

# Trinity Christian School Nursery, Primary & Secondary



TRINITY  
CHRISTIAN SCHOOL

## Behaviour Management Policy (Secondary School)

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Reviewed by SLT & Governors:	Autumn 2023
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# Behaviour Management

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\* NB: the reference to parent throughout this document extends to all named carers and parents. \*

## 1. INTRODUCTION

“All Scripture is inspired by God and is useful for teaching, for showing people what is wrong in their lives, for correcting faults, and for teaching how to live right.”  
2 Timothy 3:16-17(NCV)

**We believe that all our children are precious gifts of God and as such that they all have a right to feel respected, safe in class and have the opportunity to achieve their full “God given talents.”**

## 2. POLICY AIMS

The school policy for behaviour management was developed and agreed by the Secondary School staff.

Our collective aim is

- to enable all children in school to reach their educational potential
- to maintain acceptable standards of behaviour in the classroom
- to maintain acceptable standards of behaviour around the school
- to maintain acceptable standards of behaviour off-site when school is being represented

The implementation of this policy is the responsibility of **all** of the staff within the school community.

The principles which shape the behaviour of pupils within a Christian school must convey truth about God and the ways in which he wants individuals to behave personally and in community. They should reflect that God has all authority, is righteous, just, merciful, gracious, loving and slow to become angry. These principles recognise that every child is a gift from God.

The principles include:

- Establishing an understanding of God’s nature;
- Developing a child’s conscience and ability to discern right from wrong in order to make wise choices;
- Encouraging a respect for authority;
- Nurturing self-discipline and self-control in each child;
- Teaching each child how to form and maintain godly relationships;
- Teaching godly principles of responsible community living;
- Creating the conditions for an orderly community in which effective learning can take place;
- Establishing and maintaining a consistent and fair approach to the management of the behaviour of pupils throughout the school.

The above principles will lead to Trinity having a relaxed, pleasant atmosphere where pupils are able to give their best in the classroom. Pupils will be encouraged and stimulated to fulfil their potential. In order to achieve this, a positive policy of encouraging appropriate attitudes through praise and rewards is necessary.

### 3. EXPECTATIONS

At Trinity Christian School, we expect pupils:

- To be polite;
- To be respectful;
- To be sensitive to the needs of others and to their property;
- Not to take the law into their own hands;
- To respect and follow the school rules.

To aid pupils to be able to achieve these expectations, and to be the best version of themselves, we follow the “**3 B’s**” principle:

1. **Be Ready** - pupils are expected to arrive at school on time, to arrive to lessons on time, to have all of the required equipment, to follow the school uniform policy (*see Attendance and Registration Policy and Uniform Policy*).
2. **Be Respectful** - pupils are expected to show respect to all members of the school and visitors, this includes listening to and following instructions, as well as being respectful to the school environment and equipment.
3. **Be Safe** - pupils are expected to behave in a manner that will keep themselves and others safe, both within the school site and during off-site visits.

School rules are visible in classrooms and can be found in the Student Handbook.

- Aim to speak to each other and treat each other with respect, for we are all made in the image of God.
- Your respect for adults should include opening doors for them, offering to carry things, and by not answering back.
- Take particular care to be friendly and helpful to visitors.
- Do not run within the school buildings or barge past people.
- Do not shout in school.
- Do not distract anyone during worship and work.
- If something has gone wrong in a relationship with another pupil, attempt to work it out between yourselves first. If you cannot sort it out yourselves, always ask an adult to help you sort it out before the end of the school day.
- Take care of the school premises and equipment. If anything is broken, please report it immediately.
- Be quick to listen and to obey instructions.
- You must not leave the school during the school day without the permissions of a teacher. When permission has been granted you need to sign out at the School Office.
- Be on time for school and for your lessons and make it your aim to hand all homework in on time.
- The uniform policy must be followed at all times.
- Chewing gum, cigarettes, vapes, alcohol, drugs and any form of weaponry are not allowed on the school premises.
- The mobile phone and electronic device policy must be followed at all times.

*(For more information refer to the Uniform Policy and Mobile Phone and Electronic Device)*

## 4. PROCEDURES

### **Rewards:**

The majority of pupils at Trinity Christian School behave well and follow the school rules and expectations.

