

ST MARGARET WARD CATHOLIC ACADEMY

Behaviour Policy



**"Let us remember we are in the
Presence of God"**

Policy Adopted	Next Review	Author
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St Margaret Ward Catholic Academy

Behaviour Policy

Principles

The Academy believes that in order to enable teaching and learning to take place, outstanding behaviour in all aspects of academy life is essential. The purpose of this policy is to outline the rewards, sanctions and systems that the academy will use to ensure every student's behaviour allows for success.

Principle

The academy wants to create an inclusive, caring and learning environment in which all students feel safe and are encouraged to achieve and progress (also see anti-bullying policy). In order to achieve this, the academy will clarify the rules and consequences of the choices that students make.

Expectations with regard to students

Students will be expected to:

- Conduct themselves around the building in a safe, sensible, manner and show regard to others
- Arrive on time to lessons
- Bring equipment appropriate for the lesson
- Follow reasonable instructions given by the teacher
- Behave in a reasonable and polite manner to all staff and students
- Show respect for the opinions and beliefs of others
- Complete all class work in the manner required
- Hand in homework at the time requested
- Show respect for the working environment
- Follow the academy rules.

Procedures for Monitoring Behaviour

Behaviour for Learning: (Behaviour Scores)

The academy seeks to eradicate low level disruption from all lessons. Every lesson, students are given a behaviour for learning score between 1- 4. Each lesson each student starts with a '2'. Scores are awarded based on how students engage in their learning for the lesson. The scores represent the following:

- 1 = Outstanding/Over & Above behavior's**
- 2 = Good (Expected)**
- 3 = Requires improvement (Minor Concern)**
- 4 = Unacceptable (Major Concern)**

Each day, the total of a student's score for each lesson is added up and divided by the number of lessons they have attended. This gives them an average score for the day.

Example: If a student achieves a total of six scores of 2 for one day, their total would add up to 12. Divide the 12 by the 6 lessons attended and they have an average of 2.

The same occurs for each week. The total number of scores is added together from each lesson and divided by the number of lessons attended to give a weekly average.

Example: If a student achieves a total of thirty scores of 2 for one week, their total would add up to 60. Divide the 60 by the 30 lessons attended and they have an average of 2.

Behaviour scores are used to track the behaviour for learning in the classroom every lesson, every day. They are linked to phase reports and also rewards.

Such data will be used to identify underperformance, track individuals and will form the basis of the weekly year leaders meetings at which individual students giving cause for concern will be discussed and appropriate interventions and strategies decided upon. Parents and carers have the facility to access "live" data and thereby be kept up to date with their child's conduct within lessons and the academy in general.

Students who achieve the best scores for behaviour on a weekly and termly basis are rewarded and recognised in celebration assemblies and by certification.

Serious incidents

- The academy does not tolerate extreme behaviour of any kind in the academy and will invariably issue fixed term exclusions to any pupil fighting or being aggressive.
- Similarly the academy does not tolerate abusive language being directed at any of its staff and this would also invariably lead to a fixed term exclusion being issued (see exclusions policy).
- Any student found to be truanting a lesson(s) or smoking will receive a day in isolation or potential exclusion.
- Bullying issues are taken seriously by the academy and will be dealt with in the context of the circumstances (see Anti-bullying Policy).
- The academy will not tolerate any illegal drugs on site (see Misuse of Drugs Policy).
- The academy will require that any deliberate damage to academy property, or damage that is caused by irresponsible behaviour is repaired by the student either by paying or 'working off' the debt to the academy. The academy may issue more serious sanctions including

community service or a fixed term exclusion for significant and deliberate damage.

- The academy will not tolerate racism and reserves the right to issue fixed term exclusions to any pupil who engages in racially offensive behaviour (see Racial Equality policy).

The academy will deal with any other incidents on an individual basis.

All behaviour incidents will be recorded on the academy central record system and therefore provide the academy with the option to track and monitor individual actions and types of events.

Out of bounds:

Students must not try to enter any area of the building or grounds marked "out of bounds". These are clearly signed and fenced off. Students must not enter the area behind the back of the Science block. Students must not leave the academy premises at any time during the academy day except with the express permission of a senior member of staff or if they are being collected by a parent, for which they need to provide a note from home.

Mobile Phones:

Mobile Phones must not be used in academy during the academy day. If a student breaks this rule the phone will be confiscated and handed back to the pupil at the end of the academy's day between 3.30 and 4pm. The academy will write to parents to inform them when a confiscation has occurred (see appendix 2). The academy will not make exceptions to this rule. When a student consistently has their phone confiscated and constantly causes an issue in academy the phone may be handed directly to a parent or guardian and a request for it to remain at home may be issued.

