



Maidstone Grammar School Behaviour Policy

Ratified by Governors October 2023

To review October 2024

MAIDSTONE GRAMMAR SCHOOL

Behaviour Policy

Aims

Maidstone Grammar School is committed to providing a positive and safe environment which supports the learning and the wellbeing of all students and staff through its strong sense of community.

We have high expectations for all of our students and we expect students to treat others with respect at all times, accept others and their individual differences and to take responsibility for and learn from their actions.

This policy is ratified by the Governing Body and outlines what we expect from all of our students in terms of behaviour, together with information on the Maidstone Grammar School system of rewards, sanctions, support. This policy should be read in conjunction with other relevant policies / guidance available on the school website at: <https://mgs.kent.sch.uk/about-us/our-policies-and-documents/>

Including:

- MGS Safeguarding and Child Protection Policy
- MGS Online Safety Policy
- MGS Anti-Bullying Policy
- MGS SEND Policy and Information Report

And in addition:

- MGS Personal Mobile Device Policy
- Maidstone Grammar School Searching, Screening and Confiscation Policy
- Maidstone Grammar School Use of Reasonable Force Policy

In addition:

- Behaviour in schools advice for Headteachers and Staff September 2022:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101597/Behaviour_in_schools_guidance_sept_22.pdf
- Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Guidance for maintained schools, academies, and pupil referral units in England May 2023:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1162401/Suspension_and_permanent_exclusion_guidance_May_2023.pdf

In addition, the School recognises its legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs (SEN).

1. Responsibilities

1.1 The School and its 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 at all times. We work hard to ensure good discipline across the school with behaviour expectations, boundaries, rewards and sanctions clear to all and consistently applied.

Staff are a constant presence during the school day (8.30am-3.20pm) in both structured time and unstructured time and they monitor and supervise student behaviour in this period. It is the responsibility of all staff to promote positive behaviour and take action against any student who is not behaving appropriately in line with the behaviour policy.

We recognise our legal duties under the Equality Act 2010 in respect of students with SEN and/or disabilities. All students identified with SEN and/or disabilities are covered under this behaviour policy, however we recognise that there may be occasions when these students 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 pupils.

We endeavour to work closely with parents / carers. We believe that good home – school communication promotes and supports positive behaviour and we endeavour to keep parents regularly updated regarding rewards, sanctions and concerns which arise. We encourage parents / carers to communicate with the school if they have a concern about their son / daughter or feel that there is information that we need to be aware of in order to support him / her.

We encourage staff to be positive and proactive in their engagement with students and parents. Where staff judge it is appropriate, they will employ a range of strategies and interventions to promote and support positive behaviour including report book, attendance card, pastoral support plan (PSP), Removal from lessons, internal isolation, support from a student mentor or identified member of staff, referral to the fully qualified school counsellor or 1:1 MIND worker, referral to external agencies including the Kent Children’s Social Work and Early Help teams

1.2 Students

All students in Years 7-13 are expected to adhere to the Maidstone Grammar School Student Code of Conduct and the school behaviour policy. Students including the School Council, staff and parents contributed to the creation of the **MGS Student Code of Conduct**.

At Maidstone Grammar School we will always:

- Follow instructions from ALL members of staff.
- Treat everyone as we would wish to be treated ourselves – showing respect for others and acceptance of our individual differences.
- Think carefully about the language we use to ensure it is respectful and appropriate.
- Avoid physicality and adopt a “hands off” approach at ALL times.
- Respect school and personal property – do NOT touch, take or damage things which do not belong to us.

- Follow and take pride in our school uniform code and remember that we represent MGS when we wear our uniform in public places.
- Years 7-11: Ensure all mobile devices / ear phones of any type are turned off and out of sight during the school day except when a member of staff has specifically permitted use in a lesson for an educational purpose.
- Sixth Form: discreet use of phones only; No phones /ear phones in tutor time unless specifically related to the activity and permitted by staff. No phones / ear phones visible in corridors or when moving around the school site.
- Move around the school site in an orderly manner and stay LEFT.
- Follow the rules for specific areas (eg classrooms, corridors, All Weather Pitch, library, laboratories and computer rooms etc).
- Put litter in the bins provided to help keep our environment pleasant for all users.
- Be punctual to school and to lessons; if we are unavoidably late we will sign in at the Attendance Office; if we have permission to be off site during the day we will sign in / out.

