

Procedures Relating to the Vale Academy Trust Behaviour Policy

1. Procedures at King Alfred's Academy

1.1 King Alfred's Academy behaviour culture

Our behaviour culture is one that strives to create a positive climate. At the heart are caring, respectful relationships where students take responsibility for their own actions. Consequences for misdemeanours are relevant and fitting. The focus is on student's strengths and celebrating when they do well, in order to create healthy habits leading to happy, confident students.

Within our 'Core offer' one of our focus areas is about maintaining 'high expectations' to enable all CoYP to learn and achieve their potential. CoYP 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 and a positive feedback form completed by teaching staff, awards evening and the Academy's rewards system. We feel it is important to work collaboratively with parents so that we can get the very best from all the CoYP at King Alfred's.

On occasions CoYP 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 CoYP 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 published annually in CoYP planners, displayed in classrooms and discussed regularly in assemblies and tutor periods. 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 CoYP.

CoYP are expected to follow these simple rules below in every lesson which are the descriptors from our 'High Expectations' section in our 'Core Offer':

Be Respectful

- Follow instructions first time
- Remain on task
- Listen when others are speaking
- Treat the environment with respect
- Work together to create a caring environment
- Have a positive attitude

Be Responsible

- Be punctual
- Complete your homework
- Bring your books and equipment

Be Safe

- Adhere to the 'hands off' policy

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

- Frequent reminders in assemblies.
- "Themes for the Week" on our "High Expectations".
- When tackling a CoYP about a discipline issue, staff should always refer to the relevant "expectation" so that it is very clear to the CoYP how we want all CoYP to behave.
- During Tutor period the tutors should go through the "High Expectations" in the CoYP Planner.

1.3 CoYP Routine

We expect staff to teach CoYP routines for common procedures in lessons as we see this as important in establishing a framework for CoYP to work in. This is also written into our Core Offer as part of the 'High Expectations' section.

5 to Start

- Teachers meet and greet CoYP at the door.
- CoYP must be on time, enter quietly and begin promptly.
- Staff must check uniform.
- CoYP sit where the teacher asks them to.
- Equipment is placed on the desk to include CoYP book, planner and pencil case.

5 for learning

- CoYP are busy from the start – establish routine or starter
- When teachers address the group they must insist on active listening, pens down and silence.
- 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.

5 to leave

- Homework is clearly explained and written into the planner with a deadline.
- CoYP pack away when asked to do so.
- CoYP stand behinds their chairs. If it is at the end of the day the CoYP place their chair on the table.
- The class check that the room is tidy.

- CoYP are dismissed by the teacher and leave quietly

During a lesson CoYP 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

Good behaviour is the responsibility of the CoYP and classroom discipline is the responsibility of the teacher. Motivated children generally behave well. If the CoYP is not focused in a lesson, they will find distractions, usually in the form of disruptive behaviour to others, which cannot be accepted.

The teacher is the “adult”, the CoYP the “child”. CoYP require firm guidelines and boundaries in which to operate and it is the responsibility of the adult to give clarity to those boundaries and to be in control. Classroom rules are not for negotiation by CoYP.

A CLASSROOM IS A PLACE OF LEARNING AND NO-ONE HAS A RIGHT TO PREVENT THAT HAPPENING.

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>	<u>Behaviour management strategies to be avoided.</u>
Tactical ignoring	Write names of ‘naughty’ CoYP on the board
Non-verbal cues – use body language to help	Keep a whole class in detention
Positive language - ‘What should you be doing?’ ‘Have you finished?’	Issue ultimatums
See everything but choose to only notice certain things	Block the doorway of a CoYP trying to leave
Use of take up time – say “thank you” and walk away.	Humiliate a CoYP
Use humour	Try to be a “friend” to a CoYP
Use positive choices	

Teaching staff will use the consequences if CoYP do not follow the rules and ‘High Expectations’ from staff. To make the system easy for everyone to understand, we have a set of consequences for disruption of learning within the classroom called C1, C2, C3, C4 and C5.

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 C1 – C4 procedures.

C1: A first warning, firmly given. This is a signal that a CoYP behaviour is unacceptable and is affecting learning and therefore needs to be changed.

C2: (yellow card) = The second warning This indicates that the CoYP is on the edge of a significant consequence and is continuing to affect the learning taking place in the classroom and must comply with the rules without fail.

