



Birchwood High School

your dreams, your future, our challenge

BEHAVIOUR SYSTEM: PARENT OVERVIEW

At Birchwood High School, we believe that excellent behaviour is the foundation for a safe, respectful and successful learning environment. Our expectations are clear: students should be kind, focused and respectful at all times – both in and out of the classroom.

To support this, we have introduced a new whole-school Behaviour System designed to promote consistency, fairness, and high standards across our school community. This system ensures that students understand what is expected of them and that all staff are able to respond to behaviour in a clear and consistent way.

OUR AIMS

- Promote a positive school culture.
- Support learning by reducing disruption and encouraging focus.
- Reinforce responsibility by helping students understand the impact of their behaviour.
- Ensure fairness and consistency in how rules and consequences are applied.
- Provide support when behaviour falls short, so students can reflect and improve

KEY PRINCIPLES:

- **Clarity:** Students know exactly what behaviours are expected, and what the consequences will be if they do not meet them.
- **Consistency:** Staff use the same approach, language and procedures in every classroom and around school site.
- **Reflection:** Students are given opportunities to think about their actions and re-engage with learning.

THE BIRCHWOOD 3Rs: Rules, Rights and Rewards

The 3Rs continue to be a core part of everyday life at Birchwood. They help every student understand what is expected of them in lessons, what they can expect from their teachers and peers, and what they will be recognised for when they meet or exceed those expectations.

By living by the 3Rs, students not only give themselves the best chance of academic success, but also grow into respectful, kind and responsible young people.

THE 3Rs

REMEMBER OUR BIRCHWOOD 3Rs OF THE CLASSROOM

RULES	Be prepared	Keep your hands, feet and objects to yourself	Allow teachers to teach and students to learn	Be engaged and show effort	Follow instructions without question
REWARDS	Kindness	Contribution	Effort	Mastery	Progress
RIGHTS	Consistent Routine	To Feel Safe	High Quality Planning (ALCAM-E)	To be respected and fairly treated	To learn in a disruption free environment

THE BEHAVIOUR LADDER

The Behaviour System follows a clear step-by-step process in lessons:

1. **Warning** – the student is told which rule they've broken and asked to correct their behaviour. The teacher will make it clear to the student that they have this first warning.
2. **Final Warning** – a short conversation to clarify expectations and a 'final warning' clearly given to the student.
3. **Classroom Consequence** – an immediate action taken in the classroom, this may include a change of seat, being asked to come back at break time or having a conversation with the teacher at the end of the lesson.
4. **Lesson Removal** – for repeated disruption, defiance or dangerous behaviour, a student will be sent to a supervised space (called the BASE) where they reflect on their actions before returning to learning.

Serious incidents, such as aggression or unsafe behaviour, result in immediate removal without following the usual steps.

If a student meets the level 4 threshold, they are removed to the BASE.

- If this is the student's first removal of the day, they spend the rest of that period in BASE and then return to normal lessons. They also attend a same-day lunchtime detention.
- If this is the second removal of the day, the student spends the rest of that day in BASE. All removals come with a same-day detention at lunchtime.
- If a student arrives late to BASE after being removed from a lesson, they will be required to remain in BASE for the rest of the day.

WHAT IS THE BASE?

One of the most significant changes to our Behaviour System is the introduction of **the BASE**. The BASE is the school's most serious internal school sanction. It is used for the most serious behaviour issues, repeated non-compliance, or serious misconduct. The aim of the BASE is to provide a space where students reflect, take ownership and begin the process of reintegration.

- **Behaviour:** Addresses the core reason for being in the BASE
- **Accountability:** Focus on student ownership of actions
- **Support:** A Structured environment with staff guidance
- **Engagement:** Re-engaging with learning and school life.

The BASE is located at the front of the school in the wooden building previously known as the BDC.

It will be run by our 3 Student Support Officers and supported by teachers. The space will be divided into three sections:

- Work section
- Reset section
- Reflection section.

DETENTIONS

Detentions remain part of the system when rules are not followed. The school will continue to run both lunchtime & afterschool detentions:

Lunchtime Detentions

Lunchtime detentions will run each lunchtime. These will be split out into 3 groups based on the student's year group. Students will be escorted to their lunchtime detention by their period 3 teachers. All lunchtime detentions will have a member of our Senior Leadership Team present. Any student that fails to attend will be placed in the BASE the next day and will be taken there straight from the school gate.

Principal's Detention

For behaviour that require a higher sanction than a lunch time detention, an after school will run 3 times a week; Monday, Wednesday and Friday. Students will be escorted to their Principal's detention by their Period 5 teacher. Any student that fails to attend will be placed in the BASE for the next day and will be taken there straight from the school gate.

UNIFORM AND PUNCTUALITY CARDS

All students will be issued with a Uniform and Punctuality Card, which they must carry with them at all times. These cards are a consistent way to track low-level uniform and punctuality issues across the school.

How it works:

- Staff may ask to see a student's card at any time.
- If a student is not in correct uniform or arrives late to lessons, the member of staff records a strike on the relevant section of the card.
- Each card has a 5 infringements limit.
 - On the fifth strike, the student receives a lunchtime detention.
 - A new card should then be collected by the student from student reception. The previous card is handed into Student reception by staff.
- Lost cards or refusal to hand over the card will result in a lunchtime detention.

MORNING GATE PROTOCOL

As of September 2025, the morning gate will only open to students at 8am and not before.

Students flagged at the gate for incorrect uniform will be:

- Offered appropriate second-hand uniform (if available)
- Have their card signed for the infringement
- Uniform will then be checked by Form Tutor

Refusal to comply means the student must wait in BASE or Visitor reception until parents bring appropriate uniform items.

LATENESS & PUNCTUALITY

- Any student who arrives at school after 9:00am will receive a same-day lunchtime detention. If they fail to attend this, they will spend the next day in the Birchwood BASE.

- Students who arrive between 5 and 10 minutes late to a lesson should have their punctuality card signed by the class teacher.
- Arriving more than 10 minutes late to a lesson is considered truancy.

MOBILE PHONES

Our rule is simple: **See it. Hear it. Lose it.**

If a phone is seen or heard, it will be confiscated. Students can collect their phone the first or second time it is confiscated. On the third occasion it must be collected by a parent.

Failure to hand over a phone will result in immediate removal to the BASE and Lunchtime Detention.

Please note:

The school has seen an increase in students receiving calls and messages from parents during the school day. This leads to conflict when staff enforce the rules. To help us maintain a calm and focused environment:

- Parents should not contact students directly during the school day.
- If you need to get an urgent message to your child, please contact the school reception and we will pass it on promptly.
- Students should not use their phones to contact home unless they have been given permission by a member of staff.

WORKING TOGETHER

We know that strong partnerships with parents make the biggest difference. We ask for your support in reinforcing our expectations at home and working with us when things go wrong.

If your child is involved in a behavioural incident, you may be contacted by a member of staff, and in some cases, invited in for a meeting to discuss next steps. Our aim is always to work collaboratively with families to support long-term improvement.

Thank you for your continued support. Together, we can ensure that Birchwood remains a calm, safe and inspiring place for every child to learn and grow.

If you have any questions about our Behaviour System, please don't hesitate to contact the school at admin@birchwoodhigh.org.uk