

# Behaviour Policy

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Applicable to	Students
Ratified by	School Improvement Board
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## Behaviour Policy

### **Education in Partnership:**

**Montsaye Academy regards education as a lifelong process and aims to provide high quality teaching and effective learning for all its students. High standards of behaviour and achievement, in its widest sense, are encouraged. We aim to help students to achieve their full potential, to develop the skills necessary for their varied futures, and to become good citizens able to take an active role in a democratic society. We wish to create a positive and caring environment in which there exists a mutual respect between all parties.**

**It is our aim that children are happy and successful at school.**

### **A safe, caring, learning environment is based on the following principles:**

- At Montsaye Academy, adults have responsibility and a duty of care and therefore must ultimately be in charge.
- There is a good working atmosphere that is purposeful and controlled.
- Everyone should feel safe.
- All relationships should be professional and consistent and based on mutual respect.

### **Roles and Responsibilities**

The Governing Body will establish through consultation the policy for the promotion of good behaviour and keep it under review. It will communicate the policy to parents, carers and students, ensure it is non-discriminatory and the expectations are clear. The Governors will support the academy in maintaining high standards of behaviour. The Principal will be responsible for the implementation and day-to-day management of the policy and procedures. Support for staff faced with challenging behaviour is also an important responsibility of the Principal and senior staff. All staff will be responsible for ensuring the policy and procedures are followed, and discipline is consistently and fairly applied.

The academy emphasises the role of the Form Tutor in the care and support of the student and, with the Pastoral Mentors and Progress Leaders, in liaising with parents and carers. Students will be expected to take responsibility for their own behaviour and will be made fully aware of the academy policy, procedures and expectations. They have a responsibility to ensure that incidents of disruption, bullying, violence and any form of harassment including the use of homophobic and racist language are reported. Students are encouraged to participate fully in academy life and opportunities, and to contribute their views through their representatives. Parents and carers are expected to take responsibility for the behaviour of their child both inside and outside the academy. The academy provides an

opportunity for students and their parents to talk about behaviour issues and to develop suitable strategies to minimise and avoid conflict. Parents/carers will be encouraged to work in partnership with the academy in maintaining high standards of behaviour and will have the opportunity to raise with the academy any issues arising from the operation of the policy.

- The academy will communicate the behaviour expectations to parents and carers. The Governors will ensure that the policy and procedures are applied without discrimination and that the concerns of the students are heard and appropriately addressed.
- The academy believes that rewards encourage success, further commitment and a sense of purpose and achievement. Staff and students should take every opportunity to celebrate individual and group success.
- The policy acknowledges the academy's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special education needs (SEN).

## **Staff**

- The relationship between staff and students is very important to the maintenance of good order.
- Staff should act in a consistent and fair manner to students and use the rules and systems of the academy to reinforce good behaviour. The academy has a high expectation of staff.
- Staff should make their expectations clear and ensure students are aware of the academy guidelines within their classroom and subject area.
- Staff are expected to contact parents where appropriate and to take responsibility for the behaviour of students during their lesson,
- The academy operates a restraint policy; only staff who have been trained may restrain.
- Where staff are struggling with a particular group, they should seek help and advice from their line manager.
- The academy standards of behaviour are communicated to staff through the staff handbook and the staff-training programme.

## **Strategies for Good Behaviour and Discipline**

### **Meeting Needs and Early Intervention**

- The academy aims to ensure that the curriculum meets the needs of students (within the resources available to the academy).
- The academy will support students and encourage them to take responsibility for their own actions, to know and work towards their potential and recognise the consequences of inappropriate behaviour.
- The academy monitors behaviour weekly and has a range of interventions for use with students and groups who are struggling to meet expectations. Where appropriate they work with external agencies to support students.
- Parents/carers will be contacted about serious incidents by the appropriate Head of

Department/Progress Leader, pastoral mentor or senior staff. Parents/carers may be invited into the academy when appropriate to discuss the student's behaviour and future position within the academy.

- The academy operates a Sanction 1-5 policy to prevent disruptive behaviour. All staff and students are expected to follow this system where necessary due to lessons being disturbed.
- Students may be placed in Internal Exclusion where their behaviour gives significant cause for concern. This will generally be communicated to parent although students may be placed in internal exclusion without the parent's knowledge.

