



Behaviour and Rewards Policy

Date: April 2018

Date Ratified:

Date to be reviewed: September 2018

Signed:

Aims of the policy

All staff are responsible for the upkeep of good behaviour and discipline within the College. The purpose of this policy is to:

- Promote good behaviour, self-discipline and respect in line with the attributes embodied in the Co-operative Values (Appendix 1) and 'DSTC STAR.' (Appendix 2)
- Create consistency of expectations and consequences, which will be clearly communicated to all stakeholders.
- Ensure pupils' behaviour maximises learning.
- To encourage positive behaviour in and around the College and when representing DSTC in the community.
- Ensure staff and students feel safe and happy at DSTC.

This policy is to be read alongside DSTC's Anti-Bullying policy and the DSTC Safeguarding Policy.

This policy will cover the following:

- The responsibilities of Governors, staff, students and parents.
- The Colleges approach to dealing with behaviour issues in lessons.
- The Colleges approach to dealing with behaviour issues during social time and when moving to and from lessons.
- The Colleges approach to dealing with behaviour issues when students are on a trip or representing the College in the community.
- The Colleges approach to dealing with issues that occur outside of school hours, when a student is in school uniform.
- The College's Exclusions policy, covering: Internal Exclusions, Fixed Term Exclusions and Permanent Exclusions.

- How DSTC will work with other local agencies to assess the needs of pupils who display continuous disruptive behaviour.
- Screening and searching pupils.
- The use of reasonable force.
- The expected standard of uniform.
- The Colleges approach to solving incidents of Bullying.
- The use of rewards to promote positive behaviour.
- The application of the policy to students with SEND (Special Educational Needs and Disabilities) and CiC (Children in Care.)

The responsibilities of governors, staff, students and parents

Everyone is responsible for promoting positive behaviour within the College. There are then additional responsibilities assigned to the following:

- Governing Body (GB): The Governors will oversee the implication of the Behaviour and Rewards policy at DSTC. The Governors will be responsible for reviewing any incidents in which a student is excluded for more than 15 days in a term or if a student is Permanently excluded. Exclusion (including Internal), behaviour and rewards data will be regularly discussed at Governors meetings.
- Principal: The Principal is the only person who can exclude a student from the College. The Principal will oversee the implementation of the Behaviour and Rewards policy. Any students who receives a high number of behaviour points will be required to have a meeting with the Principal along with the student's parents and Pastoral Leader. The Principal also has a role within the reward system (see Appendix 3).
- Senior Leadership Team (SLT)/Raising Standards Leaders (RSL) will be responsible for responding to the behaviour and reward points issued to students in their year groups. They will follow up with any incident in line with the behaviour system see Appendix 4). SLT and RSL will maintain regular contact with parents to address any issues and plan appropriate intervention and support.
- Subject teachers: The subject teacher is responsible for learning, behaviour and progression of all students within the lesson. Any behaviour issues that occur in the lesson must be logged onto SIMs. Sanctions are set in line with the behaviour system. Subject teachers are also responsible for communicating concerns with home. Any students who have repeated behaviour incidents in a subject, will be referred to the Director of Learning (DoL) or Subject Lead (SL) for further intervention.
- Pastoral Leaders (PL): PL are responsible for monitoring the behaviour and reward points issued to students in their year groups. PL are to work with the SLT/RSL,

parents and students to ensure that all students behave in a way that maximises learning. PL are also responsible for: monitoring and dealing with uniform issues; supporting students with Restorative Justice; mentoring and being the first point of contact for parents.

The Colleges approach to dealing with behaviour issues in lessons

All students at DSTC are here to learn. The GB and SLT believe that any behaviour issues should be dealt with promptly and consistently to prevent any learning time being lost. Appropriate support and interventions will be put in place to support students who are at risk of underachieving because of their behaviour or who are having a negative impact on other students learning.

All staff follow the 'Refocus system' in lessons:

- R1 – Refocus on learning: verbal warning alongside support from the teacher to help the student refocus if needed.
- R2 – Refocus on learning: in a different seat or room if appropriate (i.e. parked). Teacher detention issued.
- R3 – Refocus on learning: in Internal Exclusion (IE) for that lesson with department detention issued.
- If a student refuses to go to IE, then SLT/RSL/PL will be called to remove the student. The student will then receive an additional sanction that could include: spending the remainder of the day in IE or being given Fixed Term Exclusion. The student will still be expected to complete the department detention that has been issued as a result of the R3.
- Students who receive two R3's in a week will additionally be required to complete a break and lunchtime detention in IE.
- If a student receives three or more R3's the student will be required to complete a total of five break and lunchtime detentions in IE.

