



**Heston**  
COMMUNITY  
SCHOOL



## **BEHAVIOUR FOR LEARNING POLICY**

|                     |                      |                  |
|---------------------|----------------------|------------------|
| Approved by:        | Curriculum Committee | Date: 30/11/2023 |
| Last reviewed on:   | December 2022        |                  |
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## 1. HESTON COMMUNITY SCHOOL'S CORE VALUES

Heston Community School is a learning community that endeavours to provide a safe and nurturing environment, with high expectations, which creates ambitious, resilient, responsible and successful young adults, able and willing to contribute to society. In this community, all stakeholders are valued and contribute to the future success of the School. Our mission is to instil, in all stakeholders, a passion for lifelong learning and the courage to learn from mistakes. We have four key aims:

- To develop **Students** who are ambassadors for the School by being positive role models in the community; to develop **Students** who achieve in the top 10% of similar schools and progress to the best universities or jobs.
- To have **Staff** for whom we are the employer of choice, providing a fulfilling place in which to work and an environment where their contribution is valued.
- To have **Parents/Carers** who know that Heston Community School cares about the individual needs of their children and for whom the School is the natural choice to entrust the education of their children.
- To contribute to a **Community** for whom we are the partner of choice in improving the life chances of young adults.

## 2. PRINCIPLES OF OUR BEHAVIOUR FOR LEARNING POLICY

- The consistent promotion of excellent behaviour is key – we hold genuinely high expectations and insist on the very best conduct from all of our students, without exception.
- A belief that all students can consistently display excellent behaviour and achieve the best possible outcomes, contributing positively to the life of the School and our wider community
- Heston Community School's values apply to all students and all members of our School community; the values that our Behaviour Policy seeks to uphold are applied consistently by all members of staff
- Rewards feature more prominently than sanctions on a day to day basis for the overwhelming majority of students
- Poor behaviour is never accepted
- These aspirations are reflected through all of our expectations, and recognised through rewards and celebrations.

## 3. GROWTH MINDSET

Growth Mindset values underpin our learning ethos, our students will be fully aware that success, however defined, is achieved through hard work, perseverance and focused practice, based on seeking and responding to feedback. Heston Community School staff, students and parents/carers learn to be resilient, welcome challenge and understand that failure is a necessary part of the journey to success. We believe that there are no upper limits to what our students can achieve if they have the right attitude to learning and display the behaviours necessary for success. Our Behaviour Policy outlines what those behaviours are and encourages these through clear expectations, rewards and sanctions. We also believe that, like all things, behaviour and conduct can be developed and improved.

## Attitude to Learning

The AtL indicator helps students to understand what behaviour best supports learning. This focus is therefore building positive behaviour, rather than preventing negative behaviour. Students and staff are expected to reflect on the **AtL Indicator**, which is displayed throughout the School. Students and staff will periodically assess AtL as a means of monitoring and developing students Growth Mindset in the face of challenges. Individual Curriculum Areas within the School have tailored their own subject-specific resources that are used to support students' AtL.

|                          | ATL CLASS WORK   | ATL HOME WORK   |
|--------------------------|--|---|
| <b>A<br/>EXCEPTIONAL</b> | I am proactive and take pride in my learning. I collaborate with my peers, improving my own understanding and that of others.<br>I am able to break down difficult tasks to reach a solution; I know when to ask the teacher or my peers for help. | I plan my week to ensure I have sufficient time to complete all my homework. I never miss a homework deadline.<br>I research my homework and often have it checked before I submit it. I fully prepare for assessments and always act upon identified areas of development. |
| <b>B<br/>GOOD</b>        | I remain focused throughout the lesson and complete class work to the best of my ability. I work well with my peers.<br>I am resilient when I find things difficult; I ask the teacher or my peers for help.                                       | I plan my week to ensure I have sufficient time to complete all my homework. I rarely miss a homework deadline.<br>I prepare for assessments so that my strengths and areas of development can be identified accurately.  |
| <b>C<br/>BASIC</b>       | On occasion, my teacher needs to remind me to stay on task to complete the work.<br>At times, my lack of commitment has a negative impact on the work I produce.   | I regularly leave completing my homework / assessment preparation to the last minute.<br>This usually means my homework lacks thought and detail.   |
| <b>D<br/>CONCERNING</b>  | Even with the teacher prompting me, I often do not complete work in class.<br>I am falling behind my peers.  | I regularly leave completing my homework / assessment preparation to the last minute.<br>This usually means my homework is incomplete or poor in quality.   |
| <b>E<br/>INADEQUATE</b>  | Even with the teacher prompting me, I rarely complete work in class.<br>I disrupt the learning of others.  | I regularly get detentions for failing to hand in my homework.  |

## 4. THE HESTON COMMUNITY SCHOOL STUDENT

**Attributes:** Heston Community School will nurture and educate our students to be learners who are:

- Happy and full of enjoyment
- Independent and autonomous
- Well-rounded and open minded
- Resourceful and reflective
- Engaged passionately in their learning
- Ambitious and competitive
- Solution focused
- Bold risk takers

**Growth Mindset:** Our students will exhibit the behaviours and attitudes reflective of a Growth Mindset where they are:

