

# King Alfred's Academy Behaviour Procedure

## 1. Procedures at King Alfred's Academy

### 1.1 King Alfred's Academy behaviour culture

At King Alfred's Academy we build our culture to be centred around being warm, welcoming and friendly where every child has an outstanding opportunity to grow and develop. Within our Academy community we build positive relationships between staff and students with a common goal to achieve 'opportunity for all'.

One of our main focus areas is about maintaining 'high expectations' to enable all students to learn and achieve their potential. Students should learn to behave well as a matter of principle. We work on instilling behaviour habits that are conducive to effective teaching and learning and ensure a safe and supportive environment.

We operate a comprehensive rewards system through awarding House points and positive acknowledgements in various forms. We use celebration assemblies, post cards, letters home, phone calls to parents, Faculty commendations and Headteacher commendations to recognise positive behaviour choices and outstanding effort.

On occasions students need reminding what our expectations are and therefore there are a series of consequences in place for continued poor behaviour if the reminders are ignored. The procedures outline what these consequences are and students need to understand the importance of making the right choices in order to avoid situations escalating.

### 1.2 'High Expectations' classroom behaviour

The high expectations we have for behaviour are communicated frequently to students and parents to ensure all stakeholders are familiar with what is expected. Central to good behaviour for learning is the modelling of good behaviour by every member of staff in their interactions with each other and with students.

Students are expected to follow these simple expectations below in every lesson and during social time.

- 1) Rules and routines are adhered to and students follow instructions from staff
- 2) Students remain on task as directed
- 3) Students do not prevent others from learning
- 4) Students treat the environment, staff and other students with respect
- 5) Students demonstrate responsibility when it comes to punctuality, uniform and equipment
- 6) Students demonstrate tolerance to other students and staff



The Process of Delivery of the 'High Expectations' will be explained to students regularly in the following ways:

- Frequent reminders in assemblies.
- Themes in tutor time and PSHCE lessons
- When challenging a student about a behaviour concern, staff should always refer to the relevant core principle so that it is very clear to the students how we want all students to behave.
- If students are given reminders in lessons, staff will always attempt to link the behaviour to our core principles

### **1.3 Routines**

We expect staff to teach students routines for common procedures in lessons as we see this as important in establishing a framework for students to work in.

#### **Start**

- Teachers meet and greet students at the door when teacher isn't travelling.
- Students must be on time, enter quietly and begin their starter booklets promptly.
- Staff will check uniform and have a polite and positive interaction with students.
- Students sit within a seating plan constructed by the teacher
- Equipment is placed on the desk to include reading book and pencil case.

#### **During lesson time**

- Students are busy from the start – silently working through their starter booklets
- When teachers address the group they must insist on active listening, students sitting up straight, with empty hands and arms folded looking towards the teacher/ front of the class
- The teacher must take the register on Bromcom.
- Aims and objectives of the lesson are clarified.
- No instructions are given unless the group are silent.

#### **End of lesson routine**

- Students pack away when asked to do so.
- Students stand behinds their chairs. If it is at the end of the day students place their chairs on the table.
- The class check that the room is tidy.
- House points for the lessons are given out by the teacher
- Students are dismissed by the teacher and leave quietly

During a lesson, students are not allowed to:

- Eat, chew gum, go to the toilet, leave without permission, walk around the room, use their mobile phone / headphones (unless appropriate for teaching and learning) and drink, unless it is water.

## 1.4 Discipline procedures and sanctions

### Behaviour management strategies

Effective positive behaviour management will for the vast majority of the time create a positive learning environment without the need to use any of the consequences in this policy. It is essential that many strategies are tried before a teacher begins to use the consequences.

