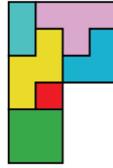


**Pinderfields Hospital PRU
The Wrenthorpe Centre**



Headteacher : Helen Mumby

BEHAVIOUR & ATTENDANCE POLICY

AUTUMN 2016



OFSTED 2014 Overall Judgment = GOOD
Leadership & Management = Outstanding
Behaviour & Safety of Pupils = Outstanding
Achievement of Pupils = Good
Quality of Teaching = Good

MANAGEMENT COMMITTEE'S STATEMENT OF GENERAL PRINCIPLES WITH REGARD TO BEHAVIOUR

Rationale and Purpose

This Statement has been drawn up in accordance with the Education and Inspections Act, 2006, and DfE guidance (Behaviour and Discipline in PRUs, Feb 2014)

The purpose of the Statement is to provide guidance for the head teacher in drawing up the PRU's Behaviour Policy so that it reflects the shared aspirations and beliefs of the Management Committee members, staff and parents for the students in the PRU as well as taking full account of law and guidance on behaviour matters. It is intended to help all PRU staff to be aware of and understand the extent of their powers in respect of discipline and sanctions and how to use them. Staff should be confident that they have the Management Committee members' support when following this guidance.

This is a statement of principles, not practice: it is the responsibility of the head teacher to draw up the PRU's behaviour policy, though she must take account of these principles when formulating this. The head teacher is also asked to take account of the guidance in the DfE publication "Behaviour and Discipline in Schools: a guide for head teachers and school staff"

The Behaviour Policy must be publicised, in writing, to staff, parents/carers and students at least once a year

Principles

The Management Committee of Pinderfields Hospital Pupil Referral Unit strongly believe that high standards of behaviour lie at the heart of a successful PRU that enables

- a. all students to make the best possible progress in all aspects of their PRU life and work
- b. all staff to be able to teach and promote good learning without undue interruption or harassment

All students and staff have the right to feel safe at all times in PRU. There should be mutual respect between staff and students and between students. All visitors to the PRU should feel safe and free from the effects of poor behaviour at all times and in all parts of the PRU. However, it is acknowledged that students with a medical condition do have associated behaviours which may impact upon others.

All members of the PRU community should be free from discrimination of any sort (as laid down in the Equality Act, 2010). To this end the PRU must have a clear and comprehensive Anti-bullying Policy that is known and understood by all, consistently applied and monitored for its effectiveness. Measures to protect students from bullying and discrimination as a result of gender, race, ability, sexual orientation or background should be clearly set out and regularly monitored for their effective implementation

The PRU's legal duties under the Equality Act, 2010 in respect of safeguarding, students with Special Educational Needs and all vulnerable students should be set out in the Behaviour Policy and made known to all staff. Parents/carers should be encouraged and helped to support their children's education, just as the students should be helped to understand their responsibilities during their time at the PRU. The responsibilities of students, parents/carers and PRU staff with respect to students' behaviour must be outlined in the 'Home PRU Agreement' which

students and parents/carers must be asked to sign when a student joins the PRU

The behavioural expectations should be clearly stated in the Attitudes to Learning scheme and in the Community Charter which should be displayed in all classrooms and other relevant parts of the PRU and shared with and explained to all students. The Management Committee members expect the rules to be consistently applied by all staff and regularly monitored for their effectiveness

Management Committee members would like to see a range of rewards consistently and fairly applied using the Attitudes to Learning scheme in such a way as to encourage and reward good behaviour in the classroom and elsewhere. These should be made clear in the Behaviour Policy and regularly monitored for their consistent, fair application and effectiveness

Sanctions for unacceptable/poor behaviour and unique individual student behaviours should be known and understood by all staff and students and consistently applied. The full range of sanctions should be clearly described in the Behaviour Policy so that students, staff and parents can understand how and when these are applied. The Management Committee members strongly feel that exclusions, particularly those that are permanent, must be used only as a very last resort. 'Unofficial' exclusions are illegal and so must be avoided. The head teacher may inform the police, as appropriate, if there is evidence of a criminal act or if he fears that one may take place e.g. if illegal drugs are discovered during a search; cyber-bullying; criminal harassment. Sanctions should be monitored for their proper use and effective impact

The Behaviour Policy should set out the disciplinary action that will be taken against students who are found to have made malicious accusations against PRU staff. Management Committee members expect the head teacher to draw on the advice in Dealing with Allegations of Abuse against Teachers and other staff guidance document when setting out the pastoral support that PRU staff should expect to receive if they are accused of misusing their powers. Staff so accused should not be automatically suspended pending an investigation

The Management Committee members expect the head teacher to include the following in the Behaviour Policy:

- a. Screening and searching students
- b. Management Committee members would expect all staff to be trained in the use of reasonable force and restraint
- c. The power to discipline outside the PRU gates: disciplining beyond the PRU gates covers the PRU's response to all non-criminal bad behaviour and bullying that occurs anywhere off the PRU premises.