The C1 and C2 consequences are only used in classrooms and allow teaching staff to refocus CoYP 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.

C3: (Red Card) = Behaviour for learning report (BLR) issued

The CoYP will remain in class but will be given a BLR to start immediately with agreed targets. Staff must log the C3 on Bromcom. The targets must be met for 5 lessons or a maximum of 2 weeks for the CoYP to come off report. Once the report is successfully completed parents will be informed.

**C4: Failure of Behaviour for Learning Report (BLR) = Next day detention
3.20pm - 4.20pm. Formal letter sent home.**

If the behaviour of the CoYP continues to not meet our expectations, duty will be called and Senior Staff will remove the CoYP and park them in the back of another class or office for the remaining part of that period. A responsible CoYP can be sent to the office to request for Duty or the teacher can phone the duty teacher on the duty phone. They will also be given a Next day detention from 3.20pm – 4.20pm on their home site and a 2nd BLR will be issued in the lesson with the same teacher.

Parents/guardians will be sent a text message and email to inform them that a C4 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.

All C4 detentions should be completed without negotiation. It is the responsibility of the individual CoYP to attend and to use the time productively. CoYP can continue the work from the lesson they missed, complete assignments, engage in productive study or, if they have no other work to do, they can read.

A C4 detention takes priority over any other activity within Academy and the Academy will consider it an extension to the day and compulsory to attend. If a CoYP has a medical appointment, parents should call main reception to leave a message so that the C4 can be reset for the following day.

No one is exempt from a next day detention. Parents/guardians will need to make travel arrangements for their child.

If CoYP receive multiple C4 detentions they must all be served on consecutive days until all detentions have been completed. Any CoYP who truants from a lesson will be issued a C4 detention for the subject that was missed.

Note: If a CoYP accrues 3 C4's across their lessons in a short term they will be given a Senior Staff Report which will require the CoYP to complete set targets for 2 weeks for every lesson.

C5: 2nd failure of BLR report or 1st failure of Senior Staff Report (SSR)

2nd failure of BLR = A conversation must take place with the CoYP, teacher and faculty TLR holder (if required) before the CoYP is allowed back into the lesson. A CoYP must be parked for this subject only until the conversation takes place. Next day detention will also take place until 4.20pm. A third BLR will be issued for the next lesson

1st failure of SSR = Will result in a reintegration meeting with the student manager or senior member of staff on site and CoYP. A same day detention will take place until 4.20pm. A second SSR will be issued.

C6: 3rd failure of the Behaviour for learning report or 2nd failure of Senior Staff Report = A full day of Internal Exclusion on Centre Site until 4.20pm. Reintegration meeting with Senior Staff, parents and CoYP.

Parents will be contacted to inform them that their child is to be Internally Excluded (from particular lessons or a part or whole day) and to report to Centre Site CoYP reception for 0845. During Internal Exclusion CoYP will be parked in the library, in an office, in a classroom or in the Inclusion room on Centre Site. CoYP must work in silence and complete the work that is set. CoYP will experience different break and lunchtimes and be supervised.

This is a very serious sanction. It signifies that the CoYP has made choices that are unacceptable within our community. The Internal Exclusion day gives the CoYP a chance to reflect on the choices they have made. CoYP who misbehave during their Internal Exclusion period will receive a fixed term exclusion or will repeat the day at the discretion of senior staff.

After the Internal Exclusion period has been completed a parental meeting with a senior member of staff, Classroom Teacher (if appropriate) and CoYP must take place before the CoYP is allowed back into their lessons. Whilst inconvenient there is an expectation that parents make themselves available to attend this meeting.

