



# **Positive Behaviour Management Policy**

**Approved by Governors December 14th 2017**

## INTRODUCTION AND RATIONALE

The Aim of the Positive Behaviour Management system is to facilitate the most effective teaching and learning possible within the Academy and ensure students behave in an appropriate manner at all times.

Young people achieve most 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 and non-confrontational manner.

Evidence 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 the optimum. By praising good behaviour appropriately students should quickly understand that they will be noticed for the right reasons and should 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. By modelling good behaviour and manners we should look to inspire positive behaviour traits in students.

It follows, therefore, that there must exist a structured rewards' system which is consistently used by all staff, so as to enable every student to be rewarded for good or consistently improved behaviour, as well as for good work and progress.

The Academy, therefore, understands the need for a clear set of rules which are understood by all students, parents and staff which operate alongside a concise system for rewards and sanctions that are used by all.

Sanctions and rewards can be applied by any member of staff within the Academy but all are expected to follow the structures for rewards and sanctions outlined in the policy. It is also expected that wherever possible the current pastoral and academic management referral system is used correctly by all staff when dealing with students that require further intervention.

## ROLES AND RESPONSIBILITIES

**The Governing Body** will establish the Behaviour Management Policy and support its revision 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 Year (HOY)** will be responsible for dealing with the day to day management of student behaviour around the Academy throughout the day, beyond the classroom, as well as supporting teaching staff and Heads of Department. They will liaise with parents when incidents arise over behaviour.

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

**All staff members** including teaching and support staff will be responsible for the following the Positive Behaviour Management Policy (PBMP) 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.

## REWARD SYSTEMS

### Rewarding Excellent Work and Service – The Vivo Miles System – for all students at all Key Stages

All students will receive rewards through gaining Vivo Miles for good work, good behaviour, actions or attendance according to the table below:

Achievement Code	Vivo Scale	Maximum Achievement Vivo Awards
H1	50	Awarded by HOY only for form hero/year award/consistently improved behaviour/100% attendance
A4	40	Consistent and exceptional effort, work, progress or action (A wow)
A3	30	Outstanding effort, work, progress or action
A2	20	Excellent effort, work, progress or action
A1	10	Good effort, work, progress or action

Each faculty/department and year group should have a clear policy for the awarding of Vivo Miles, which should be used consistently by all staff through their Vivo account. Staff can award any number of Vivo points within a particular band.

Accumulated Vivo Miles can be used to purchase an item from the Vivo Miles on-line catalogue or rewards offered via the Academy. Staff and students are able to recommend items for addition to the catalogue as rewards by gaining agreement from the Leadership Team.

## ACADEMY SANCTIONS

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

Staff should use strategies to de-escalate and diffuse any confrontational situations and 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.
- 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 a gesture – thumbs up etc – when a student is back on task.

NB 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, 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**.

Detailed rules can be found in the Appendices, however, minimum expectations of behaviour are:

- Arrive at school on time each day without needing to be reminded by parents or staff.
- Arrive in full uniform and maintain at all times. Remove outdoor wear: coats, hats, trainers as soon as you enter the building, without being asked. No outdoor wear in classrooms – ever.
- Demonstrate mature, adult-like behaviour always – especially when unsupervised.
- Make wise decisions that rely on “doing the right thing” every time, without the need for adult supervision.
- Leave common area for lessons “on the movement bell” or before, demonstrating respect for your teachers, yourself and the academic value of your studies.
- Treat public areas such as toilets and common area as if they were rooms in your own home. Do not litter and challenge immediately those who do.
- Model excellent behaviour on the yard and in dining areas – treat staff who supervise such areas with respect and dignity. Lead by example, putting away your own cutlery/trays/litter, so that younger students will follow and learn how to behave appropriately in public areas.
- Hold doors open for others; say please/thank you; leave the yard to lessons promptly and encourage younger students to do the same.
- Aim is to succeed in your studies. Use the library and your own time to achieve the highest possible grades you are capable of, with as little time as possible wasted each day
- Treat others as you yourself would expect to be treated. Report any form of confrontational, discriminatory or unfair behaviour you see, so that others are safe.
- Do your very best in every possible aspect of Academy life outside the Academy walls.