<b>Effective behaviour management strategies</b>
First attention to best conduct
Effective seating plans
Non-verbal cues – use body language to help
Positive language - ‘What should you be doing?’ ‘Have you finished?’
Pre-emptive techniques to ensure students understand what is expected
Use of take up time / reasonable adjustments
Use of consistent routines
Use positive reinforcement

Teaching staff will issue consequences if students do not follow the rules and ‘High Expectations’. To make the system easy for everyone to understand, we have a set of consequences for disruption of learning within the classroom called R1 (reminder), R2 (removal from lesson) R3 (refusal to cooperate)

Please note that verbal aggression (extreme rudeness), verbal abuse (swearing), physical aggression (threatening behaviour) and physical abuse (physical contact) require immediate removal by the duty member of staff without the need to go through the R1 – R2 procedures.

**R1: A reminder.** This is a signal that a student’s behaviour is unacceptable and is affecting learning and therefore needs to be changed. This could be their own learning or the learning of others.

The R1 reminders are only used in classrooms and allow teaching staff to refocus students on learning as firmly and as quickly as possible. No further action is taken provided that they return to behaviour that is consistently within the rules. At this stage, teachers will reiterate the consequence of their behaviour continuing to not meet our expectations.

### **R2: Removal from class & next day detention 3.25pm - 4.00pm.**

If the behaviour of the student continues to not meet our expectations, the student is removed from class and sent to the Reset room and they will remain there until the end of the lesson or until they have demonstrated that they are ‘ready to return’ to learning. They will also be given a next day detention from 3.25pm – 4.00pm on their home site. On some

occasions the detention may roll over to the next school day because of staff training and home school events.

Parents/guardians will be sent a text message to inform them that a next day detention has been issued. This will be sent as soon as possible to give as much notice. We will assume that parents/guardians have received the message we send. It is incumbent on parents/guardians to make appropriate arrangements for their child to get home after detentions.

All detentions should be completed without negotiation. It is the responsibility of the student to attend and to use the time productively. Students will be given work to complete by the member of staff in the room.

A detention takes priority over any other activity within the Academy and the Academy will consider it an extension to the day and compulsory to attend. If a student has a medical appointment, parents should call main reception to leave a message so that the detention can be completed on the following day. No one is exempt from a next day detention.

If a student receives multiple detentions, they must all be served on consecutive days until all detentions have been completed. Any student who truants from a lesson will be issued a detention for the subject that was missed and this will run from 3.25pm – 5.00pm.

If a student fails to attend a 4pm detention, this detention will be escalated to a 5pm detention the next school day.

### **R3: Refusal to cooperate**

Parents may be contacted to inform them that their child is to undertake a period of reflection (part or whole day or to another site) and to report to reception for 8.45am. During the reflection period, students will work in the Reset room. Students must work in silence and complete the work that is set. Students will experience different break and lunchtimes and be supervised.

This is a very serious sanction. It signifies that the student has made choices that are unacceptable within our community. The reflection period gives the student a chance to reflect on the choices they have made. Students who misbehave during their reflection period will receive a Fixed Term Suspension or will repeat the day at the discretion of senior staff.

After the reflection period has been completed, a parental meeting with a senior member of staff and student may be required to take place before the student is allowed back into their lessons. Whilst inconvenient there is an expectation that parents make themselves available to attend this meeting. Alongside any R3, a 5pm detention will also be issued.

**1. Responsibility – Late to lesson/ school:** If a student is late for a lesson or school they will be recorded as late. Students will receive a same day detention if they are late for

school and a next day lunchtime detention if they are late to lessons. If a student arrives late to school after 8.40am, they will receive a lunchtime detention for the same day. If a student arrives after 9am, they will receive a 5.00pm detention for the next day.

**2. Responsibility – Equipment:** Students must be prepared for their lessons with correct equipment. Students that are without a book or correct equipment will be recorded on epraise and their Head of Year may intervene to support them.

**3. Responsibility – Independent Study:** Students must complete independent student (homework) on time and to the appropriate standard. Support is provided if necessary at lunchtimes and after school.

**4. Respect – Social time behaviour:** Any member of staff has the authority to enforce the rules during social times. Depending on the behaviour, staff will apply an appropriate intervention/ sanction for a student's behaviour during social time.

