



THE MOUNTBATTEN SCHOOL

School Improvement Committee

Behaviour and Exclusion Policy

November 2020

Review Date: June 2022

Company No. 07560175

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Founder Patron: Earl Mountbatten of Burma Executive Headteacher: Heather McIlroy Patron: The Lady Alexandra Knatchbull

Governors' Statement of General Principles

Governors, the Executive Headteacher and staff at the school believe that a safe environment of mutual respect and co-operation is an essential requirement for an effective climate for learning and teaching.

The Mountbatten School encourages positive attitudes, in line with the school motto to *care, respect, achieve*. Our 3D curriculum vocabulary clearly summarises the qualities we seek to promote and value:

WE CARE – We are:

- Compassionate – caring for and supporting others
- Resilient – keeping going and doing our best, even when things get tricky
- Cooperative – working with others to succeed together
- Thoughtful – thinking carefully about our opinions and actions

WE RESPECT – We show:

- Tolerance – by understanding that others are different to us, not better or worse
- Curiosity – by showing interest in everything and asking questions
- Excitement – by being enthusiastic and putting effort into our learning
- Independence – by taking responsibility for our learning and our decisions

WE ACHIEVE – We become:

- Leaders – taking action and inspiring others to make the world a better place
- Communicators – listening, and using words to make ourselves understood
- Problem-solvers – using all our skills and learning to find solutions
- Creators – using our imaginations to make (and think) new things

It is important to remember that the vast majority of our students are very well-behaved, highly motivated and pleasant. We are very proud of them. Our rewards policy ensures that they are recognised, praised and rewarded.

Aims

This policy outlines what we expect from all our students in terms of their behaviour, and the rewards and sanctions that will be consistently applied. Good behaviour and self discipline have strong links to effective learning and are vital for students to carry with them both during and after their school years. This policy aims to:

- ensure our students feel safe and happy in school
- ensure our students have the right to learn (no student has the right to disrupt the learning of others)
- celebrate good behaviour and attitude to learning, promoting a positive learning environment
- develop students' ability to self-manage and understand the importance of making good behaviour choices
- develop students' understanding of their role in making the school environment a calm, positive and happy environment for all
- make clear the need for respect and proper regard for authority
- set clear consequences to provide corrective reminders when students make poor choices.

Rewards

We believe that it is important to encourage good conduct throughout the school by celebrating and rewarding good behaviour. This is outlined in greater detail in our Rewards Policy.

Support

A variety of support is given to students who are routinely receiving demerits or detentions as a consequence of their behaviour falling short of our community's standards. These include but are not limited to:

- classroom based intervention (e.g. seating position, moved to a different class)
- mentoring from their tutor, deputy/head of year or other appropriate member of staff
- restorative conversations with the teacher(s) and/or students
- pastoral support from an appropriate member of staff
- targeted interventions such as Homework Club
- communication with home (phone calls, emails, meetings) to allow parents to support their child's behaviour
- students being given reflection letters to write
- students being placed on a report to an appropriate member of staff
- a referral to garner support from outside agencies.

Inclusion is central to this policy and we endeavour to support every student to succeed during their time at Mountbatten. We always strive to work with students to improve their behaviour but we recognise that this can only be successful when the student engages positively with the support they are given.

Mountbatten Standards of Behaviour

At Mountbatten we are proud to uphold the highest of standards in all areas of school life. In doing this our students will leave us confident in the knowledge that they can be successful in whatever they aspire to. We passionately believe that this is not simply about the grades they achieve but also in the way they are able to present themselves as confident, respectful, eloquent individuals.

In order to achieve this, we expect students to:

- be punctual to registration and all lessons
- be properly equipped for all lessons
- actively listen in class
- contribute positively to lessons
- complete all class and homework to best of ability, seeking guidance when required
- speak and behave respectfully to all members of the school community
- show respect and proper regard for the authority of all members of staff
- treat the school environment respectfully
- wear the school's uniform correctly
- demonstrate our values to our neighbours and the wider community.