## THE CONSEQUENCES AND SANCTIONS SYSTEM

Sanctions may be necessary for a whole range of reasons which are preventing learning such as: refusing to follow an instruction, talking out of turn and rudeness etc. **Specific rules and sanctions are identified in the Appendices later in this policy.** Remember the “language of choice” is a powerful tool to promote good behaviour and avoids going too far down these sanctions. ***Sanctions must be followed in order*** (unless it is a severe incident):-

### Classroom Sanctions:

- **C1** – Student is given a verbal warning and told that they are on C1.
- **C2** – Second warning and 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. This does not exceed the statutory ten minutes allowed. This should be recorded on SIMS by staff.
- **C3** – Third warning with a **minimum** 30 minute teacher detention, preferably the next school day. Teacher calls home or issues a letter through the Academy Office. Teacher records on SIMS as soon as possible and must be by the end of the day. Follow up must take place by Teacher/HOD/HOF.

**All of the above are recorded on SIMS by staff giving the warning and points will be awarded automatically. Students can be removed from the lesson by the HOD/HOF at C3 to prevent escalation to C4, however if behaviour persists then time out must be used.**

- **C4** – Student sent to Time Out Room for the rest of the lesson and 60 minute detention with teacher/faculty/department issued. Staff will inform Time Out staff of reasons and they will complete the SIMS entry. Staff must send work for the student to completetter or phone call. They will also inform HOF/HOD/HOY and tutor at the end. The Time Out Supervisor issues the notice of detention and notifies the parents either by le of the day to inform them which students have been sent to Time Out. Follow up must take place by Teacher/HOD/HOF.

If student refuses to go to Time Out, then the teacher will call for support from On Call Staff, or another staff member who can support. They will remove the student(s), calm the situation and investigate what happened and why. They should decide if it is appropriate for the student(s) to continue to time out or whether further sanctions are required.

It is important that all staff are aware of who is available for support and that departments/ faculties have an established method of getting support through the HOF/HOD.

In addition to the classroom sanction system outlined, Time Out may be used as a support for HOY or members of the Leadership Team to hold a student for a part of a lesson when there is no alternative. HOY 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.

### REPEATED TIME OUT REFERRALS

The HOF/HOD should monitor repeated referrals from particular groups and take appropriate actions with support and intervention to address any issues identified.

#### Further intervention strategies by HOY within any half term include:

3 referrals	HOY interview with student + parental letter + 1 hour HOY detention.
6 referrals	HOY meet with parents + 2 hour HOY detention. Link Leadership informed.
9 referrals	HOY form action plan with parental involvement and appropriate sanctions/support structures put in place, with the support of link leader if required and PSP considered.
Continued Referrals	Leadership Disciplinary Committee with student and parents. No improvement and continued referrals – Governors Disciplinary committee. Failure of the above to improve behaviour may lead to permanent exclusion.

### SERIOUS INCIDENTS

Staff should use their professional judgment regarding the severity of behaviour; however, if a situation is deemed to be serious (**S1/S2**) then staff should use the on-call system or call for support from HOD/HOF/HOY or a member of the Leadership Team. HOF/HOD/HOY or On-Call staff will decide on further sanctions or interventions and record follow up actions on SIMS.

Where a student refuses to follow On-Call staff instructions, the student will be referred to the Leadership Team for a further sanction such as inclusion or exclusion to be approved.

***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.”***

### Lateness

- **L1** – Student is given a verbal warning and told that they are on L1.
- **L2** – Second warning and student is also given a 10 minute detention with teacher the same day.
- **L3** – Third warning with a **minimum** 30 minute teacher detention, preferably the next school day.

**Lateness to the Academy** after the gates close will be monitored and actioned by the attendance team.

**Lateness to form** - If students have not already received a late detention through reception, then form tutors should follow the above structure and give the appropriate sanction. If lateness persists they should seek the support of the HOY.

