



# Positive Behaviour

**Our behaviour approach**

**Parent / Carer Guide**

September 2024



## What is Positive Behaviour?

Positive Behaviour, better known as PB, is the behaviour policy that will be used at Bedale High School from September 2024.

PB is our version of a behaviour system that is used successfully across schools in all corners of the country. At its heart is praise. PB seeks to recognise and respond to effort, engagement, hard work, commitment, and kindness. PB is not about purely recognising the 'right answer', it is about encouraging positive contributions from all young people both in their lessons, and around school. PB will support students in living up to the values of our school, Courage, Commitment, and Compassion.

Of course, as with all behaviour policies, PB also seeks to provide a consistent and fair approach to any instances where young people break school rules. PB encourages students to self-regulate their behaviour and make positive choices.

## What is this booklet for?

This booklet has been designed to support all parents and carers in understanding our new behaviour policy. A full copy of the PB policy will be available from our website in September, however, this booklet aims to summarise the key points that will help you to ensure that your child is as prepared as possible ahead of September. Information that we consider to be particularly important has been highlighted in **red**.

## What if I have questions after reading this booklet?

If there is something you want to gain more information about, please contact us using the 'contact us' form available on our school website. <https://bedalehighschool.org.uk/contact-us/>

## How will details be communicated to my child?

All students will receive a full induction to PB on the first day in September.



## How does PB work?

PB first and foremost revolves around a student planner. All students will be issued with a student planner in September. **The planner is provided free of charge and must be brought to school every day.**

Within the main part of the planner there is a section for recording homework, a space for members of staff to issue stamps, and a place for negative comments to be written.

## What happens if my child forgets / loses their planner?

**Forgetting the planner is a serious incident.** This is because without the student planner, the behaviour system cannot operate. We do, however, accept that we can all forget things, which is why on the first instance that the planner is forgotten, a 'planner sheet' will be issued during form time. Each time thereafter, the student will be required to serve a period of Isolation unless the planner is able to be brought into school.

Lost planners can be replaced at a cost of £4. Parents / carers will need to request that a new planner is provided and pay the £4 on ParentPay before a new planner is issued.

## What are stamps?

Stamps are our way of instantaneously rewarding young people. It is a visual representation that we hope students will be proud to show you each week.

Within the PB system, 3 stamps = 1 credit. Credits then add up to achieve different 'Commendation' levels. **Those students who achieve the Commendation level of 'The Pride of Bedale' will be invited to attend our annual PB Reward Trip to Alton Towers in July 2025.** For year 11, achieving this Commendation level will provide them with additional rewards in respect of the much-loved Prom.

## How do students get stamps?

Students can receive stamps from any member of staff. Typically, students should be aiming to achieve three stamps per lesson. Stamps can be awarded for a host of reasons ranging from volunteering to answer a question, helping to hand out books, or even just being kind and holding open doors for others when moving around school. Ultimately, if students are making positive choices, members of staff will seek to reward them for this.

## What are Commendations and what do they lead to?

Commendations are different certificate levels that students can earn. Students need to collect a set number of credits across the school year to achieve the various Commendations, for example, 50 credits (150 stamps) will earn a student their Bronze Commendation, and 1000 credits (3000 stamps) will earn a student the 'Pride of Bedale' Commendation.

Achieving the 'Pride of Bedale' commendation secures a child a place on the annual PB Reward Trip to Alton Towers in July so long as they have not served a period of isolation.

**Students who achieve the 'Outstanding Achievement Award' (2000 credits) will be invited to our annual 'Student Celebration Evening'.**

For more information about the rewards that are on offer as part of the PB policy, please see page 12.

## What are negative comments?

**Negative comments are how we record instances of school rules being broken.** If, for example, a student had their shirt untucked on a corridor, a member of staff would ask them to tuck their shirt in, but then would also issue a negative comment in the planner. The recording of the negative comment into the planner allows the student to see visually the corrections that they need to make to their behaviour.

# What are the different types of negative comments that can be issued?

Negative comments fall into six key categories:

- B = Behaviour occurrence / incident.
- E = Missing piece of equipment.
- H = Non-completion of homework.
- L = Late to school or to lesson.
- U = Uniform Issue.
- W = Low Work Rate / Productivity in lesson.

Within the student planner, where a member of staff issues a negative comment, they will write a short reason for the comment.

