



Behaviour for Life Policy

What the law says:

The headteacher must set out measures in the behaviour policy which aim to:

- Promote good behaviour, self-discipline and respect;
- Prevent bullying
- Ensure that pupils complete assigned work
- Regulate the conduct of pupils

(see “Behaviour and discipline in schools; advice for headteachers and school staff”, DfE, July 2013)

The above document also states that:

- Teachers have power to discipline pupils for misbehaviour which occurs in school (or elsewhere under the charge of a teacher, including on school visits) and, in some circumstances, outside of school
- The power to discipline also applies to all paid staff (unless the headteacher says otherwise) with responsibility for pupils, such as teaching assistants
- Headteachers and governing bodies must ensure they have a strong behaviour policy to support staff in managing behaviour, including the use of rewards and sanctions.
- Schools and academies have a duty to safeguard and promote the welfare of pupils.
- While Academies are not required by law to publish their behaviour policy on their website, it is good practice to do so.

Other factors to take into account:

- Punishment must not breach any other legislation (for example in respect of disability, special educational needs, race and other equalities and human rights) and it must be reasonable and proportionate (eg it must take into account a pupil’s age, any special educational need or disability and any religious requirements affecting them).
- Schools should consider whether the behaviour under review gives cause to suspect that a child is suffering, or likely to suffer, significant harm. Where this is the case, school staff should follow the school’s safeguarding policy. They should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the school should consider whether a multi-agency assessment is necessary.

1. Introduction

Our intention at Skinners' Academy is to enable all students to fulfil their potential. We aim to develop an ethos in which individual students take full advantage of opportunities available to them in the Academy.

We also wish to provide all members of staff with an environment in which they can undertake their core purpose of teaching and pursue fulfilling, rewarding and enjoyable careers.

We aspire to the highest standards in all aspects of the life of the Academy and recognise that we have responsibilities as well as rights.

We expect pupils to behave in a way which recognises the rights of others, such as the right to enjoy an undisrupted and successful education and the right to be safe and free from fear. Similarly, teachers have the right to conduct their professional duties without hindrance or stress caused by pupils' challenging behaviour.

We also recognise that young people make mistakes, and a teacher's response should guide them towards acceptable behaviour. We insist on standards of proper behaviour for the benefit of all pupils, so that they learn well and are an asset to the Academy and society.

Pupils will be encouraged to accept responsibility for their behaviour. Good behaviour is encouraged and rewarded. Unsatisfactory behaviour is dealt with firmly and fairly. The behaviour policy and practice of the Academy must be accepted; it applies to all pupils, without exception. All rewards and sanctions also apply to all pupils, without exception.

The Academy pursues a "no excuse" culture; whilst pupils have different needs and backgrounds, there is no excuse for rude, aggressive or disruptive behaviour. By accepting a place at the Academy, a pupil agrees to abide by the rules of the Academy, and his/her parents/carers agree to support the Academy in upholding our rules and expectations.

All members of staff, teaching and non-teaching, are expected to be committed to maintaining the highest standards of pupil behaviour; all staff are expected to challenge poor behaviour, issue reprimands and either impose sanctions (up to and including a 30 minute detention) or pass to a more senior member of staff to impose a more serious sanction.

2. Academy Rules

Our rules are based on the principles of:

- **No pupil has the right to disrupt the learning of others**
- **No pupil has the right to be rude or aggressive to any other member of the Academy**
- **No pupil has a right to defy or disobey a member of staff**

All members of the Academy should show:

- **Respect for ourselves**
- **Respect for other people**
- **Respect for our environment**

Academy rules and expectations apply on the journey to the Academy, within the Academy premises, on Academy trips and visits and on the journey home from the Academy.

Our Academy **core values** are an important aspect in guiding students towards the most appropriate behaviour. These are:

- **Friendship**
- **Respect**
- **Excellence**
- **Determination**
- **Inspiration**
- **Courage**
- **Equality**

Some pupils need to improve their behaviour. Experience shows that they are most likely to succeed when their parents/carers support the Academy's strategies and when the pupil knows that this is the case. Parents have a vital role to play in this, and we count on their support.