**Lateness to Lessons** – teachers should follow the above structure and give the appropriate sanction. If lateness persists they should seek the support of the HOF/HOD.

**Truancy** will incur a sanction, which will be determined by the teacher in line with the consequence system.

## **OTHER SANCTIONS AND SUPPORT**

### **Mobile Phones and other devices**

The use of these devices is forbidden at all times, anywhere on the Academy site and mobile phones should be switched off. If a student breaks this rule and a phone is seen then the device will be confiscated and will only be returned to parents on presentation of photographic identification. Persistent offences will lead to a phone ban within the Academy for students.

Staff confiscating the device should take it to reception in a fully labelled envelope as soon as possible and reception staff will record the incident and inform parents that it requires collection.

### **Detentions – all staff**

When this sanction is used, a phone call or letter must be sent home and imperative that parents are informed for all detentions over 10 minutes. The detention should be recorded on SIMS and all details completed so that students can be located at any time. For lunchtime detentions students must be given a reasonable period of time to eat their food and go to the toilet.

It is expected that HOF/HOD and HOY will support colleagues with detentions. All staff can give personal detentions to students; however, it may be helpful to use the regular weekly subject detentions for this purpose. HOF/HOD and HOY could organise these and wherever possible two colleagues run a detention session together. If students miss detentions, the staff should seek support from the HOF/HOD and inform the tutor and HOY. Defaulters should be given an extra detention. Where the problem persists, the HOF/HOD should liaise with the HOY for support and then the link Leadership Team should be involved.

### **Equipment and Uniform**

**Form time** – Tutors should check equipment and uniform during form and deal where possible with issues. They should use the consequence (C1-C3) sanctions for non-compliance. If issues become persistent then support should be sought from the HOY.

**Lessons** – Teachers should use C1 to C3 sanctions for the lack of equipment if the form tutor or other staff have not already done so that day. It would of course be helpful to loan equipment to students to allow the lesson to flow.

## **HEADS OF FACULTY/DEPARTMENT**

These should be involved in the first instance for any serious incidents in the classroom (when not teaching). If they are unavailable, staff should contact on-call staff, who will offer immediate support until the HOD/HOF is able to address an issue. 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 to avoid future incidents.
- Parental contact via telephone or meeting.

Different students will require different interventions and **HOF/HOD should try a range of strategies.**

HOF/HOD can seek the guidance and support and guidance from the HOY and link leaders.

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

## **HEADS OF YEAR**

The HOY 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 “Year” detentions; this may be at lunchtime or after school.
- Place student on daily report.
- 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/SENDSCO for advice and further support with outside agencies.

HOY 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 should involve internal/external exclusions. If this action is agreed then parents must be informed. They will accommodate students who need internal isolation for a day, either in their office or in their classroom. If several students in their year isolated in any one day, or they have a parental meeting they may seek support from others for 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. In exceptional circumstances, the IEU may be used **with permission of the link leader**, who will consult with the IEU manager before making the appropriate decision.

If a student needs to be isolated over break and lunchtime, but is not in the inclusion room, the HOY will facilitate this or liaise with the Leadership Link when this is not possible. In these cases HOY 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 HOY, it is the responsibility of the HOY to co-ordinate work for the student (see note below re Yr 11 students). The HOY will send an email to relevant staff as soon as the decision to exclude is made. **Teachers must provide work** for the lesson and reception staff will support the collection of work and send it to the HOY or wherever the student is isolated.

**NB When Year 11 students are on internal exclusion with the HOY** (with the agreement of Mrs J Smith). The HOY 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 the break and lunchtimes with the staff or HOY.

## **STUDENTS ON REPORT**

To try and modify student behaviour and allow parental engagement with the process students may be placed on report by the **HOY**, this will be completed by staff at the end of every lesson according to targets and monitored by the HOY/LT and times specified. The **HOY** will provide a report and notify parents that the student has been placed on the report.

