


# Mercia School

Demanding Excellent  
Behaviour

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This policy has been approved by the Local Governing Body and has been signed by the Chair of Governors	
Approval date	July 2022
Date of Review	July 2023



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## Contents:

Page number	Content
p.3	Expectations of pupils Inauguration Week
p.4	1. Demerits 2. Detention 3. Withdrawal 4. Headteacher
p.5	5. Withdrawal 6. Saturday Detention 7. Social time 8. Breaks/lunches
p.6	9. Communication 10. Prohibited item 11. Rewards
p.7	12. Rules of Confiscation
p.8	Home School Agreement

**When reading this policy, please note the Headteacher's decision is final, alongside any staff member with delegated responsibilities. For additional information please refer to your Family Handbook.**

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.



# Mercia School

## *Demanding Excellent Behaviour*

### **Exceptional behaviour is a necessity of school life:**

The school demands a calm, purposeful environment for learning in all lessons. The teacher is the expert in the room and is central to the learning. At Mercia, we create the high standards so all teachers can teach to the best of their ability and all pupils can learn to the best of theirs.

### **Our Pupils:**

- Understand hard work leads to success;
- Are inquisitive and strive to master knowledge in all areas;
- Show impeccable behaviour at all times;
- Are leaders who take responsibility for their learning and actions;
- Are passionate learners;
- Display respect, kindness and gratitude as standard;
- Are committed to the school's values;
- Remain curious and are keen to develop an independent mind.

We develop all pupils in the habits of self-discipline and kindness, through prevention, consequences and support. We promote a positive, caring attitude amongst our pupils and staff whilst focusing on effective learning.

Pupils are expected to follow our school rules at all times. Superb attitudes to learning and exceptional behaviour are nurtured by reinforcing expectations and rewarding excellence, and through daily modelling of these attributes by staff.

Regular reminders of our code of conduct are achieved through curriculum activities as well as through Mastery Time and assemblies. An emphasis on active citizenship and personal development is encouraged in all lessons and strong, mutually beneficial relationships are nurtured throughout the school.

### **Mercia's Expectation**

Teachers insist on one voice in the classroom for instructions, explanations, discussions, silence for reading, writing and deliberate practice. As soon as any *slouching, daydreaming, non-tracking or distracting* occurs, teachers swiftly use the following reminders:

1. Silent non-verbal: hand signal, eye contact, facial expression, shake head, sharp pause
2. 100%: *'We're tracking. Just waiting for 100%. We need one person... and 100%.'*
3. Direct: *'Harriet, we listen so we can learn. Thank you.'*

### **Inauguration Week (Mercia's induction)**

In their first week at Mercia, all Year 7 pupils are explicitly taught about character and deliberately practise our routines. This will serve as your child's induction to Mercia School. This vital week is central to the Mercia experience. Consequently, Years 8, 9 and 10 will have a longer summer break to accommodate it. Holiday homework is substantial to support pupils through this time. It is essential that holiday homework is fully supported by parents. In Year 11, pupils undertake Work Experience.



# Mercia School

## *Demanding Excellent Behaviour*

---

### **Sanctions:**

**1. A demerit is given as a corrective reminder if a pupil makes a bad choice, breaks a school rule, or for:**

- Disrupting or interrupting others in lessons (talking or whispering over instructions, explanations, discussions or silent practice);
- Persistently not tracking, not following class routines or not concentrating;
- Poor presentation of work;
- Faffing or wasting time;
- Unnecessary comments;
- Poor work ethic.

**This list is not exhaustive.**

**2. A detention is given for 2 demerits in a lesson, or for:**

- Late to line-up;
- Breaking corridor rules;
- Being late to school (Pupils must be in line-up by 8.23am);
- Swearing;
- Note-passing in class;
- Hesitating in handing over confiscated items;
- Eating/drinking banned items (including chewing gum);
- Poor preparation for assessment;
- Poor self-quizzing practice;
- Incorrect uniform or equipment in lessons (no pen, pencil, ruler, books, loose tie or untucked shirt etc.)
- Visiting local shops and amenities on the journey to/from school

All detentions are recorded. Please be aware all detentions are served on the day of the offence. Detentions can be issued as late as 4:59pm. Parents will be informed by text. Please do not blame the school for your child's sanction, the inconvenience is caused by the child. If a child misses a detention due to absence, on any day, they will serve the detention the next day they are in school.

If 2 demerits are given lesson 1, 2 or 3, a same day lunch detention will be issued. If 2 demerits are given lesson 4,5 or during enrichment/self-study, a 30-minute detention will be issued after school the same day.

