

TEACHERS' TOOLKIT – ANDERSON HIGH SCHOOL

PROMOTING POSITIVE RELATIONSHIPS AND BEHAVIOUR

Pupil behaviour is key to the success of most classroom outcomes. What we call behaviour is in fact the sum of an enormous amount of habits, attitudes and skills that adults frequently take for granted.

None of these factors are innate, and they must be imparted or taught in some way.

Pupils vary enormously in these capacities due to their histories and circumstances. Teachers that assume all pupils are equally capable of behaving successfully, soon discover they are not.

Behaviour must be taught. The habits and skills that comprise successful class behaviour should be taught to all pupils. It is entirely possible to do for most pupils. [Tom Bennett, Leading Behaviour Advisor]

WHOLE SCHOOL EXPECTATIONS

Perseverance	Ambition	Respect	Responsibility
Work hard and be consistent in your efforts	Always try your best	Show good manners - be polite and kind	Arrive on time, organised and prepared to work
Ask for help and be helpful	Set yourself goals and support others to reach their goals	Respect property both your own and others	Walk on the left, taking care on stairs
Follow instructions	Strive to do your best for the whole school community	Be part of the school community to help overcome barriers and inequalities	Only eat in canteen areas, use the bin, water only in classrooms
Stay in class for the lesson	Help others to believe in themselves	Listen to everyone without judgement	No chewing gum.

RIGHTS AND RESPONSIBILITIES

Rights	Responsibilities
I have a right to learn	I have a responsibility to do my best. In class I need to keep on task and be organised.
I have a right to be heard	I have a responsibility to listen to others. In class I need to follow instructions and listen while others speak.
I have a right to be safe	I have a responsibility to look out for others. Use equipment with care.
I have the right to be respected	I have a responsibility to treat others with respect. In class I need to encourage others, show respect the views and opinions of others and show good manners.
I have the right to use school property	I have the responsibility to respect school property. In class I need to treat my classrooms and the school with care and to tidy up after myself.

Role of Staff	Role of Pupils	Role of Parents
All School staff have a responsibility to model positive behaviour. All staff should Praise in Public and Reprimand in Private . Staff should be consistent and fair when dealing with behaviour.	Pupils are responsible for behaving appropriately in class and within the school and the community. They should all be aware of the expectations for behaviour and the school values. Consequences of behaviour will be clear.	Parents and Carers are responsible for encouraging positive behaviour and supporting their child in meeting the school expectations with regard to promoting positive behaviour.

PROACTIVE BEHAVIOUR MANAGEMENT

NORMS/EXPECTATIONS

Arriving to class

- Expect pupils to arrive on time and prepared for class.
- Welcome pupils to the class at the door.
- Remind pupils: Jackets/hats/hoods off.
- Remind pupils: Switch off phones and other devices; put these either school bags or phone pockets on wall. Remove headphones.
- Expect pupils to settle quickly and be ready to start.



In the class

- Pupils should listen to teacher and follow instructions first time.
- No chewing gum or juice. Only water allowed.
- Allow pupils to go to the toilet, however they must sign out and leave any devices in the classroom.

In general

- Everyone should use only appropriate language, no swearing.
- Pupils are expected to make use of toilet facilities/fill water bottles/buy water during break and lunchtimes.
- Respect shown by everyone, at all times, to people and property.

ROUTINES

- Pupils are expected to come into class and start work promptly.
- Pupils are expected to be in class for the full period.
- Each classroom should have a sign in/out sheet. If it is necessary for a pupil to leave your classroom, they should sign out *with their phone left in the classroom*.
- Expect everyone to be polite, helpful and courteous to each other.
- Time should be allowed at the end of the period for pupils to leave the classroom neat and tidy
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HOW DO I DEAL WITH BEHAVIOUR ISSUES?

In general, reprimand pupils in private (RIP), and praise pupils in public (PIP).

Incidents should be dealt with as follows until resolved:

1. Polite reminder of expectations.
2. Clear verbal warning.
3. Move pupil within class.
4. Move to another classroom within department, if there is a teacher available.
5. Contact PT if available.
6. For periods 4-7, time-out facility may be used (*see attached timetable*). Inform PT as soon as possible.
7. **Phone: 8002 and request member of SMT.**

Note: Depending on severity of the behaviour, steps may be missed out.

For details of the school Referral Process, please see the school handbook.

Anderson High School

Positive Relationships and Behaviour Toolkit

Guide for Pupils and Parents/Carers

Leaving For School in the Morning – Checklist (✓)

- Schoolbag with
 - Pencil/ruler/calculator
 - Jotters/books for each subject – check your timetable!
 - Homework.
 - Equipment for specific subjects (e.g. PE kit).
 - Water bottle.
- Leave in plenty of time to arrive punctually, before 8.50am!



Arriving to Class – Checklist (✓)

- Arrive on time and prepared
- Remove Jackets/hats/hoods and put headphones away.
- Switch off phones and other devices; put these either school bags or phone pockets on wall
- Settle quickly
- Be ready to start.

In the Class – Checklist (✓)

- Listen to teacher and follow instructions first time.
- Use only appropriate language, no swearing.
- Do not shout out in class or make inappropriate comments
- If you have to leave the classroom, you must ask, then you will be expected to sign out *with your phone left in the classroom.*
- No chewing gum or juice. Only water allowed.
- Leave the classroom neat and tidy.

And your final checklist (✓)

- Be polite, helpful, considerate and kind to everyone.
- Make use of toilet facilities/fill water bottles/buy water during break and lunchtimes.
- Show respect at all times to people and property.
- Make sure that everyone gets the most out of their time at school.

FAQs

What if I see someone else misbehaving? What can I do?
I am not learning because of the behaviour of some pupils in my class. What can I do?



Don't get involved
Tell someone privately when you can, (eg your class teacher, your pupil support teacher, or someone at home)

I find myself losing focus and distracting myself and others.
What can I do?



Tell your teacher privately. It might help to sit somewhere else in the class. You can also discuss with your pupil support teacher too.
We need to make sure that both you and others around you are able to learn.

What happens if I need to go to the toilet during class time?



Make sure you go to the toilet at break and lunchtime!
You will be allowed to go during classtime, but you **must** sign out and leave your phone in the classroom.

I think I have been treated unfairly.
What can I do?



Talk to your class teacher in private at the end of the lesson. It is not appropriate to take up class time.
You can also speak to your pupil support teacher.