



Governors Committee Responsible	Student Experience
Nominated Member of Staff	Assistant Headteacher – Behaviour and Inclusion
Status & Review Cycle	Statutory Bi - Annually
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Aims and Objectives of the Policy

Ash Manor School is committed to providing an excellent educational experience for its students in a safe, orderly and nurturing environment. In order to fulfil this we firmly believe that staff, students and parents must work together in a three way partnership.

Within this partnership, each stakeholder has particular **rights** and **responsibilities**.

Teachers have a responsibility to plan and deliver effective lessons which engage learners and help them to make progress. **Teachers have a right** to deliver these lessons as planned without disruption.

Students have a right to receive an education which helps them to achieve and prepares them to lead fulfilling lives after school. **Students have a responsibility** to make the most of the learning opportunities provided for them and to ensure that their behaviour does not interfere with the education of other students or undermine the safety or well-being of others.

Parents and carers have a right to send their child to a school where they will receive an effective education which prepares them for life. **Parents and carers have a responsibility** to send their child to school and do all they can to ensure their child makes the most of the education offered to them and supports the school in the implementation of its policies.

Statement of Intent

At Ash Manor School we believe that good behaviour is essential to allow all our students to achieve their full potential and is fundamental to success in the classroom for both students and teachers. Good behaviour

promotes effective learning; effective teaching and learning promote good behaviour. Good behaviour results from well-planned and well delivered lessons that stimulate students to learn, ask questions, debate, enquire and challenge themselves.

A disciplined environment provides students with a sound framework from which to develop their own standards and values. It also prepares students for the world of work. Furthermore, no student should be allowed to behave in a manner which adversely affects the learning opportunities of others.

Behaviour for learning is, as it suggests, behaviour that allows for and encourages learning to take place. Good behaviour needs to be taught, modelled and rewarded. Poor or unacceptable behaviour needs to be challenged. Behaviour for learning needs to be taught, reinforced and reviewed. **Above all, positive relationships with and between students, created by an emphasis of rights, respect and responsibility, are the key to positive behaviour.**

Students learn best in a safe and purposeful environment. This can be achieved when expectations of learning and behaviour are high and their consequences are made explicit and applied consistently. We view as essential a system of rewards for good or improving behaviour and sanctions where standards fall below an expected level.

The self-esteem of all students is enhanced by praise, reward and celebration. Rewards and sanctions must be applied consistently and fairly. We believe in a culture of inclusion, equal opportunities and respect for all members of our community and in the importance of self-discipline and self-esteem. Discrimination in any form should not be tolerated.

We recognise that students with challenging emotional or behavioural needs should receive support to achieve the expected standard of behaviour, and those (for example Pupil Premium students) from families facing financial hardship may receive support with uniform, extra-curricular activities and trips.

The School has a behaviour policy which is easily understood by our students and their parents or carers and the staff. We believe that individual students' behaviour should be monitored and that their parents or carers should be kept informed. The Governors and the Senior Leadership Team of Ash Manor School are committed to maintaining high standards of behaviour in school and will support school staff, parents and students in doing so.

Roles and Responsibilities

All members of staff have a responsibility to implement the behaviour for learning policy when dealing with incidents of unacceptable behaviour.

Communicating the Policy

The behavior policy is available on our website and through our home school agreement. This is to communicate our agreed aim of achieving outstanding behavior in school and outline the methods by which we hope to meet this aim.

Policies Links

This policy links to the following school policies;

Anti-Bullying, SEND, Safeguarding, Teaching and Learning, Curriculum, Health & Safety, Equality and the school Complaints policy.

Ash Manor Student 7

Our Student Leadership Team have devised their own Ash Manor 7 of behaviour for learning that they expect from each other. These are;

- Be punctual
- Constant participation
- Respect yourself and each other
- Aim for success
- Always be prepared and equipped
- Enter each lesson with the right attitude
- Always try to improve

RECOGNISING AND CELEBRATING POSITIVE BEHAVIOUR

As a school we expect teachers issue rewards as often as possible in order to “catch pupils doing the right thing”. As a result we have amended the positive behaviour policy so that it is easier for staff to record who class positive points on SIMS/PARS. It is recommended that for every negative behaviour recorded, four positives should be awarded. Students can be given points as a reward for various aspects of their schooling, from demonstrating our core values, producing a fantastic piece of coursework or by simply offering an answer posed to them by a teacher.

