



Co-op Academy  
Manchester

# Behaviour, Rewards and Sanctions Policy

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## **Introduction**

The Academy seeks to create an environment which encourages, reinforces and supports positive, acceptable behaviour and prepares students to be able to make positive choices now and in their future. Students' ability to make the right choices, to learn from their mistakes and demonstrate self-responsibility is both rooted in co-operative values and also an important part of developing responsible citizens who can go on to make a positive contribution to their communities. As such students are expected to display positive, appropriate behaviour and become role models for their peers.

The Academy staff and students will maintain the highest standards of behaviour at all times.

The Academy, as a learning community, is committed to ensure success for all. This means that in all work with young people we will aim to ensure that they:

- Make great progress and enjoy their learning
- Achieve economic well being
- Stay healthy
- Stay safe
- Make a positive contribution to the academy, the community and the wider world

The Academy recognises that in seeking to define acceptable behaviour it looks towards setting out a range of goals and expectations. The Academy aims to offer structure that will encourage the students' personal, social and moral ethos to develop in a positive way. This is built on a fundamental belief in the power of unconditional positive regard and the need for students, wherever possible, to be allowed the opportunity to make the right choice.

The Academy will promote standards of behaviour based on the basic principles of honesty, respect, consideration and responsibility for self and others. In doing this there is a direct link to the academy values of fairness, ambition and respect.

## **Academy Aims**

The Academy aims to:

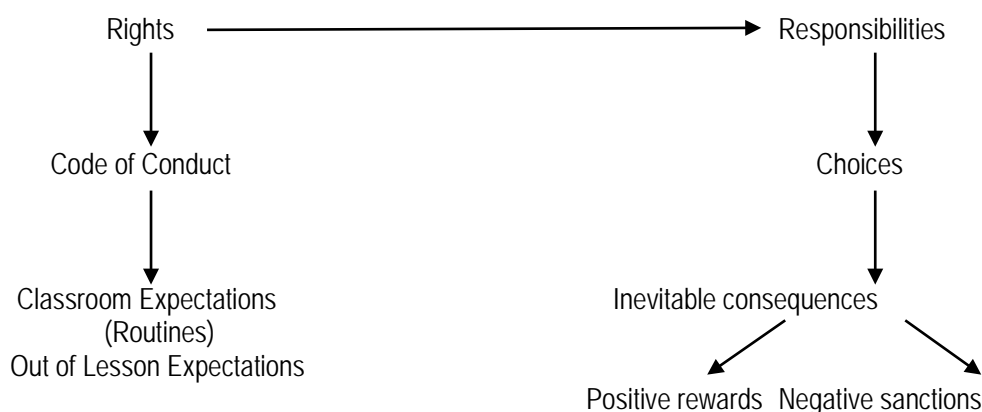
- Foster an environment which encourages, reinforces and supports good behaviour
- Promote behaviour which is calm, considerate and co-operative
- Promote care and respect for the school environment
- Outline clearly what are acceptable standards of behaviour
- Ensure a consistent approach in responding to positive and negative behaviour
- Promote care, courtesy and respect for others (inside and outside of the academy)
- Promote self-esteem, self-discipline, honesty and positive relationships

- Ensure that the Academy's expectations of behaviour are clear and understood by governors, stakeholders, teachers, students and parents/carers
- Encourage a whole Academy and home involvement approach in the implementation of this policy
- Ensure there is fair treatment for all regardless of age, gender, race, ability and disability

To enable a clear and consistent agreed approach towards successful behaviour, all students have the responsibility to ensure that they understand what is expected of them, behave appropriately and fully understand the consequences and rewards resulting from the choices they make.

Wherever possible, students will be given the opportunity to make positive choices so they can take responsibility for their own behaviour (see below)

## Choices and Consequences



It will be made clear to students at all times that choosing a particular behaviour will also be choosing a consequence.

### Students have responsibility for their own actions

To meet these aims the Academy will recognise key aspects of practice in developing its behaviour policies such as:

- A consistent approach to behaviour management
- Academy leadership
- Classroom management, learning and teaching
- Rewards and sanctions
- Behaviour strategies and the teaching of appropriate behaviour
- Staff development and support

- Student support systems
- Parent/carer support systems
- Liaison with parents
- Liaison with other agencies
- Organisation and facilities

The Principal has certain legal responsibilities in developing the behaviour policy and will ensure that the measures aim to:

- Promote and reward good behaviour and respect
- Prevent bullying (or deal swiftly with any instances of bullying)
- Protect learning from low level disruption
- Recognise and reward students completing assigned work and Independent Learning Tasks
- Regulate the conduct of students and keep all stakeholders safe

## **Behaviour guidelines**

The following guidelines will help to promote a positive attitude to behaviour

- Everyone has the right to be treated with respect and dignity.
- Students, with the support of parents/carers, will attend the Academy on time.
- Students are required to attend all timetabled lessons unless written permission is obtained from the appropriate member of staff.
- Teachers have the right to teach.
- Students have the right to learn.
- Students will ensure they have the required equipment to carry out their learning tasks.
- Students will keep their folders, text books and exercise books in good order and will not doodle on them or deface them.
- When provided with Independent Learning Tasks and assignments, students will be encouraged to complete these to a high standard, recognising their importance as part of the learning process. This will be linked to student rewards.
- Personal electronic devices or mobile phones can only be used in accordance with the academy's mobile phone charter
- Academy uniforms will be worn correctly in accordance with the academy uniform policy
- All academy buildings and equipment will be used properly and with respect.