- Prepared to embrace challenge – pushing themselves beyond their comfort zone
- Strong believers in their ability to develop and improve their talent and abilities

- through application and hard work
- Appreciative of the benefits of hard work and effort, being Inspired by the success of others rather than threatened by it
- Intrinsically motivated
- Are able to treat setbacks and disappointments as learning opportunities
- Responsive to all useful feedback (positive or negative) rather than limited or discouraged by it
- Believers in the power of 'yet'

**Social Behaviour:** Our students will relate well to one another and play an active role in developing a supportive and inclusive community in which all of our students:

- Behave towards each other and all members of the community with good manners, courtesy and consideration
- Are proactively choosing to and making a positive contribution to the School and wider community
- Understand the high expectations that we place on them and co-operate fully, without needing to be asked
- Are kind and empathetic to others, showing respect and honesty
- Model excellent social skills

## 5. HOME SCHOOL AGREEMENT

Heston Community School recognised that the successful development of our students depend on an effective partnership between School, student and parent/carer. All three parties share responsibility for the development and achievement of each student. In order to support our students to develop: the necessary attributes; a Growth Mindset and appropriate social behaviours we have a detailed **Home School Agreement [Appendix 1]** in place; the Home School Agreement details actions that all stakeholders agree upon to ensure the success of our students.

## 6. STUDENT CODE OF CONDUCT

In order to support all stakeholders in achieving the actions outlined in our **Home School Agreement [Appendix 1]** we have a **Student Code of Conduct [Appendix 2]**. Our rules are in place to make Heston Community School an excellent place to be for everyone, our Student Code of Conduct outlines the expectations for our students:

- In the community of Heston Community School
- In lessons
- In the local and wider community

All of our students will be taught to:

- Wear their uniform with pride
- Be prepared for learning
- Communicate politely and effectively to each other, staff, members of our local Community and all visitors to the School
- Make sensible choices, avoiding poor behaviour choices

## **7. ROUTINES AND EXPECTATIONS**

In order for a large school community such as Heston Community School to function purposefully and safely, all stakeholders must have an awareness of our daily routines and expectations. Our **Routines and Expectations document [Appendix 3]** outlines the following routines and expectations:

- Before School
- Arrival to School
- Walking around the site
- Classroom routines
- In lessons
- In assemblies
- At break and lunch times
- In between lessons
- Exiting the School
- The journey home from School

## **8. PRAISE AND REWARDS**

The role of rewards and praise in recognising and promoting Heston Community School's values is a key component of developing the potential of our students by giving them encouragement and praise; praise is a key component of good teaching and good staff/student relationships. Good behaviour is also best promoted and developed by drawing attention to and rewarding well behaved and hardworking students. Praise needs to be used appropriately, sincerely and be linked to tangible examples of a student's strengths or effort.

Students' hard work, good behaviour and demonstration of the School's core values are recognised and celebrated by teachers in many different ways, including:

- Verbal praise
- Positive feedback
- Positive letters
- Phone calls home
- Classroom displays celebrating our Growth Mindset Heroes
- In-class rewards and certificates
- The privilege of being given positions of responsibility.

Student's effort and achievements are rewarded through the allocation of Achievement Points in SIMS. The accumulation of these results in certification at various levels with other rewards [Appendix 4]. These include; Assemblies, Growth Mindset Honour Boards in Curriculum Areas, Attitude to Learning badges, Attendance badges, certificates and other rewards that arise as a consequence of the accumulation of these points.

## **9. BEHAVIOUR SUPPORT AND EARLY INTERVENTION**

At Heston Community School, we will support our students who are experiencing behavioural, emotional, social or other difficulties that might impede self-discipline and effective learning. As stated previously, we believe the most effective way of managing behaviour is to praise and reward good behaviour, but there are occasions and circumstances when other support is required. There are a variety of mechanisms available,

with early intervention always our aim. Where students are having difficulty conforming to the expected standards of behaviour various strategies and systems may be employed to help them improve.

In lessons, some examples of strategies that teachers may deploy include:

- challenging the student by reminding them of expectations
- moving a student to another seat
- writing the student's name on the board as a warning
- putting a note in their Student Planner [FAO parents/carers and tutor]
- phone call, email or letter home
- recording the incident on the student's file through SIMS
- referring the incident to the Curriculum Leader [for subject issues] or the Learning Coordinator [for pastoral issues]

The following structures exist within the School to support learners whose behaviour is causing concern. Referral to these areas for support is decided by staff with specific responsibilities to do so and in all cases parental involvement is essential.

- **Mentoring/Coaching/Counselling**

The School employs one Learning Mentor and a School Counsellor who can work on a 1-2-1 basis with individual students or work with small groups. The School also operates a Peer Mentoring Scheme where trained students from Years 12 and 13 work with younger students in order to improve behaviour.

- **Mediation**

The School encourages the use of mediation as a method of conflict resolution. The approach is based on the belief that the people best placed to resolve a conflict or problems are those directly involved. Through structured mediation approaches we seek to include all of the people affected by an incident safely, encourage and facilitate opportunities for communication and reparation, and find ways of agreeing mutually acceptable outcomes.