Our expectations of pupils and their parents/carers, as well as what we as an Academy agree to provide to support high standards of behaviour, are set out in the Home-Academy Agreement.

3. Expectations of pupils

- a) Be polite and respectful at all times
- b) Wear the correct uniform including on your journey to and from the
c) Academy
- d) Be prepared for learning with the correct equipment and/or PE kit
- e) Talk calmly, do not shout
- f) Act courteously to each other and to adults and visitors to the Academy
- g) Always open doors for others

- h) Stand up when staff or visitors enter your class
- i) Walk on the left in corridors. Do not run
- j) All litter must be placed in bins provided
- k) Only food permitted in line with the Academy's separate guidance on packed lunch content may be brought into the Academy, and this must be consumed in the designated lunch areas. All other items, including sweets, gum and fizzy drinks will be confiscated and disposed of.
- l) Never threaten, bully, use violence, be verbally abusive or defiant
- m) Do not bring in valuable items (mobile phones, mp3 players etc.). These will be confiscated and returned back to parent/carer
- n) Take off any coats/scarves/gloves when entering the building
- o) Always look smart - ties and top buttons should be done up, shirts should be tucked in.

4. Ten Classroom Expectations

1. Arrive on time and line up outside the class or in the playground in single file
2. Never enter a class unless supervised by an adult
3. Enter class quietly and stand behind desks before being asked to sit.
4. Sit where the teacher asks and place all relevant equipment, books or extended studies work on the desk. Bags go on the floor, coats can be placed on the back of your chair
5. Listen carefully, in silence, when the teacher is talking or when another student is answering a question
6. If you need to ask, or answer, a question put your hand up and wait to be asked to speak
7. Complete all of the work you have been asked to do to the best of your ability
8. Record extended studies work in your planner
9. When the teacher tells you, pack up and stand quietly behind the desk
10. One person will be assigned to open the door as the class leave

All pupils should fulfil our **P.A.S.S.** expectations:

- **P**repared for learning
- **A**rrive on time
- **S**how respect at all times
- **S**imply be your best

5. **Important Notes**

A) There are clearly varying degrees of unacceptable behaviour. The following are examples of unacceptable behaviour and will not be tolerated:

- **Failure to wear correct uniform:**

If incorrect uniform/shoes are worn pupils will be sent home to change. This could result in unauthorised absence, isolation or ultimately exclusion for anyone who persistently refuses to adhere to the Academy's uniform rules. Jewellery and other items which should not be brought to school will be confiscated and returned at a later date, to be determined by the Academy.

- **Behaviour which disrupts a lesson:**

It harms the education of the pupil and of other pupils

- **Insolent or insulting behaviour towards teachers:**

It is disrespectful, disrupts lessons and imposes undue pressure on teachers who try to do a difficult job well for the benefit of the whole class

- **Unsafe behaviour:**

It places other people, staff and pupils, in danger, as well as the individual doing it. Academy subjects of increased risk are science, art, technology and physical education.

- **Bringing any drug, including alcohol and tobacco, or any item which might be dangerous or cause fire into the Academy**

- **Bullying or abuse:**

It may cause physical harm and it destroys an individual's sense of security. All members of the Academy community have a right to be respected.

B) **Pupils' behaviour while on any Academy business, is subject to the Academy's behaviour policy:**

The Academy's behaviour policy also applies to behaviour in the immediate vicinity of the Academy, and on a journey to or from the Academy.

C) **There are occasions when the Academy's behaviour policy will apply to behaviour outside the Academy and not on Academy business.**

These occasions will arise when there is a clear link between that behaviour and the need to maintain good behaviour and discipline in the Academy as a whole. Examples include threatening behaviour outside of the school day which may impact on behaviour and good order within the Academy; writing/sending threatening, libellous or insulting messages on phones or via social media which impact on the behaviour, good order or reputation of the Academy.

6. Rewards

It is important to recognise and celebrate the achievements and efforts of those students who behave well and who work hard. We believe that those who behave well develop their own self-esteem and gain increased respect from others.

All rewards are recorded electronically and are available for parents/carers, teachers and students to view via SIMS.

