

# NEWPORT GIRLS' HIGH SCHOOL ACADEMY TRUST



## BEHAVIOUR AND REWARDS POLICY

|                                     |  |
|-------------------------------------|--|
| <b>Policy written by:</b>           | Mrs H Birch  |
| <b>Policy written/reviewed:</b>     | June 2023 by SLT   |
| <b>Next review due:</b>             | June 2024  |
| <b>Statutory Governor Approval:</b> | 11 <sup>th</sup> July 2022 and review 10 <sup>th</sup> July 2023 |

## Aims

This policy aims to:

- Provide a consistent approach to behaviour and rewards management across the school
- Define what we consider to be unacceptable behaviour
- Outline how students are expected to behave and how we are going to reward the students who always do
- Summarise the roles and responsibilities of different people in the school community with regards to behaviour and rewards management
- Outline our system of rewards and sanctions

## Statement of principle

All students are entitled to a safe, secure environment which is conducive to effective learning. Good behaviour underpins the success of NGHS and we expect all students to demonstrate high standards of behaviour at all times. We recognise that some students experience difficulties and we will do all we can to support them. All incidents of unacceptable behaviour will be dealt with in a fair and appropriate way. We will also reward and recognise positive behaviour and achievement.

## Definitions

Our Home/School Agreement (which is in the student planner) sets out our expectations for students, parents/carers and the school.

A levels system is used which identifies the severity of any misbehaviour that is dealt with. Items that are prohibited in school are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers (including vapes)
- Fireworks
- Pornographic images
- Tippex
- Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student)

Please see searching, screening and confiscation policy relating to the School's powers to conduct searches for prohibited items.

The behaviour policy applies within all of the following situations, when the student is:

- Taking part in any school-organised or school-related activity
- Travelling to or from school
- Wearing school uniform
- In some other way identifiable as a student at our school

Or any situation which:

- Could have repercussions for the orderly running of the school
- Poses a threat to another student or member of the public
- Could adversely affect the reputation of the school

## Rewards and Sanctions

This school aims to ensure that a consistent approach to managing rewards and sanctions is adopted by all in school. All staff are responsible for ensuring that this policy is applied consistently and fairly.

## Rewards System

The rewards system uses NGHS points which are awarded on SIMS.

### Rewards System Table

| The NGHS Way     | Examples   |
|------------------|--|
| Niceness         | <ul style="list-style-type: none"> <li>- Thank You Friday</li> <li>- Mentoring Others</li> <li>- Charity work</li> <li>- Good manners</li> <li>- Being Kind</li> <li>- Helpful behaviour</li> </ul>  |
| Getting involved | <ul style="list-style-type: none"> <li>- Extra-curricular clubs</li> <li>- House Events</li> <li>- PTA Events</li> <li>- Assemblies</li> </ul>   |
| Homework         | <ul style="list-style-type: none"> <li>- Good quality work completed at home</li> </ul>  |
| Schoolwork       | <ul style="list-style-type: none"> <li>- Good quality work completed at school</li> <li>- Assessment performance / praise postcards</li> <li>- Making a positive contribution to the lesson</li> <li>- Student of the Half Term</li> <li>- Attendance</li> </ul> |

When a student demonstrates something in the NGHS way at any time, any member of staff in school should provide the student with the N, G, H or S sticker and also add a N, G, H, S house point to the school system.

Students will collect NGHS stickers in their planner. For every 5 completed NGHS rows student will receive an award which will be shared in rewards assemblies. E.g.

