



# JOSEPH LECKIE ACADEMY

## Positive Behaviour Management Policy

### Rewards – Rules – Sanctions and Support

**This policy is reviewed every 3 years**

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## 1.1

### Introduction and Rationale

This Positive Behaviour Management Policy and the system upon which it is based are intended to facilitate the most effective teaching and learning possible within the Academy and ensure students behave in an appropriate manner throughout the school day.

At the heart of the policy and the system is the notion that young people do best in a positive and pleasant environment, where good work and behaviour are routinely praised and rewarded, and poor behaviour is dealt with in a consistent, assertive, but non-confrontational and low key manner.

Evidence clearly indicates that the most effective teachers and support staff are those who consistently praise good work and behaviour; a ratio of at least five positive comments to every negative one being seen as essential. The more we praise good work and behaviour, the less we need to criticise poor and inappropriate behaviour. Students will learn that they can and will be noticed for the right reasons and will be less likely to seek attention in negative ways. If they understand why good behaviour, manners and rules exist they are more likely to respond positively to our instructions. Good behaviour is something where we expect so much but teach very little. **We all have a duty to teach, model good behaviour and manners and reward those who do.**

**It follows therefore, that there must exist a structured rewards' system which will be consistently employed by all staff, so as to enable every student to be rewarded for good behaviour, as well as for good work.**

Alongside this, there must be a clear set of rules which are understood by all students, parents and teachers **and a structured system of sanctions which must be consistently applied by all staff.**

In general, **sanctions will be applied by the teacher in charge of the class** or by support staff within the classroom. Sanctions will also be applied by teachers, tutors and support staff before school starts, at break, lunchtimes and after school as required. Where the circumstances dictate, Heads of Faculty/ Department; Heads of House; On-Call staff and then on occasions members of the Leadership Team and the Principal will be involved, but wherever possible they will support the classroom teacher and support staff rather than taking over the process entirely.

#### **Roles and Responsibilities:**

**The Governing Body** will establish the Behaviour Management Policy and revise it annually. In addition they will deal with staff and student issues with respect to serious issues and sanctions.

**The Principal and Leadership Team (LT)** will be responsible for the day to day management of the policy and procedures.

**The Heads of House (HOH)** will be responsible for dealing with the day to day management of students' behaviour around the Academy throughout the day, beyond the classroom, as well as supporting teaching staff and Heads of Faculty/Department. They will liaise with parents when incidents arise over behaviour.

**The Heads of Faculty/Departments (HOF/HOD)** will be responsible for the behaviour of students within their subject areas and supporting their faculty/departmental staff.

**All staff members** including teaching and support staff will be responsible for following the behaviour management policy and ensuring consistency and fairness in its application.

**Parents and carers** are expected, encouraged and supported to take responsibility for the behaviour of their child(ren) both inside and outside the Academy.

## 1.2

## Reward Systems

### Rewarding Excellent Work and Service-

#### The Vivo Miles System – for all students at all Key stages

Every student will be able to gain recognition and reward in lessons/form periods for *good/outstanding* effort and/or achievement, commensurate with their level of ability, in academic work (both class work and homework) or for *exceptional* service such as helping at Parents' Evenings. Vivo Miles are also given for attendance.

Each faculty/department and house should have a clear policy for the awarding of Vivo Miles, which should be communicated clearly to students. Staff should be consistent in their use of these systems.

**Vivo Miles will need to be regarded by students and staff as special and not easily earned.**

Vivo Miles are awarded on-line on a daily basis from the member of staff's weekly allocation. All teaching and support staff are given a weekly allowance. The usage of Vivo Miles can be monitored by HOF/HOD/HOH and the Leadership Team.

Students are then able to accumulate Vivo Miles which may be used to purchase an item from the Vivo Miles on-line catalogue.

Staff can recommend items that can be added to the catalogue as rewards such as vouchers towards Prom tickets or trips. The process for this is to get agreement from the Leadership Team and then it can be set up on the Vivo Miles catalogue.

### FORMS OF PRAISE AND REWARD

#### **Class Teacher Rewards System**

Verbal Praise	Positive written comments on work
Positive comments in student planner	Letters/telephone calls to parents
Praise postcards	Merit stamps/stickers Referral to
other staff for praise	SIMS Achievement Points
Display of work	Consultation evening comments
SIMS Report Card comments	Vivo Miles
Reports and letters to parents	Certificates

#### **Formal Rewards System**

Attendance certificates and prizes	Students' tutorial awards
Subject awards and certificates	House Achievement Assemblies
Celebration of Achievement Evening	References

Service to Subject Certificates, Subject Certificates for good work and effort throughout the year, attendance awards, Tutorial Awards, together with House Awards and Cups for outstanding all round effort and achievement, will continue to be awarded termly at House Assemblies and Academy Celebration of Achievement Ceremonies.

A Celebration of Achievement Evening will take place in the autumn term at which external examination certificates, annual 100% attendance awards, Subject Prizes, Cups and Special Prizes will be awarded to present and former Year 11, Year 12 and 13 students.

## 1.3

### Rules for students

All generic and faculty/departmental specific rules must be understood by all students, staff and parents. As a consequence, form tutors, subject teachers and support staff will need to teach the rules to their students. HOF/HOD should ensure that any faculty/department specific rules are conveyed to parents through agreement with their link Leadership Team member.

- All rules must be displayed in appropriate locations.
- A Home-School Agreement is signed by parents and students in the student planner.
- There are general rules, which are printed in the student planner.
- Rules for classrooms, corridors, the dining halls and the yard are posted in the appropriate locations around the Academy.
- As far as possible, rules are expressed positively.
- All rules must be consistently applied.

#### **1. Rules for classrooms and all other teaching areas.**

##### **Students should:**

1. Arrive on time to lessons, correctly dressed and equipped.
2. Enter and leave the room in an orderly manner and only after given permission by the teacher.
3. Follow all instructions given by the teacher, including where to sit.
4. Put their hands up and wait to be asked to speak, and listen when someone else is speaking.
5. Treat other people and their property with respect, remove any litter and leave the room tidy.
6. Wear their blazers and remove outside coats in classrooms.
7. Wait to leave the room until dismissed by the teacher.
8. Not chew gum in lessons.
9. Not use mobiles and other media devices in lessons, except when instructed to do so by a teacher.

#### **2. Corridor rules in the buildings**

##### **Students should:**

1. Follow all instructions given by all members of staff.
2. Move calmly, not run and keep to the left of the corridors at all times.
3. Have respect for others, be polite and be aware of their personal space in and around the buildings.
3. Not use mobile phones; iPods or MP3 players on the corridors at any time in line with this policy.
4. Hold doors open for others and thank those who do the same.
5. Always line up on the classroom side of the corridor.
6. Wait quietly if a teacher is late.
7. Stay outside at breaks and lunchtimes or in designated rooms.
8. Not eat and drink on the corridors, take care of Academy property and displays and put litter in the nearest bin.
9. Be given a pass or note from the teacher if they are out of a lesson.
10. Not chew gum anywhere in the Academy.
11. Not use mobiles and other media devices on the corridors and stairways.

#### **3. Dining Hall Rules**

##### **Students should:**

1. Follow all instructions given by all members of staff and show respect for all adults who serve and supervise them.
2. Line up in a quiet and orderly manner and keep their voice at a talking, not shouting level in the canteens.
3. Return trays and cutlery after eating their meal and leave tables and floor areas where they sit clear when they leave.
4. Not consume food and drink outside from the Dining Halls unless having sandwiches in rooms 3, 4 and 5.
5. Follow the Academy's No Swearing Policy.

#### **4. Yard Rules**

##### **Students should:**

1. Follow all instructions given by all members of staff.
2. Stay on the Academy site at breaktimes and at lunchtimes in the designated areas.
3. Play ball games only in the area at the East end of the yard from the car park area behind the Sixth Form block up to the East end fence or behind the Science block.
4. Treat other people and their property with respect and report any incidents to members of staff on duty;
5. Follow the Academy's No Swearing and No Smoking Policies.
6. Not climb onto roofs for example, to retrieve footballs.