Positive contact with parents.

We will also use;

- Phone calls
- Postcards
- House notice boards
- Headteachers Afternoon Tea
- Public display of work

Each terms House star students will have their picture displayed in Main Reception. This area will also house trophies, awards and certificates.

Student point scores are celebrated in Head of House Assemblies and Celebration assemblies. Students can achieve various milestones throughout the year;

Points Achieved	Criteria	Reward
Bronze Award	90% attendance 250 points	Book Certificate
Silver Award	90% attendance 500 points	DVD Certificate
Gold Award	95% attendance 750 points	£20 Amazon Voucher Certificate
Platinum Award	95% Attendance 1000 points	£50 towards Challenge week activities or Prom. Certificate

At the end of term there will be a HOH rewards assembly and Celebration Assemblies where positive behavior, effort, progress and attendance will be recognized. This is also an opportunity to showcase the work of our talented Performing Arts students.

Strategies for staff to use in promoting and rewarding good behaviour:

In addition to the Ash Manor 7 for positive behaviour, the students have devised the Ash Manor 8 which sets out their expectations for their learning.

- Positive beginnings
- Engage learners
- Clear objectives
- Positive environment
- Plan a variety of activities that allows the lesson to flow
- Ensure that there is an opportunity for ALL students to be successful
- Planned opportunities to check students learning during the lesson
- Reflect on what has been learnt at the end of the lesson

“If the teacher has fun teaching it, the students will have fun learning it.”

SANCTIONS

We recognize that sometimes students let themselves down and we will use carefully measured sanctions to reinforce our expectations. Any sanctions will be used fairly and consistently with each student understanding the reason for its imposition. The sanctions procedure will be adopted whenever a student’s fails to keep the school rules or rules for classroom behaviour. To allow a students to perpetuate poor behavior is a disservice to both the school and to the student and it is therefore essential that only positive behaviours are encouraged.

Classroom teacher	<p>The classroom teacher may use strategies such as:</p> <ul style="list-style-type: none"> • Meet and greet students at your door • Verbal warning • Speaking to them discreetly about expectations • Point out the appropriate behaviour • Use their name • Move them away from the problem. • Cooling off time for a <u>few minutes</u> outside of the room. • Detention up to 30 minutes. Add this in their planner. • Contact the parent • Restorative approaches. • Remove the student from the lesson using the department parking/safe room system. (HOD/HOF issue 45 minute DT)
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HOD/HOF	<p>The HOD/HOF may use strategies such as:</p> <ul style="list-style-type: none"> • To speak to the student using restorative approaches. • Be visible in non-contact time. • 45 minute HOD/HOF detention set in planner. • Contact parents by phone. • Arrange and conduct a meeting with a parent. • Department report • Department isolation • Review teaching groups to consider if a change of class if appropriate or possible.
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HOH	<p>The HOH will investigate all referrals promptly and deal with the student appropriately using strategies such as:</p> <ul style="list-style-type: none"> • Be visible • Speaking to the student and using restorative approaches
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	<ul style="list-style-type: none"> • HOH 60 minute detention set in planner • Contacting parents • Report for effort/behaviour (tutor or HOH/AHOH) • Time in inclusion room and/or community service • Consider referring to an external agency • Behaviour support plans or consider if a CAF is appropriate. • Liaise with Tutor/HOD/HOF/SENCO to discuss possible solutions.
SLT	The Senior Leadership team will intervene if situations have not been resolved by the house or department teams or for serious incidents.

Onsite provision

The Bridge

The purpose of the bridge is to reintegrate pupils back into main stream education and to offer various nurture facilities.

Pupils are not allowed to attend the bridge without prior arrangement.