- **Teaching Strategies**

The Learning Coordinator, Learning Mentor or SENDCO will devise strategies for staff in order to make reasonable adjustments for students should their behaviour be the result of a learning difficulty, disability or medical condition. These strategies are usually captured in either students IBP or IEP's.

- **Behaviour Contracts and Meetings**

The aim of a Behaviour Contract is to promote social inclusion and help to reduce the need for suspension. It is designed to support students make positive behaviour choices. There are 3 levels; Tutor Contract, Learning Coordinator Contract and Senior Leadership Team Contract. They are also linked to being on a report card. The Level is related to the number of behaviour points accumulated.

| KEY STAGE 3             |  |  |   |
|-------------------------|--|--|---|
| -15pts<br>Tutor Meeting | -25pts<br>Learning Coordinator Meeting | -50pts<br>Learning Coordinator Meeting with Parent/Carer | -60pt<br>Senior Teacher Meeting with Parent/Carer |

| KEY STAGE 4             |  |  |   |
|-------------------------|--|--|---|
| -25pts<br>Tutor Meeting | -50pts<br>Learning Coordinator Meeting | -75pts<br>Learning Coordinator Meeting with Parent/Carer | -100pts<br>Senior Teacher Meeting with Parent/Carer |

- **Acceptable Behaviour Contract [ABC]**

An ABC is mainly used when a student returns from a fixed period of Suspension or Internal Suspension. It outlines what the student has agreed to do in order to make positive choices.

- **Individual Behaviour Plan [IBP]**

An IBP is used to capture a student's strengths and areas for development and detail the key strategies for classroom teachers to use in supporting the child achieve the principle planned outcome of the plan. It details how this plan will be monitored and assesses the evidence required for success.

- **Pastoral Support Programme [PSP]**

The aim of a PSP is to promote social inclusion and help to reduce the need for permanent suspension. The PSP procedure and process is designed to support those students for whom the normal school based strategies have not been effective. A PSP is a structured intervention for students at risk of disaffection or permanent suspension. The PSP must involve the student in the shared challenge of improving their behaviour and/or social skills.

- **Learning Support Centre [Bubble] Planned Interventions**

This could mean a part-time timetable where some lessons are spent in the Bubble where the adult to student ratio is much smaller enabling a student to focus and reflect on negative choices.

- **Referral to and working with External Agencies**

The School has excellent partnerships with the Educational Welfare Service, Educational Psychologists, Early Intervention Teams and Targeted Youth Support. The School will refer students if our own strategies have not affected a student's behaviour choices.

## 10. SANCTIONS

### Detentions

At Heston Community School, the purpose of detentions is to promote positive behaviour and, where necessary, modify unsatisfactory behaviour.

Staff will apply detentions fairly, consistently, proportionately and reasonably, taking account of special needs, disability and the needs of vulnerable students and offering support as appropriate. All members of staff [teaching and support staff] who work at the School have the right to issue detentions.

Since September 2011, parental consent is no longer required for the setting of detentions, nor does the School have to give 24 hours-notice. Teachers have the legal power to put students aged under 18 in detention, including detention outside of School hours. However,

in order to work successfully with parents/carers, 24 hours' notice will normally continue to be provided at the School for all after School detentions lasting longer than 10 minutes.

In exceptional circumstances:

- A Member of Staff may contact a parent/carer on the day of the Detention to inform them of the Detention and a decision of whether it is appropriate, taking into account the circumstances of the student, will be made
- A Learning Coordinator or a member of the Senior Leadership Team makes the decision to detain the student after School hours for their own safety. This would not count as detention. Parents/carers will always be informed

The types of detentions issued to students are listed below:

- Subject Teachers, Teaching Assistants and Cover Supervisors can set a maximum of **30 minutes** for detention and the parent/carer will be notified via Student Planner
- Middle Leader Detentions are **45 minutes**, and the parent/carer will be notified via Student Planner
- Uniform infringement Detentions are 45 minutes, notified via planners.
- **Late Detentions** are 30 minutes long, notified by letter or planner for the next school day
- **Senior Detentions** are for 60 minutes and the parent/carer will be notified by text. Students will be set a Senior Detention if they carry out a more serious misdemeanour or they fail to attend a Learning Coordinator or Curriculum Leader Detention.
- For **break** and **lunch-time** detentions, staff will allow reasonable time for the student to eat, drink and use the toilet.

Further details of the types of Detentions and Tariff for Behaviour Points are detailed in **Appendix 4: Summary Guide to Levels of Behaviour.**

## Suspensions

The School will use a Suspension [Internal, Fixed Term or Permanent] when a student is in serious breach of the School's Student Code of Conduct or when being in School would seriously harm their education or welfare, or the education and welfare of other students.