**3. Withdrawal (ejection from lessons). This is for 3 demerits within one lesson, or for:**

- Defying a teacher;
- A confrontation;
- Persistent disruptive behaviour.
- Reacting badly to a demerit or instruction (rolling eyes, sighing, questioning);

This list is not exhaustive. Pupils will be isolated for the remainder of the day. Pupils will serve an after-school detention until 5.30pm. Pupils will miss the enrichment activity. Parents will be informed by a phone conversation and may be required to attend a face to face meeting at school.

**4. Headteacher detention is on a Friday from 3.45pm-6:00pm for:**

- 3 detentions in the week;
- Persistent poor behaviour in a short time frame;
- Any behaviour deemed worthy by the Headteacher.

Please be aware all after school detentions are served on the day of the offence. No exceptions.



# Mercia School

## *Demanding Excellent Behaviour*

**5. Withdrawal. Being placed in Withdrawal means pupils will be set supervised work to do away from their classmates. Withdrawal is from 8:30am-5:30pm (4:15pm on a Friday), for at least 1 day. Incidents may include:**

- Failing to attend lunch time or after school detention;
- Failing a detention;
- Serious misconduct;
- Arriving in incorrect uniform or with an inappropriate hair style;
- Major corridor misbehaviour (e.g. pushing, tripping, shouting, kicking);
- Failing to attend or complete Saturday detention;
- Discrimination to another pupil;
- Major incident, or damaging the school's reputation (in or out of school);
- Possession of forbidden items;
- Disrespectful behaviour towards a member of staff;
- Play fighting;
- Absconding from school (Withdrawal extended to 18:00pm);
- Receiving multiple detentions in one day;
- Bringing in any food/drink that is not fruit or water;

Any other behaviour deemed worthy of Withdrawal by the Headteacher. This list is not exhaustive. The amount of days spent in Withdrawal is at the Headteacher's discretion.

If pupils are up to 20 minutes late, they make up the time after 5:00pm, with 3 minutes for every minute they are late. If they are 20 minutes late or more, they fail the day and must redo Withdrawal. Essentially, an additional day.

Pupils complete self-quizzing and self-study in directed subjects and read during time in Withdrawal. The pupil may be required to write and read out an apology letter to those involved with the incident that has led to Withdrawal. In order for a pupil to return to lessons, a reintegration meeting must take place with a member of the Senior Team. This will involve parents coming in to school. The pupil will remain in Withdrawal until that reintegration meeting takes place.

**6. Saturday detention. 9.00am-12.00pm in full school uniform for:**

- Persistent disruptive behaviour
- Failing to complete holiday homework to a satisfactory standard
- Any other behaviour deemed worthy of Saturday Detention by the Headteacher.

Pupils must arrive punctually by 9:00am in full school uniform, otherwise they fail the detention and are in Withdrawal from 8:00am to 5:00pm for 3 consecutive days during the following week. In Saturday detention, pupils complete two hours of self-quizzing. They may be asked to revisit key lessons from inauguration week, to support school culture and remind pupils of the school's expectations.

Please note in some circumstances, the Saturday detention will last longer than the stated times above. This will be determined by the Headteacher.

**7. Loss of social time detentions**

- Poor conduct at break time
- Ongoing disruption

These are sat with the Headteacher during break and lunchtime to support an understanding of the corrections needed.

**8. Misbehaviour at break and lunchtimes will be sanctioned as follows:**

Poor behaviour at break time or lunch time will result in the pupil losing his/her break time privileges. The pupils will then receive a 30-minute after school detention on the same day. Regular infringements at break or lunch will result in a complete loss of social time if required.



# Mercia School

## *Demanding Excellent Behaviour*

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### **9. Communication:**

If your child has an after-school detention, we will inform you through a text message. Please note detentions can be awarded up to 4:59pm. If a child is given a Saturday detention, parents/carers will receive a phone call from a member of the Senior Team.

Please note, all medical appointments must be shared with the school before the scheduled appointment so detentions are issued appropriately. This is also essential so school can safeguard the pupil in question.

Always remember that sanctions are delivered with a genuine desire to support pupils. They are not punitive or the end of the world. Pupils will be strongly supported to behave well.

### **10. Rewards**

Rewards are given in the form of house points, post cards, letters of commendation and genuine, warm praise delivered by caring teachers. Rewards are given for:

- Achieving in lessons;
- Showing character strengths
- Representing the school positively;
- Charitable actions.

**This list is not exhaustive.** Rewards, notable house points, contribute to overall house totals. All aspects of success will be celebrated where possible. We believe in warmth and genuine kindness from all. Please see our Rewards Policy for more information.