A summary of phases of behaviour in relation to Consequences

Pre-emptive	Low-level	Persistent	At Risk	Extreme
<p>Appropriate curriculum</p> <p>Personalisation/ Differentiation</p> <p>Clear behaviour expectations</p> <p>Clear system of consequences</p> <p>Clear system of rewards</p> <p>Lessons are engaging and CoYP make progress</p> <p>Enrichment</p> <p>Positive ethos</p> <p>CLT LT TLR Student Managers Learning Support Subject teachers Support staff</p>	<p>Positive behaviour management strategies</p> <p>Yellow card warning</p> <p>Behaviour for learning report (C3)</p> <p>Parking</p> <p>Letter home</p> <p>Break/lunch time detention</p> <p>Next day After Hours detention (C4)</p> <p>Good Book</p> <p>Subject teachers Student Managers Tutors TAs TLR holders Duty Staff</p>	<p>C5 – 2nd failure of BLR / 1st failure of SSR</p> <p>Letter home</p> <p>Phone call home</p> <p>Parking</p> <p>After Hours detention</p> <p>Internal Exclusion (C6)</p> <p>'The Link'</p> <p>Subject teachers Student Managers Tutors Learning Support Head of Faculty/Dept TLR holders Duty Staff/LT Early Intervention Service</p>	<p>Senior Staff Report</p> <p>Pastoral Support Plan</p> <p>'The Link'</p> <p>Internal Exclusion (C6)</p> <p>Fixed Term Exclusion (C7)</p> <p>Student Managers Head of Faculty Connexions Academy Counsellors AEO Early Intervention Service CAMHS Ed Psychologist LT/CLT</p>	<p>Senior Staff Report</p> <p>Pastoral Support Plan</p> <p>'The Link'</p> <p>Internal Exclusion (C6)</p> <p>Fixed Term Exclusion (C7)</p> <p>Managed Move or Permanent Exclusion (C8)</p> <p>Student Managers Head of Faculty/Dept Connexions Academy Counsellors AEO Early Intervention Service CAMHS Ed Psychologist Governors' Discipline Committee Inclusion Officer LT/CLT</p>

1.5 E4 (Basic 4) for basic behaviour expectations at all times within Academy.

E4: A 20 minute lunchtime detention is issued as a consequence if a CoYP fails to follow the Basic 4 behaviour expectations of the Academy. This detention will be issued for the next day. E4's should be logged by the member of staff concerned. Failure to attend an E4 lunchtime detention will result in a next day detention until 4.20pm.

Explaining the E4 (the Basic 4 Expectations)

1. Punctuality: If a CoYP misses the final bell for a lesson or tutor time they will be recorded as late.

2. Books / Planner: CoYP must be prepared for their lessons with correct equipment and most importantly with their books and planner, as well as a pencil case.

3. Homework: CoYP must complete homework on time and to the appropriate standard. Support is provided if necessary at lunchtimes and during the elective programme.

4. Break time Behaviour: Any member of staff has the authority to enforce the rules by giving CoYP an automatic E4 detention.

These are the rules for break time behaviour:

BE RESPECTFUL (Staff, Academy and CoYP)

- Appropriate use of language
- Use private voices without shouting
- No littering
- No pushing-in, in the break/lunch queues
- Following all instructions from members of staff without debate
- Clear away chairs, tables, all debris, plates and cutlery after using the dining room
- Use toilets appropriately
- Do not graffiti the walls, tables etc.

BE SAFE (yourself, others)

- Do not go out of bounds
- Only use designated rooms
- Walk purposefully without running in the corridors
- No physical contact or games – ‘hands off’ approach.
- No electronic devices or headphones visible at any time
- Crossing the roads in a safe, disciplined manner.

Escalation of the same E4 in a short term

1st E4 – Lunchtime detention the next day.

2nd E4 – Lunchtime detention the next day and CoYP formal conversation by tutor.

3rd E4 – Lunchtime detention the next day.

4th E4 – Next day detention (3.20pm - 4.20pm).

5th E4 – Friday after hours detention (3.20pm – 5pm), formal letter home.

6th E4 – Internal exclusion with a parental reintegration meeting.

1.6 Mobile Phones

Mobile phones must be switched off and in bags whilst CoYP are in the Academy.

If a CoYP is seen with a mobile phone it will be confiscated. The phone will be locked in a safe in the relevant site office to be collected by the CoYP at the end of the day.

If a CoYP has their mobile phone confiscated on a second occasion in an academic year, the phone must be collected by a parent or responsible adult. The office will 'phone parents to inform them that their son/daughter's phone has been confiscated for a second time.

There are no exceptions to this rule.

1.7 Uniform

Incorrect uniform will result in the CoYP completing their work in isolation from their class. The uniform requirements are published clearly on the website and failure to comply is not acceptable. Only Academy coats or Academy hoodies may be worn over sweatshirts (or directly over a polo shirt if a CoYP prefers not to wear a sweatshirt).

Any non-uniform coats or hoodies will be confiscated and taken to the relevant site office. They can only be returned to a parent or responsible adult.

As with mobile phones, there can be no exceptions to this rule.

