

FHS Behaviour System 2017-18

Explanation for parents

In order to support positive behaviour for learning in classrooms and at social and movement time, we have streamlined our behaviour system. Furthermore, to facilitate the flow of communication between staff, students and parents regarding behaviour, we are trialling a new IT system within the school's virtual learning environment, 'Hand-in'. To help you to understand how the system works and to support us in ensuring that students take responsibility for their behaviour, we have prepared the following guide.

Key organisational points

All subjects are grouped into Faculties as follows:

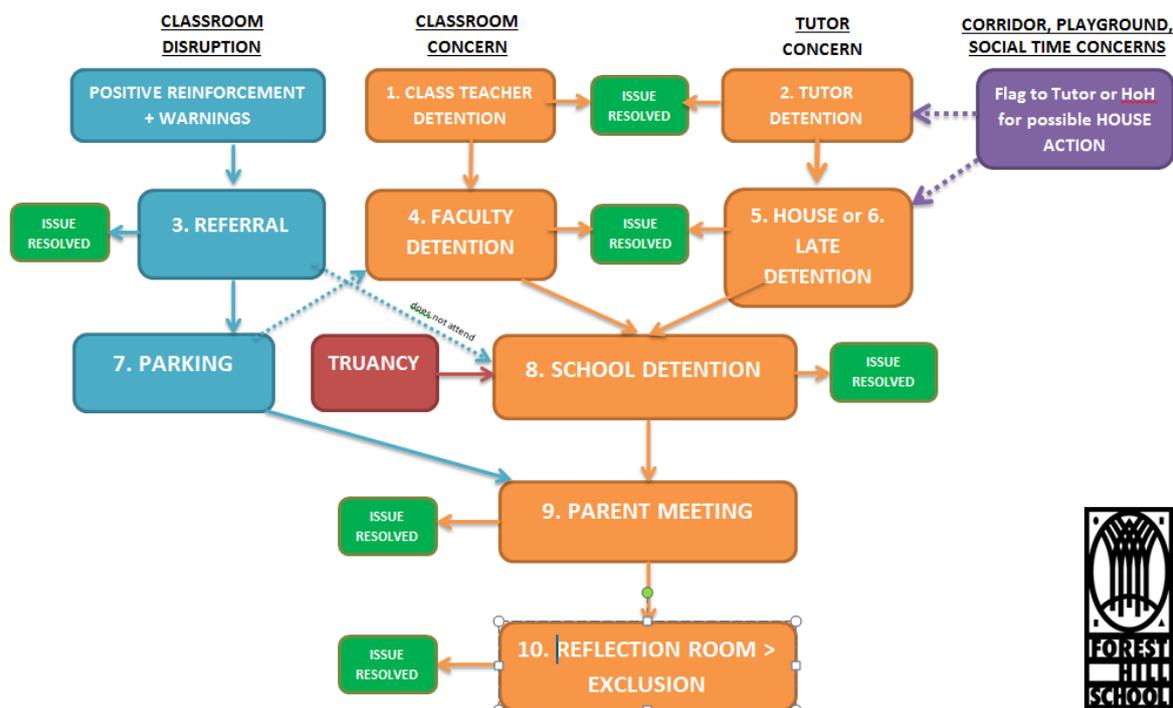
Humanities and MFL (History, Geography, French, German, Spanish)	Science and Computer Science	English and RE	Maths and Business & Economics	Expressive Arts (PE, Dance, Drama, Art, D&T, Music)
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- Behaviour incidents in **lessons** are handled by **Faculties**
- Behaviour incidents at **tutor time** and **social time** are handled by **House** teams
- Teachers will log all behaviour events on **Hand-in** and students will get an **email** and an **alert** on their Hand-in page.
- The email and Hand-in alert will give the date and location of detentions
- **Students must take responsibility for checking their emails and Hand-in page for their behaviour events**
- Parents will also receive automatic **emails** about longer detentions
- Students cannot be double-booked for detentions issued on Hand-in as the system checks their availability and books them in at the first available slot. Notice is provided for detentions of 30 minutes or longer.
- A '1' on the register = 1 epraise point (good classwork)
- A '2' on the register = 2 epraise points (excellent classwork)

How to access Hand-in

Go to our Intranet FHS Connect (link from the school website). Click on the Hand-in icon and log-in with your school user name and password.