#### **5. In the Community**

##### **Students should:**

1. Be a proud representative and ambassador for the Academy in the community.
2. Be polite and respectful to all members of the wider community.
3. Take care of the local environment.
4. Be a responsible member of the community.
5. Wear full Academy uniform to and from the Academy.

#### **AREAS WHICH ARE OUT OF BOUNDS OR HAVE LIMITED ACCESS:**

##### **Students should:**

1. Not enter any laboratory or practical area unless a member of staff is present.
2. Not use the spiral staircase outside the Sports Block.
3. Not use the staircase in the Humanities Block - it is only to be used during emergency evacuations.
4. Not go behind any of the buildings on the North side of the brook (CBB, Technology, Art, Science and PE) except to enter a classroom in Science or Technology during lesson time.
5. Not go beyond the Red lines on the yard except to access a classroom at lesson times. These lines indicate additional out of bound areas during break and lunchtimes.
6. Not be on the corridors and classrooms at lunchtimes with the exceptions of the sandwich rooms 3, 4 and 5 and certain rooms as agreed with certain teachers.

#### **A to Z of student expectations:**

#### **ABSENCE/LEAVING THE ACADEMY SITE/LATENESS TO THE ACADEMY**

**Please see Attendance Policy for details of these expectations**

#### **BICYCLES**

We want to encourage students to cycle to school.

Bicycles must:

- Not be ridden on the Academy site.
- Be securely locked up in the designated area between the Humanities Block and the East Hall.

#### **BULLYING**

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying may have different causes including sexist, homophobic or racist views. The three main types of bullying are:

- Physical (hitting, kicking, theft etc.)
- Verbal (name calling, racist remarks, teasing etc.)
- Indirect (spreading rumours, excluding someone from social groups etc.).

Every student must feel safe and secure in the Academy. No one must feel afraid to report any form of bullying.

Bullying is totally unacceptable and must always be reported to a member of staff or via the SHARP system. Bullies will be reported and will be dealt with severely by the member of staff and details passed on to the relevant Head of Faculty/Department, Head of House/Head of Sixth Form or link Leadership Team member.

## **CHEWING GUM**

The Academy does not allow chewing gum.

Students, who are caught chewing gum, will be asked to remove it by the individual member of staff catching them.

N.B. If the same member of staff catches the student again the student will be referred to the Form Tutor or Head of House and will be given a thirty-minute detention by them.

## **DRUGS, ALCOHOL, OFFENSIVE WEAPONS AND FIREWORKS**

The Governors have a zero-tolerance policy to drugs, alcohol and offensive weapons. Students must not have illegal drugs or alcohol in their possession. Students must not bring knives, laser pens, any other offensive weapons or fireworks into the Academy. This is a serious offence.

If students bring them into the Academy, a member of the Leadership Team will:

- Remove the drugs/offending item(s) from them.
- Consult with the Principal who may exclude the student from Academy, either fixed term or permanently and consider informing the Police and the student may be arrested.
- Inform parents.

## **Right to Search Students and Confiscation of Banned Materials without consent:**

In accordance with the DFE document “Screening, searching and confiscation” (July 2013):

The Principal and staff authorised by him have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items are:

- Knives or weapons.
- Alcohol.
- Illegal drugs.
- Stolen items.
- Cigarettes.
- Tobacco and cigarette papers.
- E-cigarettes / shisha pens.
- Matches and lighters.
- Fireworks.
- Pornographic images on mobile phones / other devices or paper copies.
- 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 the property of, any person (including the student).

The Principal and authorised staff can also search for any item banned by the Academy rules which has been identified in the rules as an item which may be searched for.

## **Confiscation**

Academy staff may seize any prohibited item found as a result of a search. They may also seize any item found, which they consider harmful or detrimental to Academy discipline.

## **EXPENSIVE AND UNNECESSARY ITEMS**

Students should not bring large amounts of money into the Academy. If this is absolutely necessary, they may ask their form tutor to look after it until the end of the Academy day.

## **FAILURE TO FOLLOW CLASS INSTRUCTIONS OR COMPLETE WORK (INCLUDING HOMEWORK)**

Students are expected to follow all class teacher's/support teacher's instructions and complete work set in class. **Failure to do classwork** will result in class sanctions using the PBM system which may lead to Time Out and detention given by the teacher.

**Failure to do homework** will lead to a 30 minute teacher/faculty/departmental detention administered by their class teacher (parents informed).

## **FAILURE TO ATTEND DETENTIONS**

If a student fails to attend a detention, the teacher/tutor should find out the reason. If there is a reasonable explanation then the initial detention will be rearranged. N.B. Teachers/HOF/HOD are responsible for all detentions related to curriculum issues including behaviour, work, lateness, truancy etc. and tutors/HOH for all issues in tutor time and beyond the classroom.

If there is no reasonable explanation the sanctions will increase:

- E.g. 10 minute detention will become a 20 minute after school detention.
- A 30 minute teacher detention becomes a 60 minute faculty/departmental/house detention.
- 60 minute teacher/faculty/departmental/house detention (parents informed) students will be collected from lesson P5 where possible.
- Failure to attend a rearranged detention, HOF/HOD/HOH to issue 2 hour detentions (or 2 x 1 hour at HOF/HOD/HOH discretion).
- Repeated failure to complete homework or to attend the detentions, the HOF/HOD will inform parents and HOH for discussion on an individual basis.
- If the above is still unsuccessful then the HOF will contact the HOH and link Leadership Team member for a meeting with parents.

## **FIGHTING**

If students fight or threaten violence to other students, this will be dealt with by the teacher and HOF/HOD or On-Call staff if HOF/HOD is unavailable. If the incident occurs on the yard either before registration, break times, lunchtimes or after school, a member of staff will take them to their HOH. If the HOH is unavailable then they should be taken to the link Leadership Team member or alternatively another member of the Leadership Team.

As a consequence of fighting the student will be:

- withdrawn from the lesson/removed from the yard whilst the cause and solutions are identified.
- kept isolated by the HOF/HOD/ „On-Call staff“/HOH/LT, until the fight is resolved and any follow up action agreed, (the Time-Out Room/Inclusion Room may only be used as a last resort).
- receive a sanction which will be applied according to the severity of the fight and individual circumstances.
- returned to class, **only** if the fight or threats have been fully resolved.
- returned to remaining lessons and allowed breaks and lunch only if the fight or threats have been fully resolved.

Parents will be informed of the incident if it results in an internal or external exclusion.

A record of the incident will be made on SIMS by the initial teacher and follow up actions recorded later by the person making the decision. Please see HOF/HOD, HOH, Leadership Team, Principal and Governors sections as to who can authorise different levels of sanctions.

## **LITTER, GRAFFITI AND DAMAGE**

Litter should be put in the bins provided.

- If students drop litter anywhere, they will be asked to pick it up. If they refuse this will result in sanctions given by the member of staff.
- If students write graffiti anywhere, they will be required to remove it or alternatively be required to pay for its removal if it is permanent. This is criminal damage and parents will be informed.



- If students accidentally damage any Academy property, they should tell a member of staff what has happened, immediately.
- If malicious damage is done, students may be required to pay for the repair or replacement.
- Students may be required to pay for any lost or damaged books or other equipment.

### **MEDICATION/ ILLNESS/INJURIES**

- If students need to bring any medication into the Academy, it is the parents' responsibility to ensure that the medication is left at Reception together with a medical form explaining when it needs to be taken. It is the student's responsibility to report to the Reception as and when they need to take their medication.
- Academy staff are not responsible for ensuring that students take their medication.
- Students who have an inhaler for asthma should carry it with them at all times.
- Students who are ill or injured and sent to the Reception should be assessed by a First Aider and then return to lessons as soon as possible unless they are sent home or parents collect them from the Academy. If they are well enough to be in school they should usually be in lessons where they are under the direct supervision of the class teacher.

### **MOBILE PHONES AND OTHER MEDIA DEVICES**

If students bring any of the following items into the Academy then they do so at their own risk: mobile phones; iPods; iPads; other tablets, stereos/MP3 Player and other media devices.

