



## School Behaviour Policy

### Academy Behaviour Policy

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## **MISSION STATEMENT**

- We are committed to high standards in all that we do
- We aim to provide a stimulating and caring environment where students feel happy and secure
- We encourage everyone to make the best of themselves and to achieve success

## **AIMS**

The School has a whole school approach to meeting the needs of students by involving all staff in addressing the individual needs of students in order to achieve their full potential. This is to encourage students to:

- learn to develop an understanding of the ways in which their behaviour affects their own learning and the learning of other students
- Share in the creation of a positive and orderly atmosphere where teaching and learning can take place without interruption and where students feel valued, happy and safe
- learn to control and take responsibility for their own behaviour
- learn to develop a responsible, supportive and caring attitude towards other people and know that their behaviour has an impact on others
- develop a respect for property and the environment in which we all work

## **OBJECTIVES**

We intend to:

- provide effective teaching and learning which supports and encourages positive behaviour and attitudes to learning
- raise and develop staff awareness of individual behaviour needs
- provide staff with strategies to meet individual behaviour needs
- provide students with strategies and appropriate programmes to address their individual behaviour needs and provide a safe environment for students, staff and visitors through the clarification of expectations of roles, rights and responsibilities

## **PRINCIPLES**

The School aims to:

- value and promote good relationships between staff, students, parents and the community
- encourage self-discipline and personal responsibility
- help students to develop social skills and to become responsible, well-adjusted individuals willing and able to contribute to a caring society
- assist with educational, vocational and personal guidance and counselling to enable students to make sensible and realistic choices
- respect the views and beliefs of others
- value equality of opportunity
- encourage full attendance and punctuality
- monitor progress and reward achievement
- promote positive support and liaison with parents, carers and appropriate outside agencies

## **PRACTICE**

The School operates a Code of Conduct for students built around the core belief that everyone should behave in a manner which shows:

- respect for others
- respect for school
- respect for self

This code of conduct is aligned with our school values as follows:

Trustworthy

- We act in a calm, sensible and orderly manner both in and out of lessons
- We have good manners and treat other people with kindness and dignity
- We are open-minded and have respect for diversity

Brave

- We listen and respond to feedback in a positive manner
- We are stoic and resilient during challenging situations
- We are independent and take responsibility for our actions

Successful

- We respect that everybody has the right to learn
- We are ready for learning in terms of punctuality, uniform and equipment
- We approach all aspects of school with maximum effort and determination

## **STAFF**

Regular staff training occurs regarding behaviour management and any new staff undergo this as part of their induction. The aims of which are to ensure consistency and maintain high standards and expectations where behaviour is concerned.

## **PROCEDURES**

LAAt the School we have high expectations of our students. They should arrive at school and their lessons on time. We expect them to follow their agreed timetable at all times and turn up to lessons with the appropriate equipment. They should be in uniform as specified in the school prospectus. We expect them to behave in an appropriate manner and display a positive attitude towards their work.

The School has clearly identified procedures in relation to whole school behaviour management in order to ensure:

- consistency and fairness
- clarity of expectations for both staff and students
- effective communication

The following procedures are clearly linked with the SEN Code of Practice, PSPs and other relevant policies.

## **REWARDS**

The School considers the use of rewards to be a key part of the behaviour management strategies used by the Academy. All staff should aim to praise and encourage students at every opportunity. Rewards should be used consistently across the School and by all staff. All students should have the opportunity to be rewarded for their contributions to the school community.

A reward can take many forms:

- spoken praise
- written praise, e.g. comment on work, in Student Planner
- achievement points on class charts
- comments on reports
- certificates
- badges
- privileges e.g. first into lunch
- positive contact with home, e.g. phone call, text message, letter, postcards

## **ACHIEVEMENT POINTS**

Achievement points can be awarded for the following:

- demonstrating the school values of trustworthy, brave and successful

- star of the lesson
- consistent star over a term
- resilience
- achieving a student pledge
- attending curriculum+ sessions
- commendation

In addition, curriculum areas can award achievement prizes each term in relation to progress/outstanding achievement in their subject area and Heads of House should award prizes for attendance. On a termly basis Heads of House will ensure that certificates and tangible rewards are given to students at appropriate times.