As a reward for this behaviour, the school operates:

- a credit system
- weekly 'Star of the week'
- termly credit certificates given at Whole School Assemblies
- positive verbal praise
- written praise for pupil's work
- displays of pupil's work
- messages sent home.

### **Sanctions:**

To manage disruptive behaviour, the following procedures should be applied by all Teachers:

1. Remind - give pupils a reminder of the expectations on them.
2. Caution - give pupils a reminder of the expectations on them with a warning that continued disruption will lead to referral.
3. Referral - this may involve the removal of pupil from class to the referral room (see Referral section) along with an after-school detention. Or it may involve parents being notified.
4. For continued disruptive behaviour the SLT should be notified.
5. In cases of continued disruptive behaviour, or for more serious incidents the SLT will consider the use of suspension or permanent exclusion.

The following sanction table gives more detail on the possible types of disruptive behaviour and the sanctions that will be used:

Behaviour Type	Level 1: Remind	Level 2: Caution	Level 3: Referral/ Intervention	Level 4: SLT	Suspension / Permanent Exclusion	By whom
Off task (talking while the teacher is talking, or during a silent task, not working hard on the task set, any distraction of others)	Off task behaviour is affecting learning.  Correction (strike 1).	Continued off-task behaviour after Level 1 (strike 2)  Correction with warning (strike 2).	Persistent off-task behaviour after Level 2.  Referral (strike 3) and after school detention.  Logged on database.	Refusal to comply/ continued poor behaviour in referral.  Contact parents.  Consider use of Academic or Behaviour Support.		Class Teacher  SLT
Homework not completed or done to a poor standard	24 hr grace period given	Homework not done after 24 hr grace period- after school detention.  Logged on database.		Persistently not completing homework to a satisfactory standard.  Contact parents  Consider use of Academic Support.		Class Teacher  SLT
Answering back (not speaking politely to the teacher, making a comment when a sanction or correction is issued, questioning or challenging a sanction or correction).	Correction (strike 1).	Continuing to answer back.  Correction with warning (strike 2).	Persistent answering back after Level 2.  Referral (strike 3) and after school detention.  Logged on database.	Refusal to comply/ continued poor behaviour in referral.  Contact parents.  Consider use of Academic or Behaviour Support.		Class Teacher  SLT

Refusal to follow instructions/argumentative with staff and failing to show respect in lesson.	Correction (strike 1).	Continuing to refusal / argue.  Correction with warning (strike 2).	Persistent refusal / argue after Level 2.  Referral (strike 3) and after school detention.  Logged on database.	Refusal to comply/ continued poor behaviour in referral.  Contact parents.  Consider use of Academic or Behaviour Support.		Class Teacher  SLT
Refusal to follow instructions/argumentative with staff and failing to show respect around school.	Correction (strike 1).	Continuing to refusal / argue.  Correction with warning (strike 2).	Persistent refusal / argue after Level 2.  Referral (strike 3) or lunch time school detention.  Logged on database.	Refusal to comply/ continued poor behaviour in referral.  Contact parents.  Consider use of Academic or Behaviour Support.		Class Teacher  SLT
Missing equipment: pen, pencil, ruler, within one school week.	Pupil sent to Form Tutor.  Correction (strike 1).	Missing equipment again in one school week.  Pupil sent to Form Tutor.  Correction with warning (strike 2).	Third time of missing equipment in one school week.  Pupil sent to Form Tutor.  Contact parents.  Logged on database.			Form Tutor

Late for school ( <i>refer to Attendance and Registration Policy</i> ).	Logged on Studybugs. Correction (strike 1).	4 or more late marks in one calendar month. Logged on Studybugs. Correction with warning (strike 2).	8 or more late marks in one calendar month. Logged on Studybugs. Contact parents.	Continued late marks in one calendar month. Contact parents.		Office Form Tutor SLT
Chewing gum on school grounds and off-site activities.	Correction (strike 1). Logged on database.	Correction with warning (strike 2). Logged on database.	Contact parents. After school detention. Logged on database.	Refusal to comply. Contact parents. One week of after school detentions. Behaviour Support Considered.		All staff SLT
Smoking/Vaping (including bringing items into school or to off-site activities).				Items confiscated. Contact parents. After school detention. Logged on database. Behaviour Support Considered.	Refusal to comply/ repeated incidents. Caught smoking/vaping on premises/offsite school activity.	All staff SLT
Uniform incorrect	One opportunity to	Second		Third occurrence in		Form Tutor



