



PATCHAM  
HIGH SCHOOL

One Team, One Dream

# Consistency

**2021-22**

PRIDE • RESPECT • SUCCESS

At Patcham High we believe that a consistent approach gives our students **security** and routines help build **trust**. Our ethos is about creating good relationships with our students whilst having high expectations of them.

Every morning, students are met and greeted by members of the SLT, Heads of Year and Advocates. Students will arrive through the front entrance or over the bridge into Warmdene.

The **Daily Notice** email is sent before the start of the school day and will tell you:

- who is on uniform duty and where to send students
- which students are isolated (in BLU). If you teach isolated students, you will need to provide work.
- which students have a detention. Tutors are required to give reminder slips to the tutees for HOY detentions.

## KEY PROTOCOLS

The following protocols require a consistent approach:

### SAFEGUARDING

Keeping children safe is our number one priority. If you have any safeguarding concerns you can speak to a member of the safeguarding team. E-mail **safeguarding@patchamhigh.org.uk** or log your concern on the CPOMS system. If you feel that the concern is of an urgent nature, you must speak to a member of the safeguarding team in person.

### TAKING THE REGISTER

The register **must be taken within 10 minutes** of the lesson starting. It is essential for the safeguarding of our students.

If a student, who has been in lessons earlier in the day, is absent from your lesson you **must** email **truancy@patchamhigh.org.uk** immediately.

### FIRE DRILL AND DYNAMIC LOCKDOWN

Emergency procedures are displayed throughout the school site. If the fire alarm sounds, exit – with your students - via the nearest signed exit and meet on the school field. In the event of an act of aggression against the school,

you would hear 10 consecutive short bursts on the school bell. Please familiarise yourself with the procedure.

## **UNIFORM**

Uniform issues must be dealt with during period 1. Students are to be sent to the person on Uniform Duty. Even if students have a note from their parents, they must report to the Uniform Duty. Please challenge students in incorrect uniform and ask to see a note. If they do not have a note from the school, please inform their Head of Year (HOY).

Please ask students to remove and put away any non-uniform items. If they do not, it is to be confiscated and taken to the HOYs' office, ensuring that you take the student's name. Students can collect their items at the end of the day. If the student refuses to hand over the item, please alert their Head of Year and the Inclusion Manager. Hoodies/sweatshirts are not allowed as a substitute for a school sweatshirt.

## **MAINTAINING THE CLASSROOM ENVIRONMENT**

The start of lessons should follow the same procedure:

1. The teacher is at the door, monitoring the corridor and are ready to meet and greet students. It is important that teachers are ready to open classrooms after the lunch break.
2. The teacher provides students with work/activity on entry to the classroom.
3. Engage with students individually.
4. Door closed means students are late.
5. A Class-Charts seating plan is in operation.
6. The space is clutter free and fit for purpose.
7. BfL strategies are employed, maintaining positive behaviour. Issuing sanctions is always the responsibility of the classroom teacher, in the first instance.
8. All staff are aware of the following groups of students - SEND, Pupil Premium and SEMH - and differentiate accordingly.

During the lesson, students are only to be allowed out of class with the express permission of their teacher. Students out of class must be in possession of a toilet/corridor pass. Requests to go to the toilet or to fill a water bottle should be strictly limited to either a student in possession of a toilet/medical pass or if the situation is deemed necessary. Students should be sent individually, unless their medical need deems that an escort is required.

At the end of the lesson, students are to stand behind chairs and are dismissed by table. During lesson changeover school leaders (SLT, HCAs, HOYs) will be

present (when not teaching or covering) in the corridors around their areas, moving students on.

## **USING SIMS BEHAVIOUR/DETENTIONS**

All staff are expected to use Sims Behaviour to log incidents, conversations, and observations. If you meet or speak with a parent/carer about a behaviour issue (whether arranged or impromptu) please log on SIMS Behaviour as:

- Communication with parent/guardian

*(You are also able to log a conversation (not related to behaviour) with parent/guardian in the Achievement section, if required.)*

If you see a student off site, using unacceptable language, smoking, being defiant etc., please log it using one of the following behaviour types:

- Referred – corridor behaviour
- Referred – poor self-management
- Referred – defiance outside classroom
- For information only

The first three types accrue points. Please only use **ONE** of them. This requirement is not to build up on behaviour points but to show evidence of a student's behaviour. If action needs to be taken, it's important that you alert the Head of Year by emailing both the relevant Head of Year and patrol@patchamhigh.org.uk with the subject: **Check SIMS log and the student's name.**

*Please be mindful that what you write into the comments box in SIMS is seen by parents/carers. Make sure that your grammar and punctuation is spot on and **do not** use any other student's name.*

Please speak to your Line Manager if you need training on using the SIMS behaviour management system, including detention setting. At the end of this document is a list of SIMS Behaviour types that should be used.