Provision that is offered consists of:

- Support student return from fixed term exclusions
- Self esteem
- Anger management
- Self-harm
- School refusers
- Counselling
- Mentoring
- Admissions

If returning from a fixed term or alternative exclusion, students will be reintegrated back into Ash Manor School through The Bridge and will attend 10am-5pm.

Isolation

A student may be isolated whilst an investigation into a serious incident takes place or for another reason deemed appropriate by the pastoral team.

Students Out of Lesson:

At Ash Manor School we believe that students will make the most progress if they are in lessons. To this aim we try to minimise the number of opportunities for students to be out of lessons. We encourage students to use toilets and get drinking water at the appropriate junctions in the school day. If students do have to come

out of lessons for any reason they are issued with a staff out of lesson pass. We do not expect students to be out of lessons during lessons 1, 3 and 5 as these lessons follow on from a break or lunchtime. If students have to be out of lessons during lesson 2, 4 or 6 they are issued with the pass below.

Detentions

Homework detentions

Inadequate or missing homework will result in a one hour detention. Parents will be given 24 hours' notice.

Behaviour detentions

Inappropriate behavior will result in a detention being set.

Alternative provision

As a school we have a number of options available to us when offering alternative provision for our students:

- Alternative Learning Centre (40 Degrees)
- Offsite small group/one to one provision.
- Other local secondary schools where students will be placed in their isolation units.

Restorative approaches

Restorative approaches inspired by the philosophy and practice of restorative justice puts repairing harm done to relationships and people over and above the need to assign blame and dispensing punishment. We will often use this to resolve issues.

Parents / Carers

At Ash Manor School we work hard to involve parents in supporting their child's behaviour and staff will contact home with any concerns regarding students' behaviour after consultation with the relevant HOH. If a parent requests to speak with a member of staff about any concerns regarding their child we expect that staff return this call within 24 hours.

Reports

Students may be placed on report to allow us to closely monitor their conduct and behaviour for learning. We expect that students who are a cause for concern will be placed on tutor report for one full cycle (10 school days). If a student fails to make satisfactory progress whilst on tutor report they will escalate, first to HoH report, then SLT and finally Headteacher report. The latter three reports all have a standing daily sanction attached.

Report Type	Reporting Time	Standing Daily Sanction
Tutor	Tutor Time	None
Department Specific	Variable	None

Pastoral Praise	Variable	None
Head of House	3.00pm	20 minutes
Senior Team	3.00pm	30 minutes
Head Teacher/Deputy Head	3.00pm	45 minutes

Bullying

Ash Manor School is committed to providing a caring, friendly and safe environment where no type of bullying is tolerated.

Bullying is the use of aggression with the intention of hurting another person. It is repeated over a period of time and causes pain and distress to the victim.

It can be:

- Verbal cussing, name-calling, threats and spreading rumors.
- Gestures dirty looks, blanking, offensive or intimidating gestures
- Physical violence towards another student.
- Extortion forcing victim to give money or possessions, buy food
- Exclusion deliberate exclusion or making student feels unwanted.
- Written notes, e-mails, text messages, negative written communications
- Cyber using chat rooms/MSM/Face book or other messaging systems

We deal severely with bullying and have a zero tolerance approach. Please see our bullying policy for more details.

Exclusion

Exclusion is used as a last resort and is the Headteacher’s decision. When a student is excluded it is the legal responsibility of the parents to ensure their child is not seen in public during school hours. Work will be provided by the school for the student to complete whilst excluded.

Below is a list of what would constitute grounds for a student to be excluded from school. This list is not exclusive and includes the use of social media. The Headteacher reserves the right to exclude a student for behaviour which is not detailed on this list.