### **Academy Expectations of Students**

Students are expected to:

- Work hard.
- Treat others as they would like to be treated themselves, including no bullying or the use of racist or homophobic language.
- Show good manners to other students, staff and visitors.
- Follow the instructions of staff without argument.
- Not interfere with other students or their possessions.
- Wear the correct uniform and come with the right equipment for each lesson.
- Complete all homework.
- Listen quietly when others are speaking.
- Tidy up after themselves.
- Care for the academy environment.

### **Classroom Expectations**

- Entry to a classroom will depend on individual circumstances (e.g. whether staff are always in one room, whether corridors are narrow, etc.).
- No student should wear a coat, whilst inside the academy building.
- Students should not eat in class.
- Students should not use their mobile phone or headphones between the hours of 8:40 and 15:00 unless given permission by a teacher.
- Students should be on time to a lesson.
- Students are expected to work in the lesson.
- Students should stay in their seat unless given permission to move.
- Students should not leave the classroom until they are dismissed by the teacher.

### **More Detailed Explanations**

Uniform

- Students are expected to come to school in correct uniform.
- Form Tutors should contact home if a student is not wearing the correct uniform and a sanction could be applied this will be escalated to Progress Leader and senior staff if not rectified.
- Staff should check jewellery, trousers and shoes, blazers and ties.
- No facial piercings are allowed at the academy.

Uniform is:

- Grey or black suit dependent on age.
- Coats should not be worn during lessons, in the library or canteen areas.
- Students may remove their blazers without permission once they enter the classroom, however these are expected to be either hung on the back of their chair or on a hook in the classroom. They are expected to wear their blazer at all other times as they move around the academy.
- Grey or black trousers (not jeans, etc.) dependent on age, black formal shoes.
- One ear stud per ear and no rings
- No other piercing. Students who have piercings and will not remove the stud will spend their day under supervision.
- No extreme hair styles or colour

### **Movement/Corridors**

- Students should walk around the academy on the left, in an orderly manner with extra care on staircases.
- Students are expected to open doors for others, especially visitors.

### **Care for the Environment**

- Students should not drop litter and should expect to be asked to pick it up.
- Students should treat the academy facilities and equipment with care.
- Students should report damage.
- If students choose to bring phones into school, they are responsible for its safekeeping. The academy will not investigate lost equipment of this nature.
- Students should not use a phone or other electronic equipment between the hours of 08:40 and 15:00 unless given permission by a teacher. There are no exceptions and students should expect to have them confiscated for the day if they are using them without permission.
- Persistent misuse of phones or refusal to hand them over when asked will mean the equipment is confiscated until a parent or carer reclaims it. A recording system is in place in student reception to log receipt of device.
- Students should not keep any valuables in classrooms.

### **Rewards**

The academy supports high standards of teaching in the classroom and behaviour around the academy. This is achieved through positive encouragement and reward. Rewards in the form of ERA Points, motivate students to aim for high standards in their academic or personal development. ERA Points are given for attendance, class and homework, contributing to the academy as a community and helping others.

All academy staff can issue ERA Points.

### **Sanctions**

The academy acknowledges that, whilst all students should take responsibility for their own actions, poor behaviour may occur. Students should be clear that poor behaviour will not be tolerated. This will include incidents that occur out of the academy which involve students in uniform (or in some other way identifiable as a pupil at the academy), on their way to and

from the academy, on academy events or involving academy staff.

- The academy will ensure that the relevant staff receive appropriate training and time to investigate, record evidence and gather witness statements.
- The academy will normally complete investigations within a reasonable timescale.
- Investigations need to include the student(s) involved in the problem. The results of any investigations will be retained on file where appropriate.
- The academy will notify the police where it is appropriate to do so, e.g. for weapons, drugs and cyber bullying.
- Incidents of discrimination (racism, homophobia) will be recorded and reported appropriately. Staff should make it clear to the students that they have behaved inappropriately so that other children are aware the matter is unacceptable and will be dealt with.
  
- The behaviour of students in the community becomes an issue for the academy if it:
  - could have repercussions for the orderly running of the academy;
  - poses a threat to another pupil or member of the public;
  - could adversely affect the reputation of the academy.
  