Selling of items by students

The academy does not allow the buying and selling of items in the academy by students, especially sweets and drinks.

Any such items will be confiscated (see appendix 2). Any student found to be selling items may face a fixed term exclusion.

Other banned items

The academy will also confiscate any items that are brought into the academy that it believes will be detrimental to teaching and learning, harmful to others or could cause damage to the academy's environment. This would include knives, blades, and BB guns etc.

Movement around the Academy

The academy operates a one way system around the building and all students are expected to comply with this policy as it is in place to ensure the safety of all members of the academy community.

Rewards

The academy seeks to reward positive behaviour when and where appropriate. It is important that achievement and good behaviour are rewarded. Staff can record positive behaviour on to the academy system. The academy will acknowledge on a weekly basis those students who have made the biggest positive change in their behaviour scores and each form/year group will be acknowledged in assemblies. Praise postcards and Gospel cards are sent home as appropriate. The academy will also award prizes at the end of each term for the students with the best points scores and most improved point scores. Individual or group rewards will be discussed and implemented and authorised by the Year Group team.

Expectations with regards to staff

Staff will be expected to:

- Endeavour to arrive on time to their lessons
- Create a swift and purposeful start to the lesson
- Reinforce clear expectations of behaviour
- Deliver a suitably planned and structured lesson which meets all individual needs
- Deal with incidents of inappropriate behaviour by following academy procedures
- Promote and reinforce positive behaviour in the classroom

Expectations with regard to parents/guardians

Parents and guardians are expected to:

- Work in partnership with staff to ensure good behaviour
- Inform staff of any concerns
- Respond to concerns raised by members of staff
- Ensure students come to the academy correctly equipped and prepared to work
- Be pleasant and cooperative with all staff and not aggressive or threatening in conversations

Appendix 1

Detentions

- Academies in England have a legal right to issue detentions to students during the academy day, after academy, on Saturdays and during the holidays. (see Education Act 2006, Part 7, Section 98, Sub section 8)
- Academies do not legally require parental permission to issue detentions (see Education Act 1997- Section 5- **Detention outside academy hours lawful despite absence of parental consent**)
- Academies no longer need to issue any form of notice to parents regarding detentions (see Education Act 2011 -Part 2, Section 5- **Repeal of requirement to give notice of detention to parent**). However, the academy will make every effort to both inform the student and the parent/carer before the sanction.

Appendix 2

Search and Confiscations

The law on searching and confiscating items is long and varied and can be found in the following legislation:

Education Act 1996, Education and Inspections Act 2006, the Schools

(Specification and Disposal of Articles Regulations 2012, the Schools Behaviour (Determination and Publicising of Measures in Academies)

Regulations 2012, Health and Safety at Work etc. Act 1974

Searching

Head teachers and staff have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items include:

- Knives or weapons, alcohol, illegal drugs, stolen items
- Tobacco and cigarette papers, fireworks, pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be used:

To commit an offence

To cause personal injury to, or damage to the property of, any person (including the pupil)

Head teachers 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. This would include items the academy believes are being sold against academy rules.

Confiscation

Academy staff can 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 discipline. Academy's common law powers to search:

- Staff can search students with their consent for any item.

Also note:

1. Academies are not required to have formal written consent from the pupil for this sort of search – it is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil's bag or locker and for the pupil to agree.
2. Academies should make clear in their academy behaviour policy and in communications to parents and students what items are banned.
3. If a member of staff suspects a pupil has a banned item in his/her possession, they can instruct the pupil to turn out his or her pockets or bag and if the pupil refuses, the teacher can apply an appropriate punishment as set out in the academy's behaviour policy.
4. A pupil refusing to co-operate with such a search raises the same kind of issues as where a pupil refuses to stay in a detention or refuses to stop any other unacceptable behaviour when instructed by a member of staff- in such circumstances, academies can apply an appropriate disciplinary penalty.

The power to seize and confiscate items – general

What the law allows:

Academy's general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.

1. The member of staff may use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Where any article is thought to be a weapon it must be passed to the police.
2. Staff have a defense to any complaint or other action brought against them. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

The academy will search for and confiscate banned items within the guidance as outlined in this policy. Students who refuse to be searched will be issued with a fixed term exclusion.