|     |     |     |     |  |
|-----|-----|-----|-----|--|
| N ✓ | G ✓ | H ✓ | S ✓ | <b>NGHS Pencil</b><br><br>5 completed<br>NGHS rows |
| N ✓ | G ✓ | H ✓ | S ✓ |  |
| N ✓ | G ✓ | H ✓ | S ✓ |  |
| N ✓ | G ✓ | H ✓ | S ✓ |  |
| N ✓ | G ✓ | H ✓ | S ✓ |  |

|   |  |   |   |  |
|---|--|---|---|--|
| <b>Sweet Treat /<br/>Hot Drink</b><br><br>10 completed<br>NGHS rows | <b>School Pen</b><br><br>15 completed<br>NGHS rows | <b>Break Time<br/>Item</b><br><br>20 completed<br>NGHS rows | <b>Lapel Badge</b><br><br>25 completed<br>NGHS rows | <b>Headteacher<br/>Reward</b><br><br>30 completed<br>NGHS rows |
|---|--|---|---|--|

## Incidents and Sanctions Table

| Level:  | Type of Behaviour:   | Behaviour Examples:  | Sanction:  |
|---|--|--|--|
| 0<br><br>The first instance of minor behaviour infringement | Lack of/inappropriate uniform  | E.g. inappropriate jewellery, rolled up blazer sleeves, skirt length too short)  | Uniform sanctions to be logged and issued by form tutor during daily check of uniform.<br>Other staff to log and issue as required where infringement occurs later in the day.<br><br>All other infringements to be issued by all teaching and support staff: <ul style="list-style-type: none"> <li>Infringement warning given to student and logged on SIMS by the staff member. Should the behaviour occur again, move to Level 1.</li> <li>In the case of homework/classwork, the student should subsequently complete the work to the expected standard of the staff member.</li> </ul> |
|   | Returning school laptops without logging them off  | E.g. returning school laptops without logging them off   |  |
|   | Lack of equipment/books for lessons  | E.g. Attending a lesson without all necessary equipment  |  |
|   | Lack of homework/inadequate homework   | E.g. Homework that was set is not complete   |  |
|   | Lack of classwork/inadequate classwork   | E.g. Work during the lesson is not complete  |  |
|   | Poor punctuality (typically less than 5 minutes late)  | E.g. arriving late with no reason for this, extending the time it takes to return from a music lesson or not returning to the lesson |  |
|   | Being inside after 1pm at lunchtime  | E.g. walking around corridors, sitting in form rooms   |  |
| Level:  | Type of Behaviour:   | Behaviour Examples:  | Sanction:  |
| 1<br><br>Each incident is worth 1 behaviour point           | Further recent incident of any behaviour in Level 0 for which the student has already received a warning for | See examples in Level 0  | All staff to issue sanctions: <ul style="list-style-type: none"> <li>1 BP added to SIMS. 10-minute break/lunchtime detention issued by staff member.</li> <li>Second occasion at L1: 1 BP added to SIMS. 30-minute lunchtime detention issued by staff member.</li> <li>Subsequent occasions please log as a Level 2 on SIMS and alert relevant member of staff to implement sanction.</li> </ul>  |
|   | School equipment returned in an unacceptable condition   | E.g. Returning any item of IT equipment such as laptop, camera or iPad in an unacceptable condition                                  | All staff to issue sanctions:  |

|   |  |  |
|---|--|--|
| Failure to return school equipment                          | E.g. Borrowing a camera, laptop or iPad and not returning it once it has been used   | <ul style="list-style-type: none"> <li>• 1 BP added to SIMS for each infringement and 10-minute break/lunchtime detention issued by staff member.</li> <li>• Second occasion at LI: BP added to SIMS. 30-minute lunchtime detention issued by staff member.</li> <li>• Subsequent occasions please log as a Level 2 on SIMS and alert relevant member of staff to implement sanction.</li> </ul> |
| Inappropriate internet searches on school devices           | E.g. during lessons or social times making searches that do not support the curriculum   |  |
| Inappropriate behaviour                                     | E.g. not following instructions, encouraging poor behaviour from others  |  |
| Chewing gum   | E.g. chewing gum in a lesson   |  |
| Inappropriate absence / lateness (over 5 minutes late)      | E.g. arriving late with no reason for this, extending the time it takes to return from a music lesson or not returning to the lesson |  |
| Missing of deadlines  | E.g. Failing to meet a deadline for a piece of work  |  |
| Vandalism of school property                                | E.g. Graffiti on workbook, small damage to equipment   |  |
| Lack of/inappropriate use of equipment                      | E.g. not using the equipment correctly   |  |
| Disruption to the learning of others in class               | E.g. talking or distracting others, slowing down the pace of the lesson  |  |
| Copying homework  | E.g. copying homework from a friend  |  |
| Inappropriate use of mobile phone / social networking sites | E.g. using mobile phones in school at break or lunchtime, without teacher's permission   |  |