- The purpose of sanctions is constructive and positive in order to:
  - show a student their behaviour is unacceptable;
  - deter the student from repeating the behaviour;
  - deter other students from copying that behaviour.

Staff should apply any sanctions fairly and in line with the guidance in this policy and in the sequence outlined in the discipline structure. They should ensure they deal with the behaviour, not condemn the person, intervene at the lowest possible point to prevent an escalation, avoid whole group sanctions, avoid recrimination, be consistent and ensure the student realises there is always choice. The purpose is to remind the student they are responsible for their actions.

Individual students should not be punished for infringements that other students (in a different year group or house) routinely get away with. All sanctions need to be enforced fairly.

### **Discipline in the Classroom**

This is the responsibility of the individual member of staff. If a student behaves badly they may be:

- reminded of the expectations by verbal and non-verbal means (body language and gesture)
- asked to leave the classroom for a short period (students remain the responsibility of the class teacher)
- given a detention in academy time (break or lunchtime)
- given an after school detention
- sent to another classroom also known as a referral room, for the remainder of the lesson

- excluded - inappropriate language (swearing) at, or deliberately in the presence of, staff will usually result in exclusion
- parents will receive notification if these occur

#### Behaviour for Learning (B4L)

Students are expected to settle to work quickly and to allow the lesson to get underway. All staff must plan to ensure a speedy start.

#### Record keeping

The purpose of a record in 'Go 4 Schools' (behaviour tracking system) is to inform other staff about the behaviour of a particular student. This will be recorded electronically on Go 4 Schools and allow staff to monitor the behaviour of individuals and to intervene when necessary to influence behaviour. Communication with parents may also be recorded on Go 4 Schools. This information is vital in discussion with parents.

#### Detentions

Detentions are a normal part of the discipline structure and staff are expected to use them where they feel they will be effective. They may take place during the academy day at break or lunchtimes or after the academy day. Students will be given time to go to the toilet and obtain their lunch.

Detentions that take place after the end of the academy day will be for up to one hour. Parents and carers will be given at least 24 hours' notice of the detention, unless a prior arrangement has been made and are responsible for travel arrangements for their son or daughter. There is a late bus from the academy on several nights to Desborough.

Students who fail to turn up to detentions will have one reset by the Head of Department / Progress Leader as appropriate, failure to attend will result in escalation to senior team, intervention which could lead to an exclusion.

#### Students on Report

If a student has behaved very badly they may be placed on report to a member of staff. Parents will be involved in most reporting situations and will be able to support the academy by reinforcing the expectations. Students on report to staff are subject to the normal range of sanctions.

#### Exclusion (fixed term and permanent exclusion)

More serious offences against the behaviour code may result in exclusion. Offences likely to lead to exclusion include but are not limited to:

1. Using abusive language at or in the presence of staff.
2. Violence towards staff or other students.
3. Offences involving drugs, alcohol or other substances.
4. Possession of an offensive weapon.
5. Persistent refusal to comply, damaging the educational opportunity for others, and placing the student or other people at risk.

### **Internal Exclusions**

Initially exclusion will normally be internal. Students will be taken off timetable for all or part of the day or longer if deemed appropriate. Students may be taken off timetable for a day (or longer in exceptional circumstances) by senior staff.

### **External Exclusions**

More serious or continuing breaches of the behaviour policy may result in external exclusions. Parents will be asked to meet with senior staff and students to discuss the problems and to work together to help the student. It may be that external agencies are brought in to give advice or help. Parents are responsible for their children for the first 5 days of the exclusion. Students have to be supervised and there are fixed penalty notices if students are seen out in the community. On their return to the academy students will be placed on report to their Form Tutor, Pastoral Mentor or Progress Leader.

Exclusions will normally only occur when all other sanctions and management systems have been used and proved ineffective. An exclusion can occur as the result of a single severe act or an accumulation of acts over a period of time. Where all discipline strategies have been deemed to be unsuccessful, or for specific issues where the student may be a danger to themselves or others (e.g. assault on a member of staff, possession of drugs, possession of an offensive weapon), a Permanent Exclusion may be considered.

We have a 'zero tolerance' approach to the possession of an offensive weapon. Any student who is known to have a weapon with them in school will be permanently excluded, unless there are exceptional circumstances.