Staff are encouraged to reward pupils using the following guidelines:

- Positive comments/commendations
- “Achievement Points” logged on SIMS
- Badges
- Postcards home
- Letters home
- Work on display
- Certificates
- Recognition on the website and/or in newsletters
- Recognition at public events e.g. prize giving, assembly, end of year whole school assemblies
- Prizes
- Positions of office - School council reps, prefects, mentors
- End of term and end of year trips
- Breakfast with the Principal

7. Sanctions

In any school/academy there must be sanctions for poor work or behaviour. Sanctions range from a rebuke to exclusion from the Academy. Minor misbehaviour will be dealt with as such, but more serious misbehaviour will bring more serious sanctions. Fortunately, very serious misbehaviour is rare. If a pupil repeats misbehaviour then the sanction will become more severe.

Sanctions vary in severity and include:

1. **Negative Comment:** Recorded in SIMS with circumstances explained, accessible to parents online.
2. **Departmental catch up:** Insufficient work or homework/poor quality work or homework. There is a zero tolerance approach to the non-completion of work. If a student has not completed sufficient work in a given lesson, he/she is to be placed in Catch Up. Catch Up is organised departmentally for up to 60 minutes after school. Logged on SIMS. No more than 4 students per class to be placed in Catch Up
3. **Lunchtime detention:** 30 minutes the same day. Recorded on SIMS.
4. **Department detention:** The 30 minute detention is served and sat on the same day. Details are recorded on SIMS and message sent home, where possible by text. For after school detentions of up to 30 minutes it may not be possible to contact parents in advance, especially if the detention is issued late on in the school day.
5. **Head of Department/Head of Year detention:** 60 minutes the same day. Recorded on SIMS and message sent home by text.
6. **Vice Principal's detention:** 2 hours long. At least 24hours notice is given via text message.
7. **Principal's detention:** 3 hours, 10am to 1pm, on a Saturday; at least 24 hours' notice will be given.
8. **On-Call/Isolation:** On call teacher is summoned to deal with disruption and will remove a pupil from a class if requested by the class teacher. A detention will always be issued to a pupil who has to be removed from a lesson. The H of Y will decide for how long the pupil remains in isolation - for the lesson/morning/day/a series of specific lessons/several days.
9. **Internal exclusion:** Pupils are isolated in the exclusion unit, including at break and lunch, and have to work alone. Pupils will only be reintegrated if they have shown that they can follow the procedures set down in isolation.
10. **External fixed-term exclusion:** pupil excluded from the school site for a period of between 1 and 45 days (where possible and appropriate, however, exclusions will be for 4 or 5 days). Work is set for them to complete from the second day. For exclusions of more than 6 days alternative provision will be arranged by the Academy (usually at New Regents College, the local PRU). A reintegration meeting will take place between the Principal and the pupil, and between parents and the pastoral staff. Pupils returning from exclusion will also spend time in the isolation room and be reintegrated back into lessons over time; the process will usually take a few days, but if a pupil's behaviour is not of an acceptable standard, the reintegration process may take longer.

11. Permanent exclusion: considered in the most serious of cases.

NB Exclusion is a serious step and shows that a pupil's behaviour is totally unacceptable; it is expected that a pupil's behaviour will show rapid improvement after an exclusion. Should a pupil have to be excluded more than once, the second exclusion will always, unless there are strong extenuating circumstances, be for a much longer period of time, especially if the second offence is of a similar nature to the first. Should a pupil have to be excluded a third time, it will prove that a pupil is blatantly and persistently refusing to follow the rules and expectations of the Academy with the result that permanent exclusion or alternative provision will always, unless there are strong extenuating circumstances, be the outcome.