Behaviour System Overview



Explanation of sanctions

1 and 2: Class teacher or Tutor detention

This is a detention lasting approximately 15 minutes for concerns around effort or conduct in a lesson or in tutor time. The detention is with their teacher or tutor. If students miss this or do not behave in an appropriate manner in the detention, it may be escalated to a Faculty or House Detention (see 4 and 5 below)

3. Referral and restorative meeting

A subject teacher may send a student to referral if their continued behaviour is stopping them and others from learning or if something serious happens. This means they are sent out of the classroom for the rest of the lesson and must go straight to the referral room (047) and register there. Parents will be informed by email if students are referred.

If a student is referred, they must see the teacher for a **restorative meeting**. This is where the student and teacher discuss what happened and agree a way forward. At the teacher's discretion, a student may not be allowed back in the lesson until a successful restorative has taken place. This means they will be parked out of the lesson (see 7 below)

Students will see on their Hand-in page what restoratives they have.

4. Faculty detention

This is a 30 minute detention run by faculties, starting at 3:05pm. A Faculty D may be given if a student doesn't go to a detention with his class teacher, doesn't restore with his teacher after a referral or for concerns about his behaviour in a particular faculty area.

As at October 2017 these are arranged as follows:

Tuesdays		Thursdays		
Humanities & MFL (History, Geography, French, German, Spanish)	Science & Computer Science	Expressive Arts (PE, Dance, Drama, Art, D&T, Music)	English & RE	Maths & Business
Room: 106	Room: 321	Room: 229	Room: 134	Room: 204
ABK: Mr Brook	NHD: Ms Hamid	KHE: Mr Hollidge	RLB: Mr Lamb	CJH: Mr Joseph

Parents will also be notified by email of this detention.

If students do not attend or conduct themselves in an inappropriate manner in the detention, this may be escalated to a school D (see 8 below)

5. House detention

Tutors, Head of House or Deputy Heads of House may issue a 30 minute House D for concerns around behaviour, uniform, equipment etc. All staff can refer concerns around behaviour in **social time** – break, lunch, playground, corridor to the House team using Hand-in. Such incidents will be assessed by the HOH and appropriate action taken.

House Detentions take place on Wednesdays at 3:05pm as follows:

WEDNESDAYS	room
Drake:	107
Harvey:	258
Reynolds:	127
Shackleton:	219

Students will receive the usual email and Hand-in alert and parents will also be notified by email of this detention.

If students do not attend or conduct themselves in an inappropriate manner in the detention, this may be escalated to a School Detention (see 8 below)

6. Late detention

Any student arriving late to a.m. tutor time or period 5 **twice or more** will be set a 30 minute Late Detention on the **Friday** of the same week. Lates are counted Thursday to Thursday. Emails and alerts about late detentions go out on Thursday afternoon.

Late detentions take place on Fridays at 3:05pm as follows:

FRIDAYS	room
Drake:	107
Harvey:	129
Reynolds:	127
Shackleton:	219

Students will receive the usual email and Hand-in alert and parents will also be notified by email of this detention.

If students do not attend or conduct themselves in an inappropriate manner in the detention, this may be escalated to a School D (see 8 below)

7. Parking

If students do not restore with their teacher following a referral, or there are on-going concerns about a student's behaviour in class, he may be 'parked'. This is where he is sent to another room to complete his work.

8. School Detention

These are generally issued if students fail to attend a faculty, house or late detention or may be the consequence of a more serious incident. School detentions take place every day after school in room 047 and last 1 hour. Students will receive the usual email and Hand-in alert and parents will also be notified by email of this detention.

9. Parent Meeting

If students miss a school detention, parents are expected to come in for a meeting with a senior member of staff the following morning. If this meeting goes well, the student will be given a second chance to serve the school detention. If the meeting does not go ahead or the issue not resolved, then student will be placed in the reflection room (see 10 below).

10. Reflection Room / Fixed term exclusion

Forest Hill operates a system of organised internal exclusion. In the rare cases when students persistently disrupt the learning of others, behave in a reckless and dangerous way, refuse to serve detentions or are involved in other serious incidents, they may be required to serve a period of internal exclusion in the Reflection Room. During this time the students are removed from lessons and social times, set other appropriate work and supervised by a dedicated reflection room team. Fixed term exclusion from school will usually follow a series of incidents which have resulted in interventions from pastoral staff, but where there has been no improvement.