Consequences for poor behaviour choices

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline students. Sanctions are adapted relating to the seriousness and frequency of the behaviour. Mountbatten operates using the following disciplinary measures:

In classrooms our system of 'warn, move, remove' is used as a stepped approach to behaviour management. This ensures students have the opportunity to improve their attitude to learning and avoid a consequence. Where necessary, students will be removed from the lesson in order to allow others to learn.

Students are explicitly taught about our expectations and the normal operating procedures in place around the school. A demerit (recorded on Epraise) is given when a student makes a poor choice. This may result in a consequence such as:

- discussion with a student
- moving the student in class
- removing the student from class
- contact with home (phone, email, letter)
- student being placed in homework club
- student going on report
- detention issued
- loss of privileges (e.g. free time, representing the school, school trips)
- parent-teacher meeting (online or in person)
- removed to inclusion
- fixed-term exclusion.

Detentions, Inclusion and Exclusion

The school uses detentions as a possible sanction and can give parents the required 24 hours' notice 'by any effective method' (this does not apply to detention in normal school hours i.e. lunchtimes). However, notice may not be necessary for a short after school detention where the student can get home safely. It is also lawful for a school to set detentions on a Saturday or Sunday during a school term with the exception of weekends immediately preceding or following a half term break.

Parents and carers should note that their permission is not required for a detention to be set.

Lunchtime detentions (20mins)

These serve as a 'corrective reminder' to students to get the basic standards right both in terms of organisation, behaviour and attitude to learning.

We aim to promote students' self-management and a culture where students understand their responsibility in supporting a positive learning environment for all. They will be set for instances that have a negative impact on their own learning or the learning of others. For example, for lack of equipment, missing homework or poor attitude to learning.

After School Detentions (3.20 – 4.00pm)

Students may be issued an after-school detention for:

- a more serious breach of the Mountbatten Standards of Behaviour
- persistently poor behaviour or attitude to learning
- failure to attend lunchtime detentions.

Senior Leader Detentions (3.20 – 4.15pm)

These detentions are issued and supervised by a member of the Senior Leadership Team for more serious or persistent breaches of the Mountbatten Standards of Behaviour.

Inclusion

Students are placed in the inclusion room for serious misconduct or persistent failure to correct their behaviour as necessary.

Use of the inclusion room is to allow students to reflect on their behaviour, show a willingness to improve and return to the wider school community with the intention of following the Mountbatten Standards of Behaviour. Removal from lessons will allow others to learn without disruption. Poor behaviour in inclusion or refusal to improve behaviour may lead to a fixed-term exclusion.

Fixed Term Exclusions

The Executive Headteacher is permitted to exclude a student for one or more fixed term periods not exceeding 45 school days in any one school year.

Where a pattern of exclusion develops staff will work with parents to determine how best to support a student. This may include a managed move to another school, alternative provision on or offsite and/or the student and parents meeting with a Governors' Behaviour Panel to help decide what further support the student may need.

Permanent Exclusion

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 has been employed to no avail, or if an exceptional 'one-off' offence has been committed.

In discharging their duties, the Executive Headteacher will have regard to the Secretary of State's guidance on exclusions as if the school were a maintained school, except that:

- the school, and not the LA, is responsible for making arrangements for independent appeal panels to hear appeals against permanent exclusions where the Governors do not direct reinstatement
- the Governors are not expected to seek the advice of an LA officer when considering exclusion, although an LA officer may attend any meeting to consider exclusion at the request of a parent or if invited by the school.

The Decision to Exclude:

- only the Executive Headteacher can exclude a student (or the person in charge on the day, if the Executive Headteacher is absent from the school)
- will be made after an appropriate investigation has been conducted and the relevant evidence considered
- consultation has taken place with other relevant people, if necessary.
- having considered these matters, the Executive Headteacher will make a decision based normally on the balance of probability, having regard to any current guidance from the DfE.

Further guidance on exclusion can be found here:

<https://www.gov.uk/government/publications/school-exclusion>

Roles and Responsibilities

Our staff

The school understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally and will never denigrate students or colleagues. We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, considering SEN needs and disabilities as well as the additional challenges that some vulnerable students may face. Staff are trained to deal with behavioural strategies as part of their continual professional development and are well informed of the extent of their disciplinary authority.

