**Silver Birch School**

**Behaviour & discipline policy**

**Issued:** 31/08/13

**Reviewed:** 19/08/18

**Next review date:** August 2019

# Policy Statement

Discipline at Silver Birch School is aimed at establishing, continuously promoting and maintaining a secure, happy, friendly, stimulating and inclusive environment in which pupils are able to learn without distraction or interference.

**Student Code of Conduct**

1. You will show respect for others, environment and property.
2. You will follow instructions given by staff first time.
3. You will establish and maintain orderly patterns of learning and behaviour through promotion of self-discipline.
4. You will attend school on time.
5. You will attend lessons on time and stay in the lesson for the duration of that lesson.
6. You will complete all work set to the best of your ability.
7. You will be expected to work co-operatively with other students and staff.
8. You will bring the correct equipment to school as requested. 9) You will dress according to the dress code.

**Unacceptable Behaviour** will be deemed as, but not limited to:

1. Persistent disregard for/non-acceptance of the Code of Conduct
2. Lack of effort
3. Foul and disrespectful language
4. Aggressive, threatening behaviour - verbal or physical
5. Fighting
6. Smoking
7. Misuse of alcohol and illegal or legal drugs
8. Graffiti and Vandalism
9. Theft
10. Racial insults and name calling
11. Bullying - verbal and physical
12. Abuse of access to Internet and e-mail
13. Gum poorly disposed of
14. Refusal to switch off or hand in mobile telephones, MP3 players and the like. The school reserves the right to confiscate any inappropriate equipment which must be subsequently collected by parents/carers.

**Discipline**

At Silver Birch School we provide students with a positive working environment. However, if the code of conduct is broken then appropriate disciplinary measures will be taken. The standard procedure is detailed below, however, the penalties that are used will reflect the seriousness of the incident that occurs. If a serious breach of the code of conduct takes place then the school maintains the right to immediately put sanctions in place or if necessary exclude the student/s involved.

* + Incidents will be dealt with immediately, seriously and sensitively
  + Verbal warning to cease/correct poor behaviour
  + 'Time Out' / Break time detention / Withdrawal of privileges or participation
  + After school detention with the Principal of Silver Birch School
  + Meeting with Parents/Carers to discuss and write a fixed term

Behaviour Contract

* + Review Contract and cancelit or Principal gives Final

Warning

* + Fixed term exclusion issued by Principal
  + Possible permanent exclusion issued after further

School/Parent/Carer meeting

* + A clear account of a major incident will be recorded in The Incident File
  + The Principal will interview all concerned and annotate the

Incident File

* + A permanent exclusion will normally be issued after a further School/Parent/Carer meeting and the Appeal Panel (comprising the Proprietor, Principal & Chair of Governors will not normally seek to overrule this decision

Accurate records of all incidents will be kept in the relevant students'

files, including outcomes.

# Appeal

Students and Parents/Carers have the right to appeal against disciplinary action.