Circumstances vary and will be taken into account, but in typical situations the following sanctions are likely to apply:

- a) Failure to bring kit or equipment: department detention. (Pupils will still be expected to take part in the lesson, including in a PE lesson.)
- b) Repeated failure as above: HoD/HoY detention.
- c) Lack of effort, resulting in unsatisfactory or incomplete work: departmental catch up or longer detention if persistent. Pupil may also be placed on report.
- d) Minor interruption to the work of the class: pupil will only receive ONE warning; on the second occasion a sanction will be imposed (detention, move seats, stand in the corridor for 10 minutes); if there is a third occasion, the pupil will be removed from the lesson and isolated.
- e) Insolence, rudeness or defiance of a member of staff - isolation, long detention
- f) Blatant rudeness to a member of staff, e.g. swearing at a teacher or making offensive gestures: automatic external exclusion from the Academy
- g) Persistent disruption: isolation; internal exclusion; external exclusion
- h) Unsafe behaviour (e.g. fighting, bullying, bringing unsafe items or substances into the Academy): isolation; internal exclusion; external exclusion
- i) Loss of or damage to Academy property: VP or Principal's detention (or more severe if loss or damage is very serious); payment for loss or damage.
- j) Very serious "one-off" offence (e.g. bringing drugs onto Academy premises, violence), or continuing seriously unacceptable behaviour (e.g. persistent disruption or open defiance): long fixed-term/permanent exclusion and/or alternative provision.

The above list is clearly not exhaustive nor is it intended to be inflexible (staff will always need to take specific circumstances and the seriousness of an individual incident into account); it is intended to act as a general guide.

NB bringing an offensive weapon to the Academy, using a weapon whilst in Academy uniform, selling/dealing with drugs whilst in Academy uniform or a serious assault against another pupil or member of staff, will automatically result in permanent exclusion from the Academy.

8. Important notes on procedures

Criminal behaviour will normally be referred to the police. (Possession of an offensive weapon, illegal substances, child pornography or other illegal material will always be reported to the police, as will theft and assault.)

Non-attendance, including leaving the Academy site without permission, may be referred to the Educational Welfare Service. Hackney Learning Trust is determined to maintain excellent attendance and will, in some circumstances, prosecute the parents of pupils whose attendance is unsatisfactory. In some cases a student who has not attended for a considerable period will be deemed to have left the Academy and will be removed from the Academy roll: in such cases, parents will be written to beforehand at the last known address. Please note this can only be done in restricted circumstances.

All sanctions apply to all students.

In particular, it should be noted that the decision to impose an after-school detention lies with the Academy. If an after school detention is very inconvenient for a given reason, the Academy might agree to change the date, but will not agree to cancel the detention. The detention, and all sanctions, will stand even if parents/carers disagree.

9. Guidance on some specific offences

a) **Bullying and violence:**

Bullying and violence cause fear and danger and can be very damaging to the victim. We consider this to be very serious indeed. We seek to resolve the bullying by working with the perpetrator but pupils who bully persistently can expect severe sanctions, including exclusion, to be applied.

b) **Racist incidents:**

When they occur, they are very serious and are treated as such: our Race Equality Policy makes explicit the rights of every person of whatever background. Any student whose behaviour is racist can expect fixed-term exclusion. All incidents are recorded and reported to the governing body.

c) **Drugs, alcohol and similar substances:**

There is no place in a school for such substances. Any student in possession of them can expect fixed term exclusion. The police will be informed. Such students will be expected to attend a drugs programme organised by the police and medical advice and support will also be sought. Supplying drugs to others, for payment or not, will result in permanent exclusion.

d) **Vandalism:**

The parents of students causing loss of or damage to Academy property (including lost books and books not returned to the Library, damage to buildings etc) will be expected to pay for the replacement of the lost property or the repair of damage done. We expect payment to be made promptly by parents/carers, and recommend that the pupils concerned be made to repay their parents/carers over time.

10. Sanctions and related procedures include the following:

- a) rebuke;
- b) moving a student to another seat in class;
- c) referral to Head of Department, behaviour mentor, Head of Year or SLT member;
- d) “round robin”: a pupil’s teachers are all asked for their opinion on the pupil’s behaviour, class work and extended studies;
- e) Pupil placed “on report”: student has a card in which remarks are made by teachers; the report is taken home for parental involvement and comment. A pupil will receive a detention for each/every negative comment. A VP’s “orange card” may be used, where any negative comments will result in automatic isolation/exclusion. If placed on a Principal’s “red card”, any negative comments will result in exclusion or permanent exclusion.
- f) detentions (as described above);
- g) a pupil can also be withdrawn from break and lunchtimes where behaviour in “unstructured” time gives cause for concern;
- h) “Pastoral Support Programme”: a PSP is a programme drawn up between the Head of Year, parents and the pupil which identifies the problems and sets targets for improvement and subsequent review;
- i) Individual Education Plan: identifies problems and sets targets, within the work of the Learning Support Subject/faculty area; (it should be noted that there will not be separate PSPs and IEPs for a student at the same time: both are individual support programmes and duplication would be unhelpful);
- j) A small number of pupils who are unable to manage the standard behaviour plan based on consequences will be given a differentiated behaviour plan, according to their specific individual needs/diagnosis.
- k) letter or telephone call to parents: to inform parents about an incident and the sanction applied, and to engage their support;
- l) referral to appropriate outside agency such as Educational Welfare Service or the police;
- m) fixed-term internal or external or permanent exclusion.