Bringing a mobile phone and media devices into the Academy is a privilege not a right and if students do not follow the rules or alternatively they are persistently late to school, they may lose this privilege and be banned from bringing their phones/media devices into the Academy.

Therefore, students must follow the mobile phone/media rules:

- Students must turn off their phones/media devices at 8.40 am and will only be allowed to turn them on at break, lunchtimes and after school. Thus mobile/media devices/phones should only be used at break and lunchtimes and not used in lessons, except when instructed to do so by a teacher.
- Phones and media devices should not be used on the corridors, stairways, West Hall, Library, Reception area or during a fire drill. If used in these areas, students will be asked to turn them off. Staff should use the same PBM system in requesting this before further sanctions are needed.
- The type of music played must be appropriate for their age and not include any swear words or racist or inappropriate sexual references.
- Music on mobile phones/other devices should only be listened to via headphones and not through any internal or external speaker system.
- Students must not have pornographic and other inappropriate materials on their mobile phones/other devices.
- If students break the rules their phone/media device will be confiscated and not returned until the end of the day. Teacher/staff must record on SIMS. On the second offence parents will need to arrange to collect it after school. The privilege of bringing a phone/media device into the Academy may be revoked.
- Phones are NOT allowed in examinations, they should be handed in prior to entering the examination room. These rules are set by the examination boards and there are serious consequences for students if they break the examination rules.

#### **If students break these rules:**

**First offence:** the phone/media device will be confiscated by the teacher/member of staff and returned to the student at the end of the Academy day. A record is made on SIMS.

N.B. If a member of staff feels that they cannot keep the phone safe, they must put the phone in an envelope with the students name and pass it onto their HOF/HOD/HOH for safe keeping until the end of the day.

**Second offence:** the phone/media device will be confiscated by the teacher/member of staff and handed to the HOF/HOD/HOH (depending on where the issue arises) and only returned to parents. A record is made on SIMS.

**Third offence:** The phone will be confiscated by the teacher/member of staff and passed on to the Link Leadership team member who will inform parents that privilege of having a mobile phone has been

withdrawn. This may be reviewed after 6 weeks subject to overall behaviour in the Academy. A record is made on SIMS.

Posters reinforcing these rules are clearly visible around the Academy.

## **RACIST BEHAVIOUR**

The Governors have a zero-tolerance policy regarding racism. Any racist behaviour or racial abuse must be reported immediately to a member of staff and dealt with in the same way as bullying.

Any racist incident, no matter how small, should be recorded on SIMS with "Racist Incident" clearly marked on it. If the incident is serious and needs dealing with at a higher level, the referral should be passed through the normal channels to the HOF/HOD (in class issues) or HOH at other times, who will follow up and then record further actions onto SIMS.

## **SMOKING**

The Academy is a No-Smoking Site. Students must not smoke in any part of the Academy, whilst travelling to and from the Academy, on college placements, work experience, on Academy trips or any other authorised activity.

### **Protocol For Non- Compliance on Academy Premises By Students**

Students will be punished for smoking if:

- They are seen smoking.
- They are seen with a lit cigarette in their possession.
- They are seen with a cigarette (lit or unlit) e.g. in their mouth or hand.
- They are seen to discard a cigarette (lit or unlit).
- They are in possession of any tobacco product (including chewable tobacco) in clothing, in a bag etc.
- They smell of cigarette smoke.
- They are found to have cigarettes and/or other smoking materials openly in their possession.
- Those who are found associating with smokers at the time of the offence, even though they may not have been smoking themselves, will normally receive the same sanction.
- They are found in possession of large numbers of cigarettes or a large amount of other smoking materials are liable to receive a more serious punishment, especially if they are passing them or selling them on to other students.

1. If students are found to be smoking they will receive a sanction as soon as practicable from the time of the transgression. This sanction will be in the form of a detention, internal extended isolation or fixed term exclusion.

2. A report of the incident will be completed by the relevant member of staff and this report will be passed to the student's Head of House.

3. The Head of House will duly note the incident and will log it on the Academy's management information system (SIMS) and a copy of the report will be placed on the student's file. The Head of House will then organise for the sanction to take place liaising with the link member of the Leadership Team.

4. The administrative / clerical team will notify the parents or carers of the student concerned by letter.

5. The administrative / clerical team will notify Mrs Gibbins of the incident who will make an appointment for the student concerned to meet with Head of House / link Leadership Team member for health and cessation advice.

The Academy will forward the names of persistent offenders to Legal Services and the Police and further incidents will result in more serious sanctions being considered by the Academy. These will include extended detentions, isolations, pastoral support plans and exclusions, including permanent exclusion.

The Academy may choose to seek assistance from Legal Services or the Police in pursuing a statutory fixed penalty notice.

The penalties and fines for the smoke-free offences set out in Health Act 2006 are; a fixed penalty notice of £50 (discounted to £30 if paid within 15 days from the issue of a notice) or a fine by a court not exceeding Level 1 on the standard scale (up to £200). These fines may be subject to change.

**N.B. See earlier section on “Right to Search Students and Confiscation of Banned Materials without consent”.**

### Sanctions: 6 Strikes and Out

Sanction for Smokers	Guilty by Association - this means being with anyone smoking
<b>First Offence</b> - 1 day in Internal Exclusion Unit.	<b>First Offence</b> - Letter home and 1 hour House Detention.
<b>Second Offence</b> - 2 days in Internal Exclusion Unit (8.30 am - 4.00 pm).	<b>Second Offence</b> - 1 day in Internal Exclusion Unit and meeting with parents.
<b>Third Offence</b> – External Exclusion for 5 days plus as at Second Offence (Internal Extended Exclusion for 2 days (8.30 am - 4.00 pm). Plus encouragement of parents to ensure no further offences.	<b>Third Offence</b> -1 day exclusion and meeting with parents
<b>Fourth Offence</b> - Exclusion for 10 days arranged by Link Leadership Team member (5 external plus 5 extended internal in Inclusion Room). Parents warned of possible permanent exclusion if student continues to smoke.	<b>Fourth Offence</b> - 2 day exclusion and Leadership Team disciplinary.
<b>Fifth Offence</b> - Excluded for 15 days. Final warning given by the Principal (5 external plus 10 extended internal in Inclusion Room). Parents warned that any further offences committed will lead to a Governors' Disciplinary Committee Meeting - final warning.	<b>Fifth Offence</b> - Governors' disciplinary meeting - final warning.
<b>Sixth Offence</b> - Governors' Disciplinary Meeting - Possibility of a fine / Permanent Exclusion.	<b>Sixth Offence</b> - Governors' Disciplinary Meeting

### SPITTING

Spitting is forbidden in all parts of the Academy and on academy trips. If students spit, the teacher who catches them will remind them that this is totally inappropriate behaviour.

### SWEARING

The Academy has a “**zero-tolerance**” policy of swearing *in all languages*. Students who are overheard swearing in informal circumstances e.g. whilst on the yard, should be admonished by staff and good manners reinforced.

Students who swear at any member of staff, or are heard swearing by the member of staff at them, a visitor to the Academy or maliciously at a student either in the lesson should be sent to the “Time-Out” Room if this occurs in lessons. If this happens on the yard before school, during registration, at break, lunchtimes or after school, they should be referred directly to their HOH. Parents will be informed by the HOF/HOD or the HOH. Depending on the severity and the context, the HOF/HOD or HOH may refer to the link Leadership

Team member for an a more severe sanction such as an exclusion, either internally or externally.

N.B. Staff should use their professional judgement in making a decision as to whether the swearing in class to other students is malicious, offensive or just the wrong choice of words and in the latter case they should be reminded not to use inappropriate language.

### **TRUANCY and LATENESS TO LESSONS/TUTORIAL TIME**

Attendance at all lessons is vitally important and students must arrive to lesson on time. A student will be considered truanting if they fail to attend registration, assembly, lessons or detention for any reason other than with the express consent of a member of staff. Consent may be in the form of an “Out of Lesson” pass, teacher/tutor a signed and dated note, email, text message or verbal communication from a colleague. Consent may be provided either before or after the event.

