



**Harrow Way**  
Community School  
Specialist School in Maths & Computing



# Behaviour for Learning & Bullying Charter

A Guide for Students,  
Staff and Parents



Be **Ready** · Be **Respectful** · Be **your Best**





2 Harrow Way Community School Behaviour for Learning & Bullying Charter





**Harrow Way**  
Community School

# Introduction

Our aim is to establish the highest possible standards of behaviour at Harrow Way Community School.

This is important so that the school is always a warm, caring, friendly and happy place where learning can flourish. Students' behaviour around the school should be impeccable; every lesson should be characterised by a relentless focus on learning, free from distractions. Every student and every member of staff should be able to feel relaxed and happy, confident that their working environment is one where people are kind, courteous and respectful at all times.

We have very high expectations of our students and a belief that every student is capable of meeting them. The rules are only there because we need them to help us make sure learning can happen in the best possible conditions. Everyone has to follow the rules so that the systems work and everyone benefits.

The **Behaviour for Learning** system is one that has been tried and tested in numerous schools. It is based on the principle that, once students know the rules and the consequences, they can make the right choices for themselves and for others. When children thrive at school and at home, it is usually because the boundaries are very clear and there are clear consequences if they stray beyond them. Clear boundaries and discipline are completely compatible with a caring and happy atmosphere.

At school, in every situation where there are rules, students either choose to follow them or they make a choice to break them and face the consequences. The rules have to be clear and the consequences need to be consistent for this to work and that is our aim in implementing this system.

Our Anti Bullying Charter comes from the work of our whole school community including students, parents and staff. The Charter is printed in the Student Diary and students will be asked to sign this to demonstrate their respect for the values. There will also be a copy displayed in classrooms.

**Mike Serridge**, Headteacher



# In the Classroom

Students are expected to follow these rules in every lesson:

- Be **Ready**
- Be **Respectful**
- Be **your Best**

Teaching staff will use the 'Consequences' system of sanctions if students do not follow these rules. Teaching staff will explain their signal for attention to their students and will make it clear what each task is as the lessons progress.

## Arrive on time

This means exactly on time for morning registration, assembly, Tutor time, and lessons after break or after lunch. It means no later than 5 minutes after the bell at lesson change-overs.

**Be 'Ready to LEARN'** within 2 minutes of the lesson starting

**Be equipped:** This includes a pen, a pencil, the exercise book for the lesson and Student Diary. Students can borrow a standard pencil case and temporary Student Diary at student reception before school without a consequence on a one-off occasion. Repeated borrowing within a week or failure to return the pencil case will lead to a detention.

## Additional rules to note

No toilet breaks are allowed during lessons unless a student has a prior agreement between home and school.

No water breaks are allowed during lessons, except as directed in PE. Water is freely available during breaktime, lunchtime and lesson change-overs.

No use of electronic devices in lessons without explicit permission from teaching staff. The consequence for using phones and other devices without permission will lead to a confiscation of the item. We will only return the items to parents. If students choose to break this rule, they have made a choice to cause their parents the inconvenience of attending school to collect the item.

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# Implementation in the Classroom

The chart gives examples of misbehaviour at each level and the sanctions which may be given

## Consequences of Poor Choices

Level	Consequence	Example behaviours/poor choices
<b>C1</b>	<b>Warning 1</b>	<ul style="list-style-type: none"> <li>● Verbal Warning</li> <li>● Disturbing learning</li> <li>● Not doing as asked when asked</li> <li>● Inappropriate language</li> <li>● Being impolite</li> <li>● Incorrect uniform</li> </ul>
<b>C2</b>	<b>Warning 2</b>	<ul style="list-style-type: none"> <li>● Repeat of any offence at any C1 offence</li> </ul>
<b>C3</b>	<b>Teacher Sanction</b> Detention Phone call home Note in Student Diary Negative SIMS recorded If unable to resolve an incident refer to Curriculum Leader	<ul style="list-style-type: none"> <li>● Persistent C1 and C2 Behaviour</li> <li>● Lateness to lessons</li> <li>● Refusal to follow instructions</li> <li>● Disruption of learning</li> <li>● Chewing gum</li> <li>● Lack of equipment</li> <li>● Rudeness</li> <li>● Offensive language</li> <li>● 2 homework deadlines missed</li> </ul>
<b>C4</b>	<b>Curriculum Leader</b> Teacher/Curriculum Negative SIMS recorded Teacher/Curriculum Leader issue 1 hour department detention	<ul style="list-style-type: none"> <li>● Persistent disruption of learning</li> <li>● Repeated refusal to follow instructions</li> </ul>
<b>C5</b>	<b>Emergency Call Out (ECO)</b> Teacher/Curriculum Negative SIMS recorded Teacher/Curriculum Leader issue 1 hour detention	



# Implementation in the Classroom

Within the classroom, teachers recognise both positive behaviour and negative behaviours and teach the behaviour they expect from students. Teachers record these on a whiteboard within the classroom for each lesson. For negative behaviours students receive a C1, C2 or C3. Once a student reaches a C3, they should receive a negative SIMS and a sanction from the teacher. Teachers will give clear warnings to students stating 'C1' 'C2' to allow students to rectify their behaviour before a sanction is applied.