In addition, for lessons and form time we will always:

- Enter the classroom in a quiet and orderly manner
- Years 7-11: Stand up when the teacher enters the classroom and sit in our seating plan in every lesson as directed by the teacher.
- Bring the correct equipment, take care over the presentation of our work and meet all deadlines.
- Work to the best of our ability, contribute positively and demonstrate a good Attitude to Learning.
- Follow the “no hands up” rule; we will stop, listen and not talk or call out when asked not to.
- Pack away and leave in a quiet and orderly manner at the end of the lesson, as instructed by our teacher.

As stated in the Code of Conduct students in Year 7-11 may only use their mobile phones if this is specifically permitted by a teacher in a lesson for an educational purpose. The same also applies to smart watches. When doing this, students must ensure appropriate use of the device at all times only as permitted by the teacher or staff member. Students are not permitted at any time to take photos or videos of staff or other students on their devices. Students are not permitted to make any type of recordings (visual / audio or other) of any other student or staff member without their consent at any time. Students must not share or send images, videos or content of any kind to other students, staff, or other parties without consent. Please also see the School’s Online Safety Policy:

<https://mgs.kent.sch.uk/wp-content/uploads/2023/02/Online-Safety-Policy-2023.pdf>

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.

Our students are ambassadors for Maidstone Grammar School, including when they are off school premises, and we expect them to act accordingly. When they are wearing their school uniform students can clearly be identified as members of MGS. Students who are caught or known to have been misbehaving on the way to or from school, on public transport, in public places, near the school premises or where the school considers it reasonable to impose sanctions for behaviour outside school whether or not they are in school uniform (e.g. cyberbullying; online abuse of any type towards other members of the MGS community or students in other schools where this is brought to the school’s attention; sharing of inappropriate / indecent content, images or videos with others within or beyond the MGS community etc) may be sanctioned by the school. This also applies to pupils who behave inappropriately during work experience, school trips, or any other school activity on or offsite.

Students in Years 7-11 must not leave the site at any time during the school day without permission which will usually be obtained following communication in writing to the school by parents/ carers. Students in Year 12 - 13 will be permitted to leave the site during the school day in free periods only once permission has been granted

by the Assistant Head of KS5 / SLT. This arrangement will usually commence at the start of Term 3 and following the release of Term 2 assessment data in Year 12 and provided that they do not have a lesson, statutory registration or study period. This arrangement will continue to be reviewed and in individual cases this privilege may be removed by a member of the Senior or Extended Leadership Team for a variety of reasons including where students have not achieved satisfactory Attitude to Learning Scores in their A level subjects or where there are disciplinary concerns leading to SLT revoking this privilege.

All students are required to serve sanctions where these have been set. Failure to serve a sanction is a serious disciplinary matter and in most cases will be referred to the Senior Leadership Team / Headteacher with the likelihood of further disciplinary action and an escalated sanction. Suspensions may be issued for persistent failure to attend sanctions as this is a disciplinary matter.

The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in suspension or exclusion, depending on the circumstances:

- verbal abuse to staff/ pupils/ others
- physical abuse towards or attack on staff / pupils / others
- any form of bullying (to the extent not covered above)
- Intimidation of students, staff or any other person
- disruption of teaching and learning
- indecent / sexual behaviour
- damage to property
- carrying, supplying or taking any illegal drugs or other non prescription or prescription drugs without lawful reason
- carrying, supplying or consuming alcohol
- misuse of other substances including novel psychoactive substances (sometimes/ formerly known as “legal highs”)
- theft
- serious actual or threatened violence against another pupil or a member of staff
- sexual abuse or assault
- supplying an illegal drug or other substances including novel psychoactive substances (sometimes/ formerly known as “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 pupil’s behaviour
- malicious allegations against staff
- racist, sexist, homophobic, transphobic, biphobic, misogynistic or other forms of discriminatory behaviour
- sexual harassment, sexual violence
- truancy/ persistent lateness
- Any other behaviour which endangers health and safety.
- Buying or selling of items on the school site without the specific permission of staff
- Gambling

It is also prohibited to bring any of the following items into school or be in possession of them while engaged in any school related activity or be under the influence of any banned substance during the school day:

- Alcohol and drugs including novel psychoactive substances (sometimes/ formerly known as “legal highs”)

- E-Cigarettes, vapes, cigarettes, matches, cigarette papers and lighters or any smoking related paraphernalia
- Weapons of any kind or instruments/substances intended to be used as weapons
- Material that is inappropriate or illegal for children to have; such as racist or pornographic material or indecent images of any kind
- Any article which a staff member 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)
- Or having any other item which is judged inappropriate/ unsuitable for school purposes by a member of the Senior Leadership Team.