On their own, a few minor negative comments are nothing to worry about, we can all make mistakes. **If, however, a student receives 12 negative comments in a school week (known as 'filling their box'), they would be required to serve a period of Isolation.**

Whilst we understand that parents / carers may wish to discuss all negative comments that are issued, to support staff workload, negative comments will only be discussed where their issuing has led to a higher sanction e.g. a full box of negative comments.

# How many behaviour comments can a student get per lesson?

Within lessons, a Phase 1 – 4 approach will exist.

- **Phase 1** is a verbal warning. The issuing of a verbal warning is an opportunity for students to correct their behaviour without the need for any sanction to be issued.
- **Phase 2** is the first written comment into the planner.
- **Phase 3** is the second written comment into the planner. Where possible, the teacher will move the student within the room where this sanction is issued.
- **Phase 4** is the third written comment into the student planner. At this point, the teacher will request 'On Call' who will remove the student from the classroom and take them to the 'Moved



Room' for the remainder of the lesson. An after-school detention (DT) will be logged by the class teacher.

## What is a DT and when are they served?

DTs take place immediately after school on Wednesdays and Thursdays. DTs last for 1 hour and are supervised by a senior member of staff. During DTs students are required to copy out school rules in silence.

**DTs cannot be rearranged and must be served on the date that is allocated. Whilst remaining behind after school can be inconvenient, the best way to prevent this from being required is not to be issued with a DT.**

**Failure to attend / poor behaviour during a DT will lead to a period of Isolation being issued.**

## What is Isolation?

**Isolation is our most serious internal sanction.** It is something that most students will never serve. It is issued for serious incidents or significant poor behaviour e.g. truancy / refusal to hand over the planner when requested to do so, or for multiple lower-level incidents e.g. a full box of negative comments / persistent uniform issues.

**Within Isolation students will complete their normal schoolwork in silence.** During the day, wherever possible / appropriate, students will be withdrawn to speak to members of staff about the choices that they made that led to the issuing of Isolation. The aim of Isolation is to reflect on choices made to ensure that they do not happen again.

Students will have their lunch in the isolation building and when needed be able to access toilets within the building also.

Students will serve 1-3 days in isolation dependent upon the incident. **Students who are referred to isolation more than three times in a half term will be issued a Fixed Term Suspension.**

## What happens if a student is not successful in isolation?

Our aim is to ensure that all students are supported to be successful in Isolation. Additional support (including where necessary a change of space / reset) is provided to SEND students within the space to ensure that their needs are met.

Within Isolation a three-tier warning system exists:

- **Warning 1** = this warning carries no additional consequence. It is a prompt to a student that they have not met the expectations of Isolation. A warning 1 might be issued for speaking in Isolation, or for a lack of work. Warning 1 can be issued by any member of staff working in Isolation.
- **Warning 2** = this warning is issued for continued behaviour that does not meet the expectations of Isolation. Warning 2 carries the consequence of a 'repeat day'. This means that the student would need to serve an additional day in Isolation. Where the issuing of an additional day means that the student would serve a total exceeding 5 days, a Fixed Term Suspension may be issued. Warning 2 can be requested by any member of staff but can only be issued by a senior pastoral member of staff.
- **Warning 3** = this warning is issued where a student has failed to respond to both warning 1 and warning 2. Warning 3 will lead to a student receiving a fixed term suspension from school. Warning 3 can only be issued by the Headteacher or in his absence, the Deputy Headteacher.

**If a student refuses to enter isolation or absconds from Isolation, except in extreme circumstances authorised by the Headteacher, a Fixed Term Suspension will be issued.**

**Upon return from any fixed term suspension, students are required to serve 2 days in isolation. This time is to allow the young person to catch up on missed work and be reintegrated back into school.**

## What are the PB rules on Mobile Phones?

We accept that mobile phones are a part of students' lives, however, we do not accept that they need to be used during the school day. **Students are required to turn their phone off before entering school grounds and place it in their bag. The phone must not be turned back on until the student has left school grounds.**

Where a mobile phone is seen, or heard at any point during the school day, it will be confiscated for 48 hours, including the sim card. Where a phone is confiscated on a Thursday or a Friday, it will be able to be collected on Monday. Where the phone is confiscated before a holiday, it will be able to be collected on the first school day at the end of the holiday. All phones will be kept in the locked school safe during the time they are confiscated.