- n) Where the Academy deems it appropriate to exclude a statemented child, we shall endeavour, where practically possible, to seek advice from a health/SEN professional before making the decision. The final decision to exclude, however, remains with the Principal.
- o) Most of the above procedures are recorded on the student's file.

11. Restraining a pupil

Teachers and other persons authorised by the Principal may use such force as is reasonable to prevent a student from committing a criminal offence, injuring him/herself or others, causing damage to property or engaging in behaviour prejudicial to good order and discipline.

All staff have authorisation to use restraint in emergencies but, wherever possible, only staff who have been appropriately trained should be called upon to restrain a pupil. Please see separate procedures for the restraint of a pupil.

12. Staff accused of misconduct

If a member of staff faces an allegation arising from restraining a pupil, or for any other reason, the matter must be reported to the Principal who will investigate the matter fully and impartially. If the allegation is against the Principal, the matter must be referred to the Chair of Governors.

The member of staff who is the subject of an allegation will not be automatically suspended from duty unless it is felt that he/she poses a danger to other members of the Academy. If it is proved that the member of staff has acted inappropriately or illegally, then appropriate disciplinary action will be taken. (Please see CP and safeguarding procedures.)

If, however, a pupil makes a deliberately false or malicious allegation against a member of staff, the pupil can expect to face serious disciplinary consequences, up to and including formal external exclusion or permanent exclusion.

13. Power to confiscate

All staff have the right to confiscate items which are illegal, "prohibited" or deemed to be prejudicial to the discipline and good order of the Academy.

Weapons, knives and extreme or child pornography must always be handed to the police; in other cases, it is for the Academy to decide whether or not to pass the material on to other agencies and/or when to return the item/material to the pupil or to his/her parents/carers.

"Prohibited" or banned items include: - knives; weapons; alcohol; illegal drugs; stolen items; tobacco and cigarette papers; fireworks; pornographic images; any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; mobile phones; material likely to incite hatred or which is deemed prejudicial to the discipline and good order of the Academy.

14. Power to search without consent

Best practice is for a pupil to be searched by a senior member of staff of the same sex, and for the search to be witnessed by at least one other senior member of staff. Where the search may be difficult or where a pupil aggressively refuse to cooperate, the police should, whenever possible, be called.

Staff have the power to search pupils without consent of either themselves or their parents/carers where the pupil is suspected of being in possession of a “prohibited” or banned item, including - knives; weapons; alcohol; illegal drugs; stolen items; tobacco and cigarette papers; fireworks; pornographic images; any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; mobile phones; material likely to incite hatred or which is deemed prejudicial to the discipline and good order of the Academy.

15. Exclusion

Only a small minority of pupils is ever excluded. Exclusion applies to very serious misbehaviour. It should be noted by pupils, parents and teachers that fixed-term exclusion is not only a grave sanction but also an expression of very serious concern. They indicate that behaviour must improve significantly and promptly.

When the Academy is aware that parents of an excluded student do not speak, or have a good understanding of, English, correspondence relating to the exclusion will be translated into their mother tongue.

Work is set for students who are excluded for more than one day: parents should telephone the Academy office to check that it is ready for collection. When returned to the Academy it will be marked by teachers. The Academy will make arrangements for the full-time education of a student beyond the fifth day of a fixed-term exclusion.

It is essential that parents attend a reintegration meeting which takes place on the morning of the return to the Academy of an excluded pupil and no pupil will be allowed to return until the meeting with parents has been held; the pupil will have a reintegration meeting with the Principal.

