

## **Behaviour Policy (including Behaviour for Learning)**

### **1. Circulation**

1.1 This policy will be circulated to staff and governors. It also applies to the wider community. A copy of the behaviour policy can be found on the school website. Reference to this policy is included in the 'parent carer handbook' which is posted home to all parents/carers annually.

1.2 The behaviour policy will be reviewed in 2019.

### **2. Introduction**

2.1 At Essa Academy, we believe that students should be able to learn in a calm, safe and engaging environment. Positive discipline helps students to make the correct choices and prepares them for a life beyond the Academy. This behaviour policy sets out clear expectations to promote good behaviour between students, teaching staff, support staff, parents/carers and governors. Students must be clear of our high expectations (See Appendix 1 for full details); poor behaviour will result in sanctions being imposed whilst we promote and expect good behaviour and then we reward exceptional behaviour.

2.2 This behaviour policy acknowledges the Academy's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of all students including those with special educational needs and disabilities.

2.3 At Essa Academy we understand that behaviour can be as a result of safeguarding issues and we recognise the triggers these can cause in students. These issues will be taken into consideration and conversations will take place with the student, their families and the appropriate agencies if necessary by a member of staff. To ensure the safeguarding of our students they should not be asked to leave the classroom without being escorted by a member of staff.

### **3. Application**

3.1 The Local Governing Body and the Principal intend that the Academy rules and sanctions provided in this policy shall also, in appropriate circumstances, be capable of regulating the conduct of students when they are away from Academy premises and outside of the jurisdiction of the Academy. This would be where the conduct of a student or students have repercussions on the orderly running of the Academy, or affects the welfare of a member or members of the Academy community or a member of the public, or which brings the Academy into disrepute.

#### **4. Promoting good behaviour**

4.1 At Essa Academy we realise that positive relationships are built upon mutual respect. It is important for all staff to know the needs, strengths and weaknesses of students. Teachers will use this information to inform their planning and the differentiation of tasks within their lessons. All staff model respectful relationships and have high expectations around the way students speak to each other and to them. Students are reminded of the Academy's expectations both in and outside of the classroom by all staff.

#### **5. Rewards for exceptionally good behaviour**

5.1 Essa Academy is committed to recognising and praising students' positive behaviour, We believe that if students are to succeed, they must feel that their efforts are recognised and appreciated both at home and in the Academy. This could be:

- Outstanding academic success
- Excellent attendance and punctuality
- Commitment to the community
- Sporting achievement
- Being a positive role model
- Personal achievement or determination

The Academy uses a variety of ways to celebrate the success of students.

5.2 In lessons Teachers use the Academy rewards system, through SIMS. Weekly reports are shared with all staff to analyse student behaviour across all faculty areas. We aim to create an environment where students strive to be successful and want to make the most of their abilities to achieve their full potential. Students who show exceptionally positive and good behaviour towards their learning will be rewarded. The rewards that can be given and the reasons why are detailed in the table below.

	Reward	Can be rewarded for
R1	Role Model	<ul style="list-style-type: none"> <li>• A student who is kind and caring towards staff and other students.</li> <li>• A student who displays excellent manners.</li> <li>• A student who displays pride in his work.</li> </ul>
R2	Outstanding Contribution	<ul style="list-style-type: none"> <li>• A student who displays excellent team work.</li> <li>• A student who maintains excellent standards of work.</li> <li>• A student who contributes to the Academy in extra curricular activities.</li> <li>• A student who goes above and beyond in representing the Academy.</li> </ul>
R3	Outstanding Progress	<ul style="list-style-type: none"> <li>• A student making above expected progress in any subject.</li> <li>• A student making significant progress to achieving their target grades.</li> </ul>
R4	Resilience	<ul style="list-style-type: none"> <li>• A student who works with consistent considerable effort.</li> <li>• A student who has made a significant improvement in their subjects.</li> </ul>

## 6. Consequences for unacceptable behaviour

6.1 Every student at Essa Academy is responsible for his or her own behaviour. We expect students to take pride in our Academy and display positive behaviour for

learning. Students who do not show positive behaviour for learning will have a consequence for their actions.