We work with parents to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. The school will report behaviour, good or bad, to parents regularly. We encourage parents to communicate with the school if they have a concern about their child's behaviour, and we will do as much as is possible to support parents as and when they need it. We promote good behaviour within the school curriculum and regularly revisit the Mountbatten Standards of Behaviour.

Staff are a constant presence around the school, in-between classes, during breaks in the school day, and at lunch times, to check that students are using the school grounds respectfully and behaving appropriately.

We recognise that where individual students are engaging in continuing disruptive behaviour this may possibly be as a result of unmet needs. If such needs are identified, we will do all we can to ensure that the student receives appropriate support. We recognise our legal duties under the Equality Act 2010 in respect of students with SEN and/or disabilities. Whilst all students identified with SEN and/or disabilities are covered under this Behaviour Policy, we recognise that these students often require support which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available to all students. A Student Learning Profile will be used for Students whose SEN and/or disabilities cause them to display challenging behaviour. Advice will be sought from external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed.

The school will take all reasonable measures to ensure the safety and wellbeing of all students and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of students' social, emotional and behavioural skills. For more information, see our Anti-Bullying Policy.

Our Students

The school expects all of its students to show respect to one another, to school staff, and anyone else that they may meet. Incidents of bullying, belittling or bringing intentional harm to other students or staff will not be tolerated. Students are ambassadors of our school even when off school premises, and we expect them to act accordingly. They are expected to follow the Mountbatten Standards of Behaviour, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour. School work and homework should be well presented, completed to a high standard, and handed in on time. Failure to hand in work on time will lead to disciplinary sanctions. If students are struggling to meet the requirements of their workload for any reason, they should discuss this with their tutor who will work with them to draw up a support plan.

Under no circumstances will illegal or inappropriate items be tolerated in school, and all students will respect and look after the school premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in exclusion, depending on the circumstances:

- verbal abuse to staff or students
- physical abuse to staff or students
- sexual violence or harassment
- prejudice-based abuse or hate crimes
- any form of bullying
- indecent behaviour
- damage to property
- misuse of illegal drugs
- misuse of other substances including “legal highs”
- theft
- serious actual or threatened violence against another student or a member of staff
- supplying an illegal drug or other substances including “legal highs”
- carrying an offensive weapon
- arson
- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student’s behaviour
- malicious allegations against staff
- racist, sexist, homophobic or other forms of discriminatory behaviour
- persistent truancy/lateness
- possession of prohibited items.

Health and safety equipment are only for use in emergency situations and should not be tampered with under any circumstances.

Our Parents

Parents play a huge part in ensuring that their children are responsible for their own behaviour in school. We ask that parents respect and support the school’s Behaviour Policy and the authority of the school staff. The school will expect parents to:

- see that their child attends school, is punctual for registration and that all absences are confirmed by telephone, student planner or email/letter (Regular attendance at school is required by law, further information can be found in the school’s Attendance Policy)
- ensure that their child wears full school uniform and is properly equipped for school
- let the school know about any concerns, or problems that might affect their child's work or behaviour
- support the school's policies and guidelines for behaviour
- support their child in homework and other opportunities for home learning
- attend Parents' Evenings and discussions about their child's progress and targets.

We ask parents to work with the school in support of their child’s learning, which includes informing the school of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the school with staff or the headteacher to discuss their child’s behaviour and to support any pastoral support plans put in place.

In the case of exclusions, parents are expected to provide appropriate supervision for their child during the first 5 days of exclusion, ensure that their child is not present in a public place during school hours without reasonable justification and, if invited, to attend a reintegration interview at the school with their child.

Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- deliberately hurtful
- repeated, often over a period of time
- difficult to defend against

We seek to ensure that all students feel safe at school and accepted into our school community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our Behaviour Policy and will not be tolerated.

Bullying can be verbal or physical, by person or by electronic, on-line or written means and can be directed at both staff and students. The school practises a preventative strategy to reduce the chances of bullying, and our Anti-bullying Policy is instilled in our 3D curriculum and everything we do at the school. It is made very clear to students what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action. Further details can be found in our Anti-bullying Policy.

