

King Alfred's Academy Behaviour Policy

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
- The behaviours for learning expected within the classroom are displayed at the front of each classroom
- If students are given reminders in lessons, staff will always attempt to link the behaviour to expected attitudes to learning.

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, warm and welcoming interaction with pupils
- 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 task
- 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. Students with toilet passes will be allowed to go to the toilet.

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.

<u>Effective behaviour management strategies</u>
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 20 minute after school detention

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 3.15pm for 20 minutes on their home site. On some occasions the detention may roll over to the next school day because of staff training or whole 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 pupil receives multiple R2 in a single day, these will be added up to make the total detention time the next day. Each R2 results in a 20-minute detention, for example if a pupil receives 2 R2 on a Tuesday they will sit a 40-minute detention on the Wednesday. The maximum duration of any detention will be 60 minutes.

If a student fails to attend a detention this will be escalated. For example, if a 20-minute detention is missed on a Wednesday the pupil will serve a 40-minute detention on the Thursday.

R3: Refusal to cooperate

An R3 is a serious behaviour event, in the incidents of an R3 issued this is where a pupil has refused to cooperate with staff. It has either severely disrupted their own learning or learning of others or has had an impact on the day-to-day operations of the school.

A pupil receiving an R3 will automatically be placed in Reset and issued with a 30 minute after school detention the next day. The length of time the pupil spends in reset will be determined by school leaders and the severity of the incident.

If a pupil receives multiple R3 in a single day, these will be added up to make the total detention time the next day. Each R3 results in a 30-minute detention, for example if a pupil receives 2 R3 on a Tuesday they will sit a 60-minute detention on the Wednesday. The maximum duration of any detention will be 60 minutes.

If the combination of R2 & R3 exceeds the maximum detention length of 60 minutes the pupils HOY will review the demerits at the end of the day. They then hold discretionary power to decide if the 60-minute detention stands or consequences should be escalated.

Parents may be contacted to inform them that their child is to sit a reflection day (part or whole day or to another site) and to report to reception for 8.45am. During the reflection



day 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 day gives the student a chance to reflect on the choices they have made. Students who misbehave during their reflection day maybe asked to sit in the back of a sixth form lesson, parents called in to support the school with the students behaviour or receive a Fixed Term Suspension at the discretion of senior staff.

After any external Exclusion period has been completed, a parental meeting with a senior member of staff and student must 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.

For more information regarding the flow of detention pathways please see appendix 1 & 2.

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 next day lunchtime detention if they are late for school and a next day lunchtime detention if they are late to lessons. Each late is a 10 minute detention at lunch with each subsequent late being another 5 minutes. There are two late to school demerits on Bromcom, one for a pupil who is late between 8:35 and 9:00am resulting in the lunchtime detention previously described and a second late for pupils post 9:00am. This results in a next day after school 30-minute detention. If a student fails to attend their lunchtime detention this will escalate to a 20 minute after school detention the next school day.

After a lesson has begun a pupil is classed as late if they are 5 minutes or less late to the lesson. If the 5-minute period is exceeded the pupil is then classed as in school truanting. This is a safeguarding concern as we have a duty of care to all pupils and need to know where pupils are at all times. If a pupil receives an in-school truanting demerit they will either remain or be taken to their class and receive a next day 30-minute after school detention.

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 Bromcom as missing equipment. Student without the correct equipment will be issued a next day lunchtime detention and if a student fails to attend their lunchtime detention this will escalate to a 20 minute after school detention the next school day.

3. Responsibility – Independent Study: Students must complete independent student (homework) on time and to the appropriate standard. Support is provided at lunchtimes and after school for pupils who require it.

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 demerit resulting in a next day lunchtime detention if a student fails to attend their lunchtime detention this will escalate to a 20 minute after school detention the next school day. If the student is unable to correct their uniform, then they will be asked to attend Reset where we will support them to correct their uniform. They will remain there 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 schools behaviour policy will result in a detention escalating to the next detention for example a lunchtime to a after school 20 minute detention and a after school 20 minute detention to a after school 40 minute detention. When a 1 hour 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 repeat 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 parents being asked to come into school to support with additional sanctions to follow at the discretion of senior staff.
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 if one is required to assist with safeguarding moving to and from school.
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 1 hour detention for the following day and the paraphernalia will be confiscated and destroyed.

If a student/students are actually caught smoking/vaping within school buildings a 1 day fixed term internal 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.

Appendix 1

KA DETENTION FLOWCHART KA

KA's Lunchtime Detention



DEMERITS FOR:

- Late to lesson
- Late to school (before 9:00am)
- Missing equipment
- Incorrect uniform
- No Yondr pouch

HOW MANY DEMERITS TODAY?

1 DEMERIT

10 MINUTE
LUNCHTIME
DETENTION



THE NEXT DAY

2 DEMERITS

15 MINUTE
LUNCHTIME
DETENTION



THE NEXT DAY

3 DEMERITS

20 MINUTE
LUNCHTIME
DETENTION



THE NEXT DAY

3+ DEMERITS

20 MINUTE
LUNCHTIME
DETENTION
OR
HOY DISCRETION



THE NEXT DAY

QUICK REFERENCE

DEMERITS	LUNCHTIME DETENTION
1	10 mins
2	15 mins
3	20 mins
3+	20 mins or HOY discretion

EXAMPLES

- ✓ Late to lesson = 10 mins
- ✓ Missing equipment + incorrect uniform = 15 mins
- ✓ Three demerits = 20 mins
- ✓ Three or more demerits = 20 mins or HOY discretion



Collecting demerits for late to lesson, late to school (before 9:00am), missing equipment, incorrect uniform or no Yondr pouch will result in a lunchtime detention the next day.



Repeated demerits will result in longer lunchtime detentions and may be referred to the Head of Year.

BE READY. BE RESPECTFUL. BE RESPONSIBLE.

Appendix 2

DETENTION FLOWCHART

KA's after school detention

R2s TODAY

1 R2

20 MINUTE
DETENTION



2 R2

40 MINUTE
DETENTION



3 R2

60 MINUTE
DETENTION



R3s TODAY

1 R3

ADD 30 MINUTES
TO DETENTION



2 R3

ADD 60 MINUTES
TO DETENTION



Combination of R2 & R3
will be added up but not
exceed 60 minutes.

Is the total over 60 minutes?

YES

HOY discretion
60 minute detention
or escalated
consequences

NO

Sit the detention
the next day for the
combined amount
of time

QUICK REFERENCE

BEHAVIOUR POINTS	DETENTION
1 × R2	20 mins
2 × R2	40 mins
3 × R2	60 mins
1 × R3	30 mins
2 × R3	60 mins
COMBINATION OF R2 & R3	Add together, maximum 60 mins

EXAMPLES

- ✓ 1 R2 + 1 R3
= 20 + 30 = 50 mins
- ✓ 2 R2 + 1 R3
= 40 + 30 = 70 mins
→ 60 mins or HOY discretion
- ✓ 1 R2 + 2 R3
= 20 + 60 = 80 mins
→ 60 mins or HOY discretion
- ✓ 3 R2
= 60 mins
- ✓ 2 R3
= 60 mins



Collecting R2s and R3s in a day will lead to detention.
The detention time increases with repeated demerits,
but will never be more than 60 minutes in one day.