



# **BEHAVIOUR FOR LEARNING POLICY**

## **SEPTEMBER 2021**

**POLICY AGREED BY: A. BRIEN**

**DATE: JULY 2021**

**POLICY REVIEW DATE: JULY 2022**

# Policy Statement on Behaviour for Learning

## A statement of purpose

Our behaviour policy helps us to create a caring, stimulating and secure environment in which staff and students can work and play safely, and which encourages the involvement of parents/carers in the development of their child.

## Policy Aims:

The overall aim of this policy is to create a clearly structured set of guidelines encompassing our expectations in terms of behaviour that is accessible to everyone, including visitors to the school and the local community. Underpinning the policy is our philosophical view that behaviour needs to be managed positively, with the emphasis placed upon reward and general recognition of effort made. This, combined with a clear and fair system of sanctions for those who choose not to comply, forms the basis of this document.

## Objectives:

The five main objectives of this document are: -

- To promote a positive atmosphere with good relationships, discipline and good order, where learning comes first.
- To deliver a whole school approach and ensure a consistent application for the management of behaviour.
- To recognise, reward and celebrate good behaviour.
- To marginalise poor behaviour by celebrating good behaviour.
- To involve students, parents/carers, staff and governors in the creation and implementation of a consistent approach to the management of behaviour.

## Our 4 Academy rules are:

- Arrive to lessons, appropriately dressed, motivated and equipped to learn
- Respect other people's right to learn by listening, speaking and behaving respectfully.
- Follow instructions from our staff, first time, every time
- Respect the environment and other people's space and property

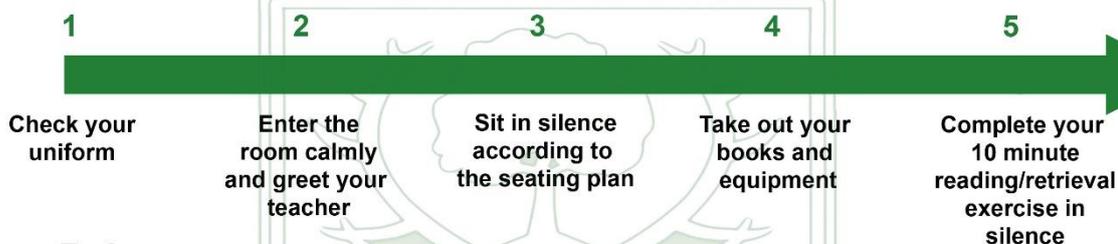
Students are responsible for ensuring they follow academy rules at all times while in lessons, within the school environment and the in the local community when travelling to and from the academy.

Our Academy non negotiables for lessons:



## Bower Park Academy Student Non-Negotiables

### Lesson Start



### Lesson End



## Praise and Consequence Systems at Bower Park Academy

### Praise and Reward

<p><b>P1 – All staff</b></p> <p>Verbal praise</p> <p><b>1 Praise point</b> logged on <b>EDULINK</b></p>	<p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Excellent classwork</li> <li>• Outstanding homework</li> <li>• Outstanding effort in lessons</li> <li>• Always having the correct equipment</li> <li>• Demonstrating outstanding behaviour</li> <li>• Doing a good deed</li> </ul>
<p><b>P2 – Subject Leader</b></p> <p>Verbal praise</p> <p>Subject certificate handed out in assembly</p> <p><b>2 Praise points</b> logged on <b>EDULINK</b></p>	<p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Consistently producing classwork and/or homework to an excellent standard</li> <li>• Consistent achievement in a subject area</li> <li>• Outstanding progress in a subject area</li> </ul>
<p><b>P3 – Head of Year</b></p> <p>Verbal praise</p> <p>Certificate handed out in assembly</p> <p><b>3 Praise points</b> logged on <b>EDULINK</b></p>	<p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Consistently producing classwork and/or homework of an excellent standard in more than one subject</li> <li>• Outstanding progress in more than one subject area</li> <li>• 100% attendance at the end of a term</li> <li>• Supporting an after school evening/weekend event</li> </ul>
<p><b>P4 – Senior Leadership Team</b></p> <p>Verbal praise</p> <p>Certificate handed out in assembly</p> <p><b>4 Praise points</b> logged on <b>EDULINK</b></p>	<p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Outstanding effort in all lessons</li> <li>• Outstanding progress in all lessons</li> <li>• Outstanding achievement in all lessons</li> <li>• An excellent role model</li> <li>• Organising/raising money for charity</li> </ul>
<p><b>P5 – Principal Award</b></p> <p>Verbal praise</p> <p>Letter sent home</p> <p><b>5 Praise points</b> logged on <b>EDULINK</b></p>	<p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Demonstration of achievement both in and out of school</li> <li>• An excellent ambassador and fantastic role model to others.</li> </ul>