including jewellery, nails, makeup, false eyelashes, fake tan, inappropriate hairstyle ( <i>refer to Uniform Policy</i> ).	correct, nail polish/makeup to be removed.  Sanction slip sent home.  Logged on database.	occurrence in one half-term.  After school detention.  Sanction slip 2 sent home.  Logged on database.		one half-term.  Contact parents.  Behaviour Support Considered.		SLT
Inappropriate use of mobile phone or any personal electronic devices in school ( <i>refer to Mobile Phone and Electronic Devices Policy and Youth Produced Sexual Images Policy</i> ).			Item confiscated.  After school detention.  Logged on database.	Depending on the use / refusal to comply.  Meeting with parents.  Behaviour Support Considered.	Refusal to comply.  Depending on severity of use, Suspension or Permanent Exclusion considered.  Police may be informed.	Form Tutor  SLT
Inappropriate use of the school internet/mobile devices/ technology ( <i>refer to E-Safety Policy and Youth Produced Sexual Images Policy</i> ).			After school detention.  Logged on database.	Depending on nature of misuse: removal of internet access.  Parents informed.  Behaviour Support Considered.  Internal seclusion considered.	Depending on severity of use, Suspension or Permanent Exclusion considered.  Police may be informed.	Class Teacher  SLT
Inappropriate language	Correction (strike 1)	Correction (strike	If repeated /	Depending on the	Depending on	All staff

including swearing, vulgarity and derogatory comments.	if heard or reported.	2) if heard or reported again.  Logged on database.	extreme.  Referral (strike 3) and after school detention.  Logged on database.	severity / refusal to comply.  Parents informed.  Behaviour Support Considered.  Internal seclusion considered.	severity of use, Suspension or Permanent Exclusion considered.	SLT
Inappropriate touching of another student ( <i>refer to Positive Handling Policy</i> )		Verbal caution given (depending on the nature)  Logged on database..	Referral or an after school detention.  Proportionate, reasonable force may be used.  Logged on database.	Depending on the severity / refusal to comply.  Parents informed.  Behaviour Support Considered.  Internal seclusion considered.	Depending on severity.  Suspension OR permanent exclusion considered.  Report as a crime if necessary.	All staff  SLT
Swearing, aggression, insulting a member of staff				Meeting with parents.  Apology required.  Logged on database.  Behaviour Support Considered.  Internal seclusion considered.	Depending on severity.  Suspension or Permanent Exclusion considered.	SLT  Governors

Assault on member of staff (refer to Positive Handling Policy)			Proportionate, reasonable force may be used.  Logged on database.		Suspension or Permanent Exclusion.  Police may be called.	All staff  SLT  Governors
Wilful damage of another student's property or school property (refer to Positive Handling Policy)		Caution given depending on severity.  Logged on database.	Proportionate, reasonable force may be used.	Parents informed, reparations made.  Behaviour support considered.	Depending on severity of use.  Suspension or Permanent Exclusion considered.  Police may be informed.	All staff  SLT
Acting with aggression towards another student causing a disturbance to the good order of the school (refer to Positive Handling Policy)			Referral with an after school detention given  Proportionate, reasonable force may be used.  Logged on database.	Meeting with parents.  Behaviour support considered.  Internal seclusion considered.	Depending on severity of use.  Suspension or Permanent Exclusion considered.  Police may be informed.	All staff  SLT
Unprovoked assault on another student (refer to Positive Handling Policy)			Proportionate, reasonable force may be used.  Logged on database.	Meeting with parents.  Apology required.  Behaviour support considered.	Depending on severity.  Suspension or Permanent Exclusion considered.	All staff  SLT  Governors

				Internal seclusion considered.		
Discrimination / harassment (e.g. Sexual, homophobic, disablist, gender, racial harassment)			Investigation done, warnings. Logged on database.	Parents informed. Reconciliation attempted and apology. Behaviour support considered. Internal seclusion considered.	Depending on severity. Suspension or Permanent Exclusion considered. Police may be informed.	Form Tutor SLT
Bullying ( <i>refer to Anti-Bullying Policy</i> )			Investigation done, warnings. Logged on database.	Parents informed. Reconciliation attempted and apology. Behaviour support considered. Internal seclusion considered.	Refusal to comply/ depending on severity. Suspension or Permanent Exclusion considered.	Form Tutor SLT
Carrying dangerous items				Items confiscated. Contact parents.	Refusal to comply/ depending on	All staff SLT