1.8 Smoking

Smoking is strictly forbidden at KAA and a zero tolerance approach is taken with a CoYP who is found to be smoking or in possession of smoking equipment. As with B4's, this procedure restarts at the beginning of each short term.

1st Offence: next day detention & Letter home (**C4**). Break and lunch time report for 5 days.

2nd Offence: Friday after hour's detention & Letter home. Break and lunch time report for 10 days.

3rd Offence: Internal exclusion & Letter home (**C6**). Appointment with Academy nurse. Isolated in Hall for break and lunch times for 5 days.

4th Offence: 1 day exclusion & Letter home, parental meeting (**C6**). Appointment with Academy nurse/stop smoking specialist. Isolated in Hall for break and lunch times for 10 days

A CoYP who has been caught smoking will be subject to regular bag searches. The places where they are allowed to spend break and lunch times may be limited.

Searches will be conducted using the guidance Searching, Screening and Confiscation Feb 2014 (D of E).

1.9 Serious Offences

There are a number of behaviours that are non-negotiable and will be dealt with by issuing either a C6 Internal Exclusion or a Fixed Term Exclusion. Both Offences will also involve a parental meeting.

- Blatant defiance, including walking away when being spoken to by any member of staff
- 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

Any serious act that brings the Academy into disrepute, or any behaviour relating to violence, drugs, alcohol or carrying weapons, is likely to result in permanent exclusion.

All exclusions 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 exclusion and will be used as a final warning before a fixed term exclusion. This will take place on a different site to the normal site, and will generally be in the internal exclusion room on Centre. Expectations are high and any CoYP who fails to meet the terms of the agreement signed in the morning, will repeat the day, until they meet the expectations of good behaviour and hard work. CoYP who deliberately attend the wrong site, will be transported in the car of a senior member of staff without delay to the correct site. If a CoYP is internally excluded during the course of the Academy day we will contact parents as a matter of courtesy beforehand. If staff are unable to make contact with parents on any of the given phone numbers the CoYP will be transported in the car of a senior member of staff and further efforts will be made to inform the parents during the day.

1.10 'The Link' (Behaviour Support):

In situations where CoYP are repeatedly given C4's, spending multiple days in Internal Exclusion or receiving fixed term exclusions, we will 'reserve the right' to using 'The Link' staff to deliver a personalised programme that enables the CoYP to develop the attitudes and skills needed to comply with our 'High expectation' rules.

1.11 Detentions

For all detentions the teacher must complete the behaviour entry on Bromcom so that a record of the detention is placed on the CoYP file and their name is added to the detention register.

A next day lunch time detention is an **E4** consequence. Parental permission is not necessary for an E4 detention. If a CoYP fails to attend an E4 next day lunchtime detention the CoYP will automatically go into the next day detention after Academy until 4.20pm which is also a C4, C5 and 4th E4 consequence. The teacher doing the lunchtime detention must inform the office staff immediately and a senior member of staff or tutor will speak to the CoYP during registration the following day. Parents will also be informed via a text and email if their child has been issued with a next day after Academy detention.

Friday after hour's detentions are a consequence for CoYP for failing to attend the next day after hour's detention and 5th E4 consequence. They happen between 3.20pm and 5.00pm on all sites.

In addition to Friday after hour's detentions, in such scenarios as repeated poor behaviour, serious behaviour, repeated smoking, by way of example, a member of the LT may take the decision to implement an immediate after hour's detention. Parents will be contacted to inform them. Permission to attend is not necessary and CoYP must understand that compliance with the Behaviour Policy and Procedures is non-negotiable.

If a CoYP fails to attend an after hour's detention on a Friday they will receive a one day internal exclusion, which is also a C6, 6th E4 consequence, on the Monday until 4.20pm. The senior member of staff supervising the detention must ensure that the parents of any non-attending CoYP are informed of this by the end of the day on Friday.

NB – any CoYP who does not meet behavioural expectations during a detention will repeat it the next day.

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.

1.12 Parking

At KAA each period on the timetable has designated rooms where teachers are prepared to receive a C&YP from another class whose behaviour has been poor. The C&YP is taken to one of the designated rooms by the member of Duty staff when he/she has been given a Red Card (if circumstances do not allow a return to the lesson). Wherever possible the C&YP will be 'parked' in a lesson of the same subject that they have been removed from.

BEHAVIOUR CONSEQUENCES