Where a phone is to be confiscated before 2pm, parents / carers will be contacted to make them aware. Where this is to happen after 2pm, the phone will be required to be handed in the next morning.

**Where a student refuses to hand over their mobile phone or attempts to hand over a different phone, the student will be issued with a fixed term suspension.** A fixed term suspension is not instead of handing over the mobile phone. Upon return from suspension, the mobile phone will still be required to be handed in. Where this does not happen, after an appropriate amount of take-up time, a further fixed term suspension will be issued.

Where a student uses their phone to film on the school site, for example to film a member of staff, or a student altercation, this will be considered to be the greatest breach of trust and safety and an appropriate sanction at the highest possible level would be considered.



## What equipment does my child need to have with them in September?

To ensure that the school year starts off in the most positive way possible, please ensure that your child has the following items with them on their first day and throughout the year:

- School Bag (Large enough to hold A4 exercise books)
- Pencil Case (Students are not permitted to carry equipment in their pockets).
- 2 black pens.
- 2 Pencils.
- 1 Purple Pen (Provided by school in September).
- 1 Green Pen (Provided by school in September).
- 1 x Ruler.
- 1x Rubber.
- 1 Glue Stick.
- 1 Black Non-permanent whiteboard pen.
- 1 Scientific Calculator (Required: CASIO FX-83GTCW or earlier models).
- 1 Homework Wallet (Provided by school in September).
- 1 Whiteboard (Provided by school in September).
- Reading book
- Water bottle.
- Student Planner (Provided by school in September).

**Full equipment checks will be completed every morning during form time. Where a student does not have the correct equipment, a negative comment will be added to the planner by the form tutor and the correct equipment provided. A charge will then be added to ParentPay.**

Please note: Scissors are not permitted to be brought to school.

## What are the uniform rules?

All students are expected to maintain a high standard of personal appearance. A negative comment will be issued where uniform is not correctly worn. **Where a uniform issue cannot be resolved e.g. trainers, Isolation will be issued.** The following additional information



is provided to support students in achieving the school uniform expectations.

#### All Students

- Navy blazer with school logo
- Blue Clip-on tie (Red for year 11)
- White classic collar shirt
- Navy long sleeved jumper or sleeveless jumper (Optional)
- Plain black leather, or leather look school shoes (see page 10)

#### Girls Uniform

- Grey **knee length** skirt (2 options) with school logo (OR)
- Grey trousers (2 fittings) with school logo (OR)
- **Black non-branded tailored style school trousers. (New for September 2024) Available from supermarkets or high street stores.**
- Plain Black ankle length socks if wearing trousers, black tights only when wearing a skirt

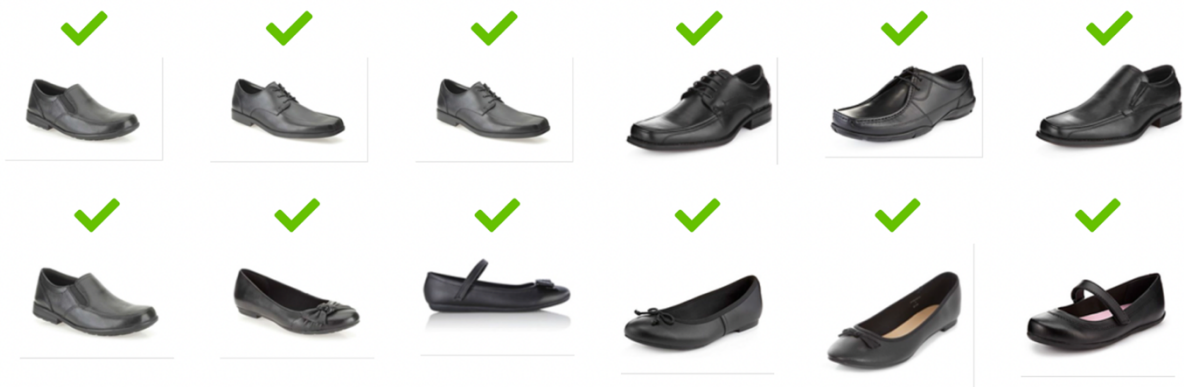
#### Boys Uniform

- Grey trousers (2 fittings) with school logo (OR)
- **Black non-branded tailored style school trousers. (New for September 2024) Available from supermarkets or high street stores.**
- Plain black ankle length socks.