There may be incidents where the teacher makes a decision to exit the student from the room immediately (R3), for example where the student's behaviour is preventing the teacher from teaching the lesson.

If a student's behaviour is having a significant impact on teaching and learning the Principal may decide to issue a Fixed Term Exclusion or Permanently Exclude the student from the College.

The Colleges approach to dealing with behaviour issues during social time and when moving to and from lessons

Any poor behaviour outside of lessons will be logged onto SIMs by the member of staff who initially deals with the incident. If further intervention is required then this will be highlighted on SIMs and the PL/RSL/SLT for the student will sanction as appropriate.

The following behaviours will result in a set sanction being issued by the PL/RSL/SLT in charge of the students year group:

- Smoking (including the use of e cigarettes) – letter will be sent home in all cases.
 - 1st offence: SLT detention
 - 2nd offence: Break and lunchtime detention for two days.
 - 3rd Offence: 1 day Internal ExclusionAny subsequent occasions will result in a Fixed Term Exclusion.
- Truancy – parents will be contacted by phone/text in all cases.
 - If a student truants from a lesson (including form time) then they will spend their break/lunch or time after school in IE to catch up on any work missed.
 - If a student persistently truants then the Principal will consider issuing a Penalty Notice (please see Attendance Policy for further information.)

The Colleges approach to dealing with behaviour issues when students are on a trip or representing the College in the community.

When students are on a trip or visit they are ambassadors for DSTC and are expected to behave as such. Any student whose behaviour falls below the high standard we expect may have their parents contacted to collect them from the trip or visit. Any poor behaviour on trips or visits will be dealt with in the same way as if the offence had occurred on school site.

The College's approach to dealing with issues that occur outside of school hours, when a student is in school uniform.

Whenever a student is in uniform they are representing the College. Any students who behave in a way that brings the name of the College into disrepute will be sanctioned. The student can be issued with an SLT detention, Internal or Fixed Term Exclusion. Any serious incidents could result in Permanent Exclusion from the College.

The College's Exclusions policy, covering: Internal Exclusions, Fixed Term Exclusions and Permanent Exclusions.

The priority of all staff at DSTC is always to safeguard the health, safety and welfare of all pupils and staff. In some cases it is necessary to exclude a pupil either Internally (in IE), a Fixed Term Exclusion or a Permanent Exclusion. In any circumstances where it becomes necessary to exclude a pupil, the statutory guidance and regulations from Kent County Council (KCC) and the Department for Education (DfE) will be followed.

Permanent Exclusion would normally be used for first time issues relating to:

- A major first offence, such as serious actual or threatened violence, sexual abuse or assault, supplying banned substances or carrying an offensive weapon.
- Where allowing a pupil to remain in College would be seriously detrimental to the education of other pupils, to the welfare of other pupils, staff or of the pupil herself.
- More usually it follows a series of breaches of the College's disciplinary code and after a range of strategies to resolve the pupil's disciplinary problems have been tried and have failed.

Fixed Term or Internal Exclusions would normally be used for:

- Verbal abuse to staff and /or students.
- Physical abuse to/attack on staff and/or students.
- Bullying.
- Racist abuse.
- Sexually abusive language and/or behaviour/ Indecent behaviour.
- Damage to property.

- Misuse of illegal drugs or alcohol including the supplying of.
- Theft.
- Serious actual or threatened violence against another pupil or a member of staff.
- Carrying an offensive weapon.
- Incidents where the behaviour of pupils outside College is such that it can be considered as grounds for Exclusion.
- Unacceptable behaviour which has previously been reported and for which the College sanctions and other interventions have not been successful in modifying the student's behaviour.

Duration of Exclusions : The Principal may exclude a pupil for one or more fixed periods not exceeding a total of 45 days in any one College year or Permanently. The Principal may exclude a pupil Permanently if she judges the circumstances warrant it.

How DSTC will work with other local agencies to assess the needs of pupils who display continuous disruptive behaviour

The Vice Principal (VP) for Engagement will analyse the behaviour data on a weekly basis and report back to SLT/RSL/PL. Any students whose behaviour is showing a cause for concern will have their parents contacted and placed on report if appropriate.