The stamper system provides students with the opportunity to 'build up' a number of stamps within their Student Diaries on a daily basis. Students will receive a stamp in the space provided on each page of the diary, only if they achieve success in ALL of the following criteria during their lesson. To be awarded a

stamp for a lesson, all 5 of the following criteria must have been achieved for that lesson:

- Correct Uniform
  - Punctuality
  - Correct Equipment
  - Good Behaviour
  - Completion of classwork/homework to an acceptable standard
- Be **Ready**
- Be **Respectful**
- Be **your Best**

Throughout the school week there will be opportunities for the student to earn extra stamps for voluntary activities and extraordinary achievement.

Student achievements will be rewarded based on the total number of stamps gained at certain intervals during the year. These are published on page 12 of the Student Diary.

# Implementation outside the Classroom

Students are expected to behave safely, and with courtesy and respect for others at all times, both around the school and on the journey to and from school. These expectations are communicated to students clearly through posters around the school and by staff on duty. There is supervision at all times during the school day to ensure that students are respectful to each other and safe. Behaviour expectations apply equally to students on school day and residential visits.

## In the Corridors

In the corridors, any member of staff has the authority to enforce the rules by giving students an automatic C3 detention.

These are the rules:

- Wear full uniform correctly
- Use private voices without shouting
- In movement around the school, students should move in an orderly and quiet fashion. They should queue sensibly outside rooms and enter and leave all classrooms in a calm manner
- Students should observe the one-way systems in operation around the school and should keep to the left in corridors
- All bells are action bells and students should move when informed by the teacher/tutor

- Keep hands, objects and inappropriate comments to yourself

## In the Auditorium, School Grounds and Outside the School

Again, the consequence for breaking these rules is a detention:

- No electronic devices except before/after school; and only outside the building
- No littering
- Clear away all debris after using the auditorium
- No pushing-in, in the lunch queues
- Following all instructions from members of staff without argument
- Using private voices without shouting in residential areas
- Crossing the roads in a safe, disciplined manner
- No Swearing
- Serious incidents or failure to cooperate will be dealt with Isolation or Exclusion.



# Rewards at Harrow Way

Possibly the most important factor in encouraging good behaviour is constant and consistent positive recognition; it improves students' self-esteem and creates a positive school environment.

Reward	Given for?	When?
<b>Stamps</b>	5 'Golden Rules' <b>Correct Uniform</b> <b>Punctuality</b> <b>Correct Equipment</b> <b>Good Behaviour</b> <b>Completion of classwork/ homework to an acceptable standard</b>	Students may 'cash in' their Stamper points for school equipment and vouchers.
<b>Positive Postcards</b>	Consistently positive work, effort / contribution in lessons	At any time by class teachers/ subject leaders.
<b>Badges</b>	Participation	At any time by teachers in recognition of participation in clubs or special events
<b>Department 'Learner of the Week'</b>	Positive work, effort / contribution in lessons	KS3 (Yr 7/8) and KS4 (Yr 9/10/11) Positive work, effort / contribution in lessons. Weekly nominations. Certificate given in assembly. 1 week lunch pass.
<b>Department 'Learner of the Term'</b>	Positive work, effort / contribution over the term	Certificate at end of each term in assembly and published in newsletter.
<b>Attendance</b>	99-100% Attendance 96-98% Attendance Most improved	Certificates each term in assembly. Stamps for weekly improvement.



Reward	Given for?	When?
<b>Rewards Trips</b>	For students with 0 negative SIMS and excellent attendance and punctuality throughout year.	End of school year.
<b>Awards Evening Year 7/8 Year 9/10</b>	Effort and achievement in each subject area	Annual evening event for winners and families.
<b>Tutor Group 'Tutee of the Term'</b>	Consistent work and effort during the term and contribution to the school community.	Certificate and gift voucher.
<b>Termly Year Leader Awards</b>	Year Leader Termly Awards - "Attitude to Learning"	They receive a badge and certificate. Lunch with the Headteacher.



# Harrow Way Community School Anti-Bullying Charter

“Bullying is when you as an individual or as part of a group intentionally make someone upset or hurt their feelings through unwanted and persistent physical or verbal abuse in person or online, or just disrupt their lives on more than one occasion. Different ways vary from verbal, social, physical, emotional/psychological, racist, homophobic, sexual and cyber bullying.”

HARROW WAY STUDENTS – JANUARY 2015

## **As a school we will:**

- Take bullying seriously when it is reported
- Support the targets of bullying and help them to feel safe within school
- Take action against the bully/s and support them in changing their behaviour
- Expect bullies to change their behaviour
- Work with parents/carers of any student who is involved in bullying to support and encourage the student/s in finding solutions
- Either internally or fixed term exclude pupils who bully and do not try to change their behaviour.

## **As a student I will:**

- As part of Harrow Way School community I have a responsibility to help combat bullying by supporting other students
- I will not gang up on other students
- I will not join in when students are making fun of another student, even if I feel I cannot stop it
- I will not turn a blind eye to victimisation or bullying, I will tell someone at school

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**If I see someone being bullied I will:**

- Find a member of staff, my tutor or prefect who I can speak to and report it

**If I am being bullied:**

- I will report it to my tutor or another member of staff or prefect who will listen and support me
- I know that I can speak to a prefect who will listen and support me
- I know action will be taken against the person who is bullying me

**If I display bullying behaviour:**

- I accept that my behaviour will have to change with immediate effect
- I will be listened to and helped as to why I am behaving in this way
- I will accept support and encouragement to change my behaviour
- I accept if I continuously bully people I will be punished with either an internal or fixed term exclusion

**I will sign the Charter to show that I support and will adhere to the Harrow Way Anti-Bullying Charter.**





# Harrow Way Community School

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