				<p>After school detention.</p> <p>Logged on database.</p> <p>Behaviour support considered.</p> <p>Internal seclusion considered.</p>	<p>severity.</p> <p>Suspension or Permanent Exclusion considered.</p> <p>Police may be informed.</p>	
Dealing, taking or possessing illegal substances ( <i>refer to Substance Abuse Policy</i> )				<p>Items confiscated.</p> <p>Contact parents.</p> <p>After school detention.</p> <p>Logged on database.</p> <p>Behaviour support considered.</p>	<p>Refusal to comply/ depending on severity.</p> <p>Suspension or Permanent Exclusion considered.</p> <p>Police may be informed.</p>	<p>All staff</p> <p>SLT</p>
Theft				<p>Items confiscated, returned to owner.</p> <p>Contact parents.</p> <p>After school detention.</p>	<p>Refusal to comply/ depending on severity.</p> <p>Suspension or Permanent</p>	<p>All staff</p> <p>SLT</p>

				Logged on database. Behaviour support considered. Internal seclusion considered.	Exclusion considered. Police may be informed.	
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### **Detention:**

After school detentions may be given for various reasons (refer to sanctions table). Parents will be notified 24 hours in advance of an after school detention, through the Studybugs app. It is parents responsibility to ensure we have up to date contact information. The detention will be logged on the school database. Depending on the severity or number of incidents, the detention will be 30 or 60 minutes long. Pupils will be expected to complete a reflection activity.

Staff may keep a pupil for a short detention at a break or lunchtime. This will be logged on the school database.

### **Referral:**

For pupils who are failing to follow the school rules and expectations, the referral system can be used:

- On the first instance of disruptive behaviour a pupil will be reminded of the school rules.
- On a second instance of disruptive behaviour a pupil will be cautioned and warned that continued disruptive behaviour will lead to referral.
- On the third instance of disruptive behaviour a pupil will be removed from the classroom and sent to the referral room. This will be recorded on the Pupil Information Sharing Database. All pupils placed on referral will receive an automatic **30-minute after-school** detention. It is the duty of the teacher who initiated the referral system to place the pupil on detention and complete the appropriate detention procedure.

*N.B. In the instance of gross misconduct - a pupil can proceed straight to referral without having to proceed through Level 1 and Level 2.*

Any pupil receiving 3 or more referrals in one week will receive an automatic suspension of one school day. The Governing Body will be contacted in writing should any pupil receive a one-day suspension.

Any pupils receiving more than 9 referrals in any one term will receive an automatic suspension of three school days. The Governing Body will be contacted in writing should any pupil receive a three-day suspension. At this stage the Head Teacher or member of the SLT will interview the family of the pupil before allowing that pupil back into school and will seek reassurance that the disruptive behaviour will cease.

All Teachers and Governors should be consistent in carrying out this Behaviour Policy.

### **Behaviour Support.**

Behaviour Support is an Early Intervention Strategy which is designed to help students fulfil their potential by encouraging the correct behaviour.

Staff are sometimes concerned about a pupil's behaviour in one or more of the following areas:

