informed.

14. Temporary Fixed Term Exclusion

A temporary fixed term exclusion is a serious disciplinary measure, which is taken only when other efforts to control behaviour have failed. The Headteacher or Deputy Headteacher (in the Headteacher's absence) must make the decision for a temporary exclusion:

- Used for exceptional and serious breaking of rules/code of conduct
- Exclusion imposed for one or more days
- Parents will be contacted details will be given to the parents at this time



- Work will be issued to the student.

Student and parents attend an interview before the return to school where expectation for improved behaviour is discussed.

If a fixed period exclusion will result in a student missing more than 15 school days in one term then the school will advise the Disciplinary Committee of Governors and a review meeting will be convened.

Exclusion will not be used for:

- Minor incidents
- Poor academic performance
- Lateness or truancy
- Pregnancy
- Punishing students for the behaviour of parents

15. Repeated Fixed Term Exclusions

If there are several fixed term exclusions parents will be invited for an interview to review the personal targets set and to plan for the future.

16. Permanent Exclusion

If there have been previous temporary or fixed term exclusions and the student's behaviour is still giving serious concern then the Headteacher may, in extreme circumstances, consider a permanent exclusion.

- Specific reasons for the exclusion are given in writing to the parents with an explanation of procedures from then on
- The Chairman of Governors and a Governors' Disciplinary Committee will be advised and meet within 15 school days to review the decision.
- A student will be provided with suitable home study work whilst the decision is reviewed
- At the review meeting both parents and students may put their case
- The Education Welfare Office will be informed in writing
- If the Governors ratify the exclusion then parents may appeal to an independent committee within 15 days. The Appeal Panel's decision is final and binding.
- If the school is advised that there is to be no appeal then the decision is final.

The Governors will ensure that all efforts have been made to assist the student to remain at the school and that the framework of Pastoral Support procedures has been followed. They will review the documentation provided by the school regarding incidents of bad behaviour and the efforts made by the school in planning the student's support. The documentation and procedures will be expected to fit with



the above framework except in cases of immediate exclusion outlined below.

Our aim is to work with parents to ensure that all strategies have been used to improve a student's behaviour. The procedures documented here are intended to offer consistency of application and to promote an environment of learning.

17. Immediate Permanent Exclusion

A decision to immediately exclude a student may be taken by the Headteacher or, in his absence, by the Deputy Headteacher, if there is an urgent requirement to do so because of a serious breach of the school discipline policy, for example:

- unprovoked serious physical attack,
- calculated verbal intimidation of a teacher,
- explicit use of obscene language in confronting authority of a member of staff,
- deliberate or reckless conduct posing a threat to safety of individual or group,
- behaviour leading to major disruption of school or site,
- indecency and indecent acts,
- behaviour leading to protracted disruption of teaching,
- use or possession of illegal substances; this is in line with DfE guidelines which expect schools to enforce an Anti-Drug policy which shows that drug taking will not be condoned

These offences may be seen as a Zero Tolerance Zone for Chertsey High School and depending on the circumstances and the student's previous behaviour may warrant immediate permanent exclusion. Some or all of the disciplinary procedures, as set out in this document, may not have been completed because of the immediate nature of the decision.

The Headteacher may exercise his judgement to invoke immediate exclusion. The procedures will then proceed as with other permanent exclusions.

18. Exclusion Procedures

The DfE's guidelines for the format of exclusion review meetings are to be followed.

19. Disapplying The National Curriculum

The importance of access to the whole national Curriculum must also be balanced by the special needs of some students. The SENCO having consulted the parents and with serious regard for the educational needs of the student may recommend to the Head Teacher disapplying the National Curriculum. Clearly a student's behaviour may improve if the curriculum studied is more carefully tailored to their personal needs.



20. Rewards

The school aims to encourage students to reach the highest standard of which they are capable. Praising students' efforts and successes has a strong motivational effect so that positive behaviour is instantly recognised and positively rewarded. Motivated students are unlikely to present behavioural problems. The praise must be genuine and well deserved. Indiscriminate praise rapidly becomes devalued and ultimately worthless. Positive comments are logged e.g. in the school diary, for work, behaviour and contribution to the school community. Student's achievements are also celebrated through sport/art/music etc. and other extra-curricular activities. The school publicly recognises achievement and success through:

- Merits, resulting in the awarding of bronze, silver, gold and platinum certificates to students in Key Stage 3
- Achievement and Progress trips which take a group of students, from a particular year group, on a trip once a term.
- Certificate assemblies at the end of each term
- Annual Awards evening

We reward in order to:

- Encourage an ethos where all types of achievement, whether they be academic, sporting, creative, social etc. are openly recognised and valued by the whole school community, students, staff, parents and governors alike.
- Develop self-esteem in individual students.
- Recognise effort as well as achievement.
- Raise the aspirations of all students.
- Provide written evidence of success for inclusion in other documents such as reports, exam percentages.

This will help students to accept praise and feel valued in the school.

21. Praise

Praise can be given in many ways and as often as possible through:

- A quiet word or encouraging smile.
- A written comment on students' work, in a more detailed way, picking out specific points or ideas.
- A written comment in the student's diary or quick notes for the tutor and parent to read.
- Letter home.
- A visit to another member of staff, which may include the Head of Department, Head of Year or Headteacher
- A public word of praise in front of a group, a form, a year or the whole school.



CHERTSEY HIGH SCHOOL

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- Displaying the students' work in the classroom, corridor, reception, hall, Headteacher's newsletter or on the website.
- Public acknowledgement by presentation at an assembly or by giving some special responsibility.