End of year Commendation Evenings take place for each House where achievement in subject areas is celebrated. An annual Presentation Evening is held to award shields and trophies for outstanding academic and whole school performance.

## **PLEDGES**

Students are encouraged to gain a breadth of experience at the School by achieving Pledges. There are ten pledges which cover achievements such as gaining a position of responsibility, contributing to fundraising and community projects and regularly attending curriculum+ sessions. Certificates and badges are awarded upon the completion of each pledge. Upon completion of the Pledge Passport students gain an invitation to the Year 11 Prom.

## **DEALING WITH INAPPROPRIATE BEHAVIOUR**

It is the responsibility of all staff to deal with inappropriate behaviour as part of their normal day-to-day practice, both in the classroom and around the school. Further support is available through designated curriculum support, the 'On-call' system, Heads of House and Senior Managers.

## **SANCTIONS**

Although we would wish to view all aspects of school life in a very positive way, it would be unrealistic to expect that we do not need sanctions in order to register disapproval of unacceptable behaviour and as a last resort to protect the necessary authority of teachers and the stability and security of the school community.

Sanctions may include:

- corrective conversation
- asking students to move places
- A negative behaviour point on class charts
- organised seating plans
- removing a student from a lesson
- a short 'cooling off' time outside the classroom with the expectation that the student re-joins the lesson

- Referral to head of house or senior leader
- making good any damage or tidying mess caused by the student
- confiscation of articles from the student
- Suspension for a period up to 5 days
- On the very rare occasion that there is a serious one-off breach or persistent breaches of the school's behaviour policy and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school – permanent exclusion

Serious disruption may require the involvement of the Head of Faculty or the use of the 'On Call' system when appropriate. If either of these are employed, the student may be removed from the class to work in isolation.

## **REPORTS**

The School has a sequenced reporting system made up of Tutor Reports, Head of House Reports and SLT Reports. All follow the same format and require the student 'on report' to discuss their report with the relevant member of staff at the end of each day and to share it and the progress they are making with their parents. When placed on report, the targets for improvement and the expected review date are identified and recorded to ensure the student is aware of the expectations set and the date by which they are expected to have made satisfactory progress.

In addition to the pastoral reports, the school also operates subject area reports. These reports differ to pastoral reports as they only refer to targets within a specific subject area and track progress over the subject lessons. They are completed by the subject teacher each lesson and monitored weekly by the curriculum leader. The student and parents are also invited to comment on the progress being made. It is the responsibility of the curriculum manager to inform tutors when a student is placed on this report.

Students 'on report' will be identified for the Head of House and their progress discussed on a regular basis. In all cases, the care of the report is the responsibility of the student.

## **DETENTIONS**

Detentions may be set before or after school or at lunchtimes. For any period lasting longer than 10 minutes, written notice (via letter) should be given at least 24 hours in advance.

Students who have to be removed from a lesson (On Call) will be issued with a lunch detention to take place the next day. Failure to attend a lunch detention will result in an after-school detention. Parents will be notified via phone call or email providing, when possible, 24 hours notice

Heads of House administer detentions for punctuality, uniform or any other pastoral issues which can take place at break, lunch or after school depending on the nature of the offence. Again, communication to inform parents is sent home providing, when possible, at least 24 hours' notice.

## **SCHOOL ISOLATION**

A student can be placed in School Isolation if it is judged appropriate to separate them from their peers for a fixed period of time. The room is normally staffed by Senior/Middle Leaders. Student referrals are made by Heads of House and Heads of Department to the relevant SLT line manager. This will include students who fail to attend an after school detention.

Students are expected to work in silence and produce pieces of work during the day. Students spend break and lunchtime in the School Isolation room.

## **WITHDRAWAL FROM LESSONS / SCHOOL ALTERNATIVE PROVISION AND SUSPENSIONS**

The school endeavours to provide a range of provision in order to support the different learning needs of students and in order to ensure that where possible students are included within the school community. However, at times it may be necessary to remove students from lessons, their normal provision or the school if, despite support and encouragement, seriously violate the school rules, or where the continued presence of the student is a serious threat to the safety and/or learning of others.