The Management Committee must be satisfied, in all situations arising, that the measures proposed by the head teacher are lawful and that staff and students know that sanctions can be applied in these circumstances.

Review

This Statement of Principles will be reviewed annually, or as necessary. The PRU Behaviour and Attendance and Anti-Bullying Policy will be reviewed and shared with the Management Committee members annually.

Behaviour Policy

Everyone in our PRU is valued equally

Everyone should be treated with respect and consideration and show consideration and respect for others as agreed in the Community Charter.

All learners are entitled to:

- their needs being recognised and addressed
- a broad and balanced curriculum
- the opportunity to achieve their full potential
- an uninterrupted education
- national assessment
- experience success

We work with young people, parents, carers and other professionals to enable access to these entitlements. We hope everyone will be happy here and learn through a range of experiences in a caring and secure atmosphere where both effort and achievement are encouraged and praised.

We recognise problems may occur where young people are learning and testing the boundaries of acceptable behaviour.

Our success as a PRU is measured not by the absence of problems, but by how we deal with them.

Behavioural expectations are agreed and the Community Charter is discussed with both student and parent/carer on home visit and the transition visits to school. The Charter is displayed in the communal area and in classrooms.

A student friendly, positively worded version of behavioural expectations is included in the Parent Pack (Behaviour Agreement – see attached). Students are required to agree and sign this agreement before admission. The agreement is reviewed with students and staff at the beginning and, as necessary, throughout the academic year.

Parents are asked to agree and sign the Home-School Agreement and are discouraged from texting their child during the school day. The landline at reception can be used if a parent needs to contact their child and, with permission, can also be used by students should they need to contact parents.

All students are assigned a Key-worker, who will meet with them at least weekly. The key worker will obtain Student Views, present them to staff in weekly Pupil Review Meetings and update Staff Views. They will support the Assistant Head in updating – Pupil Profile, Individual Education Plan, Individual Behaviour Plan and Interventions Log and, if possible, attend the student's CAF or other review meetings.

In October 2015 a new system, Attitude to Learning Reward Scheme, was introduced. This allows students to gain points for demonstrating positively the skills which allow them to learn and allow others to learn with them. From it they are able to see areas they need to improve on. This has been linked in to the students' end of year report. An SLT prize was also introduced to focus on examples of positive behaviour. This has failed to be successful, and has been changed to a half termly attitude to learning point score for each subject and an overall score to allow students to see what areas they need to work on and to see progress throughout the year. SLT to give out raffle tickets for positive examples of behaviour seen, followed by a termly draw for a reward.

All members of the PRU community are expected to behave in a responsible manner by showing respect for other people and by being courteous. Minor problems will be dealt with by teaching staff and more serious matters will involve the Senior Leadership Team. If a more difficult situation needs resolving support, advice and guidance will be sought from other agencies as appropriate, these may include: education welfare officer, educational psychologist or therapists. Parents will be informed if their child's behaviour is causing concern and will be expected to work in partnership with PRU staff and other agencies in addressing the problem.

We support the LA Policy and Practice on Physical Contact, by staff being trained in TEAM TEACH techniques.

The Parent Support Advisor works closely with parents to enable any issues to be supportively and sensitively addressed. Parents may be signposted to the local authority's Parent Partnership Team.

Staff are trained in Restorative Practice and this approach may be used informally or formally using a Restorative Practice Conference to facilitate resolution of issues.

Staff are supported to develop their behaviour management skills through Continued Professional Development, coaching and links to other schools.