Lateness will usually incur a sanction, teachers should use their professional judgement before deciding to issue a sanction. They should ask for the reason and allow a reasonable time for them to get from one class to another. Teachers/tutors should record the number of minutes late on the register.

Where there is no reasonable reason and allowing for time to get to the lesson, the sanction given for lateness will be a time sanction equivalent to the time missed from the lesson.

It is the class teacher/tutors responsibility to administer this detention and it is at their discretion as to when this is done. If it is more than 10 minutes, parents must be informed by telephone or letter. This can be on the same day as long as parents are notified.

If a student fails to attend the detention, please refer to the “Failure to attend detention section” above.

Truancy will incur a sanction. Where the teacher feels it is no longer reasonable lateness and truancy has been established i.e. when it is a deliberate action (professional judgement of the teacher), then there will be a higher order sanction.

Students will go straight to the same sanctions as “Failure to attend detentions” section above.

### **UNIFORM/HAIR CUTS/STYLES/MAKE-UP**

**All students from Years 7 to 13 must adhere to the following:**

- Make up should be minimal and there should be no fake tan.
- False nails/eye lashes and painted nails are not permitted.
- There should not be any extreme or unacceptable hairstyles (e.g. no patterns /tramlines, including eyebrows, V and other shapes cut into the hairstyle) or extreme colours (e.g. pillar box red, blue, orange, purple, yellow) and bands of colour (i.e. dipped).
- Sensible plain black sturdy shoes with low heels with no motif, bling or other adornments.
- Trainers, sling-back, open toe, canvas shoes and boots are not allowed. No boots should be visible. However when it is snowing, appropriate boots may be worn over trousers to protect clothing.
- Tracksuits, blue denim, leather jackets, hooded tops and baseball caps are not allowed.
- Jewellery should not be worn other than one pair of plain studs in the ears, one finger ring and one bracelet. No other facial or body piercings should be visible.

**All students in Years 7 to 11 must wear Academy uniform and must also adhere to the following:**

- Trousers and skirts must be dark grey or black.
- Academy ties must not be defaced and must be tied properly, with the House emblem showing.
- Blazers must be worn in all lessons and around the Academy, unless given permission to remove the blazer by the class teacher. In hot weather the Principal will decide if the can be removed on the day.

Students who wear too much make-up or false tan will be required to remove it. If students wear false nails/eye lashes, long or painted nails they will be asked to trim the length and /or remove them or the colour. Students who have unacceptable hair-cuts or colours will be sent home to shave them out or remove the colour or kept in internal isolation.

Failure to comply with any of these may result in the student being placed in isolation by their HOH or sent home by the HOH, where they will remain until they comply with these rules.

Sixth Form students are required to wear smart professional business wear. Make-up and jewellery should be kept to a minimum. For guidance staff should reinforce what would be expected in a business environment.

If students are **temporarily without an item of uniform**, or for Sixth Form students are not in professional business wear, they must bring a note from home which must be counter-signed and dated by their Form Tutor, HOH or Reception staff (if they have arrived late). Tutors, HOH or Reception staff will contact home to reinforce expectations.

If students are unacceptably dressed, they may be sent home to change or will be kept out of lessons. HOH will make appropriate arrangements for them to work in isolation in house offices or at the back of their classrooms (See HOH section, especially regarding Y11 students).

Posters are also clearly displayed around the Academy along with information in the Prospectus.

If students have any of the following items in the Academy, they will be confiscated by any member of staff and kept until the end of the day: jewellery (other than one pair of plain studs, one finger ring, one bracelet), denim coats, hooded tops, tracksuit tops, tops with offensive slogans or baseball caps. Repeated offences will result in confiscation and parental interview before the items are returned.

## 1.4

## Class Sanctions

### Positive Behaviour Management for all teachers and support staff:

An effective teacher and support staff will adopt many common sense strategies to de-escalate and diffuse any confrontational situations, to ensure the smooth running of a lesson, before moving on to a hierarchy of sanctions,

For example:

- Adopting a firm, assertive, non-confrontational, non-hostile approach
- Using the „language of choice“.
- Endeavouring to take the voice down whenever the student’s voice is raised.
- Adopting a non-contact approach unless protecting one student from another.
- Regular movement around the class.
- Eye contact with a student who is moving off task.
- Positioning oneself close to a student who is off task.
- A **quiet** word in the ear.
- Use of gesture-thumbs-up etc.- when a student is back on task.

N.B. Even if further sanctions are necessary, this does not preclude a further quiet word at the end of the lesson or before the start of the next one to help build a better working relationship.

Inevitably, however, there will be times when the above strategies are not enough and it is at this point that the teacher should follow **the Positive Behaviour Management system consistently**.

### The Classroom Sanctions System

This might be necessary for a whole range of reasons which are preventing learning such as: refusing to follow an instruction, inappropriate comments/swearing, using a mobile phone/media device, talking out of turn, rudeness etc. It should **NOT be used for** lack of equipment, lateness or lack of uniform. In these cases a red card is issued in a non-confrontational manner but ensuring the students acknowledge the giving of the red card and students then get on with work.

The teacher or support staff will begin to work through the hierarchy of sanctions as set out below. Remember the “language of choice” is a powerful tool to promote good behaviour, gets students back on track and avoids going too far down these sanctions. Sanctions must be followed in order (unless it is a severe incident):-

- **C1**-Student is given a verbal warning and told that they are on C1 (teacher may make a note in their planners for reference later in the lesson).
- **C2**- Second warning but student is also given a 10 minute detention with teacher the same day at break, lunchtime, after school, or at another time determined by the teacher. No notice of this detention will be required so long as it does not exceed the statutory ten minutes allowed. Teacher completes a referral on SIMS as soon as possible and must be before the end of the day.
- **C3** –30 minute teacher detention with teacher preferably the next school day. Student will be issued with detention letter or phone call to parents, this is made by the subject teacher/ support staff/reception staff (***unless the student moves to Fourth Offence or the Severe Incident see below***). Teacher calls home or issues a letter sent home by the Academy Office. Teacher completes a referral on SIMS as soon as possible and must be by the end of the day.
- **C4** –Student sent to the Time Out Room for the rest of the lesson and 60 minute detention with teacher/faculty/department. Teacher completes SIMS Message either through clicking on the student name on the register or in the student details to the Time Out **Supervisor (“Behaviour Incident Alert Message”)** with details of the incident and detention date or alternatively sends a hard copy of the SIMS referral. The Time Out Supervisor issues the notice of detention and notifies the parents either by letter or phone call. The Time Out Supervisor enters the student details on SIMS and then

emails the HOF/HOD and copies in the HOH and tutor at the end of the day to inform them which students have been sent to Time Out.

### **Severe Incidents**

**S1-** Any student, who swears at a member of staff, bullies a student (may involve verbal aggression, severe swearing or being racist) or blatantly refuses to follow instructions, challenging the authority of the teacher, is sent immediately to the Time Out Room for the rest of the lesson. Teacher alerts the Time Out Supervisor via the “**Behaviour Incident Alert Message**” on SIMS, or emails the Time Out Supervisor or sends the SIMS referral form. The teacher gives a 60 minute faculty/department detention in addition to any further action that might be taken. The Time Out Supervisor records on SIMS, issues the notice of detention and informs parents by letter or phone. The Time Out Supervisor then emails HOF/HOD and copies in the HOH at the end of the day to inform them which students have been sent to time out for this reason.

The Time Out supervisor will notify the link Leadership Team member to see if any further action is required who may, depending on the circumstances, may keep them off timetable for the rest of the day either internal exclusion or exclude them for a fixed term.

**S2- HOF/HOD/On-Call** - If students refuse to go to Time-Out, there is a fight or the situation is getting seriously out of control then the teacher will call for support from their HOF/HOD or 2<sup>nd</sup> in Faculty where they are free and if not they will use On-Call staff. They will remove the student(s), calm the situation\*, and investigate what happened and why.

Faculties/departments should inform their team which lessons the HOF/HOD/2<sup>nd</sup> in faculty (or other senior colleagues) are available for support, if required and have a method for calling support within the faculty/department or On-Call.