6.2 The Academy recognises that the use of sanctions must be reasonable and proportionate to the circumstances of the individual case. The Academy will take into account the range of individual students needs including age, any special educational needs or disabilities and any religious requirements affecting the student, in determining an appropriate sanction.

6.3 Students should recognise that their behaviour outside of the Academy may result in consequences. Outside of the Academy students are a representation of Essa and if their behaviour does not reflect the high expectations of our students sanctions will be put in place. This includes the journey to and from school and on any other occasion where a student is wearing the school uniform including trips. This also includes any form of assault or the use of illegal substances or 'legal highs'.

6.4 The Academy uses the following consequence system to ensure learning is protected at all times.

Consequence	Actions
Warning	No further action at this time
C1	A 15 minute detention following that lesson.
C2	Persistent C1 behaviour will be issued with a 30 minute detention and parents may be notified if deemed necessary.
C3	Persistent C2 behaviour will result in the teacher using the on-call member of staff. This may result in the student being placed with the Faculty Leader. Removal to the Faculty Leader will also result in a 45 minute detention being issued. Form Tutors, Heads of Year and Progress Leaders will be informed. Failure to attend the FL detention will automatically result in a C4 detention.
C4	Serious behaviours or incidents will be dealt with by HOY and/or SLT and may result in; <ul style="list-style-type: none"> <li>● Student placed with HOY.</li> <li>● Removal to internal exclusion by the on-call under the instruction of the Assistant Principal of Personal Development, Behaviour and Wellbeing.</li> </ul>

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|  | <ul style="list-style-type: none"><li>● SLT detention.</li></ul> |
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6.4 Poor behaviour outside of the classroom will always be referred to Heads of Year in the first instance.

6.5 C2-C4 behaviour will be logged on SIMS. In addition CPOMS where appropriate

6.6 All students should arrive to the Academy with the correct equipment. If a student does not, an appropriate sanction will be put in place. All students should arrive with an ipad, pen, pencil, ruler, rubber, pencil sharpener and calculator. PE kit should be brought in on the relevant day. Students are expected to carry an Essa ipad bag throughout the day with all their equipment. Students will be allowed to carry a school bag with them throughout the day however, in some instances, teachers may request that bags are stored in an appropriate place due to health and safety reasons.

6.7 Ipads are essential to the learning of all students within the academy. Misuse of ipads will result in an appropriate sanction being put in place. Contact home may be made either by way of a phone call or letter home. Any ipad misuse during lesson time must be logged on SIMS. Any concerns in relation to safeguarding our students online should be reported to the DSL(designated Safeguarding Leader) and appropriate action will be taken.

6.8 The Assistant Principal of Personal Development, Behaviour and Welfare will always inform the Police should a student's behaviour be criminal or pose a threat to a member of the Academy or the community.

6.9 Where behavioural issues give cause to suggest that a child is at risk of significant harm, the Academy's child protection policy will be followed and the appropriate outside agencies will be informed.

## **7. Exclusions**

7.1 The Academy follows Government guidance on exclusions, unless there is a good reason to depart from it. The Academy aims to operate within the principles of fairness and natural justice.

7.2 Exclusions can take the form of:

- Internal exclusion
- Fixed term exclusions
- Permanent exclusions

7.3 If a student's behaviour is deemed inappropriate and a C4 is issued, the student may be placed in the Internal Exclusion Unit at the discretion of the Principal or Assistant Principal of PDBW.

7.4 The Academy's policy on exclusions applies to serious breaches of Academy discipline occurring on Academy premises and also outside of the Academy. Examples of this could be assault, serious aggression, whether verbal or physical, towards students and staff or any other behaviour deemed serious both in and out of the academy. Please see the Academy's separate exclusions policy.

