

Right to Teach, Right to Learn Policy

Principles

At The Hamble School we believe high standards of behaviour ensure the good reputation of the school, allow everyone to enjoy school life and provide the opportunity for all students to be successful.

Our underlying principle is the idea of **Right to Teach, Right to Learn**. This means that teachers have the right to do their job without interruption and that students have the right to learn in lessons without disruption.

Aims

This policy aims to:

- Provide an environment for the Right to Teach, Right to Learn to take place.**
- Provide a **consistent approach** to behaviour management.
- Define** what we consider to be unacceptable behaviour.
- Outline **how students are expected to behave**.
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management.
- Outline our system for **the management of unacceptable behaviours**.

Following the **Right to Teach, Right to Learn** ethos includes:

- Attending school and all lessons regularly and on time.
- Engaging positively with learning.
- Behaving with care, courtesy, consideration and respect for others at all times.
- Being proud of achievements.
- Acting in a responsible manner: show respect and expect respect.
- Reporting any safeguarding concerns to a member of staff.
- Not using abusive language during conversation or in anger.
- Wearing the correct school uniform and bringing the equipment needed for each day.
- Respecting personal and school property.
- Following the code of conduct and accepting all sanctions set.
- Keeping the school site neat, tidy and litter free.
- Not leaving the school without permission during the school day.

Definitions

Unacceptable behaviour examples may include but is not limited to:

- disrupting **Right to Teach, Right to Learn**
- poor attitude to learning
- disrespecting personal and school property
- disrespecting any member of The Hamble School community
- poor behaviour in unstructured time
- poor behaviour within the wider community
- uniform infringements, including to and from school
- failure to complete homework
- lack of equipment
- poor attendance/ truancy
- poor punctuality to school and lessons
- anti-social language
- defiance
- use of the mobile phone during the school day (8:30- 2:55/2:35), unless directed by a teacher
- antisocial behaviour – large groups

Serious unacceptable behaviour examples may include but is not limited to:

- gross defiance
- repeated breaches of the school rules
- any form of bullying, including electronic media
- swearing; unacceptable, discriminatory language including racist, sexist, homophobic or discriminatory behaviour
- inciting violence
- serial defiance
- sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- bringing the school into disrepute
- vandalism
- theft
- violent or threatening behaviour towards staff and/or students
- smoking and vaping on school site
- possession of dangerous/prohibited items - this could include knives or weapons including replicas; alcohol; illegal drugs; stolen items; tobacco and cigarette papers; fireworks; pornographic images; any article 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 pupil).

The Management of Unacceptable Behaviour

Unacceptable behaviours must be recorded using Behaviour Watch, so that patterns can be tracked and logged.

Repeated unacceptable behaviours must also be logged in the student's planner.

Staff are provided with training on how to use Behaviour Watch.

The Management of unacceptable behaviours guidance should be used by staff at The Hamble School to support student behaviour.

Sanctions that can be used include:

- verbal warning
- move to another seat
- verbal reminder of consequences
- meeting with teacher to discuss behaviour at break or lunch time
- move to another group (department removal)
- use of detentions – teacher, subject leader, year leader, leadership team
- behaviour report
- internal exclusion
- parental meeting
- use of The Harbour
- fixed period of exclusion
- permanent exclusion
- external agency involvement

The classroom teacher must take prime responsibility for his/her classroom management.

All staff will have training on behaviour management, which will focus around positive behaviour management and forms part of the staff induction process.

Staff are advised to adopt a variety of behaviour management strategies to avoid escalating potential problems.

The first support that a classroom teacher is offered is from within their faculty or subject area. Each curriculum area will have a removal room rota which can be used should a student need to be removed for longer than 5 minutes. If a class teacher deems it necessary to ask for a student to be withdrawn from their lesson for one or several lessons, an internal procedure should be adopted following a consultation and agreement with the DoL or subject leader.

As further support, the year leader will take action when the classroom teacher and Director of Learning /Subject Leader is unable to achieve a change in student behaviour.

Students who regularly challenge the system in various areas of the curriculum or within unstructured times or continually fail to adhere to the basic expectations will result in more serious action being taken.

The Right to Teach, Right to Learn Actions and Consequences table can be found in Appendix A.