Once a decision has been made to exclude, parents/carers will be contacted by telephone at the earliest opportunity. Written notification of the suspension will also be sent home by post and will contain the following information:

- The reason for the suspension
- The nature and duration of the suspension
- The date and time that the suspension ends
- The readmission procedures
- A statement detailing the parental right to make representations to the Governors and/or the LA including the contact detail
- A statement outlining the parental responsibility for the daytime supervision of their son/daughter for the duration of the suspension [**Fixed Term**]
- Notice that the parent may be prosecuted or given a fixed penalty notice, if their son/daughter is unsupervised during school hours and is present in a public place without justification [**Fixed Term**]
- Notification that the student is not allowed on the School site for the duration of the suspension, unless the Headteacher has given prior consent [**Fixed Term**]



## **Internal Suspensions**

Internal Suspension is a sanction used to separate a student from the rest of the School community or their peers. Students will follow an individual timetable with time set aside for collecting/eating lunch or toilet breaks.

Students who are Internally Excluded are required to wear full School uniform and work quietly and productively under the close supervision of a member of staff. Internal Suspension is a sanction that can only be authorised by a member of the Senior Leadership Team.

## **Fixed Term Suspensions**

Fixed Term Suspension requires the student to stay at home for a fixed period of time. They will need to complete School work and should not leave their homes. Fixed Term Suspensions are included in a student's permanent record and can only be authorised by the Deputy Headteacher or Headteacher.

Most suspensions of a fixed term nature are short in duration [usually between one and five days], however longer fixed term suspensions may be imposed at the discretion of the Headteacher [up to 45 days].

## **Permanent Exclusions**

Permanent Exclusions are extremely rare, where it means a student cannot return to the School. The Headteacher makes this decision, but it is subject to a Governors' Disciplinary Hearing [to which parents/carers are invited to attend] and which the Governors may uphold or overturn the Headteacher's decision. The educational provision for students who are permanently excluded become the responsibility of their home local authority.

A decision to exclude a student permanently, as befitting its gravity, will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences have been employed to no avail, or if an exceptional 'one-off' offence has been committed, such as:

- Serious violence, actual or threatened, against a student or member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Serious poor behaviour negatively affecting the School's reputation or its relationships with local partners - eg abuse of social media
- Any other one-off offence considered by the Headteacher to be exceptionally serious.

## **Education off-site to Improve Behaviour**

In accordance with section 29A of the Education Act 2002 [amended by Section 154 of the Education and Skills Act 2008], the Governing Body have delegated the power to the Headteacher to direct a student to be educated off-site to receive education provision which is intended to improve their behaviour. This is not suspension and is to address the students' behaviour.

## **Beyond the School Gate**

The School has statutory power to discipline students for misbehaving outside of the School premises. Section 89(5) of the Education and Inspections Act 2006 gives Headteacher's a specific statutory power to regulate students' behaviour in these circumstances 'to such

extent as is reasonable.’ Any non-criminal bad behaviour or bullying that occurs off the School premises that is witnessed by a member of staff or is reported to the School will also be managed in line with our **Summary Guide to Levels of Behaviour [Appendix 4]**.

## **11. Searching, Screening and Confiscation**

Guidance from the Department for Education states that School staff can search students with their consent for any item. However, the Headteacher and the Senior Team [SLT], the designated Trip Leader if students are off-site have the power to search students or their possessions, without consent, where they suspect the student has a “prohibited item”.

### **Prohibited items are:**

- Knives, and weapons
- Illegal drugs/Legal highs
- Stolen items
- Alcohol, tobacco, chewing gum, cigarette papers and E-Cigarettes
- Pornographic images/hate crime
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property
- Any item banned by the School rules.

Where possible, two members of staff will be present during a search. However, this may not be reasonably practical. Searches can be performed on both the School site and anywhere the member of staff has lawful control or charge of the students [e.g. School trip]

### **Confiscation**

School staff can seize any prohibited items found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to School. Controlled drugs, other substances, stolen items and extreme pornography will be handed to the Police. The School will destroy alcohol, chewing gum, cigarettes or smoking paraphernalia, fireworks and pornography.

Other items banned by the School will be retained until the end of each week and returned to students or parents/carers if it is deemed more appropriate on a Friday between 15:00 and 16:00. Confiscation that occur on a Friday will be returned at the end of the following week. Repeat offenders may have items disposed of by the School immediately.

### **Screening**

Heston Community School does not currently screen students on entry; however, the School reserves the right to do so, and does not have to allow that student access to the site if they refuse. This is not classed as suspension but as an unauthorised absence.

## **12. Use of Reasonable Force**

The School acknowledges its duties and responsibilities under the 2006 Education and Inspections Act in which all School staff members have a legal power to use reasonable force to prevent students committing a criminal offence, injuring themselves or others, or damaging property and to maintain good order and discipline amongst students.

It should be noted that staff cannot be directed or required to intervene but will be supported where reasonable force is deemed appropriate.

