

PUPIL MANAGEMENT POLICY

Aims of the Pupil Management Policy:

- To encourage positive attitudes to learning and to the school as a whole.
- To encourage high levels of attendance and punctuality.
- To recognise and celebrate pupil achievement.
- To encourage positive attitudes in the classroom.
- To develop pupil self-discipline and responsibility for their own behaviour.
- To encourage pupils to recognise and respect the rights of others.

For this to be achieved, the school as a whole aims to implement the ideals behind this policy and put them into practice in all encounters with the pupils.

All staff should **embrace** the responsibility of promoting the positive attitudes within this policy. As a body we must take collective responsibility for the maintenance of pupil behaviour in school. Staff should endeavour to adopt a positive attitude to pupils at all times. They should also take every opportunity to publicise and celebrate the successes of the school as a whole and of individual pupils in particular. Negative and cynical comments should be avoided.

Staff should always seek to resolve issues with pupils and only seek support when appropriate. In the vast majority of cases pupils will be returning to lessons. Re-establishing the positive relationship with pupils will enhance both teaching and learning.

The use of i-behave as a reward is very good but it will not be effective if the pupils are not praised for their achievement. Each positive i-behave can reap a great deal of praise:

1. Praise from the member of staff as they are given the award.
2. Praise from Form Tutor for achieving their success.
3. Praise from parent for doing well.
4. Praise from other staff who hear of it.
5. Possible praise from Head of Department/Faculty.
6. If accompanied by other awards praise from Head of Progress.

Praise and the recognition of effort and talent encourage positive relationships. When the relationships are positive pupils are much less likely to jeopardise them through poor behaviour.

Staff should set a good example to pupils at all times, in terms of attendance, punctuality, standard of speech, manner and dress. Also we must always try to remember that as the adults we should model good behaviour in our interactions with pupils.

Pupil Responsibilities:

- To attend school regularly and to be punctual at all times.
- To develop an increasing responsibility for their own learning.
- To work to the best of their ability at all times.
- To behave appropriately at all times.
- To show courtesy and respect for their fellow pupils.
- To be polite and respectful to all staff.
- To wear school uniform and show pride in their appearance.
- To bring all necessary equipment to school.
- To follow all reasonable requests by members of staff without argument or dissent.

List of possible sanctions:

These are available to staff in order to encourage appropriate behaviour.

- Gesture of disapproval - eyebrows raised, gesture for quiet
- Standing near an offender (e.g. Pupil talking or not working)
- Positive comment to others who are working correctly
- Verbal warning regarding behaviour (quietly to individual)
- Verbal warning regarding behaviour (in front of other pupils)
- Movement of seat temporary
- Movement of seat permanent
- Removal from lesson (2 minutes – with immediate reintegration)
- Removal from lesson to Pupil Support Unit (PSU) (with reintegration as soon as possible).
- Interview with pupil in depth
- Contact parents
- Subject report
- Interview with pupil alongside Head of Department/Faculty
- Interview with pupils alongside Head of Department/Faculty and parent
- Interview with pupil alongside Head of Progress / Inclusion staff
- Positive report
- Red report
- Department detentions – to be administered wherever possible by the classroom teacher and relationship to be re-established
- After-school detentions – work to be presented to pupil by the member of staff who has given the detention, and relationship re-established

These sanctions should always be administered with a path to success, the targets that allow pupils to return to full learning. If a pupil behaves well this should be celebrated and rewarded with praise.

Parental Queries

If parents have any questions or queries relating to the policy or issues arising they should contact in the first instance:

- (a) If an incident occurred in a lesson – Subject Teacher. If parents/carers are not happy with the response from the Subject Teacher they should consult the Head of Department/Faculty. If there are still issues, parents/carers should consult the relevant Key Stage Manager (Director of Learning).
- (b) If an incident occurs outside of lessons (e.g. break or lunch time) – Form Tutor or Head of Progress. If there are still issues, parents /carers should consult the relevant Key Stage Manager (Director of Learning).

Parental Support

Cromwell appreciates the vital contribution that parents/carers make to the success of the children in their care.

We actively encourage open communication and are always happy to ensure the pupils know that the College and parents are working together to support pupils learning and behaviour.