Staff Responsibilities

Staff are responsible for:

- Ensuring that **Right to Teach Right to Learn** is adhered to every lesson.
- Modelling positive behaviour.
- Recording behaviour incidents on Behaviour Watch and ensuring the necessary action has been taken to follow up, including informing parents/staff when appropriate and necessary.
- Rewarding students and ensuring the necessary action has been taken to follow up, including informing parents/staff when appropriate and necessary.

The senior leadership team will support staff in responding to behaviour incidents.

Parents Responsibilities

Parents are expected to:

- Ensure that my child attends school regularly and punctually.
- Ensure that my child wears the correct uniform in accordance with the Uniform Policy.
- Ensure that my child always brings the correct equipment into school.
- Show interest in my child's education, monitor their homework and sign their planner regularly.
- Attend parents evenings and discussions about my child's progress, both pastorally and academically.
- Support the school's policies and guidelines for behaviour, both in school and whilst on their way to and from school.
- Support all school sanctions in accordance with the behavioural policy.
- Ensure that the school is rapidly made aware of any concerns or problems that might affect my child's work or behaviour.
- Make medical appointments out of school hours and avoid taking holidays during term time.
- Ensure that all school staff are treated with courtesy and respect at all times, both in person and on the phone.
- Ensure that the school has up to date contact information and is able to communicate with me/us when necessary.

Student Code of Conduct

All students are expected to uphold these high standards by following these expectations:

- Following the **Right to Teach, Right to Learn** ethos.
- Attend school and all lessons regularly and on time.
- Positive engagement with learning.

- Behave with care, courtesy, consideration and respect for others at all times.
- Be proud of your achievements.
- Act in a responsible manner: show respect and expect respect.
- Report any safeguarding concerns to a member of staff.
- Never swear or use abusive language either in anger or in conversation.
- Wear the correct school uniform and bring the equipment needed for each day.
- Show respect for personal and school property.
- Follow the school rules and accept all sanctions set.
- Keep the school site neat, tidy and litter free.
- Never leave school without permission.

There must be a partnership between the school, the family and the student. The Home School Agreement outlines the responsibilities of each party to enable students to achieve their full potential within The Hamble School community.

Right to Teach Right to Learn means that students should be prepared with the correct equipment:

- Pens x 2 (black or blue)
- Pencil and pencil sharpener
- Ruler
- Eraser
- A green pen
- A purple pen
- Scientific Calculator (we recommend the Casio fx-83GT PLUS)
- Compass
- Protractor
- Highlighter
- School planner
- School bag **rucksack style** and large enough to carry books, equipment and PE kit

Although not compulsory, it is advised that students should also have:

- Pencil case
- Colouring pencils
- Pocket dictionary
- Geometry set

Use of force to control or restrain students

It is permissible (though not necessarily always advisable) to use reasonable force where:

- A criminal offence is being committed.
- Students are at risk of injuring themselves or others or of damaging property or their safety is at risk.
- Student behaviour is prejudicial to maintaining good order and discipline.
- To prevent a student from attacking a member of staff or another student, or to stop a fight.

Incidents of physical restraint must:

- Always be used as a last resort.**
- Be applied using the minimum amount of force and for the minimum amount of time possible.
- Be used in a way that maintains the safety and dignity of all concerned.
- Never be used as a form of punishment.
- Be recorded and reported to parents.

Searching students

Informed consent: The School staff may search a student with their consent for any item which is banned by the School rules. If a member of staff suspects that a student has a banned item in his / her possession, they can instruct the student to turn out his or her pockets or bag.

If the student refuses, sanctions will be applied in accordance with this policy.

Searches without consent: In relation to prohibited items, as defined below, once informed consent has been refused by the student, the Headteacher, and staff authorised by the Headteacher, may search a student or a student's possessions, without their consent, where they have reasonable grounds for suspecting that a student has a prohibited item in their possession.

Prohibited items: Knives or weapons, alcohol, illegal drugs and stolen items and any other items as defined as such from time to time.

Searches generally: If staff believe a student is in possession of a prohibited item, it may be appropriate for a designated member of staff to carry out:

- a search of outer clothing and / or
- a search of school property, e.g. students' lockers or desks and / or
- a search of personal property (e.g. bag or pencil case within a locker).

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a student or their possessions will be carried out in the presence of the student and another member of staff.

Where a student is searched, the searcher and the second member of staff present will either be the same gender as the student, or male and female.

Where the Headteacher, or staff authorised by the Headteacher, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item as appropriate in accordance with the DfE guidance 'Searching, Screening and Confiscation'.