Permanent exclusions will only be carried out when other strategies have failed or the incident is of a particularly serious nature. In all cases of any of these sanctions, the school will work in line with DfE guidelines. The sanction will be at the discretion of the Head teacher or, in their absence, another member of the Senior Leadership Team. A meeting, following a specific format, will be arranged for the student and his/her parents following any sanction that has resulted in any adjustment to their provision (excepting use of isolation). These meetings will be led by a senior member of staff, and will plan a way forward to help the student avoid similar behaviour in the future. Further information on the nature of the meeting that takes place once a student returns to school is provided below.

The school will endeavour to use a range of sanctions that are an alternative to suspensions and which provide students with support strategies to improve their behaviour. Examples of this are;

1. Withdrawal from lessons - where a student is removed from their normal lessons for a period which is typically 1-3 days but is based at their normal school
2. School Alternative Provision – where a parent is directed for their child to attend the Trust Re-Integration Centre (RIC) for an identified period of time. At the RIC, students shall work with Trust staff on themed content that will help support their behaviour and shall also, for those attending for more than 10 days, shall receive mentoring. Students at the RIC will follow curriculum aligned to that which they would be studying in their school. Every student who has attended the RIC shall have a report submitted to the school on their attendance, behaviour and some outline suggestions on strategies for improvement. This shall be looked at in the meeting that takes place on re-admission to the school and shall be shared with appropriate staff who work with the student when back in their own school.
3. A suspension will be issued where 1 and 2 have been used and behaviour has not met expectations

### **Meetings following sanctions 1-3**

The type of meeting that takes place will vary from student to student and is in line with DfE guidance. Typical examples are:

- Re-admission meeting with Head of House
- Readmission meeting with Head of House and SLT Link
- Governor Behaviour Panel – a meeting with representation of the Governing Body to affirm the school expectations on behaviour and agree next steps
- Governor Discipline Committee - a meeting with representation from 3 members of the Governing Body to make a decision as to the suitability of the sanction including a formal suspension requiring this meeting or a permanent exclusion.

### **SEARCHING, SCREENING & CONFISCATION**

Headteachers and staff they authorise have a statutory power to search a student or their possessions where they have reasonable grounds to suspect that the student may have a prohibited item or any other item that the school rules identify as an item which may be searched for.

The list of prohibited items are:

- knives and weapons, including imitation items
- alcohol
- illegal drugs
- stolen items
- any article that the member of staff reasonably suspects has been, or is likely to be used:
  - to commit an offence, or
  - to cause personal injury to, or damage to property of; any person (including the student).
- an article specified in the Specification & Disposal of Articles regulations 2012:
  - tobacco and cigarette papers
  - fireworks
  - pornographic images

Searching of a student will be implemented consistently, proportionately and fairly and recognise the age, the individual needs or learning difficulties of students with SEN and make reasonable adjustments that may be required where a student has a disability. CCTV footage may also be viewed. Any confiscated items will not be returned to students.

Searching will be conducted in line with the government guidance which can be read here:

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

Only members of SLT and the pastoral team are authorised to conduct searches on students and must always clarify consent beforehand. Staff will not make physical contact with a student but may ask students to remove blazers, coats or turn out trouser pockets or bags. If any staff member suspects a student of possessing a prohibited item, they must request for an authorised member of staff to conduct the search

All searches conducted will be logged on My Concern and parents informed, irrespective of whether a prohibited item was found or not.

Relevant action will be taken in respect of the student which will be dependent on the nature of the item found and the action taken by the student. This may also result in a referral to the police, early help or the local authority children's social care services.

## **PUPIL SUPPORT**

In addition to targeted work with students both in isolation and the Reintegrating Centre, some students may benefit from support from members of the pastoral team. In some cases, this may extend to a referral to external agencies such as the Behaviour Support Service or The Educational Psychologist.

## **SUBSTANCE ABUSE/DANGEROUS WEAPONS**

All substances or dangerous weapons e.g. alcohol, solvents, drugs, weapons will be confiscated immediately and not returned to students. Relevant action will be taken in respect of the student which will be dependent on the nature of the substance/dangerous weapon and the action taken by the student.