Identification of students who require additional support:

Identification of vulnerable students can take place anywhere and by anyone. Referral procedures are through the Form Tutor, LPM, Inclusion Manager, SENCO, Assistant Learning and Progress Manager and Assistant Head Teacher over that year group.

Criteria of identification includes (not exhaustive):

- Member of vulnerable group- are their needs being met (FSM, LAC, EAL, BESD, SEND)
- Students suffering from bullying (see anti-bullying policy)
- Students dealing with domestic based issues
- Students dealing with psychological issues
- Students displaying behavioral issues (see SEND policy)
- Students displaying learning needs (see SEND policy)
- Students performing significantly below target
- Students needing personal support
- Child Protection cases or Social Care Involvement (see Safeguarding Policy)
- Students with persistent absence

Method for intervention

Any member of staff, parent or other professional can identify a vulnerable pupil. Referrals should be made to the form tutor, LPM, Inclusion Manager, SEND team or Assistant Head Teacher for year group. This can be done through a written referral or verbally to the appropriate member of staff or formally to the Inclusion Forum.

Monitoring impact:

The most vulnerable students in academies will be supported by a range of professionals and experts, either within academies or outside/external agency as appropriate. All interventions with every pupil discussed at an Intervention panel meeting are recorded. The member of support staff will monitor the impact of the interventions using a wide variety of measures:

- Improved attendance (see Attendance Policy)
- Behaviour- see central record and G4S
- CISS score
- IFSW or social care assessments
- Medical assessments
- Clinical assessments
- Educational Psychology assessment
- CAMHS assessment

- Meeting IEP or Behaviour Plan targets
- Improved self-esteem/confidence
- SEN assessments
- Improved attainment

Evaluation

Every term the Inclusion Team seek to assess the impact they are having across the entire academy by comparing with the same term the previous year:

- Behaviour
- Number of students who have been removed from lessons
- Number of students who have successfully exited the Inclusion Programme
- Student questionnaire
- Feedback from external professionals
- Fixed Term Exclusions from academies
- Permanent Exclusions from academies

The Inclusion identification, intervention and evaluation process is the responsibility of all involved in supporting the process.

BEHAVIOUR AND SANCTIONS POLICY

Students who fail to follow the St Margaret Ward Catholic Academy Behaviour guidelines, rules and code of conduct will be issued with sanctions that are in place, to enable other students to continue with their learning and support staff in their crucial role as teachers.

Demonstrated Behaviour	Sanctions
<p>Low Level Disruption in the Classroom</p> <ol style="list-style-type: none"> 1. Low level Disruption 1 2. Low Level Disruption 2 3. Low Level Disruption 3 4. Low Level Disruption 4 	<p>Stepped Sanctions should be used to alter the pattern of behaviour.</p> <ul style="list-style-type: none"> • Reminder of behaviour. Praise good behaviour around the student • Warning for behaviour • Last chance warning <p>The stepped sanctions should be used using calm, consistent adult behaviour. If all these fail the student should be asked to wait outside the classroom for 1 minute.</p> <p>Following 1 minute, use the micro script to privately speak to the student about their behaviour. Remind them of past incidents where they may have demonstrated good behaviour and make reference to the three rules of 'Ready', 'Respectful', 'Safe'</p> <p>Advice for staff</p> <p>Time out: (1 minute) student asked to step outside for 1 minute. Following 1 minute, speak to student using the micro script as guidance and making reference to one of our 3 rules (Ready, Respectful, Safe) with the intention of the student returning to the classroom</p> <p>Remain calm and use the words as scripted. It is important to use this dialogue in a situation which requires a</p>