## **8. Malicious allegations against staff**

8.1 Where a student makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Principal will consider whether to take disciplinary action in accordance with this policy. This may include a referral to the police to consider if action might be appropriate against the accused.

8.2 Where such an allegation is made, appropriate support will be provided to the members of staff affected.

## **9. Searching students**

9.1 Current legislation (Education and Inspections Act 2006 and Education Act 1996) gives the Principal and staff authorised by them the statutory power to confiscate, retain and dispose of items from a student as a punishment so long as it is reasonable to do so. They have the right to search for prohibited items. The law protects staff from damage to and loss of any confiscated items providing staff have acted lawfully.

The power to search without consent is given for:

- Weapons/Knives
- Alcohol
- Illegal drugs and 'legal high' drugs
- Stolen property
- Tobacco and cigarette papers including e-cigarettes
- Fireworks
- Pornographic images
- Any article that is likely to be used to commit offence, cause injury or damage to property
- Any item banned by the Academy

Sanctions for the discovery of these items will depend upon the items themselves e.g. weapons and knives must be handed over to the Police, but in all cases Parents/Carers will be informed.

## **10. Use of reasonable force**

10.1 Staff have the power to use reasonable force when conducting such a search without consent for the items listed above. Reasonable force will be used in accordance with the DfE guidance 'Use of Reasonable Force: Advice for Headteachers, staff and governing bodies'.

10.2 Staff are also empowered to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property and to maintain good order and discipline in the classroom or elsewhere.

10.3 Where restraint is used by staff, this is recorded in writing at the earliest opportunity and the student's parents will be informed about serious incidents involving the use of force. Force is never used in the form of a punishment.

10.4 The use of corporal punishment is illegal in all circumstances.

## **11. Anti-bullying**

11.1 Essa operates a zero tolerance approach to bullying of any kind

11.2 Students are encouraged to speak to an adult they trust if they are being bullied or know of someone who is being bullied.

11.3 Students can also access an anonymous support system (SHARP) whereby any instances of bullying can be reported and dealt with

11.4 The school nurse runs a drop in session each week for students.

11.5 If a student finds themselves being bullied on-line then evidence should be kept (for example a screen grab) and this could possibly be presented to the Police, as this type of bullying is seen as illegal and can be followed by prosecution. The Academy will take their lead from the Police in these cases.

11.6 All students receive information, advice and support during form time as to how to deal with bullying and raise their awareness of the different types of bullying e.g. racism, homophobia, sexual exploitation, religious, cyber bullying etc.

*Please also refer to the Academy's Anti-bullying policy*

## **12. Liaison with parents, carers and outside agencies;**

### **12.1 Parents/Carers**

The Academy will keep parents informed of their child's progress and achievements. The Academy will notify parents directly with any concerns relating to behavioural issues. Parents and carers will ensure that:

- They correct uniform is worn.
- They work alongside the Academy to develop a consistent approach for addressing behaviour issues.
- They apply appropriate sanctions at home to address poor behaviour at the Academy.
- They supervise learning at home to ensure work is completed to an appropriate standard.
- Their child attends everyday, on time and with the correct equipment
- They notify the Academy of any change of circumstances for example medical needs, change of contact details.
- They attend school events and meetings.

### **12.2 Outside Agencies**

When necessary the Academy adopts a child centered multi-agency approach to support students and their families. Examples of outside agencies include: CAMHS, Social Care, Early Intervention Team, School Nurse Service.

## **13. Evaluation / monitoring / performance**

13.1 The Academy regularly evaluates and monitors the performance of students, working alongside parents and outside agencies. We value the power of working in a partnership.

13.2 The success of the policy will be evaluated by the Assistant Principal of Personal Development, Behaviour and Welfare.