## **STAFF AUTHORITY**

All classroom staff have the authority to operate all the school sanctions detailed above with the exceptions of isolations and suspensions. All other adults working in the School are included in our behaviour management systems and deserve equal respect from the students. Consequently all staff can make referrals for school sanctions through their line manager or relevant classroom staff.

## **LEVEL OF SANCTION**

One off, minor incidents of disruption in lessons or inappropriate behaviour will normally attract sanctions such as a verbal rebuke, isolation for a short period or detention. More serious incidents of disruption or misbehaviour may well result in isolation or suspension. Any student verbally abusing, intimidating or assaulting a member of staff will be referred to the Reintegration Centre or suspended. If a student repeats inappropriate behaviour or persistently disrupts the learning of others, the seriousness of the sanction will increase. The School will make reasonable adjustments under the Equality Act 2010, in respect of safeguarding and students with special educational needs (SEN).

## **CHILD ON CHILD ABUSE**

The school aims to prevent child on child abuse through a structured personal development programme. However, should such incidents occur, they will be viewed as a safeguarding incident. Depending upon the nature of the incident, this will result in the sanctions outlined in the above paragraph. In some case referrals may be made to the police and social services.

## **EDUCATION AND INSPECTIONS ACT 2006**

The Education and Inspections Act 2006 introduced new statutory powers for schools regarding behaviour and discipline. The new powers give any member of staff in lawful control of children the right to regulate students' conduct and impose sanctions. These powers can extend to students outside school on school events, when travelling to and from school or when the students' behaviour seriously undermines the authority or reputation of the school.

School staff now have the legal right to confiscate articles from students, to search students for offensive weapons, to use reasonable forces of restraint, and can issue detentions. Further details of this Act can be found on the DfE website at [Searching, screening and confiscation at school - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/274222/Searching_screening_and_confiscation_at_school_-_GOV.UK.pdf)

The following items are not permitted on the school site:

- Cigarettes/tobacco/vapes
- Lighter/matches/flammable substances
- Electronic devices such as mobile phones and devises that record, including headphones and air pods
- Offensive weapons including imitation weapons
- Alcohol, drugs and substances

## **POLICE INVOLVEMENT**

If the school has knowledge that an incident of a criminal nature has taken place either in school or at a school event, we will under normal circumstances contact the police.

## **CHILD PROTECTION /SOCIAL SERVICES INVOLVEMENT**

The School has a named person who is responsible for child protection. All child protection concerns are referred directly to the Designated Safeguarding Lead who will take relevant action in line with child protection procedures. Where appropriate, the Designated Safeguarding Lead will inform the tutor and the relevant pastoral manager of the issues. Contact with Social Services is made by the Designated Safeguarding Lead, Heads of House, SSC/Inclusion Manager or relevant member of the SLT.

## **PARTNERSHIP WITH PARENTS**

The School aims to work in partnership with parents and recognises the value this partnership has in supporting the management of students' behaviour. The School welcomes parents into school to support learning, to share in the achievements of students, for social purposes and to share in the solving of difficulties in relation to students who are experiencing problems. The School encourages staff to make contact with parents, if relevant, and this includes contact of a positive nature as well as when support is required in solving problems. All contact with home should be in line with school policy.

## **EQUAL OPPORTUNITIES**

The School aims to ensure that equal opportunities are provided for all students. The behaviour management programme aims to ensure that all students have equal opportunity to access the learning provision provided by the school. All behaviour data will be monitored to ensure that no specific group is disadvantaged in relation to access.

## **REVIEW OF THE POLICY**

This policy will be reviewed annually. All relevant parties will be involved in this review.

## **REFERENCES TO OTHER POLICIES:**

The following School policies also need to be read in conjunction with this Behaviour Policy:

- Anti-Bullying Policy
- Safeguarding Policy and Child Protection Policy
- Wider Curriculum Policy

Further Information/Guidance	<a href="#"><u>Keeping Children Safe in Education</u></a> <a href="#"><u>Suspension and Permanent Exclusion guidance</u></a>
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