	<p>firm stance. Other instructions may precede this from the micro script</p>
<p>5. Persistent refusal to follow instructions in the Classroom</p> <p>Following the stepped sanctions, if students continue to refuse to follow instructions, please issue a red card removal request to another student who will take to the HWBO to remove the student from your lesson Persistent refusal to follow instructions in the Classroom (Cont....)</p>	<p>Student sent to the HWBO with red card removal form completed. This information is logged centrally by the pastoral team</p> <p>Staff issuing the red card removal contact home to raise concerns with parents and book in a restorative conversation with the student to resolve underlying issues (Please follow the questions on the behaviour policy: Restorative Questions)</p> <p>If a student is removed from lessons regularly in a half term this will be analyzed by the Year Team and LPM. Following 5 removals, a letter will be sent home to the parents informing them of this issue and interventions put into place.</p>
<p>6. Swearing at a member of Staff The number of days issued will be at the discretion of the Senior Leadership Team and will reflect the behaviour history of the student.</p>	<p>Red card removal (Complete red card form)</p> <p>Red card duty team escort to designated area</p> <p>Teacher responsible for red card removal to complete Serious Incident Form</p> <p>Exclusion</p>
<p>7. Use of bad language / Public Swearing The use of inappropriate language in Academies is not acceptable. If a teacher hears a student publicly using bad language the student should be reprimanded / sanctioned. Persistent bad language could result in exclusion/isolation</p>	<p>Reminder of rules of the academies (Ready, Respectful, Safe)</p> <p>Challenge student privately about expectations and conduct and about being respectful to others in their environment</p> <p>Exclusion following persistent use of bad language/swearing</p>
<p>8. Chewing Gum in Academies Students who chew gum in academies will be asked to remove it into a bin. Any refusal to follow the request dealt with seriously and may result in serious consequences</p>	<p>Exclusion (Internal/External) if refusal to follow instructions following conversation around the three rules of being 'Ready', 'Respectful', 'Safe'</p>

<p>9. Uniform Issues The Form Tutor should monitor the students each morning and provide appropriate intervention and sanctions. The Academy Uniform policy on page 103 will offer further advice.</p>	<p>Warning to student to address with agreed timescale (5 days max)/contact parents (Form Tutor)</p> <p>LPM Phone call (After form tutor call and no improvement at agreed timescale)</p> <p>Reconciliation Room until issue addressed</p>
<p>10a.Lateness to Academy Students who arrive to registration after 8:45am will be placed in an after academy detention. Persistent lateness will be managed by the Year Team.</p> <p>10b.Lateness to Lessons Students who arrive late to lessons will be marked late and challenged once the class has started to work</p>	<p>After Academy Detention – 30 minutes Parental Interview (Following 5 late occurrences)</p> <p>Letter sent home to parents following 5 late occurrences to lessons (Updated weekly)</p> <p>Punctuality report for 2 weeks after 10 late arrivals to lessons</p>
<p>10.Damage to the Academy Environment Any student who destroys or causes damage to the Academy's environment will be issued with time in the Reconciliation room.</p>	<p>Reconciliation Room Possible Fixed Term/Permanent Exclusion</p>
<p>11.Bullying Any student who becomes involved in a bullying incident will receive a sanction. Mean and unkind behaviour including Cyber bullying will not be tolerated and may result in an exclusion.</p>	<p>Reconciliation Room Possible Fixed Term Exclusion</p>
<p>12.Misuse of Technology Cyber Bullying and inappropriate use of technology will receive a sanction. This will depend on the level of misuse and frequency.</p>	<p>Reconciliation Room Possible Fixed Term Exclusion</p>
<p>13.Phones and other electrical devices being used in the Academy Students should not have phones out in the academy between the hours of 8:30am and 3:00pm. If any member of staff does see a student using their phone please ask them to hand it over. This should then be taken to the Academy Office for safe storage. The three times rule exists to discourage students from using phones again. The office will maintain records of phone confiscations for individual students. Students must not charge their phones in the academy.</p>	<p>Confiscation and sent to the office:</p> <p>Name and form of student logged and device placed in secure envelope and locked safely</p> <p>First Offence: Student can have the confiscated item at the end of the day between 3.30pm- 4.00pm</p> <p>Any further offences result in Parent collecting the confiscated item at the end of the day between 3.30pm – 4.00pm</p>

<p>14. Serious Breaches</p> <ul style="list-style-type: none"> • Dangerous/ Threatening Behaviour • Swearing at member of staff/Abuse to others • Assault/Fighting 	<p>Exclusion (Decision made by the Senior Leadership Team)</p>
<p>15. Eating Outside The Designated Areas</p> <p>Students must follow the policy that all food must be eaten in the designated areas. Any student not following this rule will be issued with Community Service.</p>	<p>Community Service</p>
<p>16.1 inappropriate Behaviour</p> <p>Behaviour inappropriate in the Academy environment will be discouraged and the three academy rules of 'Ready', 'Respectful', 'Safe' reinforced by all</p>	<p>Conversation between staff and student about appropriate behaviour (Make reference to the three academy rules of 'Ready', 'Respectful', 'Safe')</p>
<p>17. Failure to attend after academy detentions will result in additional sanctions.</p> <ul style="list-style-type: none"> • Failure to attend an after academy detention on 2 occasions • Failure to attend a detention again after the day in isolation 	<p>Internal exclusion</p>