

Securing good behaviour document

Introduction

In the well-run school, children need to know exactly where they stand, and we all need to be united in conveying this to them, and in seeking support from their parents. It is important that we all expect and insist on the same standard in pupil behaviour, dress, discipline and work.

Our starting point is the teacher and the influence s/he exerts and the expectations s/he has of the pupil.

The support you can expect from SLT is outlined in the Procedure to deal with Behavioural Issues. Similar principles would apply to bad behaviour outside the classroom.

Guidance to Staff

Staff are expected to maintain the highest standards of professionalism at all times, which will foster and inspire good pupil behaviour and work ethos throughout the school. Please ensure that you are punctual for morning registration and all your lessons. Please dress as professionals who are role models in the work place for the young. Please ensure that you know the School's policies on pupil behaviour and insist on high standards of work and behaviour from pupils.

1. In the Classroom

Every teacher is responsible for her/his own maintenance of discipline. It is important that expectations are uniform and are consistently applied.

Please ensure effective classroom management by a formal start to the registration session or lesson, generally this may be by requiring girls to stand or gaining their attention in the manner appropriate to your situation.

If girls are present when the member of staff enters, they should be silent until the member of staff has greeted them. This serves formally to mark the beginning of the lesson.

If the member of staff is already present when the pupils enter the room they should remain in silence and wait for the start of the lesson.

At the end of the lesson pupils should not be permitted to pack up and leave the room until formally dismissed.

Pupils should be treated with professional respect and inappropriate banter should be avoided.

In accordance with our learning and teaching policy, each teacher should:

- Prepare and deliver appropriate lessons to meet the educational needs of children in their class
- set and mark homework regularly
- mark pupils' work carefully and conscientiously.
- be knowledgeable and enthusiastic about his/her subject
- set high standards
- plan lessons well and employ a variety of appropriate teaching strategies
- explain things clearly
- use resources well
- give praise and encouragement
- know his/her pupils, be approachable and firm but fair
- be responsible for the good discipline and behaviour of pupils in the class and around School in general
- be responsible for the pastoral care of children in the class
- write and deliver regular reports on the progress of children to parents and guardians.

2. Pupil Behaviour around the School – Staff Duties

All teachers are responsible for insisting on standards of good behaviour around the School. In addition all staff, full-time and part-time are expected to help with daily duties. It is very important that these are done consistently and fully, in order to establish good standards of behaviour in school.

	Duty
1	Break: Pupil Plaza, astro and locker area Quad and LRC Cookson building - indoors New building – indoors
3	Lunchtime Detention
4	Lunchtime Hall (Lunchtime Supervisors x2)
5	Lunchtime Patrol 12.25-12.55 Cookson building and locker areas New Building, pupil plaza and astro
6	Lunchtime Patrol 12.55-13.20 Cookson building New Building/Outdoors/lockers
7	Lunchtime Patrol 13.20-13.50 Cookson building New Building/outdoors/lockers

Please note:

1. Pupils may not eat in the street and any member of staff who sees this at any time should so instruct the pupil.
2. Pupils in Years 7 to 11 may not socialise with pupils from other schools during school hours.

3. Punctuality

Staff must set an example and be unfailingly punctual to lessons. No lateness to lessons by pupils should be tolerated. Late pupils should be challenged.

Staff should give de-merits to pupils who are late to lessons or registration without a good reason and any persistent offenders should be referred to Year Heads.

4. Standards of Dress

Form teachers have a responsibility to question non-compliance with the uniform code. Where there is a satisfactory reason, this should be communicated to other staff via email or at Staff Briefing. Otherwise, any teacher observing non-compliance should question it. Persistent offenders should be reported to the Year Head.

5. Registration

Pupils should always be encouraged to answer properly when their name is called, and to sit properly at their desks or tables. The Form Teacher should require pupils to tidy the classroom before leaving for the next lesson.

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