**Shoes: All students must wear formal, plain black leather or leather type shoes.** Students should not wear shoes that are decorative (e.g. diamantes) have coloured/reflective stripes or logos, backless sandals, boots (above the ankle, unless worn under trousers) trainers or 'leisure' shoes. Canvas shoes and **Kickers are not allowed. Trainers are not permitted to be worn except for approved medical reasons.** Where they are worn for approved medical reasons, they must be plain black and contain no coloured patterns or stripes.

**The images below are provided to support parents / carers in ensuring that the correct shoes are purchased for September 2024. Whilst we are aware that in the past trainer style shoes such as black Nike trainers have been permitted, this will not be the case in**

**September. It is important to stress that any shoes which could be reasonably considered to be a trainer style will not be permitted.**



**Bags:** School bags are an important part of our uniform. To be fit for purpose, they must be a suitable size in order that all equipment, including A4 exercise books, can fit inside. Students using bags that are deemed too small will be expected to purchase a replacement in a given timeframe.

**Belts:** Plain and black with no logos and a standard non-decorative buckle.

**Coats:** we encourage students to bring a coat to school with them wherever possible / needed. Please note, however, that hoodies, including hoodies with zips, and sports tops are not permitted to be worn on the school site. For the absence of doubt a hoodie is classified as an item of sweatshirt type fabric with a hood.

**Jewellery:** students are allowed to wear a watch (smart watches/ Fitbits are not allowed), one discreet ring per hand and one earring per earlobe. Earrings may be a small/simple stud (no logos). These must be removed for PE. No other facial piercings are allowed. Students are not permitted to wear necklaces and bracelets / bands / scrunchies (other than for faith reasons), however, students are allowed to wear one charity band.

**Nails:** false / acrylic nails should not be worn. Coloured nail varnish is not permitted.

**Hairstyles;** hairstyles should not reflect the extremes of 'youth culture'. Hair must not have patterns or lines cut into the hair.



Colourings should be subtle and of natural colours only i.e. no pinks, red, blues or purple. Students with inappropriate hairstyles will serve three days in Isolation. A shorter period will be considered where the issue is able to be resolved.

**Makeup:** Makeup may be worn but should not be excessive and be a natural tone. Fake eyelashes and lipstick is unnecessary and is, therefore, not permitted to be worn.

**Tattoos:** Tattoos or body piercings must not be visible.

**Skirts:** In response to student feedback, we have provided an additional uniform option in the form of smart black trousers. Where students still wish to wear a skirt to school it must be worn to knee length. Where this is not adhered to a negative comment will be issued and the issue will be expected to be corrected. Persistent failure to wear skirts at knee length will lead to isolation being issued.

## **What happens if a uniform issue is identified on the first day?**

We understand that there can be misunderstanding about what is / is not allowed. We do, however, hope that by providing as much information as possible before the school holidays few issues will exist.

Where an issue is identified during the first week, a letter will be issued to students to advise them of the uniform infraction. We will then provide students with the remainder of the first week and weekend to resolve the issue after which normal sanctions will apply.



# Rewards

## PB - Positive Behaviour at Bedale High School

### Student Celebration Evening

Each year all students who have achieved the 'Outstanding Achievement Award' commendation will be invited, along with their parents / carers to the Student Celebration Evening. Members of staff will also nominate students for key awards surrounding effort, achievement, extra-curricular, and attendance.

### Reward Trips

Students who achieve the 'Pride of Bedale' commendation by the end of May will be invited to attend the annual PB Reward Trip to Alton Towers in July.

### Commendations

Commendations are awarded when students hit milestones in their accumulation of credits

Bronze = 50	Diamond = 300	Chairs of Governors = 800
Silver = 100	Deputy Head = 400	Pride of Bedale = 1000
Gold = 150	Headteacher = 500	Bedale High School Award = 1500
Platinum = 200	Governing Body = 600	Outstanding Achievement Award = 2000

### Credits

3 stamps = 1 credit. Students will count the number of credits achieved in the previous week with their form tutor during the weekly floating PB lesson.

Where a student is selected for 'SLT Praise', they will receive 3 credits.

### Stamps

All members of staff have a stamp. Stamps are issued directly into student planners. Stamps are awarded in lessons for contribution, effort and hard work. Around school stamps may be issued for acts of kindness, or where a student has made a positive contribution to the school / wider community.