**HOF/HOD/On-Call staff** may decide:

- To take/keep them for the rest of the lesson.
- To return them to the classroom but only if the situation is fully resolved.
- To seek further support from the HOH or the link Leadership Team member.
- To take them to Time Out if there is no other option available.

\* **The use of reasonable force may be necessary to calm the situation. Staff using this must refer to the guidance in “The Reasonable Force Policy”.**

HOF/HOD or On-Call staff will then decide on further sanctions subject to actions taken and record follow up actions on SIMS.

Where a student refuses to follow On-Call staff instructions, the student will be placed in the Inclusion Unit for an extended day at the earliest opportunity.

**In all stages from C3 onwards and Severe Incidents, the teacher is responsible for:**

- Ensuring the 30 minute teacher detention or 60 minute faculty/departmental detention is served in order that the student makes up the lesson time lost and that the teacher can rebuild relationships. Where the student fails to turn up, see FAILURE TO ATTEND DETENTIONS SECTION ABOVE.
- Recording the incident on SIMS even if the student is removed by On-Call and still gives a 60 minute departmental detention.
- Sending work with the student to ensure continuity of learning.
- Emailing the Time Out Supervisor that the Time Out detention has been served for students who get to C4.



## 1.5 Time Out System for C4 & Time Out Detentions.

1. The Time Out Room operates to support classroom teachers when a student reaches C4 in a lesson or for a severe incident or in exceptional circumstances to support On-Call.
2. The Time Out Room is located in the Student Support Unit
3. It is staffed by a Time Out Supervisor (except where cover is required, when more experienced cover staff are used).
4. Subject staff are expected to send work with the student, with the possible exception of when the On-Call staff is called in which case some generic subject work will be used (see No 5 below).
5. Each faculty/department is expected to maintain a stock of worksheets for each year group within the room so as to supplement work sent with students from lessons and for use by students taken by the On-Call staff or the Leadership Team. It must be recognised, however, that there will be occasions when it may be inadvisable to insist that an extracted student does anything other than sit quietly, especially if he or she has been involved in a fight.
6. Students work in silence in separate cubicles.
7. The teacher will send a SIMS Message to the Time Out Supervisor with the details (see section 1.4), an email or a SIMS referral form.  
N.B. If teachers consider it likely that the offending student will truant rather than going to the Time Out Room and the teacher is unable send a SIMS message, they should send a reliable student with the Referral form.
8. If the student does not arrive, the Time Out Supervisor will then take all reasonable steps to locate the student and use On-Call staff or a member of the Leadership Team to support if required. If this proves impossible, parents will be notified by telephone by reception staff.
9. The incident is recorded on SIMS by the Time Out Supervisor. At the end of the day the Time Out Supervisor will inform the HOF/HOD and the HOH, and tutor via email (plus the link Leadership Team member on the 9<sup>th</sup> referral), which of their students have been in Time Out that day.
10. HOF/HOD will monitor behaviour of students sent to Time Out from their faculty/department on a daily basis and take appropriate action to further support staff or reinforce expectations and consistency in using the systems appropriately or other strategies to support the class teacher.
11. The teacher in conjunction with the HOF/HOD will ensure that the student completes the 1 hour faculty/department detention and informs the Time Out Supervisor via email that this has been done. The Time Out Supervisor will record on SIMS that this has been completed.
12. The HOH and tutor monitors behaviour of students in their House/form in lessons via the emails sent from the Time Out Supervisor and SIMS.
13. Where possible the Time Out Supervisor contacts home by phone, if this is not possible a letter and text message is sent to parents by reception staff.
14. It will be the responsibility of the HOF/HOD to support the teacher, especially with regard to the detention the following school day or non-attendance at that detention. (The HOH will fulfil this function if the problem has occurred out of lessons). Where a pattern of problems emerges, the HOH will become involved. In the case of very serious misdemeanours, the link Leadership Team member attached to the house concerned will become involved and subsequently the Principal.
15. If a student misbehaves in the Time Out Room, the Time Out Supervisor will contact the On-Call staff, the HOH or a member of the Leadership Team for support. This will result in more severe sanctions for the student at the discretion of the Leadership Team member. HOH will be informed via email (No 9 above) and parents are likely to be contacted by HOH or Leadership Team member.

### Repeated Time Out Referrals

**The HOF/HOD should monitor repeated referrals from a class teacher - see No 10 above.**

**Repeated Time Out Referrals** - Further Intervention Strategies

HOH plus Time Out Supervisor monitor SIMS Time Out referrals.

**Further intervention strategies by HOH within any half-term include:**

3 referrals – HOH interview with student + parental letter + 1 hour HOH detention.

6 referrals – HOH meet with parents + 2 hour HOH detention. Link Leadership informed.

9 referrals – HOH/Leadership Link form action plan with parental involvement and appropriate sanctions/support structures put in place. Principal informed.

Continued referrals – Leadership Disciplinary Committee with student and parents.

No improvement and continued referrals – Governor's Disciplinary Committee .

Failure of the above to improve behaviour may lead to permanent exclusion.

## 1.6

### Other Sanctions and Support

The following sanctions may be used by the named personnel in addition to the above.

#### The SIMS Referral – all staff

Reference has already been made to this method of communicating achievements as a means whereby **teachers** can make positive referrals in respect of positive achievement.

It will also be an important communication channel when a teacher needs to inform HOF/HOD's, form tutors and HOH of poor student behaviour and especially when students have been given detentions and/or been sent to the Time Out Room.

The referral may be for information only, where action has already been taken, or may be a request for further action from a suggested person i.e. form tutor, HOH, HOF/HOD or link Leadership Team member. In this case a SIMS message or email should be sent to the appropriate person(s) so that they can look up the referral on SIMS. **The referral is recorded on SIMS by the person dealing with the initial incident and then can be accessed and added to by all others needing the information.**

#### Detentions – all staff

When this sanction is used, a phone call or letter must be sent home. There is no minimum notice, however it is imperative that parents are informed for all detentions over 10 minutes and that the Reception is also made aware giving details of student, year and form, the teacher, date and location of the detention.

If students are detained at lunchtimes they must be given a reasonable period of time to eat their food and go to the toilet.

It is expected that HOF/HOD and HOH will support their colleagues in the running of detentions. Although detentions will usually be given on the day following the problem, it may be helpful if faculties operate a regular weekly detention night or nights. HOF/HOD's and HOH could organise these such that wherever possible two colleagues run a detention session together. When students miss detentions, the subject teacher should follow up the problem with the HOF/HOD and inform the tutor and HOH. Defaulters should be given an extra detention (**see "failure to attend detention section"**). Where the problem persists, the HOF/HOD should liaise with the HOH for support and then the link Leadership Team should be involved.

All teachers/cover supervisors should run ten-minute detentions for students who are late to lessons. Record on SIMS is made by teacher/staff.

#### Heads of Faculty/Heads of Department

These should be involved in the first instance for any serious incidents in the classroom (when not teaching or dealing with another incident). If they are unavailable, staff should contact On-Call staff.

HOF/HOD and 2<sup>nd</sup> in faculty, are responsible for following up on incidents within their faculty/departmental areas.

Some strategies they may use:

- Supporting staff in administering detentions and faculty/departmental detention nights.
- Removal for part of a lesson (either to their own room or another strong teacher for example at the back of a Sixth Form class).
- Additional support from a TA.
- Putting a student on faculty/departmental report.
- Removal to another class for a few lessons or permanently changing sets (parents must be informed prior to changes).
- Reviewing classroom practice with colleagues so as to avoid future incidents.

Different students will require different interventions and **HOF/HOD should try a range of strategies.** HOF/HOD can seek the guidance and support of the HOH and link leaders for alternatives to try in individual cases.

If a HOF/HOD has dealt with an incident and feels there should be additional sanctions, they should liaise in the first instance with HOH where available, the link Leadership Team member or where these are unavailable another member of the Leadership Team (see guidance re internal/external exclusions) who will inform the HOH and link Leadership Team member as soon as possible of any actions taken and if follow up actions are required.

