

WHOLE SCHOOL POLICY



BEHAVIOUR POLICY AND PASTORAL HANDBOOK

Reviewed by:	Pupil Development, Wellbeing and Safeguarding Committee
Signed (Governing Board):	
Date:	Sept 2026
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Produced by Turton School

Behaviour Policy

Turton School is led by a strong ethos which is combined with a firm foundation in academic studies. We are relentless in our focus to keep education moving forward, relevant and up to date for our young people. Our aim is to fully prepare students for their futures, personally and academically through a strong sense of personal accountability. Therefore, we constantly challenge our thinking, searching for the fine balance between deeply caring for and nurturing our students, developing good character and promoting high academic achievement.

Our ethos is underpinned by our values and a culture for teaching that centre around the Trivium, where the tradition of grammar and knowledge form the foundations for questioning, reasoning, communicating and learning.

Pastoral Care

At Turton School, the pastoral team have one overriding aim; that every child is ready to learn in their lessons; both physically with correct equipment, homework, books, and mentally, in a state of mind conducive to learning and fully equipped with the skills to enable learning to take place. We believe that a firm approach delivered with empathy, strictness with warmth, ensures all students can meet our high expectations for behaviour and academic study.

Pastoral care is one of the many strengths of Turton and lays strong foundations for all our staff and students working together on the journey to adulthood. The pastoral team of year heads and mentors, based in the Student Support Centre at the heart of the school, are able to meet the diverse needs of all our students, at all stages of their time at Turton. This support is continued in the Sixth Form, where the Sixth Form team support students and parents and are a main point of contact for concerns.

Students in each year group are supported by a team of staff whose primary concern is their overall well-being, ensuring that they reach the highest level of education of which they are capable. This involves individualised care and support with staff being skilled in offering guidance to all students in their year group.

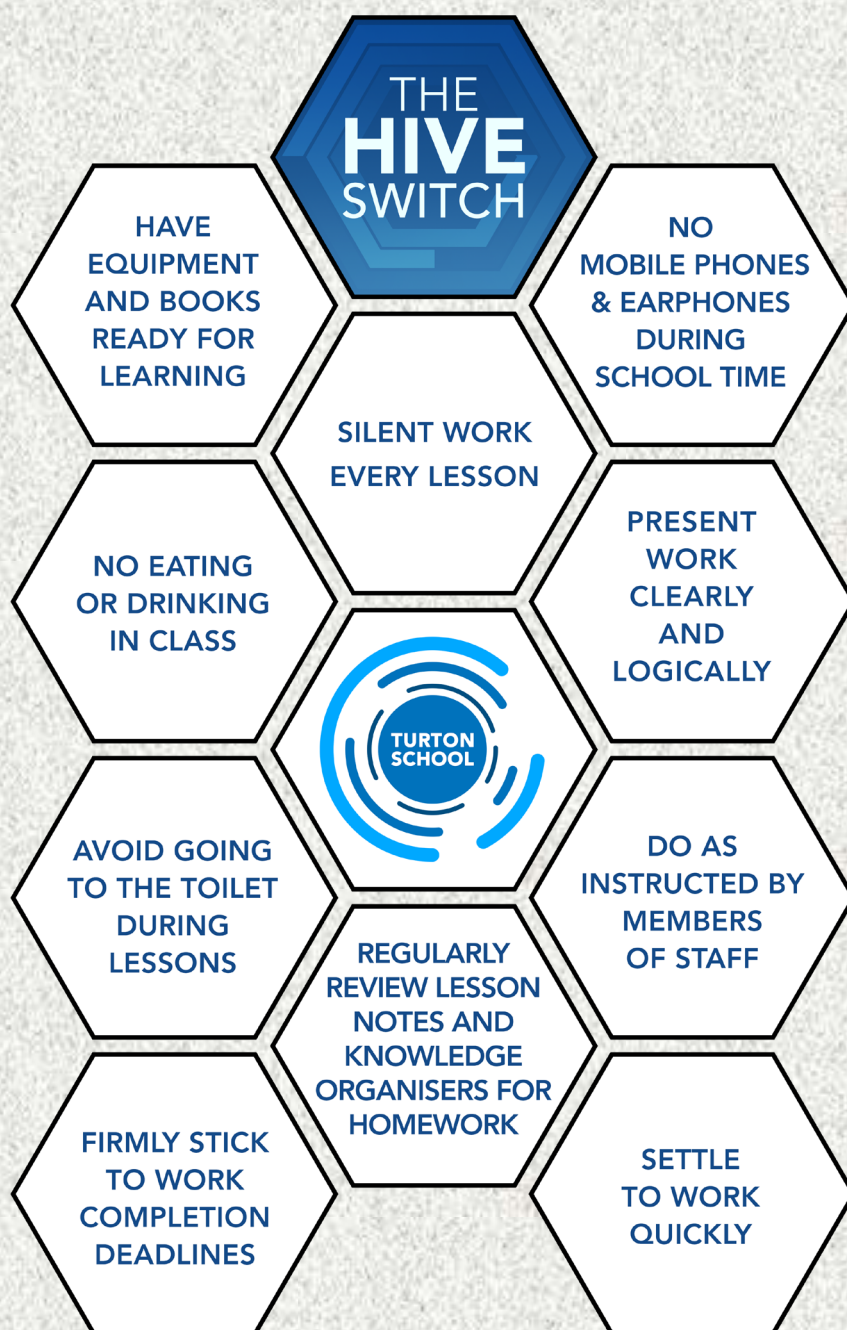
Teachers focus on the mutual relationships between learning and behaviour and promote positive behaviours for learning through subject teaching, thus fostering the foundations for effective behaviour management in school. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same.