## **APPENDIX 1a: THE HOME SCHOOL AGREEMENT**

Heston Community School recognises that the successful development of our students depends on an effective partnership between school, student and parent/carer. All three parties share responsibility for the development and achievement of each student. Together we commit ourselves to the following:

### **The School will:**

- Provide a safe and stimulating learning environment for your child
- Ensure that your child has the opportunities, support and guidance to fulfil their potential as a learner and member of our School Community
- Offer a broad and balanced curriculum for all students
- Expect high standards, set clear rules, promote mutual respect and nurture high aspirations for every student
- Encourage all students to take responsibility for their own actions, feel proud of their achievements and enjoy being a student at the School
- Keep parents/carers informed their child's progress and attainment at School as well as more general School matters
- Insist that all students observe the School's Behaviour for Learning Policy and Anti Bullying Policy
- Set regular homework and provide suitable facilities for homework to be done at School
- Record and reward hard work, good progress, perseverance and effort
- Offer a wide range of extra-curricular opportunities that will develop broader skills to prepare your child for life beyond School

### **As a parent/carer I will:**

- Take an active interest in all aspects of my child's School life
- Make sure that my child attends School regularly, on time, properly equipped and properly dressed in full School uniform
- Keep the School informed with any information that may be relevant to my child's health, happiness, work or behaviour
- Ensure that the School is provided with details of any changes to my address, telephone numbers or emergency contact detail
- Notify the School if, for any reason, my child cannot attend
- Support the School's policies and guidelines as outlined on the School website, and encourage my child to do the same
- Support the School's policy on homework, check Satchel: One and check and sign my child's Student Planner each week, encouraging my child to make the required effort and provide an atmosphere at home which is conducive to learning
- Attend Parents' Evenings and other meetings at which my presence is requested
- Encourage my child to participate in the extra-curricular opportunities offered by the School and for them to attend off-site visits

**As a student I will:**

- Do my best to be a credit to myself, my family, my School and my community
- Work hard in class and at home so that I can achieve my full potential
- Attend School regularly and arrive at lessons, registration and assembly on time
- Wear the correct full School uniform at all times
- Follow the School's rules and accept the consequences of my actions - the rewards and the sanctions
- Help other students by allowing every teacher to teach and every learner to learn
- Behave safely, sensibly and with courtesy and consideration on my journeys to and from School
- Behave with courtesy and consideration in and out of class, cooperating with all School staff
- Respect and care for others and their property [including School property]
- Use my Student Planner to help me be organised and successful in my learning
- Record my homework in my Student Planner, completing and handing it in on time
- Find out what opportunities are available for me to participate in so that I can contribute to the life of the School
- Care for the environment - in and out of School
- Pass all letters, notes and reports to my parents on the day they are issued
- Talk with my parents and teachers about any concerns that I have about my progress, safety and happiness at School
- Observe the School's policies and advice on the safety of myself and others, including advice given about on-line safety
- Be a proud member of Heston Community School

## APPENDIX 1b: SIXTH FORM BEHAVIOUR POLICY CONTRACT

This document identifies the main expectations of Sixth Form students during their time with us. It highlights some of the key points from the School's Behaviour Policy and other associated documents such as the ICT Acceptable Usage Agreement, Dress Code and Mobile Phone Protocols. For Sixth Form students, the expectations are higher than for other students to reflect their status as young adults and as role models. Misbehaviour in the Sixth Form is considered to be a persistent breach of any of the following points:

- Poor attendance
- Lateness
- Missed deadlines
- Submission of poor quality work.

Students exhibiting these behaviours will be dealt with in line with our School Behaviour Policy.

### As a student at Heston Community School's Sixth Form, I will:

- Embrace Hestonian Values to ensure the School is a positive and safe environment, where effective learning takes place and the reputation of the School is upheld
- Strive to achieve the highest academic standards
- Meet all "AO1 is for me" homework and coursework deadlines
- Bring all resources to lessons as stipulated by my subject teachers
- Be a positive role model for younger students
- Attend all lessons including Private Study as well as registration, maintaining an attendance rate of at least 95%
- Follow agreed procedures to report any unavoidable absence
- Be punctual to registration, arriving before 08:30
- Respect the School site, and the Sixth Form Centre and agree to observe silence at all times during the Centre's timetabled lessons
- Use study periods productively, taking responsibility for my own learning
- Prepare study materials for all timetabled private study sessions prior to the assigned lessons, allowing me to use my time effectively
- Attend all mandatory 'Extended School' sessions as directed by the Post 16 Team
- Ensure work set when teachers are absent is completed and returned to the teacher by the assigned deadline
- Manage my social life and other commitments so that they do not impede on my studies
- Keep to the published Sixth Form Dress Code; including hair styles and piercings
- Keep paid work to a maximum of eight hours a week and never during school time
- Never use a mobile phone on-site
- Follow the Schools ICT Acceptable Usage Agreement
- Never invite members of the public onto the School site
- Return all School issued equipment and resources at the end of the course

As a student in the Sixth Form, I will comply with the Sixth Form Behaviour Policy Contract.

|                 |            |
|-----------------|------------|
| Student's Name: | Signature: |
| Parent's Name:  | Signature: |
| Date:           |            |

## APPENDIX 2: THE STUDENT CODE OF CONDUCT

In the community of Heston Community School, I must:

