

Horizons Education

BEHAVIOUR POLICY AND PROCEDURES

Policies to be read in conjunction with this policy:

- Anti-Bullying
- Managing Challenging Behaviour
- Health and Safety
- Health and Safety on Educational Visits and Trips
- Safeguarding

BEHAVIOUR POLICY

The underlying principle of our behaviour policy is to reward the positive. It has long been established that rewards are more effective than punishment in motivating students. By praising and rewarding positive behaviour, others will be encouraged to act similarly. We need to apply rewards and praise fairly and consistently. That means frequent use of encouraging language and gestures around the school that instantly recognises positive behaviour as well as the more formal system of Attitude to Learning points.

The behaviour policy is included in student handbooks and in all communication home including the website. Staff and students are given training in the agreed policy at the beginning of term and in induction for those pupils joining mid-academic year. The training is delivered by the same staff to all staff and students. Positive behaviour is promoted through rewards, assemblies, curriculum content and extra-curricular activities.

The behaviour policy contains

1. The general aims of Horizons Education
2. A description of the rights and responsibilities of all members of the Horizons Education community
3. Horizons Education Code of Conduct
4. Health & Safety
5. A description of how we reward and encourage good behaviour
6. A description of unacceptable behaviour
7. Our response to unacceptable behaviour

1) The agreed aim of Horizons Education is:

... to inspire all our pupils to want to succeed, and through our curriculum and ethos give them the confidence and belief in their ability to achieve and become the very best they can be.

Included in our objectives is a commitment to:

- high standards of attendance, behaviour and work;
- providing opportunities for all pupils to achieve success;
- providing the right environment and conditions for learning and study.

At Horizons Education we expect high standards from our students in all aspects of school life, work, appearance, punctuality, attendance, discipline and behaviour. We are very proud of all our students' achievements and aim to meet the needs of every young person.

We aim to inspire all our pupils to want to succeed through our curriculum and ethos giving them the confidence and belief in their ability to achieve and to become the very best they can be.

Horizons Education values promote collaboration, self-esteem, leadership, teamwork and personal best.

2) RIGHTS AND RESPONSIBILITIES OF ALL MEMBERS OF THE SCHOOL COMMUNITY

Our values of personal excellence and achievement, respect and friendship, inspiration, determination and courage and equality are implicit in the rights and responsibilities shared by all members of the school community.

- The right to learn and teach without unnecessary interruption
- The right to be treated with respect and courtesy
- The right to be heard and listened to
- The right to fair treatment and personal support
- The right to achieve in a safe environment

Responsibilities that correspond to these rights are;

.... FOR STUDENTS

- Responsibility to do their best
- Responsibility to treat others as they would like to be treated
- Responsibility to respect the opinions of others
- Responsibility to accept and discuss all offers of personal help and support
- Responsibility to treat the environment with respect and full regard to everyone's safety

.... FOR STAFF

- Responsibility to create a learning environment in which all students thrive and provide work that brings out the very best in all students
- Responsibility to talk to students in a calm and collected manner
- Responsibility to listen to the viewpoint of students
- Responsibility to treat all students with respect and fairness
- Responsibility to provide additional support and guidance to students where needed.

The school rules and code of conduct reflect these values, rights and responsibilities and are shared with students as follows.

3) CLASSROOM CODE OF CONDUCT

The Classroom Code of Conduct is shared with all students and staff. It is reviewed annually.

- Be on time and in your seat in all your lessons.
- Do not switch any of the lights unless asked to do so by a member of staff.
- Be respectful to your teacher and other students.
- Complete and return your homework on time.
- At the table always sit student – teacher. Leave a space between other students. All conversations must be heard.
- Do not go to your lesson without the correct teacher.
- Do not go up the stairs unless you have the correct teacher with you.
- Do not touch pupils or staff.
- Wear appropriate clothing.
- Do not walk out of sight.

CONDUCT AROUND HORIZONS EDUCATION

- Always act with courtesy and consideration to others including those encountered on your journey to and from Horizons Education

- Speak politely to people; Remember the four key words: please, thank you, excuse me and sorry.
- Be silent when you are required to be;
- Move around sensibly and quietly;
- Keep the premises clean and tidy - do not drop litter or graffiti on school property;
- Remember that bullying of any kind is totally unacceptable;
- Always wear the correct uniform.

4) HEALTH AND SAFETY

- Do not enter classrooms areas unless a member of staff is present;
- Any phones, MP3/4 players etc must be handed into staff on arriving to Horizons Education
- Smoking is forbidden anywhere on or near school premises at all times;
- You must not leave the premises at lunchtime or during the school day unless it has been agreed at your TAC (Team Around the Child) meeting and you have told a member of staff you are going to lunch;
- Keep away from any person working on building maintenance, cleaning or repairs.

Horizons Education expects all students to adhere to the code of conduct and accept the school values and ethos. We actively seek to praise and reward students who model the school ethos. Our first step in ensuring students follow this is to reward the positive behaviour of students who consistently display the types of behaviour and attitudes we expect. Praise and reward can take the form of any of the following:

5) REWARDING GOOD BEHAVIOUR

- Informal praise: verbal, on the spot, encouraging, positive.
- Formal praise: written on work, entered in progress file.
- Communication with home: daily handovers, formal reports, letters home for achievement, positive postcards and positive phone calls.
- Raffle ticket and entry into weekly draw.
- Attendance certificates and awards
- Qualification for privileges i.e. Rewards visits.

Of course, the most valuable reward of all is the achievements and recognition for hard work, resilience and ultimately qualifications.

Horizons Education prides itself on its consistent approach to behaviour. It allows all staff and pupils to learn in a safe and productive environment. Pupil engagement is high and shows that pupils at Horizons Education want to learn.

6) A DESCRIPTION OF UNACCEPTABLE BEHAVIOUR

Whilst this is not an exhaustive list, some examples of unacceptable behaviour include:

- Violent and/or disruptive behaviours
- Damage to property
- Not following instructions from a member of the Horizons Education team (non- compliance)
- Bullying of staff or other students
- Offensive conduct
- Violation of the Health and Safety Policy
- Being under the influence of drugs and/or alcohol
- Having drugs and/or alcohol or related paraphernalia on your person
- Theft of Horizons Education property

7) OUR RESPONSE TO UNACCEPTABLE BEHAVIOUR

As a provision, we believe that our response to unacceptable behaviour should be in line with the behaviour policy of the educational establishments which our students have been sent from. As such, any concerns regarding behaviour and the resulting decisions, will be made after conversations with the appropriate staff from the relevant schools.