Confiscation

Any prohibited items listed above found in students' possession will be confiscated. These items will not be returned to students.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to students after discussion with senior leaders and parents, if appropriate.

Searching and screening students is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

Links with other policies

This behaviour policy is linked to the following policies

- Attendance Policy
- Anti-bullying policy
- Child protection policy
- Drugs and misuse policy
- E-safety Policy
- Rewards policy
- Safeguarding policy
- SEND policy
- Use of force to control or restrain students

Title of Policy / Procedures	Right to Teach, Right to Learn (replaces Behaviour for Learning Policy)
Review Cycle	Annual
Policy reviewed by	SPN
Statutory/Discretionary/School	Statutory
Date of last review by committee	N/A
Date of latest FGB approval	11 September 2018
Date of next review by FGB	September 2019

APPENDIX A – BEHAVIOUR MANAGEMENT

Behaviour Management Systems

It is important for all staff to consistently use the clear, stepped system outlined below in order to manage behaviour effectively. It should be remembered that unless the incident is a serious one, i.e. it is immediately dangerous or threatening to the student involved or others, then the behaviour management is the responsibility of the class teacher, supported by their Subject Leader, who in turn will be supported by their subject Line Manager.

All behaviour is logged and tracked using the Behaviour Watch system. This allows the school to monitor behaviour, analyse patterns and to be proactive in the management of behaviour, supporting students to achieve well and be successful members of our school community.

When taking steps to manage the behaviour of students, we sometimes have to act quickly. We will aim to contact and inform parents as soon as practicable given the constraints of the school day.

Mobile Phones and Personal Technology

The Hamble School is a mobile and personal technology free zone unless permission is given by a teacher within a lesson to use technology to support learning. This means that it is expected that, if students have these items with them, they will be switched off and in their bags at all other times.

If students are seen with these items around the school not being used with permission to support learning, they will be asked to hand them to that member of staff for collection from Heads of Year office at the end of the school day. All confiscations are logged.

All items removed from students will be placed at the main school reception for safekeeping.

- For a first offence the item will be returned at the end of the day.
- A second offence will result in the item being collected at the end of the day and a Year Leader detention.
- A further offence will result in a phone call home requesting parents to collect the item. If staff are unable to contact parents the item will be returned but students will have to hand it in every morning and collect it every afternoon until contact is made with parents.
- A fourth offence will result in a meeting with parents, and the item will be confiscated until the end of the half term. Students will have a fresh start each term.

The school cannot accept responsibility in the event that any of these items are lost or stolen.

Uniform

As a member of the school, students will develop a sense of pride in themselves and their uniform. Parental co-operation is imperative in order to achieve this. The school expects all students to wear their uniform correctly at all times, which includes the journey to and from school. Any student who is incorrectly dressed will stay with their tutor until the matter is resolved.

During tutor time, tutors, year leaders and attached Leadership Team will check on uniform and challenge students who are incorrectly dressed. Where the whole tutor group is appropriately dressed, positive feedback should be given and rewards issued.

For full details on uniform please see the separate uniform policy.

General Uniform Resolution Pathways

In general, uniform infringements will be dealt with in the following ways:

- Where students have inappropriate extra items, these will be confiscated and returned at the end of the day. On the next offence, they will be confiscated until the end of the term.
- Where a student is wearing make-up or nail varnish, we will endeavour to help the student resolve the issue. If, however, this is not possible, the student will spend the day, including break and lunch time, with their tutor until the matter is resolved.
- Where a student does not have the correct uniform, the above will apply.
- Uniform infringements will be logged and sanctions will escalate with repeated issues.



Management of Unacceptable Behaviour

	Action	Consequence	Set by	Led by	Communicated	Follow up
1	Unacceptable behaviours during lesson	Verbal warning Move to another seat Verbal reminder of consequences Discussion around behaviour with teacher, at break or lunch.	Class teacher	Class teacher	Verbally, during the lesson	Log on behaviour watch so that patterns can be tracked
2	Unacceptable behaviour during unstructured time	Verbal warning Removed from the area Verbal reminder of consequences Discussion around behaviour with teacher, at break or lunch	Duty staff	Duty staff	Verbally by duty staff	Log on Behaviour Watch so that patterns can be tracked
3	Repeated unacceptable behaviours	Class teacher detention (break or lunch)	Class teacher	Class teacher	Verbally during lesson and logged in the planner	Log on Behaviour Watch so that patterns can be tracked