- Listen to all members of staff and follow their instructions politely and calmly
  - Be honest and not be afraid to tell the truth
  - Be polite to everyone that I encounter: staff, visitors and fellow student, treating all people as I would wish to be treated myself
  - Go straight to lessons, holding doors open for others
  - Walk calmly and quietly in corridors and staircases, keeping to the left, without rushing or causing a disturbance
  - Respect other people's privacy and family life so they are not offended by what I say or do
  - Never insult, undermine or swear at any member of staff, visitor or student, whether in person, through others, or via social media
  - Never rush, fight, play-fight or engage in other forms of physical abuse or intimidation to anyone at any time
  - Never touch or vandalise other people's or the School's property, and treat other's belongings with respect
  - Always wear my uniform completely and correctly – including to and from School
  - Eat only in the Designated Eating Areas
- In lessons to help me achieve, I will:
- Make learning my priority and understand there are no shortcuts
  - Be on time for School and all lessons
  - Bring my Student Planner, water bottle, PE Kit [as required] and all other equipment necessary for School every day
  - Enter the classroom quietly, greet the teacher, go straight to my seat and get my Student Planner and any other relevant equipment out as necessary
  - Settle down to the starter activity straight away
  - Show respect for my own learning and that of others by being silent when requested
  - Be an active learner engaging with all activities, sharing my ideas with others when requested
  - Respect other peoples' responses and questions and learn from them
  - Always record homework in my Student Planner [even though it is set on Satchel: One] and complete homework on time and to the best of my ability
  - Drink water when necessary [and permissible depending on the subject and venue] from the appropriate water bottle, but never eat or chew gum in class
  - Make sure I catch up with my learning when I am absent from School or behind in my work
  - Remember it is always the teacher who determines what happens in lessons

To take pride in Heston Community School's surroundings and support the planet I must:

- Help keep teaching rooms pleasant, clean and tidy areas for myself and others to work in
- Follow the School's guidance on the safe and efficient use of electrical items
- Never drop litter and indeed help pick it up/remind others of their duty to keep the environment clean and tidy
- Never indulge in graffiti or vandalism

To show I am an ambassador of whom Heston Community School can be proud, I will:

- Dress smartly, in correct uniform at all times, including to and from School
- Have respect for the School's neighbours and be helpful and considerate in the local community
- Be aware of other people around me – on the streets, in shops, on buses and trains – never shout or behave in a way that will affect others [we share pavements, buses/trains]
- Speak quietly and politely to my friends
- When using public transport, offer my seat where possible to an older person/carer with young children
- Make my way to and from School quickly and not congregate in large unruly groups on the streets

## APPENDIX 3: ROUTINES AND EXPECTATION

### **Before arriving at Heston Community School, all students will:**

- Eat breakfast or leave home with enough time to arrive at School before 08:25
- Make sure that all homework is complete
- Pack their School bag with the following items:
  - Current DEAR book [Years 7-9]
  - Student planner
  - Books/folders for that day
  - Water bottle
  - PE or DART equipment
  - 1 x pencil case with the following contents:
    - 2 x black or blue writing pens [black for exam purposes]
    - 2 x highlighter pens [any bright colours]
    - 2 x sharpened pencils
    - 1x rubber
    - 1 x 12-inch ruler
    - 1 scientific calculator
    - 1 x protractor and compass

### **On arrival at Heston Community School, all students will:**

- Be in full uniform
- Remove any chewing gum from their person and dispose of it in the bin
- Go straight to registration and line up outside the classroom in silence waiting to be greeted by their teacher
- Students are expect to wear the correct uniform/dress code. Students will receive a phone call home to discuss incorrect uniform; persistent failure to follow the School's Uniform Policy will receive a Learning Coordinator Detention of 45 minutes.

### **Walking around School and moving to/from lessons all students will:**

- Follow instructions from any member of staff or adult first time
- Move to lessons once their teacher has dismissed them in an orderly fashion
- Allow any member of staff or adult to pass through a doorway before them
- Hold doors open for others
- Never run
- Walk on the left-hand side of the corridors and stairways
- Stay quiet and calm on corridors and stairways and never shout

### **All students will follow the same routines for entering the classroom:**

- Students will line up quietly outside their classroom ready to enter the class
- The teacher will greet the students at the door
- All students will move quietly and immediately to their allocated seat and place their equipment on their desk ready for learning
- Students will remove outdoor coats, hats, scarves or gloves
- All students will start any starter activity [as appropriate] quietly



**During a lesson, all students will:**

- Bring their homework to the appropriate lessons
- Put their hand up and wait for permission before asking or answering a question
- Develop oral literacy by speaking in full sentences
- Be active listeners
- Celebrate the successes of others
- See mistakes as steps on the road to understanding
- Show perseverance when attempting new tasks and embarking on new learning
- Help maintain a supportive culture based on respect and teamwork
- Always get a note from the teacher if leaving during a lesson

**Moving to and from assemblies, all students will:**

- After being registered students will meet their tutors in the 'Quadrangle' adjacent to the Main Hall and line up in register order
- Enter the Main Hall in silence
- Sit in silence whilst awaiting the start of the assembly
- Listen attentively to the assembly and participate fully as necessary – all rounds of applause will be genuine and respectful to the celebratory ethos of Heston Community School
- Form Tutors or other attached staff will stand next to their form group and actively supervise
- At the end of the assembly, when the member of staff or other adult holding the assembly leaves the room, all students will remain in silence whilst they are dismissed by their Learning Coordinator, Form Tutor or member of SLT, one row at a time.
- The students will then walk quietly to their next lesson