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

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

In general, the student should only be on either type of 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 HOY/HOF/HOD will consult with Leadership Team link for alternative strategies.

The Attendance Office should not be used for internal exclusions or to deal with behaviour issues. Students 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 HOY or On-Call staff who will decide on the appropriate course of action.

## **INTERNAL ISOLATION IN THE INCLUSION ROOM**

If an internal isolation has been **agreed by a member of the Leadership Team** because an incident is deemed too serious for HOY isolation then the leadership team member will inform the IEU manager of this decision and the IEU staff will record the details on SIMS and contact parents.

It may also be used as a back-up if a HOY 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.

The unit operates from 8.15 am to 4.30 pm and students will start at a time decided by the member of the Leadership Team and will have supervised break and lunchtimes away from other students. Students attending the unit may therefore, arrive and leave at times outside the normal Academy day.

## **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 student, the use of drugs, bringing an offensive weapon into school or blatant disregard for the Academy's authority.

The Principal has overall responsibility for decisions on external exclusions, 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.

## **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. **Students should NOT be sent directly to the Student Support Unit or allowed to leave lessons to go there under any circumstances other than** they have a specific pass to allow them out of lessons. Where there is a behaviour issue all PBM procedures should be followed.

### **IMPROVEMENT OFFICER'S ROLE IN BEHAVIOUR MANAGEMENT**

There are occasions when a HOF/HOD, HOY, 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/HOY, 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 HOY 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, HOY's 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/HOD/2<sup>nd</sup> in faculty are not available for support but **all staff MUST follow the PBM system.** If on-call is required then staff should contact reception to contact them if they cannot contact them directly.

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 assistance to calm a situation or cannot deal with two simultaneous issues.

All HOF/HOD/HOY are part of the On-Call system in a rota dependant on 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. If a student refuses to follow On-Call staff instructions support should be sought from HOY or the Leadership Team.

The On-Call staff are 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).
- Removing the student(s) and if required seeking support from the HOY or Leadership Team.
- 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, HOY or a member of Leadership Team. As On-Call staff may have to deal with more than one incident in a lesson, they may place students in Time Out 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). If there is insufficient time to complete the investigation, then they should contact the next On-Call staff and arrange to hand over the students for completion of a resolution.

If students are not put in Time Out or Inclusion following an incident then 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/HOY and the On-Call system when required 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. In such cases information will be recorded on SIMS according to our PBM structure and appropriate communications will be made as required.

### **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.

### **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 Governors' Student Behaviour Committee.

## 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 am then after finding out the reason for lateness. If they have a medical appointment card or letter students should be sent directly to lesson, however if no valid reason students should be sent to the attendance office and late procedures followed.
- If students do not arrive in appropriate uniform, they will contact the HOY or Leadership Team who will decide if the student should be issued with uniform, a note, sent home or put in isolation.
- If students are dealt with by reception staff for any reason during the day, they should ensure the student returns to lesson and notify teachers either via a call, note or email where they have been.
- Supporting with First Aid and students who are unwell and then ensuring the First Aid 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. If students are rude or refuse to comply, they should follow the Academy strategies for behaviour.

Examples of Support reception staff may give to staff (this list is not exhaustive):

- Calling home to parents when late students do not arrive in full uniform and providing the student with a note and/or informing the HOY/Link Leader.
- Contacting home to support teachers and tutors, as required.
- Contacting home to support Detention staff for those who fail to turn up.
- Arranging work to be collected from teachers for students in isolation or excluded promptly.
- 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.

## APPENDICES

### 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 member.

- All rules must be displayed in appropriate locations.
- Rules for classrooms, corridors, the dining halls and the yard are posted in appropriate locations around the Academy.
- As far as possible, rules should be 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. Not chew gum or eat in lessons.
8. 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.
4. Not use mobile phones; iPods or MP3 players on the corridors at any time in line with this policy.
5. Hold doors open for others and thank those who do the same.
6. Always line up on the classroom side of the corridor.
7. Wait quietly if a teacher is late.
8. Stay outside at breaks and lunchtimes or in designated rooms.
9. Not eat and drink on corridors, take care of Academy property and put litter in the nearest bin.
10. Be given a pass or note from the teacher if they are out of a lesson.
11. Not chew gum anywhere in the Academy.