<p><i>Physical assault against a student or adult</i></p> <ul style="list-style-type: none"> • Fighting • Violent Behaviour • Wounding • Obstruction or jostling 	<p><i>Verbal abuse/threatening behaviour against a student or adult</i></p> <ul style="list-style-type: none"> • Threatened violence • Aggressive Behaviour • Swearing • Abuse and/or harassment based on any protected characteristic • Verbal intimidation • Carrying an offensive weapon
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<p>Bullying</p> <ul style="list-style-type: none"> • Verbal bullying • Physical bullying • Homophobic bullying • Racist Bullying 	<p>Racist abuse</p> <ul style="list-style-type: none"> • Racist taunting and harassment • Derogatory racist statements • Swearing that can be attributed to racist characteristics • Racist bullying • Racist graffiti
<p>Sexual Misconduct</p> <ul style="list-style-type: none"> • Sexual abuse • Sexual assault • Sexual harassment • Lewd behaviour • Sexual bullying • Sexual graffiti 	<p>Drug and banned substances</p> <ul style="list-style-type: none"> • Possession of illegal drugs • Inappropriate use of prescribed drugs • Drug dealing • Smoking • Alcohol abuse • Substance abuse
<p>Damage Includes damage to school or personal property belonging to any member of the school community</p> <ul style="list-style-type: none"> • Vandalism • Arson • Graffiti 	<p>Theft</p> <ul style="list-style-type: none"> • Stealing school property • Stealing personal property (student or adult) • Stealing from local shops on a school outing/trip • Selling and dealing in stolen property
<p>Persistent disruptive behaviour</p> <ul style="list-style-type: none"> • Challenging behaviour • Disobedience • Defiance • Persistent violation of school rules 	<p>Social Media/Technology</p> <ul style="list-style-type: none"> • Use of device to take pictures of another student • Use of social media to bully or post inappropriate messages about a student or adult • Negative display of school on social media • Please see Social media/technology policy for more detailed info.
<p>Other Includes serious incidents which are not covered by the categories above.</p>	

Uniform

Please ensure that all items of uniform are clearly named

Uniform can be purchased from our suppliers, **LINKUP Ltd** in Aldershot, by telephone or online at www.ams.linkupltd.com

PE equipment can be purchased from Sportswear International (SWI). Orders can be placed through their website, by telephone or postal order, more details can be found at www.swi.co.uk . Additional

PE items can be purchased at Midas Leisure Ltd. www.midasleisure.com

Students who are not in the correct uniform will be sent to Student Reception to borrow any item they need for the day. This must be returned at the end of the day.

Ash Manor Uniform

GIRL'S UNIFORM	BOY'S UNIFORM
<ul style="list-style-type: none"> Blazer. (black with blue braid and Ash Manor logo) only available from the suppliers Long or short sleeve blue shirt must be tucked in and done up to the collar House tie Jumper (Black with blue trim) only available from the suppliers Black trousers with AMS embroidery only available from the suppliers Or black knee length skirt with AMS embroidery only available from the suppliers Black socks or black opaque tights (not patterned) – Socks or tights must always be worn Polishable black shoes 	<ul style="list-style-type: none"> Blazer. (black with blue braid and Ash Manor logo) only available from the suppliers Long or short sleeve blue shirt, must be tucked in and done up to the collar House tie Jumper (Black with blue trim) only available from the suppliers Black trousers with AMS embroidery only available from the suppliers Black socks Polishable black shoes
P E KIT	
<ul style="list-style-type: none"> Vapour polo shirt Milan shorts (skort – optional) Plain navy blue tracksuit bottoms Sports Trainers / Football Boots (optional) Cuatro Fleece Coolmax Socks Towel Shin pads are recommended to be worn for football or hockey Gumshields are recommended to be worn for Hockey / Rugby 	<ul style="list-style-type: none"> Pro-tec Rugby Top Vapour polo shirt Milan shorts Plain navy blue tracksuit bottoms Sports Trainers / Football Boots Cuatro Fleece (optional) Coolmax Socks Towel Shin pads are recommended to be worn for football or hockey Gumshields are recommended to be worn for Hockey / Rugby
<p><u>Sports Trainers</u> – these are essential for PE lessons and must be suitable for indoor as well as outdoor work. They must be of a design that offers proper support to the feet. Thin canvas footwear such as ‘Converse’ boots offer no support or protection and should not be worn. All trainers must be of a type that can be securely tied for safety.</p> <p><u>Football Boots</u> – these need to have interchangeable studs or plastic studs or plastic blades</p>	
JEWELLERY / MAKE-UP / SHAVING / TATTOOS	
<ul style="list-style-type: none"> Jewellery should not be worn in school. An inexpensive watch, one signet ring and one small stud per ear are tolerated. Earrings, nose rings/studs, tongue studs, eye-brow studs or any visible body piercings are unacceptable. 	