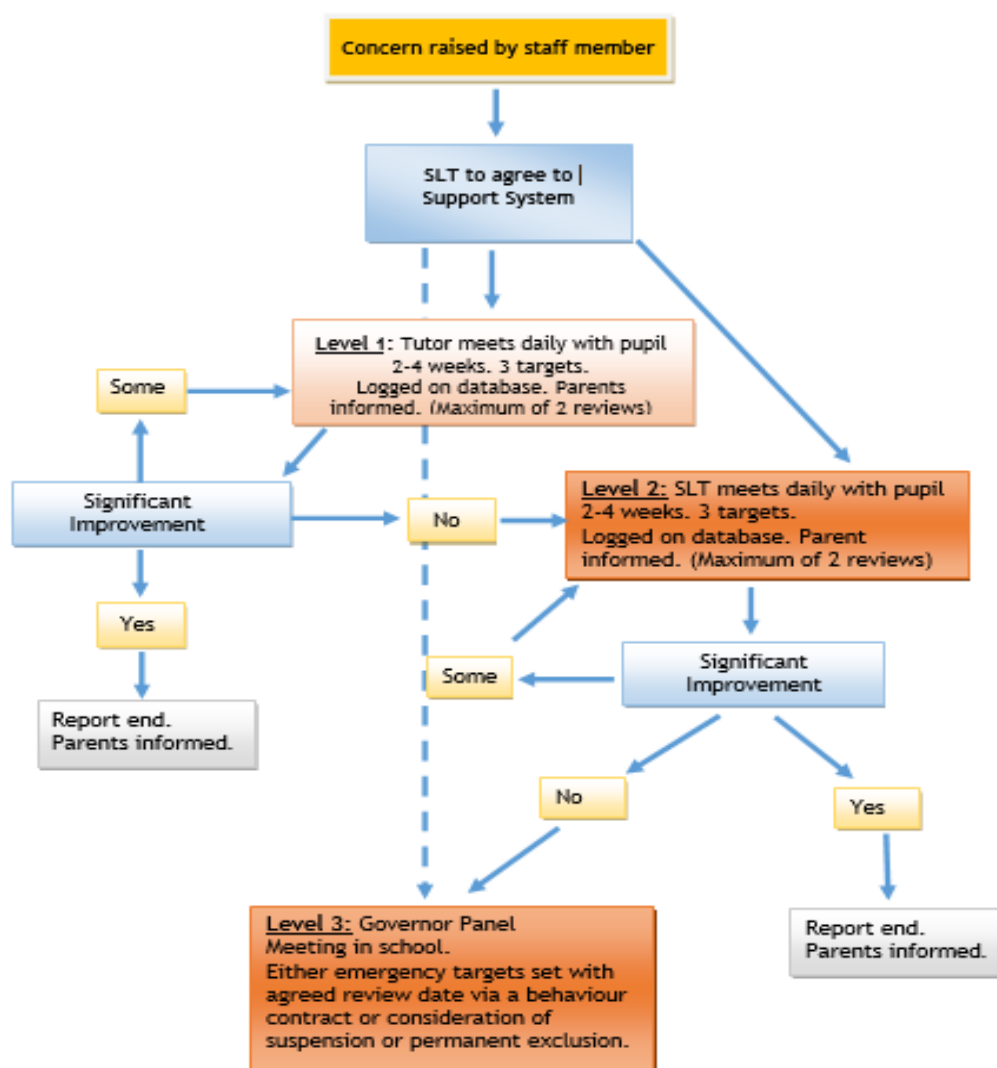
- Late or unsatisfactory homework on a regular basis
- Poor attitude in class
- Inappropriate behaviour towards others or their property
- A high number of detentions
- Disrespecting the school environment and property

When this is the case, staff put the student on Behaviour Support. This is usually agreed in staff meetings or by alerting the SLT. Staff must have SLT support before putting a student on Behaviour Support and parents must be informed.

**There are three levels of Behaviour Support. They are:**

- Level 1: The student meets with the Form Tutor at the beginning of the period of support. Targets for improvement are discussed and the student is provided with a Level 1 Behaviour Support Card. This card must be carried by the student to all lessons and must be filled in for every lesson, break and lunch by every member of staff for between 2 and 4 weeks. At the end of the day the card is handed to the Form Tutor for review and safe keeping. Pupils are to meet with their Form Tutor at the start of the day to collect their card. Pupils will be on Level 2 for between 2-4 weeks.
- Level 2: The student meets with SLT at the beginning of the period of support. Targets for improvement are discussed and the student is provided with a Level 2 Behaviour Support Card. This card must be carried by the student to all lessons and must be filled in for every lesson, break and lunch by every member of staff. At the end of the school day the card is to be handed to the member of SLT for review and safekeeping. Pupils are to meet with the SLT member at the start of the day to collect their card. Pupils will be on Level 2 for between 2-4 weeks.
- Pupils can be moved directly to Level 2 if the situation is deemed to be appropriate.
- Level 3: SLT and the governing body will meet to discuss the next stage. This may involve agreeing emergency targets along with a behaviour contract that will be agreed with the pupil and their parents. Pupils will be monitored using the Level 2 system with SLT reporting daily to the governing body. If there is a satisfactory conclusion to Level 3, after the stipulated time frame, the report will end and parents will be notified. Depending on the severity of the behaviour or the refusal to comply with school rules, Level 3 may involve the use of suspension or permanent exclusion.