Any incident involving an offensive weapon with a **blade over 3 inches** long will be reported to the police.

We have a 'zero tolerance' approach to the unauthorised use or possession of illegal, legal controlled drugs or synthetic drugs by students. A permanent exclusion will be the result of any student who, following investigation, is known to have used, been in possession of or distributed or sold drugs to other students whilst on the school site or during an academy activity.

Any drugs related incidents will be reported to the police.

### **Searching Students**

The academy will use the recommendations set out in the Department of Education 'Searching, Screening and Confiscation' as guidance.

The academy may choose to search a student if they suspect that a student may be in possession of any items that are set out as banned within this policy.

Only members of the senior leadership team should search students.

The academy is not required to inform parents or carers before a search takes place or to seek their consent to search their child.

The academy may choose to search a student if they suspect that they are in possession of an item that does not belong to them.

If there is a need to search a student, the search will be conducted with a member of the senior leadership team present and at least one other member of the academy staff.

There will always be at least two members of staff present conducting the search, at least one of which will be of the same gender to that of the student being searched.

The search will be conducted within a room, rather than a public or communal area within the academy and every attempt will be made for the process to be carried out in a discreet and sensitive manner.

A member of SLT can carry out a search of a student of the opposite sex and without a witness present, but only where they reasonably believe that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Where academy staff believe that the search is justified and proportionate, a student does not have the right to refuse.

If a student refuses to be searched, and academy staff have reasonable grounds to believe that they have an item that is harmful or dangerous, they may search the student without their consent.

If a student continues to refuse to give their consent the student will be placed in an isolated room, supervised by two members of staff and both their parents/carers and the police will be contacted.

Where a search has taken place, whether a prohibited item has been found or not, parents/carers will be notified of the search and the outcome and details of the search recorded.

### **Confiscation of Banned Items**

The 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 school discipline or that is not in line with academy policies.

The following items should not be brought into the academy. If they are and found in the possession of a student, or suspected to have been brought into school by a student then one of the sanctions previously listed in this document will be applied.

This list is not exhaustive:

- Knives / weapons / an implement that has been fashioned into a weapon
- Laser pens
- Alcohol
- Illegal, legal controlled or synthetic drugs
- Pornographic images
- Stolen items
- Tobacco and associated paraphernalia (for example but not exclusively: tobacco, electronic cigarettes, e-liquid, shisha pens, accelerants and solvents, matches, lighters, roll ups, papers, cigarettes). These will be confiscated and destroyed if found in the possession of a student.
- Fireworks/pyrotechnics
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property
- Any item that is confiscated that is deemed to be harmful or dangerous, will either be given to the police or disposed of. These will not be returned.

### **Restraint by Reasonable Force**

The Academy will use the recommendations set out in the Department of Education 'Use of Reasonable Force' guidance which relates to the Education Act 1996 and the Education and Inspections Act 2006.

Physical force in any circumstance will be avoided within the academy, however, it may be deemed necessary in particular situations.

All members of academy staff have a legal power to use reasonable force. This power applies to any member of staff at the academy. It can also apply to people whom the Principal has temporarily put in charge of students such as unpaid volunteers or parents or carers accompanying students on a school organised visit.

Reasonable force can be used to prevent students from hurting themselves or others, from damaging property, or from causing disorder.

Reasonable force will always be the final choice but may be used in the following circumstances. This list is not exhaustive:

- To remove disruptive students from the classroom where they have refused to follow an instruction to do so
- To prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- To prevent a student from attacking a member of staff or another student, or to stop a fight
- To restrain a student at risk of harming themselves through physical outbursts.

Except in an emergency situation where a failure to act is likely to lead to someone being hurt, staff should not attempt to restrain students physically, by holding out their arms to

block a child's progress or by barring the door, including standing in the doorway.

Where reasonable force or restraint has been used, a record of this will be made or kept.

As students grow up in an increasingly complex world it is important for them to understand e-safety and the importance of responsible and safe use of IT in keeping them safe from exploitation, bullying and radicalisation.

All students at Montsaye Academy are entitled to be treated equally, regardless of age, disability, gender (or its reassignment), race, religion or belief, sex or sexual orientation.