**5. Responsibility – Uniform:** Students are expected to wear the uniform correctly at all times. If a student makes the choice to not adhere to the uniform policy, they will be asked to correct it and will receive a lunchtime detention. If a student fails to attend their lunchtime detention this will escalate to a 4pm after school detention the next school day. If the student is unable to correct their uniform, then they will be asked to attend Reset until their uniform is correct.

Failure to attend any detention, or failure to complete the set work during the detention, or behave in line with the school's behaviour policy, will result in a detention escalating to the next detention. For example: a lunchtime detention to a 4pm detention, and a 4pm detention to a 5pm detention. When a 5pm detention is failed, a pupil will have a second chance to sit this detention the next school day alongside sitting the period 5 as a reflection period. If this is failed again, the same will be repeated but a parent is expected to collect their child from detention and meet with a senior member of staff. If this stage is failed, the pupil will be issued with a reflection day, 5pm detention and parents expected to meet with a senior member of staff.

### 1.5 Mobile Phones/Ear Pods/Smart Watches

These devices are not banned from school as we recognise that they may be needed for the journey to and from school each day. Having arrived on the school premises however, all phones and devices will need to be switched off and kept locked in the Yondr pouch issued by the school. This then needs to be placed in students' bags for the school day.

1. If a phone, tablet or smart watch is seen or heard during lesson time or around the school, it will be confiscated for the remainder of the week (or a definitive period of time) and can be collected from student reception at 3.15pm on Friday or the agreed set day.

2. Should a student need their phone for a specific reason before the end of the week, a parent must arrange to come into school to meet with senior staff and collect this on behalf of the student. The phone will need to be handed in to reception for the remainder of the week (or a definitive period of time) thereafter.

3. The same applies to ear pods and smart watches. They should be placed in Yondr pouches and in bags during the school day.
4. Refusal to hand devices to a member of staff will result in the student being sent to the Reset room where a member of senior staff will address the issue.
5. Refusal to hand in devices to senior staff will result in a one-day suspension
6. If a student brings in a second phone, or places a decoy in their pouch, then their phone will be confiscated and parents contacted to come in and discuss the matter with senior staff.
7. In the case of a mobile phone being confiscated, an alternative school device may be offered to the families of students for students to use in the interim.
8. Mobile phones are only permitted in school whilst locked in the Yondr phone pouch. Senior staff will conduct routine spot checks to ensure that students are complying with this policy.

## **1.6 Smoking/vaping**

Smoking and vaping is strictly forbidden at King Alfred's Academy and a zero-tolerance approach is taken with a student who is found to be smoking/vaping or in possession of smoking/vaping paraphernalia.

If a student/students are believed to have been smoking/vaping or are found with any smoking/vaping paraphernalia, they will receive a 5.00pm detention for the following day and the paraphernalia will be confiscated.

If a student/students are actually caught smoking/vaping within school buildings a 1 day fixed term suspension will be put in place.

## **1.7 Fixed term suspension / Permanent exclusion**

There are a number of behaviours that are non-negotiable and will be dealt with by issuing either a Fixed Term suspension or in some cases a Permanent exclusion.

- Blatant defiance, including rude and disrespectful behaviour
- Violence of any kind
- Abusive language to any staff member
- Racist, sexist or homophobic language
- Harassment or bullying.
- Anti-social behaviour: spitting, graffiti, vandalism
- Damage to property or theft
- Physical assault
- Possession of illegal substances

All suspensions will be made within the remit of the Procedures and Policy relating to behaviour and the Guidance from the Department of Education.

Internal Exclusion is an alternative to a Fixed Term suspension and will be used as a final warning before a Fixed Term suspension. This will take place on a different site.

**These procedures are not exhaustive and senior staff may use their discretion in terms of which consequence is applied in, by way of example, an instance of repeated poor behaviour such as immediate after Academy detention, supervised/restricted break times.**