



## Education My Life Matters BEHAVIOUR POLICY

At Education my life matters positive learning is at the heart of everything we do. We therefore commit to providing a learning environment where everyone in our EMLM community feels safe, secure and free to focus on achieving their full potential. To enable this, we have implemented a framework outlining clear expectations, which enables learners to experience disruption free learning.

The aim of this policy is to outline for all members of our EMLM community a range of strategies which:

- Enable learners to behave well and be supported if they choose not to.
- Promote self-discipline, resilience and respect for others.
- Prevent all forms of bullying.
- Ensure a standard of learner behaviour that is not detrimental to the learning of others and is always of the highest standards, both within the EMLM and the local community.
- Focus on the use of praise and positive reinforcement when learners are working positively within the EMLM.
- Support appropriate respect for authority.

At EMLM, we commit to promoting the welfare of every member of our community and will not tolerate bullying in any form. We strive to ensure an environment where everyone feels supported and confident to report any concerns that they have. In particular, we are aware of the different needs of our learners, some of whom are vulnerable and may need additional support for modifying their behaviour.

**All staff** will implement this policy consistently by promoting a culture of disruption free learning. They will:

- Be on their door of their pod at the start of every lesson to greet learners.
- Develop positive relationships by using achievement points – (to be integrated)
- Reward positive behaviour by writing names on the board.
- Send home positive post cards on a weekly basis.
- Highlight poor behaviour by writing the learners name on the board under the warning section. (to be integrated)
- Attend restorative meetings with learners.

- Use clear and concise communication when interacting with all learners.

**The Strategic Lead** will ensure all staff adhere to this policy and will implement robust systems for keeping records of all reported serious incidents, reporting to IEB and parents/carers when required.

**Learners will:**

- Arrive on time:
  - for all lessons
  - and aim for 100% attendance
- Conduct themselves positively around EMLM:
  - o Ensuring that all electronic devices are handed in to staff on arrival.
  - o Leaving expensive items at home (EMLM does not accept responsibility for loss, damaged or stolen items)
  - o Wearing correct uniform at all times – adhering to the uniform policy.
  - o Not eating or drinking anywhere except at break & Lunch (water is allowed to be consumed in lessons)
  - o Behaving calmly and moving around the building with purpose
- Conduct themselves positively in lessons:
  - o Entering quietly and being ready to learn immediately;
  - o Listening to the teacher;
  - o Raising their hand to ask a question without calling out;
  - o Being equipped, EMLM bag, PE kit, pens, stationary;
  - o Remaining in the lesson throughout the lesson. Toilets should be visited during break times;
  - o Taking pride in their books and their work.
  - o Work to the best of their ability without disrupting the learning of others

**Clear Learner Expectations**

To enable disruption free learning, we develop positive relationships. Clear instructions and consistency in all classes will help this to happen. Learners will receive three warning to improve their behaviour during lessons.

- Warning One - Learners will be made aware they are not meeting learner's expectations.
- Warning Two - Learner will be told of the consequence for their continued disruption and name put on the DFL list.
- Warning Three - Lesson support will be called learners will be removed and Parked.

The list below is not exhaustive but shows examples of behaviours which will be issued with a warning.

- Calling out consistently – if a learner needs to speak, they should raise their hand and wait to be asked.
- Persistent off task chatter – any discussion must be focused on the work.
- Talking over the teacher or other learners.
- Distracting others.
- Lack of effort.
- Consistently failing to follow instructions.
- Inappropriate language or rudeness to others.

Learners being removed for persistent disruptive behaviour which impacts on the learning of others will be placed on the DFL list and a decision on the next step will be made by the Strategic Lead / Operational Lead

Consistent non-completion of work in lessons must also be logged and will also result in the strategic lead / Operational Lead being notified.

### **Lines in the Sand**

On occasion a learner may be immediately removed from a lesson without warning. This would in incidents of extreme behaviour and/or risk. The list below is not exhaustive, but such behaviour might include the following:

- Swearing at a member of staff.
- Being rude and defiant to a member of staff.
- Threatening and intimidating behaviour.
- Racist, Xenophobic and Homophobic language.
- Violent act towards another person.
- Arguing back to the teacher once a warning has been given.
- Refusing to hand over mobile phone or headphones.

These behaviours will need to be logged (incident report) and forwarded to the Strategic Lead/Operational Lead where an investigation will take place and a sanction will be dependent on findings of the investigation.

Lines in the Sand can also be crossed during unstructured time, if a serious incident happens, the incident needs to be logged (Incident report) which will form part of the investigation process.

### **Behaviour during unstructured time**

During unstructured times a positive and calm environment will be maintained throughout EMLM. The list below is not exhaustive but provides examples of behaviours that are not acceptable during unstructured time, lesson change over and must be challenged. Please log (incident report) and inform the relevant parties of the behaviours which you have challenged.

- Incorrect uniform – including wearing a coat in the building.
- Use of mobile phone or headphones.
- Boisterous behaviour.
- Failure to follow instructions.

### **Representing Education My Life Matters**

Learners are expected to demonstrate a positive standard of conduct on the journey to and from EMLM, on EMLM visits and when representing the EMLM. Learners are to be mindful that they always represent EMLM and are required to positively promote themselves and the EMLM. Poor behaviour outside of EMLM can be sanctioned in line with EMLM policy.