## PRAISE Points

PRAISE POINTS	CERTIFICATE
50 Points	Form Tutor Certificate
100 Points	Head of Year certificate
150 Points	Senior Leadership Team certificate
200 Points	Principal's Certificate
300 Points	Governing Body Certificate

In addition to **PRAISE points**, students will be awarded **PRAISE postcards** to recognise their achievements and progress within lessons.

Half termly rewards assemblies will celebrate student success, effort, attainment and 100% attendance. Pupils will be rewarded with certificates and lapel badges.

Throughout the year students will be nominated for Jack Petchey awards by staff and students.

An annual awards assembly and sports awards evening will celebrate individual successes.

## Sanctions and Consequences

Before formal sanctions are issued, two informal warnings will be given. These may be either verbal or written.

All behaviour incidents resulting in a consequence (C1 and above) must be logged on Edulink.

## Detention Systems

- C1 - A formal warning which is logged on Edulink followed by a conversation with the student.
- C2 - Up to a 20-minute detention which is logged on Edulink and in the student's journal. This is to take place at lunch time or after school. During this time the member of staff to discuss the behaviour incident with the pupil.
- C3 - Up to a 40-minute detention which is logged on Edulink and in the student's journal by the house support and guidance manager. Pupils are to attend a central detention location to be registered and the member of staff setting the detention to collect the student and discuss the behaviour incident.
- C4 - Up to a 60 minute Leadership detention on a Monday which is logged on Edulink and in the student's booklet by the year team and guidance manager. Pupils are to attend a central detention location to be registered.

## **Notes to Support the Behaviour for Learning Sanctions**

- All departments will have a 'relocation' rota.
- Parents will be informed of all consequences via Edulink/school journal.
- If negative behaviour occurs outside lessons it is the responsibility of all staff around the school to deal with the behaviour and to follow up and log appropriately.

## **Report Cards / Target Books**

- Form Tutor (FT) report will be issued by the Support & Guidance Manager (S&GM) and signed by the FT after school every day. If students do not improve their behaviour it needs to be referred to the HOY for HOYreport.
- HOY report issued for a minimum of one week to students who have not improved their behaviour on FT report. Report card needs to be signed after school every day by the HOY and if student's behaviour does not improve refer to Assistant Principal (AP).
- Target books to be issued by S&GM, HOYs, APs. Target books to be signed after school and to be issued for a minimum of 4 weeks.
- It is the student's responsibility to find the relevant member of staff to sign their report every day.
- Subject reports - Subject Leader to liaise with S&GM before report is issued.

## **Fixed-Term Exclusion**

This will only happen in extreme cases. Fixed term exclusions can only be sanctioned by the Principal.

## **Permanent Exclusion**

Permanent Exclusions can only be sanctioned by the Principal and is the most serious sanction. A student may be permanently excluded for:

- A serious breach, or persistent breaches, of the school's behaviour policy or where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the academy.

Students may be withdrawn for an internal exclusion whilst an incident is fully investigated and a period of reflection is allowed. Parents will be informed of the exclusion via a letter given to the student, and a letter will also be sent home by post.

Parents will be contacted each time an Isolation sanction is actioned.

## **Punctuality**

Students who are late to school will be marked in late and a call will be made home to parents. Students who are persistently late will have a meeting with their director of learning.

## **When investigating an incident involving behaviour in the wider community the academy will consider the following:**

- Whether the Behaviour Policy and Academy rules have been broken
- The severity of the misbehaviour

- The extent to which the reputation of the school has been affected
- Related to this, whether the student or students were identifiable as a member of the school community
- The extent to which the behaviour in question might have repercussions for the orderly running of the school and might pose a threat to another student or member of staff
- Whether the misbehaviour in question was on the way to or from the academy, outside the academy gates, or otherwise in close proximity to the academy

**If a student is found to have broken the Behaviour Policy and Academy rules in the wider community, staff will treat this as a serious matter. The student can expect to be:**

- Instructed to behave in an acceptable manner by staff and to be disciplined on their return to the academy
- Referred to their S&GM
- Parents/Carers contacted
- Issued with an appropriate sanction
- If the misbehaviour could be classed as criminal or poses a serious threat to a member of the public, the police will be informed

### **Extended Academy Activities**

Poor behaviour during on-site extended school activities will be dealt with in the same way as for any other on-site activity.