Use of force

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student);
- causing personal injury to, or damage to the property of, any student (including him or herself); or
- prejudicing the maintenance of good order and discipline at the school or among any students receiving education at the school, whether during a lesson or otherwise.

The school does not encourage the use of force and it will be used very rarely in exceptional circumstances. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

All staff at the school have the authority to use force when reasonable and this extends to any other person whom the head has given the responsibility to be in charge or in control of the students. Staff can also use this power when they are lawfully in charge of students but off the school premises – i.e., on a school trip.

Following serious incidents involving the use of force, the school will inform their parents. Such serious incidents involving the use of force will also be recorded by the school.

Further government guidance can be found here:

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

Searching and confiscation

The Education and Inspections Act 2006 authorises our members of staff to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize items in the possession of students that are illegal or banned by the school. It is our first priority to ensure that students are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other students or themselves will be taken off students without notice.

A teacher or someone who has lawful control of the child can search a student **with their permission** to look for any item that the school's rules say must not be brought into school.

Headteachers and other members of staff authorised by them have the power to search a student **without the student's consent** if they suspect they are in possession of 'prohibited items'. Prohibited items that can be searched for without consent include:

- knives or weapons
- alcohol
- illegal drugs and legal highs
- stolen items
- e-cigarettes, tobacco and smoking paraphernalia
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used:
 - to commit an offence, or
 - to cause personal injury to, or damage to the property of, any person (including the student).

Weapons and knives and child pornography will always be handed over to the police, otherwise it is for the teacher to decide if and when to return a confiscated item. However, a student, as part of their religious observance, may be permitted to wear an article with a blade or point (e.g. a Sikh kirpan) following a discussion between the student's parents and the Head of Year. The discussion should confirm that appropriate religious ceremonies have taken place (e.g. the Amrit ceremony of initiation) and that the wearing of the article does not present any health and safety risk. It would be expected that the article is not worn during PE lessons and appropriate arrangements for its storage be made with PE staff.

The Executive Headteacher will ensure that the person carrying out the search is of the same sex as the student and the search will be carried out in the presence of another adult. One of the adults will be a Designated Safeguarding Lead (DSL). The student cannot be required to remove any clothing other than outer clothing and if the student's possessions are searched this must also be done in the presence of another adult. The person carrying out the search is able to use such force as is reasonable in the circumstances for exercising that power.

Confiscation

School staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to school discipline.

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this.

Any cigarettes, smoking materials or e-cigarettes confiscated in school will be destroyed.

Further government guidance can be found here:

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

Drugs

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

Prescription drugs

Carrying, supplying or taking prescription drugs without lawful reason could result in a permanent exclusion.

Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

Full details are in the Substance Abuse Policy.

Medication

Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these in school. If they need medication, they can go to the school's Welfare Officer.

We are aware that it may be necessary for some students to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication. Further details around medication are set out in the Medical Policy.

Uniform standards at The Mountbatten School

Effective teaching and learning need proper organisation, and this starts with a smart and tidy appearance which helps to instil discipline and pride in appearance in students and reduces the risk of distraction in lessons.

The school uniform should be worn by all students. Students who come in without the correct school uniform on will usually be sent home to change. Repeated incidences of failure to wear the correct uniform may result in further sanctions (including exclusion) being applied.

Uniform requirements are as follows for all years:

Boys

- Black trousers (jeans, cords and similar are not acceptable)
- Plain white shirt, not patterned or fashionably baggy, tucked into the waist belt
- School tie, available from stockists, worn with 7 'bars' and the house colour showing
- Navy-blue blazer with school badge
- Optional navy-blue pullover (plain knit, long sleeved and V-necked). Round neck jumpers and hooded jumpers are not acceptable. If the weather is cold, coats should be worn
- Plain black shoes with entirely black laces. They must be business-like leather and polishable with no visible logos, other colours, contrasting soles or sports – style branding
- Please look at the pictures available for download on the website if you are uncertain about what type of footwear is acceptable
- Grey or black socks (no other colours)

