LEWISHAM MUSIC
BEHAVIOUR POLICY
2017-2018

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BEHAVIOUR POLICY

This policy lays out Lewisham Music's expectations of behaviour in all its programmes, its procedures for rewarding good behaviour and the sanctions for unacceptable behaviour.

Lewisham Music provides high quality music programmes led by specialist tutors and the success of these programmes is built on three important areas: commitment, motivation and support.

Parents and students should be aware of their responsibilities in working with Lewisham Music to ensure all its activities are safe, rewarding and enjoyable, and that they make a positive contribution to all children and young people's musical and social development.

AIMS OF THIS POLICY

- To create a safe, supportive and positive environment in partnership with schools, partner and associate organisations in which all children make music with enjoyment and learn to their full potential.

- To set out Lewisham Music's high expectations of behaviour and respect for all its staff, users, partners and stakeholders.

EXPECTATIONS

Children and young people

General conduct

Children will:

- observe all rules and regulations that are in place for the setting in which their Lewisham Music activity takes place (e.g. school, music centre, community centre, venue etc);
- address all adults and peers respectfully and kindly;
- follow instructions the first time they hear them from any adult with a responsibility for their care;
- walk quietly and sensibly in the corridors;
- only eat in the allocated areas;
- ensure all litter is put in the bins provided;
- treat all school and Lewisham Music equipment with respect and care.

In lessons

Children will:

- participate fully in the lesson activities;
- have the correct equipment, including instrument and music as required by the tutor or music leader;
- support effective teaching and learning by behaving well;
- support other pupils' learning by behaving well;
- always try their best and ask if there is a problem.

Teaching staff

Teaching staff will:

- provide a safe and secure learning environment;

- plan for each lesson and have all of the necessary resources to ensure that all children are appropriately engaged;
- develop class routines in partnership with the children;
- recognise good behaviour and offer praise and positive reinforcement;
- use a calm, firm voice to address poor behaviour, but never shout;
- apply sanctions fairly and consistently;
- be responsible, alongside management and administration staff, for monitoring and moderating children's behaviour, and for safeguarding in accordance with agreed policies and protocols;
- approach situations openly and without prejudging what has happened.

Management and Administration staff

Management and administration staff members will:

- ensure provision of a safe and secure learning environment;
- communicate with pupils, parents and carers with respect and equanimity;
- be responsible, alongside tutors and tutor teams, for monitoring and moderating children's behaviour, and for safeguarding in accordance with agreed policies and protocols.

Visiting staff

Visiting staff working on behalf of, or in association with Lewisham Music will:

- be made aware of this policy, in addition to Lewisham Music's Safeguarding Policy, Staff Code of Conduct and other relevant policy documents
- be required to confirm acceptance of these policy's terms and conditions

Parents and Carers

Parents and carers will:

- ensure their child attends regularly and punctually;
- contact the school, Lewisham Music office or Saturday Centre administrator as appropriate if their child cannot attend a Lewisham Music activity (lesson, ensemble or choir, holiday course, project, after school or Saturday session);
- make sure their child has all necessary equipment;
- ensure that their child commits to an adequate practice routine at home, and supervise practice as required
- discuss the Lewisham Music's expectations of behaviour with their child and talk about their child's behaviour if there is reason to do so.

PROCESSES FOR DEALING WITH BEHAVIOUR CONCERNS

Behaviour that disrupts students' learning
• **Not participating fully in the lesson** • **Not bringing in the correct equipment** • **Not listening to instructions, or to other members in the group** ↓ **Verbal warning** (If behaviour doesn't improve following a verbal warning, the issue will be escalated to a manager.)

Behaviour that disrupts the learning of others
• **Repeated behaviour of any of the above** • **Distracting others in the group** • **Repeatedly talking whilst the teacher is talking** • **Being unsupportive to others in the group** • **Failing to follow a request from a member of staff** ↓ **Report by member of staff to the school manager (e.g. Headteacher) or Lewisham Music manager (e.g. Head of Saturday Music Centre, or Chief Executive) who will speak with the pupil as appropriate** (If behaviour doesn't improve following intervention by a manager, the issue will be escalated and parents will be contacted by the school or Lewisham Music manager. Lewisham Music reserves the right to exclude any pupil from its activities in the event that its policies have not been observed.)

More serious incidents
• **Being unkind to another member of the group or Centre** • **Damaging school or Lewisham Music property** • **Arguing or acting disrespectfully towards a member of staff** • **Failing to follow instructions, especially those relating to health and safety, or the welfare of other pupils/staff at the centre** • **Failure to attend sessions** • **Interfering with other people's possessions** • **Bullying*** • **Fighting** ↓ **Parents contacted by school or Lewisham Music manager. Lewisham Music reserves the right to exclude any pupil from its activities in the event that its policies have not been observed.**

* Please note, instances of bullying of any kind will not be tolerated and will be taken very seriously. Any report of this behaviour will be investigated fully in line with school anti-bullying policy or Lewisham Children Safeguarding Board's anti-bullying policy. Parents and carers of all involved parties will be informed.