Where deemed necessary, a Pastoral Support Programme will be started (unless it already has), and parental involvement and support are vital if we are to secure the necessary improvement and avoid more problems which could lead to permanent exclusion. The PSP will, however, be implemented with or without the agreement of parents/carers.

The Academy will make every effort to ensure that students who have been excluded are fully reintegrated into the Academy. The decision to exclude is taken only by the Principal (or colleague deputising for her/him in her/his absence).

SKINNERS' REWARDS AND SANCTIONS

A calm, ordered and disciplined environment enables everyone to work hard, feel safe and to enjoy school.

The following policies apply to **everyone and are not negotiable**; they will be rigorously enforced.

Lessons

Line up quietly outside your classroom; when told to, go into the room in silence and stand behind your desk, The teacher will tell you when to sit down and the lesson will begin.

During the lesson you will work hard. Remember P.A.S.S.

After school catch up: any pupil who has not completed all expected work by the end of the lesson will remain behind after school, for up to one hour, to **catch up / complete** all necessary work.

No-one has the right to distract others from learning:

If you disrupt a lesson you will:

- 1) Receive ONE warning
- 2) Should you continue to be disruptive you will receive a final warning and be made to move places, to stand in the corridor or be given extra work
- 3) Should you still continue to disturb the teacher or other pupils you will leave the lesson and be sent to the isolation room. All pupils who are isolated will automatically receive a detention and a letter will be sent home.
- 4) At the end of the lesson you will stand behind your desk and then leave the room in silence when told to by the teacher.
- 5) If a visitor comes into the lesson you will **stand up in absolute silence**.

Between Lessons

In corridors you will walk quietly; do not run or raise your voices; walk on the left.

At all times you will do exactly what a teacher tells you to do the **first time** - you should not need to be told more than once; you will not argue with any member of staff.

If you miss a lesson without good cause you will receive a Vice Principal's detention; if you miss more than one lesson you will receive a Principal's detention.

Uniform

All pupils will look immaculate when in their uniform, including at lunchtimes, on the way to and from the Academy and whilst on trips. Shirts will be tucked in, ties and top buttons done up, and ties should touch the top of your trousers/skirt. Failure to look smart at all times will result in **automatic** detention, isolation or being sent home - there will be no warnings, you know what is expected.

REWARDS ☺

The Academy wants to encourage all pupils to work hard, to behave well and to achieve highly. We shall reward good behaviour and hard work in the following ways:

- Positive comments/commendations
- Merits
- Badges
- Postcards home
- Letters home
- Recognition on the website and /or in newsletters
- Recognition at public events e.g. prize giving, assemblies, end of year whole school assemblies
- Certificates
- Prizes
- Positions of office - School Council representatives, monitors, prefects
- End of term and end of year trips

SANCTIONS ☹

Detentions:-

Lunchtime	30 minutes the same day
Departmental	30 minutes the same day
HoD's/Head of Year's	60 minutes the same day
After school lesson catch-up	60 minutes the same day
Vice Principal's	2 hours, usually with 24 hours notice given
Principal's	3 hours, 10:00-13:00 on a Saturday morning (24 hours notice)

3 detentions will automatically earn you a more serious detention; 3 Principal's detentions will result in automatic suspension from the Academy. Failure to attend a detention will automatically lead to a VP's detention; failure to attend a VP's or Principal's detention will lead to automatic suspension/exclusion from the Academy.

Report Card:-

If on report, you will receive a detention for each/every negative comment. If you are placed on a Vice Principal's "orange card", any negative comments will result in exclusion/suspension. If placed on a Principal's "red card", any negative comments will result in a long suspension or in your departure from the Academy.

Isolation:-

For one lesson, for a series of lessons or for between 1 and 3 days

Suspension/exclusion:-

In the case of serious, or persistent, breaches of behaviour (e.g. rudeness to a teacher, defiance, theft, violence, bullying, bringing illegal items to the Academy) the Principal reserves the right to suspend/exclude a pupil for up to 45 days. Where he thinks it necessary, the Principal will expel/permanently exclude a pupil.