We will work as a partnership between parents/carers, students and staff to ensure that the school's values become central to the lives of our students.

The Pastoral Team offer support to parents and students and are the main point of contact for parental concerns. Any parent with a concern regarding their child's progress or development should contact the Group Tutor in the first instance.

HIVE SWITCH

The Hive Switch is set of rules that aim to make expectations for learning, both in and out of the classroom, explicit. It focuses on specific behaviours which are conducive to good learning habits and is a shared and collaborative approach promoting a strong work ethic.



The Hive Switch sets a purposeful climate for learning in every classroom, from the moment students arrive at school prepared to learn, as well as developing study skills; such as reviewing lessons, making clear notes, meeting deadlines and working individually. Classrooms in Turton School achieve this every hour of every day, and students leave Turton equipped for the next

stage in their education. In doing this we establish a culture of 'this is how we do things here'. The Hive Switch applied through a collective approach means that both pupils and staff benefit from a fully focused learning environment, where hard work is the norm. Posters are displayed around school reminding everyone of these simple, clear expectations reinforcing the cohesive message around hard work and self-discipline.

Sixth Form Addition: Stick to deadlines / Students must wear lanyards at all times

Supporting our students

At Turton, we are committed to supporting and nurturing our young people to enable them to become good citizens with a strong moral compass. Where pupils make decisions that compromise their safety, their relationships or their progress, staff will use a range of strategies and interventions to ensure pupils learn from their mistakes. We may do this by:

- The Form Tutor monitoring and tracking behaviour, progress, punctuality and attendance.
- The Head of Year will co-ordinate any necessary pastoral support by liaising with a range of staff in school from the safeguarding team, the Learning Support department, attendance officer, Student Support Centre or the Senior Leadership team.
- Involving external agencies for additional support when appropriate.
- The school is not required to provide alternative provision, as it offers a comprehensive educational programme within its existing structure. However, the Head Teacher recognises that each student's circumstances are unique and will consider individual cases on their merits.
- Sixth Form offer weekly tutorial sessions and drop-in sessions for those who need them.

Student Support Centre and wider school support

We provide support and guidance for students around their emotional, social and academic experiences. We aim to encourage children to respect their parents, themselves and others.