4	Repeated unacceptable behaviours in unstructured time	Tutor to set detention for repeated behaviours (break and lunch) having tracked patterns on Behaviour Watch	Tutor	Tutor	Verbally by tutor and logged in planner	Log consequence on Behaviour Watch so that patterns can be tracked
5	Persistent unacceptable behaviour/ serious unacceptable behaviour	30/60 minute after school detention	Class Teacher/ DOL/HOY	Class Teacher/DOL/ HOY	Phone call/ Email home Logged in planner Parental meeting	Log on Behaviour Watch so that patterns can be tracked Consideration of subject/staged report
6	Repeat of serious behaviours Repeated failure to comply with the code of conduct and school rules/staff requests Continued disruption of	Leadership detention Internal exclusion Fixed term exclusion	HOY/SLT	HOY/SLT	Phone call/ Email home Logged in planner Parental meeting	Log on Behaviour Watch so that patterns can be tracked Consideration of subject/staged report Consideration of referral to The Harbour Consideration of involvement of external agencies



	learning					
7	Continued serious behaviours/ refusal to comply with code of conduct/school rules Behaviour which endangers the education or welfare of students/staff	Leadership detention Internal exclusion Fixed term exclusion Permanent exclusion	HOY/SLT	HOY/SLT		Log on Behaviour Watch so that patterns can be tracked Consideration of subject/staged report Consideration of referral to The Harbour Consideration of involvement of external agencies Consideration of respite/managed move

Year Leader Detentions

These are held from 3 – 4pm in L10. Students may only be referred by a Year Leader or a member of the Leadership Team. Parents will be notified of the detention and it will be logged on Behaviour Watch. Detentions are held in silence and students will complete school work during this time.

Leadership Team Detention

These are held on Fridays from 3 – 5pm in L10. A member of the Leadership Team will supervise each session. Detentions are held in silence and students are expected to complete work during this time.

Support on Request (SOR)

SOR will usually be used when the serious instances of misbehaviour occur. It is not expected that staff will need to request SOR for the same student in the same lesson in multiple instances. If this does occur, then staff will be expected to work with Year Leaders to identify the strategies and planning that have been tried in order to resolve the issue.

The request for SOR must be authorised by the Director of Learning or Subject Leader for that subject and must be directed to the appropriate Inclusion Team member. This request will also be logged on Behaviour Watch.

With the exception of serious unacceptable behaviours, the students will be removed to another classroom within the faculty, identified by the Director of Learning (DOL). Where this is not possible, it is the responsibility of the DOL to make reciprocal arrangements with staff in other departments to accommodate students removed from lessons in this way.

Staff who have requested SOR are expected to log the incident, including the actions taken, using Behaviour Watch. It is the responsibility of the class teacher, with the support of the DOL, to identify and manage the sanction for this behaviour; SOR is not a sanction. Where issues are intransigent or recurrent, support should be sought from the pastoral team.

A student who receives two SOR calls in a day will be removed from circulation and placed in internal exclusion for five periods and a break and lunchtime in order to preserve the school community's Right to Teach, Right to Learn.

Serious Unacceptable Behaviours

Serious Unacceptable Behaviours are not only those listed previously but any behaviour judged to place either the welfare or education of students or staff at the school at immediate risk.

If it becomes necessary to remove a student as a result of serious or dangerous behaviour, then the teacher should contact SOR directly making it clear that this is for a Serious behaviour incident.

SOR will remove the student from the lesson and take them to Internal Exclusion, with a member of the pastoral team or their tutor, where they will be supported in writing a statement about the incident. Where necessary, they will be referred to the first aider before writing their statements.

Removal from class for serious unacceptable behaviour incidents usually results in the student being placed in internal exclusion, but behaviours deemed very serious, both in and out of lessons, may lead to fixed term exclusion.

At times, if behaviour is particularly serious, could endanger others or is systematically disrupting learning, it may be necessary to place a student on an alternative, reduced timetable. This allows staff within The Harbour to work extensively with the student to help them to modify their behaviour and return to a full time timetable as soon as possible. A reduced timetable may also be used as a strategy when a student is not coping with a full lesson load due to mental, emotional, physical or other reasons. When this step is necessary, the protocols set out by the Hampshire Education Inclusions Service will be followed.