Any students who continue to display poor behaviour despite support and interventions will be considered for a Managed Move or Observed Transfer to another school or for a respite/Permanent place at Alternative Provision.

The use of digital devices

- If a digital device is seen by a member of staff, that member of staff will be required to confiscate it immediately and pass the device to Reception for secure storage as soon as possible. The sanction the student receives will depend upon the number of times that they have had their digital device confiscated during the academic year.
 - 1st confiscation: the student will collect their digital device from Reception at 3pm. An e mail will be sent to parents to let them know that their daughters digital device has been confiscated.
 - 2nd confiscation: the student will collect their digital device from Reception at 3pm. They will also be issued with a lunchtime detention in the Internal Exclusion (IE) room the following day. An e mail will be sent to parents to let them know that their daughters digital device has been confiscated for a second time and that they now have a detention.
 - 3rd confiscation: parents will be called to collect the digital device. The student will be issued with a SLT detention.
- Any further confiscation will result in the student and parents being required to meet with their Raising Standards Leader (RSL) where the next steps will be decided upon. Actions could include the student handing their digital device into Reception at the start of every day and collecting the device a 3pm. Repeated digital device use or refusing to hand over the digital device to a member of staff could result in internal or external exclusion.
- Any student caught filming another person, including audio recordings, (and/or uploading images or video onto the Internet) will have their digital device confiscated. It will be treated as a disciplinary matter and parents will be informed. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue. In such circumstances, parents will be informed and the student may be internally or externally excluded.

Screening and searching pupils

The College follows the guidance from the Department of Education (DfE).

- Staff can search a student for any item if the student agrees. A search will always be made by a female member of staff with a second member of staff present. Parents will be informed of the search as soon as possible.
- The Principal (or designated member of staff) will only carry out a search of a student or their possessions without consent in exceptional circumstances. These circumstances would be when the Principal (or designated member of staff) has reasonable ground for suspecting that the student may be in possession of a prohibited item. Prohibited items include:
 - knives or weapons
 - alcohol
 - illegal drugs
 - stolen items
 - fireworks
 - pornographic images
 - any article that the Principal reasonably suspects has been, or is likely to be, used to cause personal injury to, or damage to the property of, any person (including the student)

The use of reasonable force

The College follows the guidance from the DfE.

- All College staff have the power to use reasonable force. The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.
- Force can be used to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.
- 'Reasonable' means using no more force than is needed.
- Parents will be informed as soon as possible if reasonable force has been used.

The expected standard of uniform

A high standard of personal appearance is expected. The checking of general appearance is the responsibility of the Form Tutor in the first instance however all staff are to check that students are wearing the correct uniform in lessons and around the College. All uniform irregularities must be recorded on SIMs. Any students who are not conforming to the College's uniform code may be issued with a strike on their SMART card and/or given a detention. Persistent refusal to follow the uniform rules may result in Internal Exclusion or a Fixed Term Exclusion.

In addition to the basic College uniform (see Appendix 6) the following rules apply:

- Hair: students must not attend College with hair that is dyed any colour other than a natural looking one. Students are not allowed to wear wigs unless there is a medical reason to do so.
- Headwear: students are not allowed to wear hats or large bows in their hair. Religious headwear is an accepted part of the College uniform, we would encourage these to be plain black or dark blue where ever possible
- Jewellery: Students should not wear any type of jewellery except a wristwatch and a small pair of stud earrings (one in each ear). Any visible body piercing or inappropriate jewellery will be confiscated. Confiscated jewellery will be taken to Reception and returned to the student after one week. If a student wishes to wear jewellery which has religious significance the parent needs to contact the PL in advance.
- Nails: Nails should be kept short and natural with no nail vanish.
- PE kit: All students are expected to bring their own PE kit. If a student forgets their kit they are expected to borrow kit from the PE department. Refusing to borrow kit will result in the student being given an R2.
- Shoes: students must wear black low heel school shoes. Students are not allowed to wear trainers, canvas shoes, plimsolls, boots, sandals, sliders or flip flops. If students are unable to wear school shoes for medical reasons then the parent should contact the PL to arrange a uniform pass.
- Ties: Ties must be worn at all times. Students in Years 7 to 10 must have their tie long enough to show a minimum of five stripes.