Support is provided to students in a variety of forms depending upon the need of the student and/or group. It is the responsibility of the pastoral staff to liaise with teaching staff, students and parents in order to gather information and advice to plan appropriate strategies specific to the individual. The mentors endeavour to establish good working relationships with parents and carers through regular communication and inclusion in decisions regarding their child. Strategies that may be used are:

- Self Esteem Programmes including Nurture groups
- Friendship Groups
- Anger Management Groups
- Withdrawal from lessons to boost core subjects
- Wellbeing support
- 'Timeout' cards for students struggling to cope in lessons and then directed to Student Support Centre
- 'Drop in' listening service for students in crisis
- Restorative meetings
- Substance Programmes

- Mentoring
- Intervention for students with poor attendance and punctuality
- 'Drop in' at break, lunch and after school
- Referrals to outside agencies
- Personalised timetables
- Assessment and screening where necessary
- Strengths and Difficulties questionnaire
- Stress management

Support and Communication with Teaching Staff

The pastoral team support the wider teaching staff to create a positive climate for learning. This may be by:

- Observing lessons
- Providing alternative strategies for staff working with students who display challenging behaviour
- Assisting in lessons
- Meditating between staff and students
- Attending meetings to share good practice
- Monitoring students' reports
- Holding strategy meetings

Duty Teacher System

Where a student is causing significant disruption to a lesson, or an incident occurs in a lesson, the teacher may call for a 'Duty Teacher'. This would usually be a member of the Senior Leadership team.

The role of the Duty Teacher is to prevent disruption to the learning of other students and allow the teacher to continue with the lesson. This may be done either by removing the student(s) causing disruption from the lesson temporarily or by mediating in the situation and allowing the student(s) to remain in the lesson, whilst reducing the risk of further disruption.

This allows the Senior Leadership Team to identify students and classes needing support and monitoring and arranging intervention where necessary. The team perform regular patrols across the school on a daily basis and contact pastoral leaders and parents in relation to student behaviour.

At all times the Duty Teacher re-affirms the school's expectations of students and supports them in meeting these expectations.

Communicating with Parents

Turton School aims to work with all parents as we feel that communication between home and school is the key to helping students progress. We seek to offer productive and creative support to all parents, enabling them to play a larger role in school life and the school community.

Contact with parents will be through a variety of mediums. Letters, emails, texts, phone calls and meetings will take place throughout the year. School will arrange meetings for parents when requested and will be accommodating both before and after school times.

Sanctions

All staff with responsibility for pupils have the power to discipline pupils whose behaviour is unacceptable or who fail to follow reasonable instructions. Staff will try to use a restorative approach to help students understand, take responsibility for and resolve any instances of poor behaviour and conflict. The power to discipline applies to pupils' behaviour in school and outside school (in school context). Our sanctions will be proportionate to the behaviour and the pupil will be made clear about the reasoning behind the sanction. The range of sanctions can include:

- Short informal detentions at break or lunchtime.
- Social time removal for a period of time.
- After school detentions/compulsory support sessions for up to 1 hour. Legally schools can issue detentions/compulsory support sessions without notice and without parental consent, however our policy is to, where possible, contact parents by telephone, email or a detention letter.
- Confiscation, retention or disposal of a pupil's property.
- For involvement in a serious incident or persistent failure to meet expectations, students may receive an 'internal exclusion'.
- Parents/carers will be invited to attend meetings in school to discuss behaviour and set targets.
- Pupils may be placed on a report.
- Pupils may be placed on an off-site direction (OSD)
- Suspension from school by the Head Teacher in accordance with statutory guidelines.

Pupils' Conduct Outside the School Gates

Teachers have the power to discipline pupils for misbehaving outside of the school premises 'to such an extent as is reasonable'. (Section 90 of the Education & Inspections Act 2006).