**During break and lunchtime, all students will:**

- Use their break and lunch time effectively:
  - i. Drink some water/refill water bottles
  - ii. Go to the toilet
  - iii. Meet with any member of staff to address any concerns
- Complete any work or revision that is required
- Line up quietly and appropriately outside the Canteen in their designated areas
- Display good manners to Canteen Staff
- Clear away their own trays, plates and cutlery and maintain an orderly environment at all times
- Only play ball games on the Courts, Astroturf or Field in appropriate footwear and according to the rota
- Follow all School rules to maintain a calm and pleasant environment for all
- Abide by the expectation that if an incident occurs, students should never rush towards it and crowd an incident, thus making it impossible for staff members to deal with it quickly and safely
- Not wear any non-uniform items as a replacement for the School blazer at any time

**At the end of the School day all students will:**

- Make sure they have everything they need to complete their homework
- Walk quietly and sensibly through the School exits and in the surrounding streets
- Not congregate in large groups in public areas

- If getting public transport, wait quietly by the bus stop
  - Get onto the bus one student at a time, after allowing other members of the public onto the bus first
  - Follow any staff instructions when outside of School
  - Give up their seat to a member of the public if appropriate
  - Talk quietly and never shout
  - Remember at all times they are representing Heston Community School and are therefore expected to model our ethos and values within the wider community
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## APPENDIX 4: SUMMARY GUIDE TO LEVELS OF BEHAVIOUR

| Code & Behaviour Points | Examples of Types of Behaviour<br>NB: Persistent = three times   | Sanction & Intervention   |
|-------------------------|--|---|
|                         | <ul style="list-style-type: none"> <li>Late to AM registration</li> <li>Escalation possible for frequent repetition and/or missing late detention</li> </ul>   | 30 minute late detention on the next school day<br>60 minute senior detention   |
| <b>B1</b><br>[-1pt]     | <ul style="list-style-type: none"> <li>Diary not signed</li> <li>Failure to attend lesson with appropriate equipment</li> <li>Failure to complete classwork</li> <li>Lack of concentration</li> <li>Late to lesson</li> <li>Low level disruption, e.g. off task chatting, name calling</li> </ul>  | <b>10 minute detention Subject Teacher or Tutor Detention:</b><br>Verbal warning, teacher writes student name on board [1 <sup>st</sup> warning, 2 <sup>nd</sup> warning 3 <sup>rd</sup> warning leading to a 10 minute detention]  |
| <b>B2</b><br>[-2pt]     | <ul style="list-style-type: none"> <li>Failure to bring the correct equipment to the lesson - repeated</li> <li>Failure to follow instructions given by staff</li> <li>Chewing gum</li> <li>Failure to follow the School's Uniform Code/Dress Code</li> <li>Failure to submit homework</li> <li>Inappropriate use of language or rudeness to another student [non-discriminatory and non-insulting]</li> <li>Low level disruption, e.g. continually off task, chatting and failure to complete classwork</li> <li>Persistent disruptive behaviour</li> <li>Repeated chewing gum inside or outside lessons</li> </ul>   | <b>30 Minute Subject Teacher or Tutor Detention:</b> <ul style="list-style-type: none"> <li>Recorded in Student Planner</li> <li>Recorded on SIMS Report card issued and monitored by Tutor/Subject Teacher</li> <li>Behaviour contracts</li> </ul>   |
| <b>B3</b><br>[-3pt]     | <ul style="list-style-type: none"> <li>CL/LC Report card issued</li> <li>Extreme haircuts including tramlines, eyebrow lines and hair colour [out of circulation at break and lunch]</li> <li>Failure to attend a Subject/Tutor Detention</li> <li>Mobile phone seen &amp; non-compliance towards a member of staff <b>[to be escalated as appropriate]</b></li> <li>Persistent failure to bring the correct equipment to the lesson</li> <li>Persistent failure to follow instructions given by staff</li> <li>Persistent failure to follow the School's Uniform Code/Dress Code</li> <li>Persistent failure to submit homework</li> <li>Persistent lateness</li> <li>Poor behaviour outside class, e.g. water throwing, littering the School Site, eating outside the Designated Eating Areas</li> <li>Rudeness to staff / inappropriate language</li> </ul> | <b>45 Minute LC/CL Detention:</b> <ul style="list-style-type: none"> <li>Recorded in Student Planner</li> <li>Recorded on SIMS</li> <li>Telephone call to parents/ carers</li> <li>CL report + or -</li> <li>Restorative action [mediation, written apology, litter pick etc.]</li> <li>Confiscation for minimum 24 hours and returned to student only on a Friday after School</li> <li>Behaviour contracts</li> </ul> |
| <b>B4</b><br>[-4pt]     | <ul style="list-style-type: none"> <li>Failure to attend LC/CL detention</li> <li>Inappropriate language or rudeness to staff</li> <li>Minor vandalism to school property, e.g. graffiti</li> </ul>  | <b>60 Minute Senior Detention:</b> <ul style="list-style-type: none"> <li>Recorded in Student Planner</li> <li>Recorded on SIMS</li> <li>Letter to parents/carers</li> <li>SLT Report Card Issued</li> </ul>  |