- No tattoos allowed in accordance with the Tattooing of Minors Act 1969
- No responsibility is accepted for jewellery which is lost or stolen and all jewellery is forbidden during practical lessons and PE. The taping of earrings or other piercings is not permissible.
- Clear nail varnish only is acceptable. No false / acrylic / gel nails are permitted.
- No false eyelashes of any description are permitted.
- The wearing of make-up is not permitted.
- Boys must be clean shaven.

FOOTWEAR

- Girls and boys are expected to wear polishable black shoes. Girls' shoes should be of a suitable style to aid safety on crowded stairs and corridors. Heeled shoes must not exceed 5cm. Winter boots may be worn to and from school in inclement weather, but a change to normal footwear will be needed for lessons. Sports Trainers may only be worn for PE lessons or for games activities at lunchtime **ONLY**.

OUTDOOR WEAR

- Students should wear suitable outdoor wear in inclement weather.
- **NO HOODIES OR SWEATSHIRTS**

HAIRSTYLES

- Hair of a certain length may have to be tied off the shoulders when required for safety reasons. No hairstyles reflecting passing cults, eg shaving all or part of the head, lurid or extreme colouring etc. No tramlines.
- Hair decorations and/or the hijab should be black

MOBILE PHONES/iPODs/HEADPHONES

- Electronic devices, including mobile phones, iPods and headphones, etc., may only be used during non-lesson time, unless directed to do so by a teacher – items will be confiscated if seen. If items are brought into school, the school will not take responsibility for their safety or security.
- Any confiscated student items can be collected at the end of the school day from the Finance Office.

Responsibilities of students and parents:

- Students must abide by the guidelines within this policy. Students are responsible for keeping their phone safe and the school cannot accept responsibility for loss or damage.
- It is a parent's responsibility that they support their child to use a mobile phone/device in a safe and lawful way that does not disrupt the effective operation of the school or impair learning. Parents should be aware that in cases of emergency during the school day, communication with their child must be via our reception (and not via their child's mobile phone), so that the message can be relayed in the most appropriate way.

Uses:

- Mobile phones must be switched off and kept away (out of sight) during all lessons.
- At the discretion of the teacher, a mobile phone may be used within a lesson if there is a clear educational benefit. The use of a mobile phone in one lesson for a specific purpose does not legitimise any additional use of mobile phones in other lessons.

Unacceptable Uses:

- Mobile phones should not be seen or heard during lessons and will be confiscated if seen or heard by staff.
- Taking photographs, filming or making audio recordings is not permitted on the school site at any time. If a student is seen doing so, then the phone will be confiscated and the offending material must be deleted in the presence of a member of staff. However, these activities may be undertaken for a specific educational purpose, with the express permission of a member of staff.
- Mobile phones should not be used in toilets or changing rooms, or in any way that might cause embarrassment or discomfort to others. If this is identified then further sanctions will be applied and may result in the matter being reported to the police.
- Mobile phones must not be used to bully or threaten other students. If this is identified then further sanctions will be applied and may result in the matter being reported to the police.
- Students must ensure that their phones do not hold inappropriate or unlawful content (including violent, racist, homophobic, pornographic or extremist material). If this is identified then further sanctions will be applied and may result in the matter being reported to the police. It is the responsibility of parents to make sure their child's phone is free from illegal material and control their use of social media.

Mobile phones are not permitted in public and school examination venues. Failure to follow this

may result in the student being reported to the exam board in line with JCQ regulations.

Equipment

Students must come to school prepared and ready to learn. Possession of the following items is required and essential:

- Protractor
- a pair of compasses
- scientific calculator*
- pens
- pencils
- ruler
- highlighters

*A recommended Scientific calculator can be ordered through the school, engraved with your child's name and the school logo.

If a student is unable to comply with any aspect of our uniform policy because of a medical issue then a doctor's note must be provided.