In addition, students are reminded that chewing gum is not permitted. Energy drinks are banned in school and staff will confiscate and dispose of these if brought onto the site. Energy drinks are soft drinks that contain higher levels of caffeine than other soft drinks, and may also contain a lot of sugar. Evidence suggests that excessive consumption of energy drinks by children is linked to negative health outcomes such as headaches, sleeping problems, irritation and tiredness.

As previously, mobile phones may be used discreetly and appropriately by 6th form students, where staff permit this.

In addition, students in Years 12-13 may also bring their own mobile devices (e.g. laptops, tablets etc) into school to support learning and at their own risk as long as this does not interfere with teaching and learning.

Please note that there is no charging available for any student phones or devices nor IT support in school.

It will not be a requirement that students have a phone/device to access learning.

1.3 Parents / Carers

We value the support of parents / carers and we work hard to develop positive relationships with them. We recognise that parents / carers play a vital role in ensuring that their children are responsible for their own behaviour in school and follow work and behaviour expectations. We ask that all parents/ carers sign the **home-school agreement** to indicate that they will respect and support the school's behaviour policy and the authority of school staff (This is provided on admission to the school and also found in the school planner for Year 7; it is provided by separate document for Year 12-13 at the start of each school year).

We ask parents to work with the school in support of their child's learning and behaviour, which includes informing the school of any special educational needs or personal factors that may impact on their child's work or result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the school with staff where requested to discuss their child's work and / or behaviour. We ask that parents work supportively with school staff where specific interventions are put in place e.g. report card, attendance card, conduct book, pastoral support programme etc.

Where students are issued with a sanction then we ask for parental support. Students will be expected to serve any sanction set and this may require parents/ carers to make adjustments to travel / transport arrangements to ensure that their son / daughter attends at the specified time.

In the case of suspensions / exclusions, parents/ carers are expected to provide appropriate supervision for their son / daughter during the first 5 days of suspension / 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.

2. Rewards and Celebrating Positive Achievement

We believe it is very important to recognise where students do well, encouraging further positive engagement through positive reinforcement. We also try to share student success with parents / carers as much as we possibly can so that they can also recognise and commend this success.

Staff across the school take opportunities throughout the year to recognise good work, improved effort, students who go “above and beyond”, students who make a positive contribution to the wider life of the school etc. Staff do this through verbal praise and recognition. They also do this by issuing personal congratulations to students via virtual congratulations sent via Talaxy to parents/carers. Students who are awarded congratulations also accrue house points for their House.

Subject teachers and Heads of Department nominate a “Student of the Term” in each subject and year group at the end of each term. Students receive letters of congratulations and House points.

Heads of House send letters of congratulations and award house points to students who have achieved excellent Attitude to Learning Scores and / or excellent progress and / or attainment after each whole school assessment point. House points are also issued to students for excellent Attendance.

The Headteacher awards School Half Colours and School Full Colours (MGS pins and ties) throughout the year to recognise students across the school who have made an outstanding contribution (e.g. through sport/ drama/ music / service to the school etc). Staff across the school make recommendations to the Headteacher.

3. Sanctions

Sanctions are adapted relating to the seriousness and frequency of the behaviour concern/s. Sanctions may also be issued by staff for other issues such lack of classwork or homework, poor quality work, failure to meet deadlines etc.

Sanctions will also be issued to students who do not comply with the School’s uniform / dress code and expectations. Where there is a concern in relation to dress, staff will direct students to present themselves correctly attired for a uniform check at a designated time and, in addition, will apply a sanction as they deem appropriate. In the case of Sixth Form students who fail to meet uniform expectations, members of the Senior Leadership Team may direct the student to return home to get dressed correctly before returning to school. Students who persistently do not adhere to uniform / dress code expectations may not be permitted to attend in class lessons until such time as they have complied with expected appearance standards; a ladder of escalating sanctions will be applied where concerns persist.

Where a student misuses their phone/device/earphones in a lesson / tutor time by using it in any way that the teacher has not specifically permitted or uses it at any time in unstructured time, then it will be usual practice for the staff member to confiscate the phone/device. The same principles will apply to earphones / ear pods etc. On the first confiscation the student receives a verbal warning and the phone/device will remain at Reception until 3.20pm when the student may collect it. On the second confiscation the student receives a verbal warning, parents are notified and the phone/device will remain at Reception until 3.20 when the student may collect it.