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|----------------------------|--|--|
|                            | <ul style="list-style-type: none"> <li>One off incident between students deemed serious enough for a referral member of the Senior Leadership Team <b>[escalated as necessary]</b></li> <li>Repeated extreme haircuts including tramlines, eyebrow lines and hair colour repeated [out of circulation at break and lunch]</li> <li>Repeated lateness to lessons and school [escalate to Senior Detention]</li> <li>Repeated poor behaviour outside class, e.g. water throwing, littering the school site, eating outside the Designated Eating Areas</li> <li>Repeated use of mobile phone [Friday &amp; parent/carer collection]</li> <li>Repetition of B3</li> <li>Single incident of truancy</li> <li>Bullying of any kind</li> </ul>   | <ul style="list-style-type: none"> <li>Behaviour contracts</li> </ul>  |
| <b>B5</b><br>[-5pt]        | <ul style="list-style-type: none"> <li>A one off incident deemed serious and breaches the school's behaviour policy <b>[escalated as necessary]</b></li> <li>Aggressive Defiance <b>[escalated as necessary]</b></li> <li>Bullying of any kind <b>[escalated as necessary]</b></li> <li>Failure to attend senior detention</li> <li>Inappropriate language or rudeness which is discriminatory towards a member of staff or student/s i.e. racial, homophobic or sexual <b>[escalated as necessary]</b></li> <li>One off assault on another student <b>[escalated as necessary]</b></li> <li>Persistent repetition of B4</li> <li>Persistent use of mobile phone <b>[escalated as necessary]</b></li> <li>Smoking</li> <li>Student malpractice and plagiarism <b>[escalated as necessary]</b></li> <li>Theft <b>[escalated as necessary]</b></li> <li>Threatening behaviour towards a member of staff <b>[escalated as necessary]</b></li> <li>Wilful vandalism of another person's property or school property</li> </ul> | <p><b>Internal Suspension:</b></p> <ul style="list-style-type: none"> <li>Up to 5 days [maximum]</li> <li>Internal Suspension Letter sent to parents/carers</li> <li>Mentoring workshops</li> <li>Student placed on a PSP [if repeated]</li> <li><b>Acceptable Behaviour Contract</b></li> </ul>   |
| <b>B6</b><br>[-10 to 20pt] | <ul style="list-style-type: none"> <li>A one-off incident deemed serious and breaches the school's Behaviour for Learning Policy <b>[escalated as necessary]</b></li> <li>Any action or incident that brings the name of the School into disrepute</li> <li>Assault on a member of Staff</li> <li>Failure to follow the School Code of Conduct and Behaviour for Learning Policy while in Internal Suspension</li> <li>Intoxication</li> <li>Persistent bullying</li> <li>Persistent repetition of B5</li> <li>Possession of an illegal substance</li> <li>Premeditated, one off assault on another student <b>[escalated as necessary]</b></li> </ul>   | <p><u>Either:</u><br/><b>Fixed Term Suspension [FTE]</b><br/>The length of the FTE will depend upon the specific circumstances of the case but could be up to a period of 45 days.</p> <p>If a FTE takes the total number of days to 6-15 for that term, a meeting of the Governors' Discipline Committee may be requested and this would take place within 50 School Days, following the Suspension. For a FTE that takes the total number of days to more than 15 in a term, the Governors' Discipline Committee must arrange a meeting to take place within 15 school days, following the FTE.</p> <p>The maximum amount of time that any child can be excluded from school for a Fixed Term is 45 School Days in an Academic Year. This may be either a single</p> |

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|           | <ul style="list-style-type: none"> <li>• Racist, homophobic or sexual language and rudeness towards a member of staff</li> <li>• Serious cases of theft</li> <li>• Serious damage of School property</li> <li>• Sexual or indecent assault [escalated as necessary]</li> <li>• Student malpractice and plagiarism [escalated as necessary]</li> <li>• Threatening behaviour towards a member of staff</li> <li>• Using a mobile phone or device to take pictures or record</li> </ul>  | <p>suspension of 45 days or a number of suspensions, which together total 45 School Days.</p> <p><b>Student placed on a PSP<br/>Acceptable Behaviour Contract</b><br/><u>Or:</u><br/><b>Permanent Suspension or Managed Transfer [IEC]</b></p> |
| <b>B7</b> | <ul style="list-style-type: none"> <li>• Any one-off event deemed so serious that the continued inclusion of the student as a member of the School is not compatible with good order and discipline and/or threatens the Health and Safety of members of the School Community</li> <li>• Dealing of Illegal substances</li> <li>• Extremist behaviour of any type</li> <li>• Persistent repetition of B6</li> <li>• Persistent repetition of B6 [excluding second incident with illegal substances leading to PEX]</li> <li>• Possession of an offensive weapon</li> <li>• Serious cases of theft</li> </ul> | <p>Permanent Suspension or Managed Transfer</p>  |



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