Classroom Sanctions

Stage 1	1 st warning – First misbehaviour – a quiet verbal warning to the individual
Stage 2	2 nd warning – second misbehaviour – more public warning, extra work or repeating unsatisfactory work.
Stage 3	3 rd warning – misbehaviour continues – teacher moves student within classroom or time out with support staff and then student back into class
Stage 4	Student pays back wasted time at break or dinner completing work not done – Senior Leadership Team to support if necessary
Stage 5	Incident slip – actions recorded and passed to Senior Leadership Team. The student may be removed from classroom and work in isolation. Further actions by SLT and pastoral staff are recorded and parents are informed as appropriate.
Stage 6	For continued negative behaviour – put on report and reports must be sent home for parent/carer information

Serious incidents e.g. smoking on school property, vandalism, drug/alcohol, bullying should be recorded on an incident slip and referred to Senior Leadership Team directly.

If a student is suspected of having a banned or dangerous item on their person, (knives & weapons, alcohol, illegal drugs, stolen items, fireworks, pornographic images) PHPRU will follow DfE guidance on searching, screening and confiscation (2014) and Use of Reasonable Force (2013). The student will be interviewed in a quiet but visible area of school, in the presence of 2 members of staff (ideally Senior Leadership Team), and they will be asked to empty their pockets, bags and clothing. Any banned or dangerous item found will be confiscated and the appropriate authorities and parents/carers informed.

If the student refuses to comply to the search, parents/carers and police will be contacted and invited into school. The student will remain in isolation until they arrive.

If the student refuses to remain on site, the parents/carers and police will be informed.

Incident slips are logged on each student's chronology it is ensured that any sanctions are agreed and acted upon consistently. Sanctions will vary according to the student and the behaviour causing concern. The incident slip is then inserted into the student's file, to facilitate easy monitoring.

Information related to safeguarding issues is acted upon and stored securely by the head teacher.

Attendance

We:

- recognise that attendance is a significant success criterion for many of our students
- seek to actively involve students, parents and other agencies in maintaining attendance
- report levels of attendance to the Management Committee, parents and the Educational Welfare Service

Registers maintained:

- Early Years Assessment Centre – marked each session
- Day students – marked 09.00 and 13.00 – register closed at 09.30 and 13.30. Late arrivals report to reception
- In-patients – Pinderfields Site - updated each day from class record of students taught.
- Off-site tuition students – tutors telephone PHPRU to confirm attendance and this is transferred to the register by reception staff at the Wrenthorpe Centre

All data from paper registers is uploaded to the electronic 'Integriss' system each week. Educational Welfare Officers have access to this system.

DATA protection

All registers are locked away at the end of each day. Registers from previous years are archived and stored securely.

Patterns of attendance are agreed with the student and parents/carers prior to admission, revised regularly and written into individual plans

- The Home-School agreement requires parents to ensure attendance. They are asked to notify absences by telephone. All messages are recorded in the PRU diary in reception and added to each student's chronology on the VLE, so that this information is available to all staff. If no message has been received, by close of register, PRU staff will phone home on each day of absence.
- The Educational Welfare Officer of the student's usual school is informed of any concerns and these are followed up appropriately e.g. joint home visits
- Formal register checks take place each half-term.
- Any periods of absence within PRU term must have approval beforehand from the head teacher
- Most students are dually registered with their usual school
- If all strategies to maintain attendance are unsuccessful a review meeting will be convened to determine the appropriate course of action.
- Attendance levels will be discussed regularly with students by the keyworker and reported on interim and summative reports.

In-patients Returns are sent each month to the local authority. The in-patient teacher will ensure that the usual school is made aware of any child's hospitalisation which would affect a return.

Home and School

We ask parents to;

- complete a parent pack to give us information about their child and contact details before admission
- inform us of any change of address, home and emergency telephone numbers
- inform us of any medication or change in medication or medical condition
- share with us anything that may be affecting their child's education or behaviour
- ensure their child attends regularly and in the case of any absences inform the PRU and L.A. transport. All children attending PPHRU have a medical condition, so there are inevitably going to be absences but we ask parents to keep us well informed by telephoning before 9am. This is essential to keep our records in order and adhere to the law
- give early notification of any medical appointments or time needed for family commitments. Holidays should not be taken in term time, however as there may be exceptional circumstances, due to medical need, a form requesting the head teacher's permission for holidays at other times is available on request
- allow and encourage their child to take part in educational visits and residentials
- encourage their child to complete homework
- refrain from contacting their child on his/her mobile phone and to use the PRU landline
- attend meetings to discuss the progress and future of their child.

Parents are always welcome to visit us or speak to us on the telephone, if they wish to see a member of staff, an appointment can easily be made.