### **Badges**

Pupils receive badges for attendance. All pupils have a 100% badge which they return if absent. Members of clubs also receive badges. Those pupils who achieve well with house points also receive badges.

### **11. Prohibited items:**

Mercia is a mobile phone free school.

Pupils are not allowed mobile phones, or any other form of electronic device, at Mercia.

If a pupil's mobile phone or other electronic device is seen or heard anywhere on the school site it will be immediately confiscated. We will keep any confiscated items for a period of 5 school days. This is non-negotiable. Where issues persist outside of school with social media related issues, parents are expected to support the confiscation of electronic devices.

Pupils can only access their phone or devices once they have left the school site, irrespective of time.

### **Prohibited items also include:**

- Uniform, jewellery and make-up that contravene our uniform and appearance policy.
- Banned food and drink items (see Family Dining Policy on the school website).
- Any item deemed dangerous or inappropriate by the Senior Team.

By sending your child to Mercia you agree to abide by all of our rules – this is shown through your signed Home School Agreement. Families should ensure that any electronic devices, including mobile phones, are switched off and out of sight. This is the only certain way to avoid any risk of confiscation.



# Mercia School

## *Demanding Excellent Behaviour*

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### **12. Rules of confiscation:**

If a pupil hesitates in handing an item over, Withdrawal is given. If a pupil refuses to hand over the item they will be suspended. The item must be given to school before the pupil can return to lessons.

**Please note the Headteacher's decision is final, alongside any staff member with delegated responsibilities.**

**For additional information please refer to your Family Handbook and the Home School Agreement (see page 8).**



# Mercia School

## *Demanding Excellent Behaviour*

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### Home School Agreement:

#### Mercia School will:

- ensure that your child is valued and supported to make good progress in all aspects of their development;
- provide a friendly welcome to your child and a secure, stimulating environment in which to learn;
- treat your child with the dignity and respect they deserve;
- provide consistently high standards of teaching and demand impeccable behaviour at all times;
- set challenging targets for our pupils to aspire to;
- have high expectations for your child's future career;
- text home if a pupil receives a detention (detentions can be awarded as late as 16:59pm);
- provide you with information about your child's progress and provide you with opportunities to talk to teachers;
- keep you well informed about school policies;
- contact you if there is a problem with your child's attendance or punctuality;
- inform you of any concerns regarding your child's behaviour, work or health;

#### Parents will:

- ensure their child attends every day, arriving at 08:20 at the latest, with correct uniform and equipment;
- ensure that family holidays are taken outside of term time, otherwise my child's place may be forfeited;
- inform the school of any concerns regarding their child's learning or welfare;
- ensure their child reads at home for 30 minutes a day and support them in the completion of any homework;
- check their child's diary on a daily basis;
- support the school's policies on behaviour and uniform, including same day after-school detentions up until 6pm and Saturday detentions;
- ensure that mobile phones/electronic devices are not charged in the child's bedroom and make sure there is no screen time one hour before bedtime;
- attend all parents' evenings and meetings about their child;
- consent to the use of photographic evidence of curricular activities undertaken within the school and visual images on the school website, prospectus or for other educational purposes;
- ensure their child upholds the school's code of conduct on the way to and from the school;
- support their child in participating in co-curricular activities, trips and residential visits;
- pay for the replacement of any books or equipment their child loses or damages within 24 hours;
- return all reply slips within 48 hours;
- fully support *Family Dining* and provide timely payments without fail;
- ensure that your contact details are up to date or let reception know if your contact details change;
- make sure you or your child do not bring the school in to disrepute on social media. This includes WhatsApp.
- Communicate any individual concerns to the school immediately.

#### Pupils will:

- attend the school every day and on time, arriving at 08:20 at the latest;
- wear the school uniform correctly and bring all the equipment needed every day;
- follow all school rules and treat pupils/staff with respect and kindness;
- accept all sanctions immediately, without argument and attend all detentions;
- respect the Mercia environment and cherish the school building;
- take care of all school equipment, and always carry all stationary by hand around school;
- share feelings honestly and politely and show consideration for others in the school;
- try to think independently and take responsibility for their actions;
- think actively about their future careers and be inquisitive about all the possibilities available;
- do all class work and homework to the best of their ability;
- keep the diary up to date by entering all homework and any other information that is necessary.
- travel directly to/from the school, in full school uniform, without stopping at shops in the surrounding area;
- never use a mobile phone, possess chewing gum, or bring any offensive items into the school.

***Failure to keep to the agreement will result in disciplinary action and ultimately a loss of place at Mercia School***