On the third confiscation, the phone will be retained by the School until the parent/carer can collect it in person from Reception. Where students persistently misuse phones the school may ban the student from having the phone in school. In addition, where the School considers that a student has misused a device the School may make use of the school's sanction system.

Sanctions are also applied where students are late to form time and statutory registration (8.40-8.45am / 1.55-2pm) or late to lessons. Sanctions will be applied for truancy, including where Sixth Form students miss Private Study periods or statutory registrations without permission.

Sanctions may be applied using a staged approach OR applied at any level, including Suspension or Permanent Exclusion, depending on the nature of the concern.

Staff will usually deal with low level concerns via a verbal direction, verbal reprimand and / or by issuing a Conduct Mark/ Uniform Mark. Parents can view information on Conduct marks/ Uniform Marks and all sanctions on TALAXY. When a student has accrued 5 Conduct Marks or 5 Uniform Marks they will automatically receive a lunchtime detention. There is an escalating ladder of interventions/ sanctions which will be applied where students continue to accrue conduct marks.

Staff may also issue a Lunchtime Detention (LTD), After School Detention (ASD) or Extended Detention (2hr) as deemed appropriate. Staff may also use Removal from one or more lessons or Internal Isolation.

Where deemed appropriate by staff they may also employ other strategies by way of sanctioning such as loss of privileges (e.g. representing the school in a sporting fixture or participation in a school related event, removal of school team membership or loss of a position of responsibility within the school); school based community service; loss of break or lunch times etc. MGS also has a staged intervention system whereby students may be placed on Report for a period of time to a designated member of staff to support the student to meet school expectations.

Where students do not comply with initial redirection from a member of staff in a lesson, staff will use "Redirect-Choice-Exit" and issue a further sanction, calling for SLT "On Call" assistance if required. Where students do not comply with initial redirection from a member of staff in unstructured time they will be escorted to Student Services Department or removed by a member of the Extended Leadership Team. In some circumstances key staff may judge that it is appropriate for a student to have a period of Removal from lessons to work under supervision for a specified period of time during which school expectations can be clarified. As a further strategy, key staff may judge that it is appropriate to remove unstructured time (break / lunchtimes) so that the student remains under supervision at these times for an agreed period as a further incentive to meet expectations.

The school will not assume that because a pupil has SEND, it must have affected their behaviour on a particular occasion - this is a question of judgement for the school on the facts of the situation. Where the student has a diagnosis documented in an MGS Pupil Profile Document (for students with Additional Education Needs of Special Educational Needs) or the student is known by the school to be on an assessment pathway for a possible diagnosis, the school will consider whether any reasonable adjustments need to be made to the sanction in response to any disability the pupil may have. The school will also consider whether any additional support is needed.

Behaviour information can be viewed by parents via TALAXY. In addition, whenever a detention is scheduled an email notification will be sent home so that parents/ carers are informed.

All students are required to serve sanctions where these have been set and this may require parents/ carers to make adjustments to travel / transport arrangements to ensure that their son / daughter attends at the specified time. Failure by a student to attend a school sanction / detention as directed is a disciplinary matter and will usually lead to an escalation of the original sanction issued to reflect this.

Suspensions may be issued by the Headteacher or by the Deputy Headteachers, who have been appointed by the Governing Body to act on the Headteacher's behalf when required.

4. Property

The School accepts no responsibility (i.e. for loss, theft or damage etc) for any personal items or property, phones, devices, money etc brought on to the school premises. Students are advised not to bring such items into school and they remain the responsibility of the student at all times.

The school is not able to insist that students who damage items belonging to other students financially reimburse them for repair / replacement.

5. Searching and Confiscation

Information is given in the Maidstone Grammar School Searching, Screening and Confiscation Policy.

6. Use of Force

Information is given in the Maidstone Grammar School Use of Reasonable Force Policy.

7. Right of Appeal

Students have the right of appeal against disciplinary action taken by any member of staff in most circumstances. For students to appeal they must be supported by a parental letter or email to school@mgs.kent.sch.uk and in most cases the sanction will be suspended while a review takes place. The exception is in the case of suspensions and exclusions where the DfE Exclusion Guidance for schools takes precedence.

8. Complaints

Any complaint about a member of staff should be made in writing to the Headteacher. The matter will then be investigated according to the School's Complaints Policy. If the complaint is regarding the Headteacher, then the matter should be put in writing for the attention of the Chair of Governors and sent to the Clerk to Governors at the School as outlined in the Complaints Policy.