Please note that behaviour points will be regularly reviewed by Heads of Year and Head of Lower/Upper School. Where a student accumulates a total of 5 behaviour points from more than one incident, the Head of Year will also issue a lunchtime detention, and should the student reach a cumulative total of 10 behaviour points from more than one incident, the Head of Year will issue an after-school detention.

| <b>Level:</b>            | <b>Type of Behaviour:</b>             | <b>Behaviour Examples:</b>   | <b>Sanction:</b>   |
|--------------------------|---------------------------------------|--|--|
| 2                        | Persistent infringement at LI         | Repeated infringements at level 1, with appropriate interventions as above, no improvement is shown  | All staff to log 5 behaviour points on SIMS for each infringement. |
| Each incident is worth 5 | Inappropriate language to one another | E.g. using language towards each other which is unpleasant / unkind / banter or using language that is derogatory, offensive or discriminatory generally including sexist comments | Sanctions issued by:   |

|  |  |   |  |
|--|--|---|--|
| behaviour points   | Disruptive behaviour out of lessons  | E.g. behaviour against our policy which happens at break, lunchtime, when travelling to and from school, or on an educational visit | <ul style="list-style-type: none"> <li>Faculty Head/Second in Faculty (academic/lesson-based concerns) or Head of Year (wider/multiple concerns).</li> </ul> <p>The sanction may include one of more of the following depending on the situation:</p> <ul style="list-style-type: none"> <li>Parents contacted</li> <li>Confiscation of mobile phone</li> <li>Lunchtime detention(s)</li> <li>Letter home and after school detention(s)</li> <li>Withdrawal of privileges</li> <li>Community service</li> <li>Internal social isolation</li> <li>Behaviour plan monitored by HOY</li> <li>Directed workspace for study periods (Sixth Form)</li> </ul> <p>If repeated level 2 incidents have occurred please escalate as a level 3 incident for repeated infringement at level 2 and alert the relevant member of staff.</p> |
|  | Inappropriate internet use / inappropriate online behaviour  | E.g. inappropriate online behaviour either in or out of school that affects self and / others in the school community               |  |
|  | Bullying (including cyberbullying)   | Please see anti-bullying policy for more details  |  |
|  | Cheating   | E.g. copying work in an assessment  |  |
|  | Graffiti/vandalism   | E.g. Serious damage to school property  |  |
|  | Deliberate disregard for health and safety   | E.g. not following clear safety instructions during lessons or evacuations  |  |
|  | Serious / Repeated breach of uniform code  | E.g. inappropriate hair colour, piercings   |  |
|  | Injury to another student  | E.g. slapping, hitting, tripping up   |  |
| Rudeness to peers/members of staff, back chatter, insubordination, defiance, lying | E.g. answering back to staff or challenging their decisions inappropriately, using tone and language inappropriate for a member of staff |   |  |

| Level:                             | Type of Behaviour:                                 | Behaviour Examples:   | Sanction:   |
|------------------------------------|--|---|---|
| 3<br><br>Each incident is worth 10 | Persistent infringement at L2                      | Repeated infringements at level 2, with appropriate interventions as above, no improvement is shown | All staff to log 10 behaviour points on SIMS for each infringement.<br><br>Sanctions issued by: |
|                                    | Bullying (repeated issue) including cyber bullying | E.g. Student has been dealt with in line with anti-bullying policy and the behaviour persists       |   |