#### **3. Dining Hall Rules. Students should:**

1. Follow all instructions given by all members of staff and show respect for all adults.
2. Line up in a quiet and orderly manner and keep their voice at a quiet level in the canteens.

3. Return trays and cutlery after eating, leaving tables and floor areas where they sit clean before leaving.
4. Not consume food and drink from the dining halls outside 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 permitted areas as designated by the Leadership Team.
4. Treat other people and their property with respect and report any incidents to 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 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 when travelling 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.
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 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**

Whilst 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 areas.

### **BULLYING**

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for the victim 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 dealt with severely by the member of staff and details passed on to the relevant HOF/HOD/HOY/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 and the PBM consequences will be followed.

### **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 the 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 include (this list is not exhaustive):

- 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 item that 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).

## **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 OR UNNECESSARY ITEMS**

Students should not bring large amounts of money or valuable items into the Academy and the Academy will not take responsibility for the loss or damage of such. If this is absolutely necessary, they should 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 minimum 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. NB Teachers/HOF/HOD are responsible for all detentions related to curriculum issues including behaviour, work, lateness, truancy etc. and tutors/HOY for all issues in tutor time and beyond the classroom.

If there is no reasonable explanation the sanctions will increase:

- Eg 10 minute detention will become a 20 minute after school detention.
- A 30 minute teacher detention becomes a 60 minute faculty/departmental/year detention.
- 60 minute teacher/faculty/departmental/year detention (parents informed) students will be collected from lesson P5 where possible.
- Failure to attend a rearranged detention, HOF/HOD/HOY to issue 2 hour detentions (or 2 x 1 hour at HOF/HOD/HOY discretion).
- Repeated failure to complete homework or to attend the detentions, the HOF/HOFD will inform parents and HOY for discussion on an individual basis.

- If the above is still unsuccessful, then the HOF will contact the HOY and line Leadership Team member for a meeting with parents.

## **FIGHTING**

If students fight or threaten violence to other students in lessons, 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 year either before registration, break times, lunchtimes or after school, a member of staff will take them to their HOY. If the HOY 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/HOY/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 fights 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 according to the PBM policy at the beginning of this policy.

## **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 according to PBM policy.
- 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 staff 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 return to lessons if possible or parents asked to collect them from the Academy. If they are well enough to stay in school they should be in lessons and under the direct supervision of the 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.

The use of these devices is forbidden at all times, anywhere on the Academy site and mobile phones should be switched off. If a student breaks this rule and a phone is seen then the device will be confiscated and will only be returned to parents on presentation of photographic identification.

Staff confiscating the device should take it to reception in a fully labelled envelope as soon as possible and reception staff will record the incident and inform parents that it requires collection. Persistent offences will lead to a phone ban within 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 the detail. If the incident is serious, the referral should be passed through the normal channels to the HOF/HOD (in class issues) or HOY at other times, who will follow up and then record further actions onto SIMS.

## **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 eg 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 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 HOY. Parents will be informed by HOF/HOD or the HOY. Depending on the severity and the context, the HOF / HOD may refer to the link Leadership Team member for a more severe action such as 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.

## **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 which cover the foot, with low heels and no motif 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 at all times, unless given permission to remove the blazer by the class teacher. In hot weather the principle will decide if they can be removed on the day

Student who wear too much make-up or false tan will be required to remove it. If students wear false nails / eyelashes, 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 HOY or sent home by the HOY, 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.

If students are unacceptably dressed, they may be sent home to change or will be kept out of lessons. HOY will make appropriate arrangements for them to work in isolation in Year offices or at the back of their classrooms (see HOY 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 items which are not deemed as part of the permitted uniform in the Academy, they will be confiscated by any member of staff and kept until the end of the day.