### Heads of House

The HOH will follow up on incidents reported to them which occur beyond the classroom, including before and after school and lunchtimes, regular sending to Time Out and where repeated interventions are not working within faculties/departments.

Strategies they may use with students:

- Issue House detentions, this may be at lunchtime or after school
- On Report (using SIMS)
- Meetings with student, parents and/or Link Leadership Team member
- Isolation (in agreement with the Link Leadership Team member)
- Allocating a Key Worker (an identified member of staff who has formed a good relationship with the student and who agrees to mentor, guide and advise the student on appropriate behaviour and can be a link between teachers, the student and parents).
- Liaison with Student Support Centre Staff /SENDCO for advice and further support with outside agencies

They will undertake the investigations and may put students on report, give detentions or get parents involved. They must liaise with link Leadership Team member where they feel sanctions involve internal/external exclusions and parents must then be informed. They will be responsible for accommodating students who have been internally isolated (excluded) for a day, either in their office, in the back of their classroom or elsewhere by arrangement. When there is more than one student in their house isolated in any one day, or they have a parental meeting they may have to use others to support for a part of the day. In these cases they should refer to the link leader or other member of the Leadership Team who will try and support or use the Inclusion Room. In exceptional circumstances Student Support Unit or Time Out may be used **but only with permission of the link leader** who will consult with the Inclusion Room Manager, Student Support Unit Manager and/or the Time Out Supervisor before making a decision which is appropriate.

If a student needs to be isolated over break and lunchtime, then for those not in the inclusion room, the HOH will keep them over lunchtime or liaise with the Leadership Link when this is not possible to do so. In these cases HOH may give students a pass to go for lunch early so students are away from others" at lunchtime.

When a student is in isolation with HoH, it is the responsibility of the HOH to co-ordinate work for the student (see note below re Y11 students). The HOH will send an email round to relevant staff as soon as the decision to exclude is made. Teachers have a responsibility to provide work for the lesson and the reception staff will support in collecting the work and sending it to the HOH or wherever the student is isolated.

**N.B. When Year 11 students are on internal exclusion with the HOH** (with the agreement of Mrs J Smith). The HOH will contact Mrs J Smith who will make the necessary arrangements as to where the student will work. The student will still be isolated during break and lunchtimes with the HOH or Inclusion Room (if authorised by the Link Leader as this is subject to numbers and who is already in the room).

### Red Card Detention

This is run on a daily basis for lateness to school and tutor time and takes place between **12.15 – 1.00**. Staff on reception duty will issue late students with a Yellow Card, if students are late to tutor time and they do not have a yellow card, tutors will issue students with a late Red Card detention. Tutors will record the number of minutes students are late and action/reason onto the register, this enables staff to know that students have arrived at form but have been dealt with either with a Red Card or an acceptable reason. A tutor issuing a red card should send the red card notice to the Reception office and this must be before

10:00am. Text messages will then be sent out by the Attendance Office to inform parents of the detention on the same day.

Red card detention is also used for lack of uniform or lack of equipment (pen, pencil, ruler and planner). A member of staff issuing a red card for uniform or equipment will inform the student when the detention is and send the red card notice to the office. The office staff will put the student into the Red Card. If the offence is during Period 1 then the Reception office will need to be informed before 10.15 in order for the detention to be set for the same day; if it is period 2 onwards the detention will be for the following day. A text message will be sent to parents on the day of the detention.

There is a staff rota for running Red Card with a member of the Leadership Team and one member of teaching staff on duty each lunchtime.

Faculty/departmental detentions take priority over red card and so students with both will have their Red Card postponed to the next available day.

If students are not in a faculty/departmental detention but faculties/departments wish to have a student to do some work, they may collect them from Red Card (in person) and this will count as doing the Red Card detention.

N.B. 1. Red cards can only be cancelled if the Attendance Office is notified with a good reason by 11.15am if it is later than this, then a note should be sent with the student to the Leadership Team member on duty who will make the decision as to whether the detention should be served.

N.B. 2. Red cards can be rescinded by the person giving them a Red card who has made a mistake, the Yellow/Red card for lateness can be rescinded by the Tutor/HOH or LT member if there are good reasons for this.

N.B. 3. Period 3 teachers are expected to take any students highlighted on the register having a red card to room 3. Students should not be allowed to go themselves in case they should run off. Staff should come to the room 3 to inform the Leadership Team member if this is the case.

### **Dealing with defaulters:**

If the student is absent the Red Card will be deferred to the next day.

If a student fails to attend a red card detention, then the student will be collected at the end of Period 5 and placed in the Inclusion Unit until 4:05pm, the student will still have to complete the original red card the following day.

If there is no reasonable explanation or the student has run off from the teacher, or runs off from the Red Card the sanctions will increase:

1. The Leadership Team Link will arrange for a one-day internal exclusion with HOH with the loss of their lunchtime (put in the Inclusion Room) and escorted to the Red Card at the end of the day.
2. The Leadership Team Link will arrange for an internal exclusion in the Inclusion Room for one day (student will have a different day to the normal school day).
3. The Leadership Link will arrange for a two day internal exclusion in the Inclusion Room.
4. Continued defiance will result in further internal and/or exclusions as agreed by the Principal.

N.B. Parents will be informed at all stages.

### **The SIMS Report Card/Faculty Report Cards**

HOH and Student Support Unit (in consultation with HOH), Leadership Team and/or the Principal staff can set up SIMS report cards for on-going issues such as attendance and punctuality to lessons, behaviour in class, lack of homework, work ethic etc. HOH will establish the card on SIMS and as teachers take registers they will see who is on report and immediately know the reasons and be able to see the student's behaviour in other lessons. When staff meet and greet students they can have a quiet word with the student giving the student every opportunity to show how good they can be. This is a useful means of monitoring progress and setting targets for improvement.

**Parents** will be informed by the HOH. The HOH will arrange for either a paper copy to be sent home each week, an electronic copy to be emailed or will check if parents can access the report via SIMS Learning Gateway.

**Teachers** will then complete the report directly onto SIMS at the end of the lesson and this will provide immediate feedback to other teachers, the tutor and the HOH.

**Tutors** will monitor their tutees who are on report and counsel them appropriately.

**HOF/HOD's** (single subject only), can place students on a faculty/departmental report. Currently this is done by a paper report and each faculty/department has their own procedures specific to the faculty/department which must be made clear to the students when they are placed on report and parents are informed.

In general, the student should only be on report for one or two weeks, although it may be necessary to repeat again later in the term or year. If students do not respond to reports, the HOH will consult with Leadership Team link and/or Mrs De Rome for alternative strategies.

### **Reception and Administration Support Staff**

Reception and administration staff have an important role to play in supporting students and staff with behaviour issues.

Examples of dealing with students (this list is not exhaustive):

- Treating students politely and respectfully at all times so as to set an appropriate role model and de-escalate and diffuse any conflict
- If students arrive late, after 9.00, then after finding out the reason for lateness and unless it is for an authorised reason such as a medical appointment (and they have a genuine appointment card/letter), they will issue students with a Red Card and put them on the list. If students/parents have another reason for lateness, the receptionist should tell the student to see their tutor/HOH or Link Leadership team member who has the power to rescind the Red Card if the reason is genuine and acceptable
- If students do not arrive in appropriate uniform, they will contact the HOH or Link Leadership Team member to decide if the student should be issued with uniform, sent home or be in isolation
- If students have just one item of uniform missing e.g. just a tie, no school shoes etc. then they should contact home to see when this will be found/replaced and provide the student with a note (dated and signed) and then send them with the Red Card and note onto their lessons
- If students go to reception during the day for any reason, after dealing with the student, they should ensure the student returns to lesson and let the teacher know either via call, note or email where they have been
- Supporting with First Aid and students who are unwell and then ensuring the Accident Book is completed and an Accident Form when this is required
- Ensuring that when work is required to be sent for students it is collected quickly so as to maximise learning and minimise poor behaviour
- They should reinforce all the Academy's rules with students in a positive and consistent manner and if students are rude or refuse to comply they should be referred to On-Call in the first instance and if unavailable the Link Member or another member of the Leadership Team

Examples of Support for staff (this list is not exhaustive):

- Issuing a Red Card for lateness and recording on the detention list
- Calling home to parents when late students do not arrive in full uniform and providing the student with a note and/or informing the HOH/Link Leader
- Contacting home to support teachers and tutors as required
- Contacting home to support Red Card Detention staff for those who fail to turn up
- Arranging for work to be collected from teachers for students in isolation or excluded as promptly as possible

- Calling for On-Call when a member of staff requires urgent support and if this member of staff is dealing with another issue, then calling for support from a member of the Leadership Team

### **Student Isolation/Internal Exclusion with HOH**

Where it is necessary to remove students from other lessons in the day, beyond the lesson where the incident first occurred this is an internal exclusion (isolation) and can be for a part of a day or a whole day. Where an incident is more serious and requires a longer isolation than one day then the Isolation Room will be used.