### **Mobile Phones and Social Media**

The use of defamatory or intimidating messages and images inside or outside the academy will not be tolerated. Should any media be used by students in order to bully or embarrass fellow students or members of staff, or should any such actions cause disruption to any other element of the academy community, disciplinary sanctions will be applied. Refer to policy on school website.

### **Searching – following the Government guidance**

Under the *Education and Inspections Act (2006)* the Principal and authorised staff led by him, have the power to authorise a search of students or their possessions (including bags and lockers) without their consent if there are reasonable grounds for suspecting that the student may have a prohibited item or an item banned by the school. Teachers can also instruct a student to turn out their pockets and discipline them if they refuse to do so. Schools **are not required** to inform parents before a search takes place or to seek their consent to search their child.

When searching a child, a member of SLT / Pastoral team must be present. Staff should follow the government guidance.

Prohibited items as defined by the DFE are:

- Knives and weapons
- Alcohol

- Illegal drugs
- Stolen items
- Tobacco and cigarette papers /E-cigarettes
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

Reasonable force\* may be used to search for prohibited items. The police will be called where there is a potential danger or risk to the personal safety of the teacher or student.

*\*Please see Use of Reasonable Force DFE Guidance – May 2012*

Refer to policy on school website.

### **Confiscation**

The *Education and Inspections Act (2006)* allows school staff to seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

### **Abuse or Intimidation of Staff outside the Academy**

The academy will adopt firm measures against abuse or intimidation of staff by students. This includes unacceptable conduct by students when not on the academy site or outside of academy hours when not under the charge of a member of staff of the academy. Students involved in any such activity can expect to be:

- Instructed to behave in an acceptable manner by staff and to be disciplined on their return to the academy
- Referred to a Senior Member of Staff
- Parents/carers contacted
- Issued with an appropriate sanction

### **Racist Incidents**

The academy does not tolerate discrimination of any sort, including racist behaviour, and all incidents will be formally reported under the school's duty of care to do so and swiftly dealt with. All racist incidents will be logged.

Refer to policy on school website.

### **Sexual Incidents**

The academy has a statutory responsibility to follow child protection/safeguarding procedures. Any sexually inappropriate behaviour, including homophobia and harassment, will be swiftly dealt with and formally reported under the school's duty of care to the Designated Child Protection Officer for further investigation.

### **STAFF TRAINING**

The Principal will ensure that members of staff working with more challenging students are provided with training that allows them to carry out their duties. Specific training will be undertaken annually to cover new policies, strategies and techniques



## Behaviour for Learning Sanctions

Two informal warnings given before formal sanctions are awarded

Consequence	Type of Behaviour	Teachers Actions	Follow Up
<p><b>C1</b></p> <p>Formal Warning</p>	<ul style="list-style-type: none"> <li>• Student out of seat</li> <li>• Calling out</li> <li>• Lack of effort</li> <li>• Disrupting others' learning</li> <li>• Talking without permission</li> <li>• Failure to follow instructions on first request</li> <li>• Late to a lesson with no note</li> <li>• Lack of equipment</li> <li>• Chewing gum or eating in lesson</li> <li>• Mobile phone out</li> </ul>	<ul style="list-style-type: none"> <li>• Log behaviour incident on <b>EDULINK</b></li> </ul>	<p><b>Class Teacher</b></p> <ul style="list-style-type: none"> <li>• Discuss behaviour with student</li> </ul>
<p><b>C2</b></p> <p>Up to 20 minute detention (lunch or after school) with member of staff</p>	<ul style="list-style-type: none"> <li>• Continuation or escalation of above (C1s)</li> <li>• Disrespectful behaviour towards member of staff/student</li> <li>• Failure to follow school rules</li> <li>• Failure to follow staff instructions on second request</li> <li>• Little / not enough work produced</li> <li>• Inappropriate comments about staff/ students/ work or lesson</li> </ul>	<ul style="list-style-type: none"> <li>• Log behaviour incident on <b>EDULINK</b></li> <li>• Record detention in student journal</li> <li>• Inform pupil where the detention will take place</li> </ul>	<p><b>Class Teacher</b></p> <ul style="list-style-type: none"> <li>• Discuss behaviour with student during 20-minute detention</li> </ul>