School may choose to discipline pupils for misbehaviour when the pupil is:

- Taking part in any school organised or school related activity
- Travelling to or from school
- Truancing - students off site during the school day without authorisation
- Wearing school uniform or in some other way identifiable as a pupil at the school

In addition to the above, school may choose to discipline pupils for behaviour outside of school which could adversely affect the reputation of the school or could have repercussions for the orderly running of the school.

School Rewards and Trips

School organises a range of initiatives, events and trips. Pupils whose behaviour is deemed unacceptable will not be allowed to attend. Participation in all trips, extra-curricular activities and the Y11 Prom is dependent on students having excellent behaviour standards. School reserves the right to withdraw students from trips and events if their behaviour falls below our standards which may result in the loss of deposit.

Confiscation, screening and power to search

The school has the power to search and is not required to inform parents/carers before a search takes place or to seek consent to search their child. "Head Teachers and staff authorised by them have a statutory power to search pupils for their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item". Please see DFE guidance on searching, screening and confiscation.

School staff can seize any prohibited item found as a result of a search. They can also seize any item, they consider harmful or detrimental to school discipline. The law protects staff from damage to and loss of any confiscated items provided staff have acted lawfully.

Sanctions for the discovery of these items will depend upon the items themselves. E.g. weapons and knives must be handed over to the police, but in all cases parents/carers will be informed.

Prohibited items are:

- weapons/knives
- alcohol
- illegal drugs (or associated equipment)
- stolen property
- tobacco and cigarette papers (including associated equipment e.g. e-cigarettes / lighters)
- fireworks
- pornographic images
- any article that is likely to be used to commit offence, cause injury or damage to property intent to cause personal injury to, or damage to the property of, any person (including the person)
- any item banned by the school rules

Mobile Phones

At Turton School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

This area of our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils and parents
- Support the school's other policies, especially those related to safeguarding, child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Use of mobile phones by pupils

- The term 'phone' in this policy denotes mobiles phones, smart watches, iPods, iPads and any similar portable electronic devices. The school recognises that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety. However, balanced with this is the need to safeguard children and staff from cyber bullying, inappropriate use of the internet and the misuse of social media.

- The policy at Turton is that student's phones must not be used on the school site at any time.

Sixth Form addition: The policy for mobile phones in Sixth Form, is the same as that of the main school, but with exception of the Sixth Form Study Area and Sixth Form Common Room.

Sanctions

The school recognises that parents/carers may feel the need for their children to have access to a mobile phone for communication home. This helps with safeguarding and child protection especially in the long dark winter months. Turton supports this approach wholeheartedly.

- Students are allowed to bring mobile phones to and from school to ensure their personal safety at all times.
- If a student brings their phone to school, on arrival at the school site their phone is to be placed immediately in their school bag/zipped pocket before they access the school grounds.
- The phone must remain in the school bag/zipped pocket whilst the student is on the school grounds and may not be accessed including during any period of social time (break or lunch).
- If a student is seen with their phone out, even if they are not using it, it will be confiscated (schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006).
 - Confiscation for a first offence, in the school year, will result in the phone being kept until the end of the day, for the student to collect at 3pm. Parents will be informed.
 - Confiscation for a second offence, will result in the phone being kept overnight, for collection by students at 3pm the following day. Parents will be informed.
 - Confiscation for a third offence, will result in the phone being kept until the end of the week, for collection by parents, at 3pm on Friday.

For persistent offenders we may arrange for the phone to be handed in each morning as a preventative measure or they may end up in inclusion/directed off site or suspended for persistent disruptive behaviour.

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows school staff to search a pupil's phone if we have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. Certain types of conduct, bullying or harassment can be classified as criminal conduct.

The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:

- Sexting
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation.

School is possibly one of the last places that can reasonably hope to compensate for the negative effects of the universality of mobile phones. We believe that we can create sustained space and time for students to engage with each other and their learning tasks, without distraction: face-to-face and pen-to-paper. In addition, by banning mobile phone use on school premises, we can be sure that students are not exposed to harmful content, whilst in our care.