Initially the incident will be dealt with by the HOF/HOD or On-Call staff who may remove the student for the remainder of the lesson to investigate and calm the situation.

N.B. The initial class teacher will record on SIMS and any follow up action is recorded by the person dealing with it.

HOH/HOF/HOD or On-Call staff may request an isolation/internal exclusion as a sanction or to prevent further incidents for student safety. However, they MUST gain permission from a member of the Leadership Team or the Principal. HOH will communicate the exclusion via email/telephone to subject teachers who should arrange for suitable work to be sent to the HOH or Inclusion room as soon as possible (See HOH section Re Year 11 students). If a subject teacher wishes to have the student in the class, then they must ensure that the student arrives /returns at the end of the lesson. If the student does not arrive, having sent a request, they must inform the HOH immediately. Reception staff will support and assist in collecting work at the start of the day or as soon as advised.

Students on internal exclusion will be kept with HOF/HOD for subject based lesson exclusions; On-Call for an individual lesson (as a cooling off period) or HOH for longer exclusions. For some Y11 students they may be in A7 by agreement with Mrs J Smith. If HOH have already have one student or are unable to accommodate the student, or if the issue is serious they may request the use of the Isolation Room (which is a higher level sanction). An internal exclusion must be authorised by a member of the Leadership Team/Principal (and Mrs J Smith for all Y11 exclusions) and parents must be informed.

On occasions these students may be placed with HOF or strong disciplinarian teachers (not their normal class teacher) by agreement, in order for them to complete or catch up on essential work.

Work will be set by subject teachers. Parents will be informed by the HOF/HOD/HOH or a member of the Leadership Team.

Use of Time Out or Student Support Unit for internal exclusions/isolation:

**These are only to be used in an emergency when a HOH is unable to supervise the student for part of the day or whilst waiting for parental permission to send someone home for an external exclusion and the Internal Isolation Room cannot accommodate the student. In all cases it is up to the member of the Leadership Team to negotiate** with Student Support Unit Staff or Time Out Supervisor and for the majority of cases this will only be for a limited part of the day. Student Support Unit/Time Out will contact the link Leadership Team member for clarification if required.

The Attendance Office should not be used for internal exclusions or to deal with behaviour issues. Student should be returned to lessons as soon as possible, if they feel this is not appropriate in the circumstances, they should refer the student to the HOH or On-Call staff who will decide on the appropriate course of action.

### **Inclusion Room**

The inclusion room is used as a sanction for students who may need isolating from their peers for specified period of time as decided by the Leadership Team member/Principal.

The room is used as a higher level sanction than internal exclusion with HOH and as an alternative to exclusion or may be used on occasions as a back-up when a HOH already has a student in isolation in which case the Leadership Team link will decide which student should be placed in the inclusion room.

It may also be used as a back-up if a HOH has a confidential meeting to attend or On-Call staff need to isolate a student whilst carrying out an investigation or dealing with a second incident and they can then place a student in the unit on a temporary basis. However, if a student is placed in the inclusion room, a member of the Leadership Team must have authorised this.

Students in the unit for a day or more will enter through the separate entrance at the designated time and work in isolation for the day and will do extended hours.

**HOH will arrange for work** to be sent by subject teachers and the inclusion room staff will ensure that students complete this work and return it to the teachers for marking. Reception staff will support in this. There may be times when Year 11 students are allowed to work in A7 or in a subject lesson but only at the discretion of Mrs J Smith.

The unit will operate from 8.15am to 4.30pm and students placed in the unit will start at a time decided by the member of the Leadership Team and will have different supervised break and lunchtimes to other students. Students coming into the unit will therefore arrive and leave at different times to the normal Academy day.

### **Interviews with Parents**

These will usually take place after an accumulation of sanctions has been imposed on a student such as when students reach 6 referrals to Time Out and again when they reach 9 in anyone term or following external exclusions. HOHs with their overview of a student's behaviour record will usually arrange these meetings, HOF/HOD can be incorporated into these. HOH will print off SIMS records ready for these meetings and may gather further information from staff. Link Leadership Team members attached to the house will support HOH with these parents: after 9 Time Out referrals to draw up an action plan, for more serious cases or where a HOH requests support.

For students causing serious concerns due to behaviour or lack of work within subjects, teachers should refer them to their HOF/HOD. HOF/HOD will take reasonable actions such as: speaking to parents on the phone, faculty/departmental report, in-class support, removal for some lessons to work with another teacher or change of sets. However if no improvements are made then the HOF/HOD will discuss concerns with the HOH in the first instance and then with link Leadership Team before inviting parents in as there may be other reasons for students' behaviour beyond the specific subject.

### **Student Support Unit**

The Student Support Unit staff provides a wealth of knowledge on dealing with challenging behaviour and strategies to support vulnerable students. All staff can speak to members of the department to give advice and expertise on how to manage students.

The Student Support Unit deals with vulnerable students who have diverse needs but this information needs to be communicated through appropriate channels (see Student Support Unit Section 1.8 for more detail).

**Students should NOT be sent directly to the Student Support Unit** unless the student has a specific pass to allow them out of lessons. Staff should not let students leave their lessons without a pass or without speaking to Mrs S Smith or Mrs J Hickman first.

**Staff should not send students to the Student Support Unit from their lesson as a solution to behavioural issues. The normal PBM system MUST be followed.**

### **Time Out Support for isolation/internal exclusion**

In addition to the classroom sanction system outlined in section 1.4, Time Out may be used as support for HOH or members of the Leadership Team for looking after a student for a part of a lesson or the odd lesson when there is no alternative. HOH must gain permission from a member of the Leadership Team to do this and it is subject to the nature of the students already in Time Out. **Time Out is only to be used as a last**



**resort** and these staff should supervise the students themselves wherever possible or make other arrangements as far as possible.

### **Home School Liaison Officer's and Attendance Improvement Officer's role in Behaviour Management**

There are occasions when a HOF/HOD, HOH, On-Call staff or a member of the Leadership Team may wish to use the HSLO or AIO to support in liaising with parents or in taking a student home who is at risk, either for their own safety or the safety of others. **Decisions to send students home can only be made by a member of the Leadership Team.**

HOF/HOD/HOH, teaching staff, support staff and tutors may use the HSLO for advice on family issues and background information that may not be on SIMS that they should be aware of when they intend calling home regarding a classroom or tutorial issue.

The attendance office **should not be used as a base for isolating students**. Members of the Attendance team will focus on improving student attendance. They should follow normal procedures and return students to lessons.

If they feel it is not appropriate to send students to lessons for behaviour or other reasons such as illness, they **MUST** refer to the HOH or the On-Call staff who will decide on appropriate action and if necessary seek support to agree a higher level sanction from a member of the Leadership Team.

### **Use of Outside Agencies**

Where there are serious behavioural problems, use will be made of the many support agencies, especially using a multi-agency approach. Mrs De Rome, HOHs and Leadership Team might make use of some or all of the following: Attendance Improvement Officer; EWO's, SENDCO; Walsall Children's Services Exclusion and Reintegration Team; the Medical Services, Social Services, the EBP, the Police, community groups, religious groups and many others.

### **On-Call System**

The On-Call system is to be used as a first back up to subject teachers where HOF/HOF/2<sup>nd</sup> in faculty are not available for support but all staff **MUST** follow the PBM system.