|                  |  |   |   |
|------------------|--|---|---|
| behaviour points | Truancy from lessons / leaving school without permission / truancy from school   | E.g. Choosing not to attend lesson with no reason or not following school systems. Walking out of school without permission. Truancy from school for any period of time | <ul style="list-style-type: none"> <li>• A member of SLT with support from Head of Year/Faculty Head where deemed appropriate.</li> </ul> <p>The sanction may include one of more of the following depending on the situation:</p> <ul style="list-style-type: none"> <li>• Parents informed by phone and / or letter</li> <li>• Formal meeting with parents (HOY/HOF with Head of Upper or Lower School)</li> <li>• Detention</li> <li>• Community service</li> <li>• Withdrawal of privileges e.g. study leave</li> <li>• Internal isolation (1 to 5 days)</li> <li>• Internal social isolation (1 to 5 days)</li> <li>• Behaviour Plan monitored by Head of Upper or Lower School</li> <li>• External suspension (if deemed appropriate by Headteacher)</li> </ul> <p>If repeated level 3 incidents have occurred please escalate as a level 4 incident for repeated infringement at level 3 and alert the relevant member of staff.</p> |
|                  | Copying/cheating in examinations   | E.g. plagiarism, sharing of exam content / questions in internal examination  |   |
|                  | Inappropriate use of mobile phone/social networking sites                        | E.g. involving other students, unpleasant or unkind comments being used   |   |
|                  | Serious breach of uniform code   | E.g. Refusal to follow the uniform policy   |   |
|                  | Online Safety / Sexting Incident   | E.g. Serious online safety (giving away personal details, meeting someone you don't know) or the sending, possession or receiving of nude images.                       |   |
|                  | Stealing of items  | E.g. stealing something that belongs to another student / staff member  |   |
|                  | Possession of illegal substances/materials or possession of any prohibited items | E.g. Please see the list in the definitions section above for further details   |   |
|                  | Possession of a dangerous item   | E.g. Please see the list in the definitions section above for further details   |   |
|                  | Persistent bullying (or cyberbullying)   | E.g. Student has been dealt with in line with anti-bullying policy and the behaviour persists   |   |
|                  | Inappropriate sexual behaviour   | E.g. unwanted sexual contact, comments or remarks, sexual harassment, sexting   |   |
|                  | Fighting   | E.g. hitting, kicking, spitting   |   |
|                  | Smoking/drinking/vaping  | E.g. bringing onto the premises or consuming alcohol or vaping  |   |
|                  | Setting off fire alarm   | E.g. intentionally setting off the fire alarm   |   |
|                  | Misrepresentation of school online   | E.g. posting unpleasant material online about the School and its members  |   |

| <b>Level:</b>                                       | <b>Type of Behaviour:</b>  | <b>Behaviour Examples:</b>  | <b>Sanction:</b>   |
|---|--|---|--|
| 4<br><br>Each incident is worth 15 behaviour points | Persistent infringement at L3  | Repeated infringements at level 3, with appropriate interventions as above, no improvement is shown | <p>All staff to log 15 behaviour points on SIMS for each infringement.</p> <p>Sanctions issued by:</p> <ul style="list-style-type: none"> <li>• Headteacher with support from members of SLT where appropriate.</li> </ul> <p>The sanction may include one of more of the following:</p> <ul style="list-style-type: none"> <li>• Incident Report</li> <li>• Internal isolation (1 to 5 days)</li> <li>• External suspension (1 to 5 days)</li> <li>• Formal meeting with parents, Governors and Headteacher</li> <li>• Pastoral Support Programme (for two or more external suspensions. Work sent home)</li> <li>• Formal meeting with the parents and Governors' Discipline Panel for a permanent exclusion</li> <li>• Referral to the Police/outside agencies (TAW)</li> </ul> |
|   | Deliberate breach of network security  | E.g. hacking into school network  |  |
|   | Bringing to school items which could cause harm/damage to self or others       | E.g. Please see the list in the definitions section above for further details                       |  |
|   | Bringing school into disrepute/damaging its reputation.                        | E.g. Completing an illegal activity while on the school site, in the school uniform                 |  |
|   | Physical/verbal abuse of staff or students                                     | E.g. Please see child protection policy for definitions of abuse                                    |  |
|   | Threatening of staff or students or malicious accusations against school staff | E.g. threatening a member of staff verbally or making malicious accusations: directly or indirectly |  |
|   | Racist incidents/abuse   | E.g. any form of racist comment or remark towards another student or member of staff                |  |
|   | Homophobic/transphobic incidents   | E.g. any form of homophobic comment or remark towards another student or member of staff            |  |
|   | Supply of illegal or banned substances including vapes                         | E.g. Please see the list in the definitions section above for further details                       |  |
|   | Possession of pornography  | E.g. Being in possession of pornographic material and / or making others watch this                 |  |