<p><b>C3</b></p> <p><b>Up to 40 minute detention (After School) with member of staff</b></p>	<ul style="list-style-type: none"> <li>• Failure to attend a C2 detention</li> <li>• Continuation or escalation of above (C2's)</li> <li>• Severe and continued disruption to learning</li> <li>• Persistent failure to follow staff instructions</li> <li>• Verbal abuse/intimidation towards students</li> <li>• Throwing equipment</li> <li>• Student relocated to another class room</li> <li>• Walking out of lesson without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Log behaviour incident on <b>EDULINK</b></li> <li>• Detention recorded in student journal <b>by SGM</b></li> <li>• Student to be relocated to another classroom in a subject area where necessary in order to calm down</li> </ul>	<p><b>Class Teacher</b></p> <ul style="list-style-type: none"> <li>• Collect student from detention room</li> <li>• Discuss behaviour with student during 40-minute detention</li> </ul>
<p><b>C4 - 60 minute Principal's Detention</b></p>	<ul style="list-style-type: none"> <li>• Failure to attend a C3 detention</li> <li>• Truancy from lesson</li> <li>• Violent conduct towards another student</li> <li>• Verbal abuse towards member of staff</li> <li>• Refusing SLT instructions</li> <li>• On call support requested following a relocation</li> </ul>	<ul style="list-style-type: none"> <li>• Log behaviour incident on Edulink</li> <li>• Detention recorded in student journal <b>by SGM</b></li> <li>• On call support requested if students needs to be collected following a relocation</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss behaviour with student during 60-minute detention</li> </ul>

**C5 Consequences/Director of Inclusion – Level C5 – L1-10**

The school uses a range of different types of exclusion. The underlying principle is that students are not permitted to be in lessons. Whenever a student commits a C5 level 'excludable offence', reference will be made to previous records to check that any interventions that are in place have had time to work. All students move through the following stages; each time they are excluded. For every 3 weeks' students have without a major incident they move back a stage.

For students with SEND, LAC or students on CP plans, there will be a discussion between the relevant professionals about the nature/length of consequence.

Consequence	Type of Behaviour	Teachers Actions	Follow Up
<p><b>C5</b></p> <p><b>L1 = 1 DAY TIER</b></p> <p><b>L2 = 2 DAYS TIER</b></p> <p><b>L3 = 3 DAYS TIER</b> <b>TARGET BOOK TO S&amp;GM / PARENTAL MEETING</b></p> <p><b>L4 = 4 DAYS TIER</b> <b>TARGET BOOK TO HOY / PARENTAL MEETING</b></p> <p><b>L5 = 5 DAYS TIER</b> <b>PASTORAL SUPPORT PLAN (PSP)</b></p> <p><b>L6 = 5 DAYS TIER</b> <b>ASSISTANT PRINCIPAL REVIEW / TARGET BOOK TO AP</b></p> <p><b>L7 = 5 DAY ALTERNATIVE EDUCATION PROVISION</b> <b>TARGET BOOK TO MR BRIEN</b></p>	<ul style="list-style-type: none"> <li>• Using social media in an inappropriate manner in or out of school</li> <li>• Refusal to hand over mobile phone when requested by staff</li> <li>• Vandalism</li> <li>• Intimidation towards member to staff</li> <li>• Swearing at a member of staff</li> <li>• Smoking</li> <li>• Bringing school into disrepute</li> <li>• Violent conduct/ dangerous behaviour towards others</li> <li>• Extreme and challenging behaviour</li> <li>• Bullying behaviour / racist / homophobic behaviour</li> <li>• Persistent refusal to follow the Academy rules.</li> <li>• Bringing a weapon into school</li> <li>• Possession/consumption of drugs or alcohol</li> </ul>		<ul style="list-style-type: none"> <li>• HOY to discuss behaviour with student</li> <li>• Parents informed of behaviour</li> </ul>

<p><b>L8 = 10 DAY ALTERNATIVE EDUCATION PROVISION DISCIPLINARY MEETING WITH THE PRINCIPAL</b></p> <p><b>L9 = MANAGED MOVE TO ANOTHER SCHOOL / IYFAP REFERRAL</b></p> <p><b>DISCIPLINARY MEETING WITH SCHOOL GOVERNORS</b></p> <p><b>L10 = PERMANENT EXCLUSION</b></p>			
---	--	--	--