DSTC SMART Cards

All students will be issued with a 'SMART Card' at the start of each term. The purpose of the card is to promote high standards of uniform and behaviour at all times, to help prepare students for working life.

It is the students responsibility to ensure that they carry their cards at all times during the school day. If a student loses their SMART Card they must speak to the Receptionist who will issue them with a new card. The sanction for loosing SMART Cards is an SLT detention.

SMART cards must not be defaced. If a card is deliberately damaged then the student will be issued a replacement card and will be placed in SLT detention.

Strikes will be issued for the following reasons:

Poor behaviour/manners in the corridors including :

- phones not being in your bag or pocket
- use of headphones
- shouting
- swearing
- running
- eating food
- using the lift without a pass

- using staff or disabled toilets (without a pass)
- being out of lessons without permission
- refusing to accept responsibility for your own behaviour

Incorrect uniform both in and out of lesson including:

- coloured or false nails
- incorrect shoes
- no tie
- no blazer
- wearing a coat, hat, scarf or gloves inside the building
- wearing non discrete make-up or fake tan
- wearing jewellery

If a student receives '5 strikes' on their SMART Card, then they need to must speak to the Receptionist who will issue them with a new card. The sanction for a full SMART Card is an SLT detention.

If a student refuses to hand over their SMART Card to a member of staff they will be placed in IE.

The use of rewards to promote positive behaviour

All students will receive rewards for positive learning behaviour and Co-operative Values practice in accordance with the reward Appendix (Appendix 3 and 4). All students reward points should be recorded on students SIMs record. All rewards are recognised during the ongoing termly achievement assemblies.

Departments have individual postcards, certificates and letters that are sent home to recognise achievement, these relate to the rewards system.

The application of the policy to students with SEND (Special Educational Needs and Disabilities) and CiC (Children in Care.)




DSTC recognises that every student is an individual and that some students have additional needs. The SENCO (Special Educational Needs Co-ordinator) and her team work closely with all staff to ensure that SEND students and CiC are not disadvantaged by this policy.

Before excluding a student with SEND or a CiC the Principal will consider any additional needs that the student may have. In some circumstances and alternative sanction may be imposed.

Appendix 1: Co-operative Values

-  **Self-help**
-  **Self-responsibility**
-  **Democracy**
-  **Equality**
-  **Equity**
-  **Solidarity**

Appendix 2: DSTC Star and the Co-operative Values

-  **Always:**
-  **Demonstrate positive behaviour**
-  **Strive for excellence**

- ★ **Take learning seriously**
- ★ **Care for yourself and others**
- And you will be**
- ★ **Successful**
- ★ **Tolerant**
- ★ **Ambitious**
- ★ **Resilient**

Appendix 3: Rewards

- 20** - Sticker
- 40** - Call home
- 60** – Post Card home
- 80** – Bronze Award
- 100** – STAR student on Facebook page
- 120** – ‘Skip the queue’ lunch pass
- 140** – Silver Award
- 160** – Invite only Film Night
- 180** – Lunch with the Principal
- 200** – Gold Award

Appendix 4: Badges

Students are allowed to wear the following badges as part of the DSTC STAR Rewards. No other badges can be worn.

- DSTC STAR Badge
- Mentor
- Prefect
- Progress Award
- Sports Award (for the current academic year)
- Student Council

Appendix 5: Behaviour System

R1 – Refocus on learning: verbal warning alongside support from the teacher to help the student refocus if needed.

R2 – Refocus on learning: in a different seat or room if appropriate (i.e. parked). Teacher detention issued.

R3 – Refocus on learning: in IE for that lesson with department detention issued.

Appendix 6: Uniform

Uniform in Years 7 – 11

Black Blazer with embroidered logo

Black Pleated Skirt – to be worn knee length or Black Tailored Trousers

School Tie: Maroon and gold - for years 7 to 10

Plain maroon for year 11

Plain white school shirt, long or short sleeved

Plain black V neck jumper may be worn under the blazer in cold weather (not as an alternative to a blazer)

Plain white or black socks or black tights

Plain flat-heeled black low heeled school shoes (no canvas shoes or trainers except for PE).

Kickers may be worn but they must be black with black laces.

Plain coat (without logos)

White Lab Coat embroidered with school name and student initials

PE Kit

Plain black shorts

Plain black trousers/joggers

Maroon hooded DSTC sweatshirt, embroidered with student initials

White DSTC polo shirt

A change of socks