### **References**

Behaviour and discipline in schools: *Advice for headteachers and school staff* (January 2016)

<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>  
*Searching, screening and confiscation: Advice for headteachers, school staff and governing bodies* (February 2014)

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

Working together to safeguard children (March 2015)

Keeping children safe in education: for schools and colleges (March 2016)

### **Related policies**

Anti-bullying policy

Exclusion policy

Child protection policy

Attendance and punctuality

E-Safety policy

Safeguarding and child protection

Equality policy

Uniform policy

Special Educational Needs and Disability policy

## **14. Appendix - Guidelines related to positive behaviour for learning**

### **14.1 Uniform requirements**

It is compulsory that only those items stipulated within the Academy uniform list, are permitted to be worn by students. The uniform must be worn by all students who are on roll at Essa Academy at all times, without exception. The uniform requirements apply to students attending off-site provision/ activities and activities out of hours, unless parents/carers are advised otherwise.

Trainers are not permitted to be worn in the Academy except in PE practical sessions. All shoes must be plain black in colour and where students arrive at the Academy in trainers/pumps or shoes that are not black or are canvas material, they may be asked to return home to replace with the correct footwear. On some occasions an alternative form of footwear may be offered enabling the student to remain in the Academy and continue learning. Students, who refuse to accept the consequence or refuse to wear the alternative footwear offered, may be excluded from the Academy.

Denim style black trousers and 'legging' type trousers are not acceptable Academy wear. Elastic, stretchy skirts are not permitted. Skirts must be below the knee in length.

Students who contravene the uniform requirements may be required to return home to replace the inappropriate uniform and return to their learning as soon as possible in the correct uniform. Whenever possible, students will be loaned replacement uniform or placed in isolation. Students, who refuse to accept the consequence or refuse to wear the alternative uniform offered, may face further sanctions.

Essa Academy operates a zero tolerance approach to body piercings. Students are allowed to wear one pair of stud type earring. Nose studs are not allowed. All other jewellery and body piercings will be confiscated and returned on collection by parents/carers.

Students are not permitted to attend the Academy with hair no shorter than a 'number 3' cut. No extremes of hairstyles, for example 'tramlines' or non-natural hair colourings, are permitted. Subtle make-up is permitted, however, the Principal reserves the right to instruct removal of make-up should it be deemed unacceptable.

The length of a student's nails should also be kept to an acceptable minimum in respect of the Health and Safety requirements for practical activities such as Sports etc. Failure to comply with any of the above rules will result in isolation until the issue is resolved.

#### **14.2 Mobile phones and earphones**

The Academy rules stipulate that mobile phones/electronic devices can not be used at any point during the Academy day. This includes at breaks and lunchtime. Mobile phones should be kept in bags or lockers and not seen at any time. Students wishing to contact parents/carers should contact their appropriate HOY and likewise parents/carers should refrain from contacting students directly and ring the Academy on 01204 333222. This prevents any misunderstandings and miscommunication.

**Students should never have mobile phones out in lessons or out around the Academy as this negatively impacts on learning.** Students must not use their phone to record or take photographs of members of the Academy community. This rule also applies to earphones. Students must not use earphones around the Academy at any time. Any student in breach of the above rules will have their mobile phone/earphones confiscated with immediate effect and this will only be returned through collection from parents or carers.

#### **14.3 Drugs/prohibited substances**

***Students found supplying or distributing illegal substances or intoxicating substances face Permanent Exclusion from the Academy. Students found in possession of illegal substances may face Permanent Exclusion but will automatically receive Fixed Term Exclusion. All students will be referred to the Police to be dealt with under the misuse of Drugs Act.***

#### **14.4 Bladed articles/weapons (including replicas)**

Any student found in possession of a bladed article or weapon of any type or size could face Permanent Exclusion in line with government guidance. At the very least he/she will receive a Fixed Term Exclusion. All students found in possession of a bladed article or weapon will automatically be referred to the Police and dealt with accordingly.

In law fireworks such as 'bangers' etc are classed as firearms. Essa Academy operates a zero tolerance approach in relation to fireworks (and all other imitation firearms )This will result in a Fixed Term Exclusion with the possibility of Permanent Exclusion in line with government guidance.