### **Off-Site Behaviour**

Further details about this can be found in the school trips student behaviour policy, but sanctions may be applied where a student has failed to follow the school's expectations when off-site whilst representing the school, such as on a school trip, sports fixture or on the bus on the way to or from school.

### **Malicious Allegations**

Where a student makes an accusation against a member of staff and that accusation is shown to have been malicious, the Headteacher will discipline the student in accordance with this policy. Please refer to our child protection and safeguarding policy for more information on responding to allegations of abuse. The Headteacher will also consider the pastoral needs of staff accused of misconduct.

### **Use of Detentions**

Detentions can be used as one of the sanctions for level 1, 2 and 3 incidents. Lunchtime detentions can be arranged by any member of staff and should be logged on SIMS. Failure to attend a class teacher detention will result in the Head of Faculty or Head of Year issuing a detention and informing the parents/carers of this. After school detentions are for more serious incidents and are arranged by Heads of Faculty, Heads of Year and the Senior Leadership Team and we would give parents at least twenty-four hours' notice including a written follow up to allow transport arrangements to be made.

### **Classroom Removal**

If, on the rare occasions that a classroom teacher feels that a student needs to be taken out of class temporarily due to their behaviour, then any member of SLT must be alerted and they will arrange removal of the student.

Some examples of this level of disruption are:

- Abuse of staff
- Abuse of fellow students
- Racial harassment
- Sexual harassment
- Illegal substances
- Criminal damage
- Physical assault
- Dangerous behaviour / self-harm
- Repeated disruption of other students learning
- Repeated refusal to follow instructions

### **Physical Restraint**

In some circumstances, staff may use reasonable force to restrain a student to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

More details about this can be found in the School's Use of Reasonable Force Policy. Some staff have received additional training in this area.

## Confiscation

**Any prohibited items (listed in the Definitions Section) found in a student's possessions will be confiscated. These items will not be returned to students.** We will also confiscate any item which is harmful or detrimental to schools' discipline. This could include:

- Mobile phones (see Mobile Phone Policy for further details)
- Jewellery not permitted (see Uniform Policy for further details)
- Badges / other items not permitted (see Uniform Policy for further details)
- These items will be returned to students but will be recorded on our behaviour management system (please see information contained within the mobile phone policy about collection of confiscated mobile phones).

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#). (please see the School's searching, screening and confiscation policy for further details)

## Student Support

The school recognises its legal duty under the Equality Act 2010 to prevent students with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the student. The school's special education needs coordinator (SENDCO, Mrs A Benoit) will evaluate a student who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met. Should a student's behaviour impact on their own learning progress or that of others, they may receive:

- A 'getting back on track' programme
- Individual mentoring
- Pastoral support plan

In each case, we welcome the involvement of parents / carers in helping their child to review their behaviour and approach to learning. Our focus is to work with each student to help them show the appropriate behaviour for learning at all times, thereby becoming confident and independent young people.

## Monitoring Arrangements

This behaviour and rewards policy will be annually. At each review, the policy will be approved by the Governing Body.

## Links with other policies

- Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- Mobile Phone Policy
- School Trips Student Behaviour Policy
- Searching, screening and confiscation Policy
- Social media Policy
- Uniform Policy
- Use of reasonable force Policy