**Internal Seclusion.**

There may be some circumstances where a pupil needs to be taught separately from the rest of the class, either for one subject lesson or for their entire timetable. They will be issued with an alternative room and will be supervised by staff members. This will also be for break and lunchtimes. Internal seclusions may be for a day or depending on the severity, may need to be for a longer period of time. This will be logged on the schools database and parents will be notified.

**Suspension.**

Suspensions can only be authorised by the Head Teacher, who will inform the governors. Prior to a decision being made, there will be a consultation between SLT and any relevant members of staff. All

suspensions are recorded and will remain on the pupil's file. The school has the responsibility to provide online work for a pupil during the suspension.

Prior to returning to school, parents and the pupil are required to attend a re-admission interview with a member of SLT to agree conditions for their return and they will be monitored through the Behaviour Support system Level 2.

*(For more information see the Suspension and Permanent Exclusion Policy)*

### **Permanent Exclusion.**

A situation may be so serious that the appropriate sanction is permanent exclusion. The Head Teacher will take the final decision, supported by the SLT. Any appeals will need to be made to the Governors in accordance with the Complaints procedure under Stage 3 steps.

Any pupil who receives a total of 3 suspensions in any one academic year will be deemed to be at risk of permanent exclusion. The Governing Body reserves the right to withdraw a pupil from school should this stage be reached.

- There must be a full investigation of the situation. This should be done as a matter of some urgency as it will be an issue of real concern to the pupil, parents and teachers and probably to other members of the school 'family'.
- The Governors will require sight of all relevant documentation to help them reach a decision. They will reach a decision having taken due note of the recommendations of the Head Teacher.
- If the decision is that the pupil is to be expelled from the school, then this will be conveyed to the parents by letter or in person by the Chair of Governors and accompanied by another governor.
- A full report should be prepared and retained in the pupil's file in the event of possible ongoing difficulties.

*(For more information see the Suspension and Permanent Exclusion Policy)*

<h2><b>5. THE USE OF REASONABLE FORCE:</b></h2>
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The use of corporal punishment is rejected at Trinity Christian School.

Teachers and those authorised by the Head Teacher, who are in charge of children, are allowed to use reasonable force to prevent a child from doing the following: -

- committing a crime, including behaving in a way that would be an offence if the child were not under the age of criminal responsibility
- causing injury to themselves or others
- causing damage to property including their own
- causing serious disruption, to the extent that good order and discipline could not be maintained

*(For more information see the Positive Handling Policy)*

## 6. THE POWER TO SEARCH WITHOUT CONSENT:

All staff authorised by the Head teacher have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- vapes
- fireworks
- pornographic, sexual or indecent images (see Youth Produced Sexual Imagery policy)
- 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 the school or any person (including the student)

*(For more information see the Search and Confiscation Policy)*

## 7. SMOKING / VAPING:

Trinity Christian School is a strictly smoke free zone.

Through Science, PSHE and assemblies, pupils are taught about the ill-effects of smoking.

A student who is caught smoking/vaping, or suspected of smoking/vaping, or is in possession of tobacco or smoking/vaping paraphernalia, or has supplied such products to other students, will be subject to the School's Behaviour Policy (*refer to the sanction table*). This also includes pupils who are en route to/from school or who are off-site on a school excursion.

Persistent offences could result in a requirement for the student to be permanently excluded.

*(For more information see the Substance Abuse Policy)*

## 8. THE SCHOOL DAY:

- Trinity Christian School may change the timings of lessons, break and lunchtime.
- Pupils are not allowed off the school site at either break or lunchtime.
- No pupils should be working / unsupervised in any classrooms at any time.

8.00am	Pupils may enter the school site <b>but</b> will be unsupervised.
8.25am	Pupils to be supervised in outdoor playground
8.40am	Morning registration / Tutor Time
8.55am	Lesson 1
9.55am	Lesson 2
10.55am	Break
11.10am	Lesson 3
12.10pm	Lunch (Inside 12.10pm-12.30pm / Outside 12.30pm-1.00pm)
12.50pm	Afternoon registration / Tutor Time
12.55pm	Lesson 4
1.55pm	Lesson 5
2.55pm	End of Day Tutor Time
3.00pm	End of school day / Detentions / After School Clubs