Any student found selling or distributing goods/merchandise (including soft drinks and chocolate) will have the items confiscated and they will not be returned. A detention, isolation and in some cases an Exclusion may be issued.

#### **14.5 Safer Schools Partnerships**

The Safer Schools Partnerships was established in 2003 with one of its main objectives being to develop positive relationships between the Police and young people. Essa Academy is a key member of this partnership and the Academy believes that by working closely with the Police it will promote benefits in many areas.

Under the terms of agreement for the Safer Schools Partnership Initiative – Police Officers and PCSOs are now deployed across the town's high schools. The role of the School-link Police Officer or PCSO is no different to any other Officer. Officers in school will enforce the law and take positive action when and where required. This may be in the form of stop and search, summons, arrests and making referrals to the Anti-Social Behaviour Team and Housing providers. It should be noted that the Academy operates a multi-agency approach in providing pastoral care and managing student behaviour. In conjunction with the Police, information may be shared in relation to a student's behaviour record if it is deemed to be anti-social and causing problems within our Academy community.

One of the main aims of the school link police officer is to encourage students to make positives choices and to steer them away from criminality. This is achieved in a number of ways.

In line with the Academy's Behaviour for Learning Policy during parental interviews a Police Officer may be present. This provides an opportunity for the Police to explain to the student the wider implications of their actions, especially if these actions may constitute a criminal offence.

The school link Police Officer may facilitate inputs at the Academy including assemblies and lessons. These inputs are invaluable and provide students with information on various subjects, which we hope will assist them in making the right choices throughout their school life and beyond.

#### **14.6 Smoking**

Essa Academy is a No Smoking site and as a result operates a strict No Smoking policy. Students found in possession of cigarettes and/or lighters and e-cigarettes will have confiscated and they will not be returned. A detention, isolation and in some cases an Exclusion may be issued where students are caught or suspected of smoking.

#### **14.7 Chewing gum**

Chewing gum is also banned from the Academy site and should not be brought into the Academy.

## **15. Behaviour Policy Guidance**

1. High expectations of behaviour, use an appropriate seating plan, display consequence chart as a visual reminder and provide quality first teaching and differentiation in the classroom. Focus on praise, positive comments and rewards.

### **2. Warning/Rule/Reminder**

Verbal warning. Write the student's name on the board. Review the challenge of the work provided, lesson planning and differentiation. Review and possibly change seating plan. Give a brief time out if needed and/or give a brief restorative conversation either during or after the lesson to explain concerns.

3. C1 - Issue a 15 minute DT at break, lunchtime or after school, a possible phone call home to parents to discuss concerns. Observe colleagues teach the same student if appropriate.

4. C2 - Issue a 30 minute DT after school and complete a phone call home to parents to discuss concerns. Raise concerns with the student's Form Tutor, Head of Year and your Head of Department. This may be through email, face to face conversation or discussed openly at team meetings. Logged on SIMS.

5. C3 - Use the on-call system to alert a middle leader to the poor behaviour of a student. The student will be removed either for a short period of time in which you may wish to speak to them or if deemed serious enough they will be taken to the Head of Departments room. If taken to the Head of Departments room the student will be issued a 45 minute DT that evening. The Head of Department will make a phone call home to parents to discuss concerns, and raise concerns with the student's Form Tutor and Head of Year. The on-call middle leader will log the details and resolution of the incident. All incidents will be collated and shared with Middle Leaders and Senior Leaders on a weekly basis. Logged on SIMS.

6. C4 – Serious behaviours or incidents will be logged on SIMS and reported to the appropriate Middle Leader, who will pass this on to the Senior Leadership Team, including the Principal. Parents will be contacted and invited in to meet with the Director of Personal Development, Behaviour and Wellbeing. Serious behaviours or incidents will result in either:

- Removal to internal exclusion by the on-call
- 1 hour SLT detention
- A fixed term exclusion
- Permanent exclusion