### **All learners must:**

- Arrive at EMLM and leave EMLM in full uniform (learners are not permitted to wear hoodies).
- Be polite and courteous at all times.
- Use public transport, cycle lanes/pedestrian zones safely.
- Dispose of litter properly.
- Respect members of the public, our community and property.

### **Prohibited items**

The following items are not allowed on the EMLM premises, or on EMLM visits, or whilst representing the EMLM at any time:

- Weapons – this includes any item that can be used with the intention of causing harm.
- Banned and illegal substances such as alcohol and drugs.
- Fireworks.
- Cigarettes/smoking material, lighters and matches.
- Stink bombs and water bombs.
- Electronic devices including mobile phones.
- Bandanas.
- Hooded sweatshirts.
- Non-uniform items of jewellery.

Items will be immediately confiscated will leading to an immediate sanction. We operate a zero-tolerance policy towards possession weapons. Any learner in possession of a weapon faces potential permanent exclusion immediately. In addition, an incident of extreme violence or harassment could also potentially lead to an immediate permanent exclusion.

### **The use of disciplinary sanctions**

EMLM has the statutory duty and power to impose sanctions which are reasonable and proportionate.

It will monitor the use of such sanctions by age, ethnicity, gender, special educational needs (SEN) and disability to ensure fairness and equality.

Disciplinary sanctions used by the EMLM have three main purposes, namely to:

- Impress on the perpetrator that what he or she has done is unacceptable.
- Deter the learner from repeating that behaviour.
- Signal to other learners that the behaviour is unacceptable and deter them from repeating it.

### **Sanctions**

This section outlines the main strategies that the EMLM and staff may choose to use in response to poor behaviour, so that everyone is able to access disruption free learning. They are listed below in order of severity.

In the classroom:

- For first offence: verbal warning with learner being reminded of the expectations the EMLM has.
- If disruption continues the learner will be told of the consequences of their actions

- If a learner is removed, they will be collected by lesson support and Placed/ Parked in another Pod isolation from there Key-stage for the rest of the day.
- The relevant teacher will hold a restorative meeting with the learner .as soon as possible.
- The relevant teacher must also call home within 24 hours to inform the learner's parents/guardians that they were removed from the lesson and the reasons why.
- Learners who are regularly removed from lessons may be subject to a further sanction which will be determined by Strategic Lead/Operational Lead.

### **Operation of late detentions:**

- Learners will receive a late detention lasting one hour on every day that they are late. The detention will run in the main hall. The learner will be informed by SLT and the attendance team at the point of contact at the front gate and would be collected at the end of Period 5 by SLT on duty.
- Learners who are persistently late will be asked to attend a EMLM Attendance Panel with parent or carer. This may also be taken as defiance of EMLM rules and the appropriate sanction issued accordingly.

### **Rewards**

At the heart of any behaviour policy must be a system that recognises, reinforces and rewards positive behaviour and achievement. At the EMLM we have an achievement board where learner achievements and rewards are displayed.

- Motivate and encourage.
- Foster the nature of competition between individuals and year groups.
- Recognise achievement.
- Promote a culture of excellence.

Teaching Staff are encouraged to:

- Send at least 1 postcard home per week.
- Add to the achievement board once a day to different. These can be awarded for:
  - An outstanding piece of work;
  - Excellent attainment;
  - Excellent progress;
  - Excellent attitude to learning;
  - Excellent uniform and equipment where a learner has made a significant change to get it right;
  - Service to the EMLM community-merits or accolade depending on the level of service i.e. showing around EMLM visitors volunteer or organising an event;
  - Service to the wider community,
  - Participation in public performances – can be merits or accolade;
  - Participation in EMLM visit- award where the learner has excelled in representing the EMLM;
  - Representing EMLM at Sport, Debate Mate, etc;
  - Extra -Curricular activity.

Learners can be rewarded through certificates, letters home, weekly leaders award, nominal prizes each term and reward trips each half term.

Other rewards for exemplary effort and progress are:

- Reward trips for Years 7-10
- Bespoke rewards for Year 11
- Pizza party.
- Positive post cards
- Phone calls home
- Achievement board entries.

### **Leaders Awards**

Leaders Awards are issued to learners for:

- Significant achievements.
- An outstanding piece of work.
- Significant contribution or effort.

Teachers will be able to nominate learners for the Leaders awards and achievement board for exceptional effort in lessons or extra-curricular activities. Leaders Awards will be issued to learners at a ceremony at the end of each long term (Christmas, Easter and Summer).

### **Mobile Technology**

We recognise that mobile technology is positive, however recognise the challenges that it brings. Our EMLM policy is set out below:

- Mobile technology may be brought to EMLM but should be given to staff on entering the EMLM.
- If a mobile phone or earphones are seen at inappropriate times they should be confiscated and given to a lead and can be collected at the end of the day.
- If a member of staff becomes aware that a learner has tried to access inappropriate sites via mobile technology, they must report it to the DSL immediately.
- All learners have a responsibility to ensure that no digital footage is taken of any member of our EMLM community without permission. Any footage uploaded onto any social media network without permission will be considered with the upmost seriousness and risks disciplinary sanctions.

### **Uniform**

At EMLM we are proud of our uniform and expect all learners to wear it correctly every day and with pride. This includes the journey to and from EMLM. The uniform policy is set out below:

- Plain white shirt with collar
- Plain black trousers (no skinny fit) or skirt
- Plain black jumper

### **Additional points:**

No hooded sweatshirts are allowed. EMLM advises not to wear expensive clothes. EMLM cannot be held responsible for losses of any jewellery/clothing/personal items.