On-Call staff can be called when there is a more serious issue such as:

- a fight breaks out in the classroom;
- a student blatantly refuses to go to Time Out;
- a student blatantly refuses to follow instructions and PBM is not working;
- a situation in the classroom is getting seriously out of control;
- the HOF/HOD needs further assistance to calm a situation or cannot deal with two simultaneous issues.

All HOF/HOD/HOH are part of the On-Call system and are placed on a rota subject to their timetable demands and availability.

During these periods **they MUST be contactable** and **MUST** advise reception staff if they change location or telephone number for the period of On-Call.

When dealing with an issue, the On-Call staff should go as quickly as possible to the incident and quickly assess the situation and remove the student(s) from the classroom if necessary.

Where a student refuses to follow On-Call staff instructions, the student will be placed in the Inclusion Unit for an extended day at the earliest opportunity.

The On-Call staff are then responsible for:

- Diffusing and de-escalating the situation.
- Investigating what happened, who and why.

- Attempting to resolve the situation (for example a heated argument and some fights can be resolved by removing the students, calming them down and getting them to talk to each other and then may be able to return to the next lesson).
- Taking the student(s) with them and if required seeking support from the HOH or Leadership Team member.
- Returning students to the class they came from **only if the situation is fully resolved** and the students have resolved the issue with the teacher.

If they are required to attend another call-out and they still have the previous student(s) with them then they should seek support of: another colleague; the HOH; a member of Leadership Team.

As On-Call staff may have to deal with more than one incident in a lesson, they may well have to place students in Time Out to save time, but only after they have dealt with the issue and have no other alternatives at that time.

If On-Call is called within the last five minutes of a lesson they **MUST** go to the classroom to remove the student(s) or if there is insufficient time to complete the investigation, then they should contact the next On-Call staff (who can go straight there or to wherever the previous On-Call staff has taken the student(s) as soon as they can) to pass on the student(s).

On-Call staff must record the actions they have taken on SIMS as soon as possible and in any case by the end of the day.

### **Leadership Team involvement**

Members of the Leadership Team provide a back up to HOF/HOD/HOH and the On-Call system when these are already dealing with an incident or where additional support or decisions are needed regarding sanctions. In some circumstances for example a very serious fight or an assault on a member of staff it may be necessary to call immediately for a member of the Leadership Team, if possible this should be the link Leadership Team member.

The Leadership Team will make decisions on sanctions such as internal exclusions and fixed term external exclusions (see External Exclusions below).

In all instances the member of the Leadership Team excluding a student will need to ensure that the following staff are informed: the Tutor, HOH, Link Leadership Team person (if student is in another house); Amanda Booker and any other appropriate staff associated with the specific case e.g. Mrs J Smith for students in Y11. For an internal exclusion for the remainder of the day, subject teachers should also be informed so that work can be provided immediately.

If it is an external exclusion, they will let the above staff know the return date and whether or not parents are expected to come in and any further sanctions that the HOH should impose on their return. This should be communicated and confirmed via email.

**N.B. For decisions on excluding Y11 students (internally or externally) for more than one day, the Leadership Team member should consult with Mrs J Smith.**

### **External Exclusions**

This may be fixed term or ultimately it may be permanent. It is a last resort after all other measures have been tried, or in response to a very serious incident such as an assault on a member of staff, an unprovoked attack on another pupil, the use of drugs, bringing an offensive weapon into school or blatant disregard for the Academy's authority.

THE PRINCIPAL MAKES THE DECISION WHETHER OR NOT TO EXCLUDE, AND THE TYPE OF EXCLUSION. However, he delegates this power for short term exclusions of 1 to 5 days to members of the Leadership Team on a day-to-day basis, but is always kept informed by the Leadership Team.

The Governors' Student Disciplinary Committee meets to consider all permanent exclusions and certain fixed term ones.

See above for communication once a student has been excluded.

### **Principal Involvement**

In some instances, students are formally referred to the Principal, put on report to him, in an attempt to bring about an improvement in behaviour. All serious behaviour incidents and persistent offenders are referred to the Principal by members of the Leadership Team, either on a daily basis or through Leadership Team Meetings. In the case of exclusions, where a member of the Leadership Team makes the decision to exclude a student for up to five days, the Principal will be informed as soon as is practically possible on the day of the exclusion or the following morning.

### **Governor Involvement**

In some instances, students and their parents are referred to a panel of Governors in an attempt to bring about an improvement in behaviour. This panel is known as the Governors' Student Behaviour Committee.

## 1.7

### Teacher/Support Staff Expectations Summary

#### Staff:

- **Must** record positive behaviour on SIMS using SIMS Achievement Records.
- **Should** use praise and rewards frequently i.e. 5:1.
- **Must** use the Academy Vivo Miles rewards system.
- **Must** model and reinforce good behaviour and manners at all times.
- **Must** use the PBM system consistently in lessons.
- **Must not** send students to Time Out unless they have followed the 4 steps (C1-4) or if it is a severe incident
- **Must** record all behaviour incidents from Step 2 (C2) onwards or any incidents they have dealt with around the Academy on SIMS Behaviour Log.
- **Must** complete the SIMS report cards for students on report at the end of the lesson and certainly no later than the end of the day.
- Who send students to Time Out or have a student removed by On-Call staff, are responsible for issuing a 60 minute faculty/departmental detention and check that students do this.
- Who follow up an incident should also record follow up actions on SIMS.
- **Should** gain support from their HOF/HOD for issues that have arisen in class and they should therefore keep their HOF/HOD informed.
- **Must not** refer a student directly to the Student Support Unit or other support colleagues, without following the correct channels as described in the procedures.
- **Must not** send a student home without the permission of a member of the Leadership Team.
- **Must** send appropriate work for a student on exclusion (internal or external) as soon as possible to maximise learning and minimise further behaviour issues for students who have no work or inappropriate work
- **Need to be consistent, insistent and persistent** in dealing with all aspects of behaviour and good manners.
- Will receive training on the use of the PBM policy and procedures and annual updates.

## 1.8

### Monitoring

**A Positive Behaviour Management system only works if all staff follow it consistently, insistently and persistently.**

HOF/HOD and link Leadership Team members will be informed of staff who do not follow the steps within the classroom or who repeatedly fail to complete the SIMS referrals or work for students. The Time Out Supervisor will send an email and it is expected that HOF/HOD will follow this up and discuss this with their colleagues. Where staff need additional training and support, the HOF/HOD will inform the link Leadership Team member and/or CPD Co-ordinator.

Student Support Unit staff/Time Out Supervisor and Inclusion Room staff will inform HOF/HOD and link Leadership Team members of staff who refer students directly to them without involving HOH and link Leadership Team member first.

Form tutors are expected to use the behaviour tracker in their mark sheets to monitor student behaviour. Form tutors should praise good and poor behaviour and apply the appropriate sanctions when behaviour is unacceptable.

The link Leadership Team member will monitor that the system is being followed and discuss with HOF/HOD/HOH where this is not being done and where necessary will support colleagues.

## **1.9 Role of Student Support Unit**

The Student Support Unit underpins and supplements the positive behaviour management system. The work in the Academy is based on building upon successes and celebrating achievements at all levels. The overarching aim is to help students to develop a sense of responsibility so that they can take control of their behaviour and, consequently, their futures.

### **Student Support Unit staff:**

- Work with individual students who have emotional difficulties, learning difficulties and/or behavioural problems
- Work with staff to support with advice on strategies in the classroom, or on occasions may be able to help them with certain students within the classroom on a short term basis
- Work with groups of students to cover skills such as: anger management, social skills and self-esteem
- Work closely with parents/carers
- Work with a wide range of outside agencies such as: Walkways; Behaviour Support; Street teams; Social Services; School health Advisory Team; T3 drug and alcohol counselling services; Bereavement Counsellor; J10 Counselling Services; Educational Psychologist etc.
- Liaise with other schools on managed moves and setting up required support
- Work with other newly arrived students who need extra support

For further information and support with advice or to talk about students please contact:

Sarah Smith – Student Support Unit Manager –274

Joy Hickman – Learning Mentor - 276