In the case of isolation and exclusion, the aim is to inform parents as soon as possible, arrange a meeting with parents, provide an opportunity for a restorative justice meeting to take place with the member of staff involved and to reintegrate the student into lessons as soon as possible. Our philosophy is one of inclusion wherever possible.

The Harbour

The Harbour Team has responsibility for dealing with students who have been referred by Year Leaders or the Leadership Team. They run intervention and re-tracking programmes and will support students with difficulties relating to school or whose difficulties outside of school are having an impact on their progress and learning in school.

Students may remain in The Harbour for brief periods to provide respite from these issues or for a whole day. They will be set work to complete if they are out of lessons and not attending a specific intervention. The Harbour Team will also co-ordinate the work with external agencies who may also be involved with students.

The Harbour may also be used for a longer time to help tackle issues with attendance due to mental or physical wellbeing. Additionally, The Harbour may be used to provide a longer term intervention when a student who is struggling to exhibit the correct behaviours for learning in a particular subject or across several subjects. This use of The Harbour is strategically planned to benefit the student.

Internal Exclusion

This provision is staffed by senior teachers and can be used in cases of serious unacceptable behaviours and when students might have otherwise have been excluded for a fixed term.

When a student is placed in Internal Exclusion they are expected to complete 5 lessons and 2 breaks and to stay for an additional 30 minutes at the end of the day.

Parents are informed by telephone by the Year Leader, to tell them that their child is in internal exclusion, as soon as is practical. The students are expected to work in silence and are supervised throughout the day and have no social time. They have

work set by their class teachers and this is collected on their behalf and returned to teachers at the end of the day for assessment purposes. Students will only have access to a cold lunch in this provision, this can be brought in from home or can be ordered from the school canteen.

Should the student choose not to complete Internal Exclusion appropriately, then they may be asked to repeat their time in the provision.

External Exclusion

Exclusion is a sanction of last resort and is decided by the Headteacher with the support of the Assistant Headteacher (Personal Development, Behaviour and Welfare). A decision to exclude a student for a fixed period will only be taken, on the balance of probabilities, in response to serious breaches of the school's Right to Teach, Right to Learn policy, including persistent disruptive behaviour, where these are not serious enough to warrant permanent exclusion and lesser sanctions such as internal exclusion or detention are considered inappropriate.

Individual fixed term exclusions will be for the shortest time period necessary, as the school acknowledges that exclusions of more than a few days make it more difficult for the student to reintegrate into school afterwards.

A letter will be sent to parents by the Headteacher confirming the exclusion and setting the time and date for readmission interview prior to returning to lessons.

At Risk of Permanent Exclusion

For those at risk of permanent exclusion, an action plan will be drawn up to support students to better manage their behaviour. This may include intervention and support from a local Pupil Referral Unit or other agencies as required. The school will also consider additional measures if it is felt they are appropriate for the situation including:

- a change of teaching set or class
- use of The Harbour
- temporary placement at the appropriate Pupil Referral Unit
- a permanent placement at the appropriate Pupil Referral Unit for children at the end of Year 10 or in Y11
- a managed move to another school
- behaviour support move at another school
- curriculum alternatives at KS4, including WEX or a placement at another educational provision
- a Governors' Disciplinary Panel hearing.

Governors' Disciplinary Panel

Where the school feels a serious breach of their Right to Teach, Right to Learn policy has taken place a Governors' Disciplinary Panel may be called. Parents and the student will be invited to attend the meeting. The Headteacher / Leadership Team member with responsibility for the year group, the YL and two members of the governing body will also be present. The school will explain why they feel the breach has occurred and Governors will listen to the case and will advise parents of their views.

Permanent Exclusion

A decision to permanently exclude a child will be taken only:

- In response to serious breaches of The Hamble School's Right to Teach, Right to Learn Policy.
- If allowing the student to remain in school would seriously harm the education or welfare of students or others in the school.

The school acknowledges that the decision to exclude a child permanently is a serious one and should only be taken where the basic facts have been clearly established on the balance of probabilities. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies which have been tried without success. It is an acknowledgement by the school that all available strategies for dealing with the student have been considered, and deemed inappropriate, or exhausted, and will be used only as a last resort.

There may, however, be exceptional circumstances where, in the Headteacher's judgment, it is appropriate to permanently exclude a student for a first or 'one off' offence. These include:

- serious actual or threatened violence against another student or member of staff;
- sexual abuse or assault;
- supplying an illegal drug;
- carrying an offensive weapon.