## **DISRUPTION TO LEARNING**

Behaviour for Learning strategies are employed to maintain positive behaviour in the classroom. If a student disrupts the learning in your classroom after a Stage 1 Warning has been issued, contact Patrol by calling extension 246 or email patrol@patchamhigh.org.uk. Please ensure that the online DOL (Disruption of Learning) form is submitted by 3pm.

### ***In-class behaviour management procedure***

Stage 1 Warning (verbal or written) for disruption to learning

Student informed that further disruption to learning results in their removal from the lesson

Use BfL strategies to reengage student.

If there is further disruption to learning, issue Stage 2 Warning and alert Patrol. Do not send the student out, Patrol will remove the student from your lesson.

## **ISOLATION (BLU)**

Isolation is used as part of a range of strategies to deter constant low-level disruption and defiance. Isolation is used for students who persistently refuse to follow the school rules and where other strategies have not affected a change in their conduct. Isolation takes place in BLU.

## **CORRIDOR BEHAVIOUR**

During the school day, all staff using the corridors are expected to courteously acknowledge students and challenge poor behaviour, phones and uniform discrepancies. This includes confiscating items not permitted by school rules. All staff are empowered to do this and will be supported in doing so.

## **MOBILE PHONES (\*AND SMART WATCHES AND HEAD/EARPHONES)**

Mobile phones\* are not allowed to be used in the building at any time. If you see a student with a mobile phone\*, the student is to be told to put it away. If they do not, it is to be confiscated and taken to the Reflection Room. You need to take the name of the student and it is advisable to verbalise to the student if you see damage. The item will be labelled and placed in the safe. If the student refuses to hand over the item, please alert their Head of Year and the Inclusion Manager.

## **END OF THE SCHOOL DAY**

Unless involved in an organised extra-curricular activity, supporting a school event or attending an additional learning/support/revision session, students are to be off-site by 3:15pm.

## SIMS BEHAVIOUR TYPES

<b>Behaviour Type</b>	<b>Used by</b>
Stage 1 Warning	Teaching staff
Detention - failed to attend/unsuccessful	Teaching staff/Behaviour/HOYs
Detention - absent from school	Teaching staff/Behaviour/HOYs
Reflective Conversation	Teaching staff/Behaviour/HOYs
Off task/Lack of engagement	Teaching staff/Behaviour/HOYs
Conversation with student	Teaching staff/Behaviour/HOYs
Communication with parent/guardian	Teaching staff/Behaviour/HOYs
Conversation - Attendance	Teaching staff/Behaviour/HOYs
Conversation - Behaviour	Teaching staff/Behaviour/HOYs
Organisational - equipment issue	Teaching staff/Behaviour/HOYs
Organisational - lack of homework	Teaching staff
Organisational - uniform issue	Teaching staff/Behaviour/HOYs
Organisational - lack of PE kit	PE staff only
Passes - Behaviour Time Out card	Teaching staff/Behaviour/HOYs
Passes - Early Exit card	Teaching staff/Behaviour/HOYs
Passes - medical/toilet card	Teaching staff/Behaviour/HOYs
Confiscation – non-uniform item	Teaching staff/Behaviour/HOYs
Attendance - late to lesson	Teaching staff
Attendance - late after break (L2)	Teaching staff
Attendance - late after lunch (L4)	Teaching staff
Attendance - truancy from lesson	Teaching staff/Behaviour/HOYs
Referred - corridor behaviour	Teaching staff/Behaviour/HOYs
Referred - defiance outside of classroom	Teaching staff/Behaviour/HOYs
Referred - failed report	Teaching staff/Behaviour/HOYs
Referred - poor self-management	Teaching staff/Behaviour/HOYs
Referred - use of sexually abusive language	Teaching staff/Behaviour/HOYs
Referred - verbal abuse to staff	Teaching staff/Behaviour/HOYs
Referred - verbal abuse to student	Teaching staff/Behaviour/HOYs
Referred - victim of incident	Teaching staff/Behaviour/HOYs
For Information only	Teaching staff/Behaviour/HOYs
Disruption to DEAR	Teaching staff