Use of Reasonable Force

This aspect of our behaviour policy is written in line with the DfE Use of Reasonable Force July 2013 - <https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

There are circumstances when it is appropriate for school staff to use reasonable force to our students. The term 'reasonable force' covers the broad range of actions that maybe used by staff that involve a degree of physical contact to de-escalate, control or restrain young people. 'Reasonable' in these circumstances means 'using no more force than is needed'.

When can reasonable force be used? (From the 2013 DfE Advice)

- Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder
- The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances. Section 93, Education and Inspections Act 2006

The following list is not exhaustive but provides some examples of situations where reasonable force can be used. Schools can use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow instruction to do so
- prevent a pupil behaving in a way that disrupts a school event or a school trip or visit

- prevent a pupil leaving the classroom where by allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight
- restrain a pupil at risk of harming themselves through physical outbursts.

Staff have a duty to intervene in order to prevent pupils from hurting themselves or others.

Suspension and Permanent Exclusion

All students in school benefit when behaviour is good. High standards of behaviour are important in helping children to feel safe and learn well, as “all children have a right to education”. At Turton, we promote an inclusive environment, focusing on promoting positive behaviours. Helping students to develop behaviours for learning is an essential part of our curriculum.

Alongside extensive support for students at risk of exclusion, there are occasions when the Head Teacher may decide to use a suspension as a sanction. This would be as a last resort and for serious or persistent breaches of school rules.

Internal Exclusion

At Turton, we use Internal Exclusion to defuse situations that occur in school which require a student to be removed from class, or separated from other students, but may not require removal from the school premises. Internal Exclusion is a designated area in school, with appropriate supervision, where a student may spend a fixed period of time (including break and lunchtime).

Whilst on Internal Exclusion the student will be required to complete work set by his/her teachers. In addition they will spend some time engaging in restorative work with the supervising teacher, in order to minimise the risk of causing further problems once they return to lessons.

We also have an alternative provision for students on internal exclusion where we can send the student to another school in the borough.

Suspensions

A Suspension may be given if:

- A student has seriously broken the school rules
- Allowing the student to stay in school would seriously harm their education or welfare, or the education or welfare of other students.

Parents are legally responsible for the whereabouts of their child during days 1-5 of any suspension – with a £50 penalty notice if a child is found in a public place without reasonable justification. School is responsible for the child from day 6.

Excluded students must not come onto the school premises during a suspension.

If the Head Teacher takes the decision to issue a child with a suspension, the parents will be phoned immediately and a letter will be sent home within 24 hours.

Re-integration interviews may take place after each suspension, within two weeks of the students return to school.

Direction off-site for the improvement of behaviour

Section 29A Education Act 2002 sets out the power to direct a pupil off site to improve the pupil's behaviour. It is often used when a pupil is at risk of permanent exclusion and parental consent is not required but we would always work with parents to find the best provision for their child. Off-site direction is used to arrange time-limited placements at an alternative provision or another mainstream school.

Permanent Exclusion

Where a student will not be expected to return to the same school.

This could be as a result of a persistent breach of the School's Code of Conduct over time, or as a result of a one-off incident.

Whilst Permanent Exclusion is always regarded as a sanction of last resort, a one-off incident of sufficient seriousness may warrant Permanent Exclusion.

In the Sixth Form, severe behaviour concerns, can where necessary, result in a student being at risk of losing their place at Turton.

Attendance

In order for students to achieve the highest level of education they are capable of it is vital that students have good and regular attendance at school. Regular attendance at school promotes learning to realise students' full potential and social inclusion. Each day absent is a loss of 5 learning hours. Please see Attendance policy for more details.

Attendance in the Sixth Form is full time. For planned or unexpected absences, students must complete an absence form, which is available from the Sixth Form Office.

The behaviour policy will be adapted where appropriate to meet the individual needs of pupils with SEND.