Girls

- Plain knee-length regulation navy blue skirt **only available from stockist** or black straight-legged trousers worn on the waist. When worn, trousers should be sufficiently loose and not tight fitting or skinny fit
- Plain white shirt-necked blouse (not patterned, no adornments, not fashionably baggy), tucked into the waist band
- School tie, available from stockists, worn with 7 'bars' house colour's showing
- Navy-blue blazer with school badge
- Optional navy-blue pullover (plain knit, long sleeved and V-necked). Round neck jumpers and hooded jumpers are not acceptable. If the weather is cold, coats should be worn
- Plain white or plain navy-blue socks or navy-blue, black or natural tights. Socks must be worn below the knee. No leggings or footless tights
- Plain black shoes with a low heel. The following are not acceptable:
 - High heels, backless shoes, Plimsolls and trainers
 - No visible logos, other colours or contrasting soles
 - No canvas or suede shoes

Further guidance, with examples of acceptable and unacceptable uniform, is available from our website:

<https://mountbatten.hants.sch.uk/information/#/uniform>

All Students

- Outdoor coat of plain colour only is preferable. (Fluorescent strips advisable for added safety on dark evenings)
- Leather or denim jackets, sweatshirts, hooded or otherwise, and other outdoor clothing of this type, particularly if emblazoned with motifs, are not acceptable.
- Any coats should always be worn over the blazer, not underneath, and should be removed when indoors.

PE Kit (to be purchased from Skoolkit)

Winter wear (All)

- Blue PE fleece
- Blue PE sweatshirt
- Black PE Tracksuit bottoms

Girls

- Blue polo top
- Blue shorts, skort or leggings
- Blue socks
- Trainers

Boys

- Blue polo top
- Blue shorts
- Blue socks
- Trainers

Jewellery, Make-up and Hair

The only permitted items of jewellery are:

- A watch
- ONE silver or gold stud in each ear lobe.
- The wearing of any other jewellery, including wrist bangles is not permitted.
- The only badges that may be worn are those issued by the school.
- No other piercing is permitted in school. *(If you allow your son or daughter to have additional piercings, please arrange for these to be done at the start of the summer holidays so that there is no need for retainers when they return to school. No piercings that require retainers should be undertaken at any other time of the school year, as they are not permitted).*
- Students in Years 10 and 11 may wear discreet make up. This means a small amount of foundation and eye make-up. What constitutes 'discreet' will be at the sole discretion of Form Tutors and Heads of Year; if, in the opinion of Form Tutor or Head of Year, a student is wearing too much, students will be provided with make-up remover and required to correct the situation.

- No make-up may be worn by students in Years 7, 8 and 9.
- No student may wear nail varnish or acrylic nails.
- Extreme hairstyles and hair adornment are not permitted. Hair must be natural in colour.

Mobile Phones, iPods, MP3 Players etc.

The use of these devices is strictly forbidden at any time of the school day or on any part of the school site. If such equipment is seen, used, or heard, it will be confiscated and parents or carers will be required to collect the item from the school's Main Reception.

Students are also advised not to bring cash or valuable possessions into school, as we cannot accept responsibility for loss or damage.

Regulating Student's offsite conduct

We are very proud of the manner in which the vast majority of our students conduct themselves both in and out of school. They are great ambassadors for the school.

Students who are caught or known to have been misbehaving on the way to or from school, near the school premises or where it would be considered reasonable to impose sanctions for behaviour outside school, may be disciplined by the school. This also applies to students who behave poorly during work experience, school trips, or extended school activities such as sports events, or any event where poor behaviour might jeopardise the chances of future students participating or bring the school into disrepute.

Complaints

The school has a standard complaints procedure. We encourage parents to take any complaints or concerns to a staff member or the Executive Headteacher, and the school will do everything in its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see our school's Complaints Procedure which can be found on the school website.

Policy Agreed

Signed by: Andrew Gunn

Chair of School Improvement Committee

Signed by: Jill Hall

Chair of Governors

Date: 13 January 2021