- When given the opportunity, students will be encouraged to participate fully in the Academy's enrichment and sporting programmes, with the Academy encouraging parents/carers to support their participation.
- The Academy staff and students will maintain the highest standard of behaviour at all times and will demonstrate respect towards each other.

The academy is clear that 'consequences' does not solely describe sanctions. Consequences for good behaviour by way of meaningful praise and reward can be more effective and more preventative than sanctions alone. Although rewards are important in encouraging good behaviour there is also a need for sanctions to be applied in cases of unacceptable behaviour. The Academy does not have a complicated set of rules but instead is built on its three core values and three core behaviours. The Academy will use a variety of rewards and sanctions to support the Behaviour Policy.

### **The Academy will:**

- Be clear about why sanctions are being applied
- Use a process of verbal and/or written warnings to allow students to modify their behaviour
- Be clear about what changes the student will have to make to comply with the Behaviour Policy
- Include the use of detentions where appropriate, as a sanction for inappropriate or unacceptable behaviours. These take place at the end of the formal learning day from 2.45pm, Monday to Friday
- Encourage students to apologise for their unacceptable behaviour verbally and/or in writing as is deemed appropriate
- Encourage students and staff to engage in a restorative justice process in order to foster positive relationships following an incident of unacceptable behaviour
- If deemed appropriate parents/carers will be invited to attend discussions relating to a student's behaviour
- Ensure that a record is kept of sanctions applied, often using the ClassCharts system
- Engage with the Early Help process where appropriate
- Attempt to understand the cause of poor behaviour and help the student address this

### **Codes of Conduct**

To ensure every member of the learning community is clear about expected behaviour in the Academy environment and in different learning spaces there need to be clear Codes of Conduct. These should be visible/accessible to all students and staff and explained in terms that they understand.

**Where students experience behavioural difficulties or have communication difficulties it is recognised that acceptable behaviours may have to be explicitly modelled and taught. Some students will need support to achieve acceptable behaviour and it is recognised that some behaviours may not be achievable for all students. In all cases every student should be clear about what is appropriate behaviour for them.**

## **Management of Learning Spaces**

The Academy recognises that management of learning spaces and teaching methods play an important role in influencing student behaviour. The learning environment will offer a clear and visible message as to how students' efforts are valued. The relationship between teachers and students, strategies for encouraging good behaviour, arrangements of furniture, access to resources and display will all have a bearing on how students behave.

With the exception of water, students should not be eating or drinking in learning zones or on corridors. If a student is breaking this rule their food/drink will be confiscated until the end of the academy day when a parent may collect it or the item(s) will be destroyed. If they fail to hand over these items, further sanctions will be applied. Repeated / deliberate flouting of this will result in further sanctions being imposed.

## **Making the right choice**

Rewards will be used to encourage and reward good behaviour and sanctions will be applied in cases of unacceptable or inappropriate behaviour. These will be recorded by staff on ClassCharts. Staff, students and parents each have access to this online system which allows everybody to monitor a student, form or family's behaviour to identify trends and reward or sanction positive or negative patterns of behaviour.

If there are instances of inappropriate behaviour, students will always be warned about the consequences of their choices to either continue or take an alternative course of action (which may need to be clearly explained). This will allow students to make an informed choice.

## **Rewards**

We are committed to rewarding students who demonstrate the academy values and display excellent standards of behaviour. Students can be rewarded by any member of Academy staff for consistently good or improved behaviour. Rewards are presented in the form of:

- Verbal praise
- Postcards
- Certificates
- Rewards Trips
- Positive Texts and Phone Calls Home to Parents and Carers
- Reward Assemblies
- Stars of the week
- Recognition for additional responsibilities e.g. prefect/leader
- Whole Family and Tutor group prizes.

Many rewards are given to students through positive logs on Classcharts. Rewards are issued for displaying positive behaviours for learning, demonstrating the academy values, as well as making excellent progress in lessons. Great emphasis is placed on the completion of Independent Learning Tasks with many positive points available for students completing work outside of the classroom to the best of their ability. All positive behaviours logged on ClassCharts are converted into spendable points in the ClassCharts shop where students can purchase gifts, tokens and vouchers with the points that they have accumulated. (See Rewards Grid in Appendicies)

## **Sanctions**

Our expectations are reflected in the Academy's Values, Code of Conduct, Behaviours for Learning, and Mobile Phone Charter (See attached appendix)

## **Regulations for Behaviour**

The Principal, through teachers, teaching assistants and other staff with responsibility for students has statutory authority to discipline students whose behaviour is unacceptable.

## **Students' Classroom Conduct**

- All students are expected to abide by the Classroom Code of Conduct and exhibit positive behaviours for learning. These will be explicitly explained and reinforced to students on a regular basis.
- If students do not demonstrate acceptable behaviour whilst in lessons at the academy, the following sanctions will be fairly applied ensuring that students have an opportunity to modify their behaviours before receiving a serious sanction.
- C1 – Reminder. A student who is not behaving to an acceptable standard will be reminded that they need to modify their behaviour.
- C2 – Warning. If the student chooses to ignore the reminder, and has not modified their attitude/behaviour, the teacher will issue a C2 - Warning.
- C3 – Intervention. If the student chooses to ignore the reminder and warning, and has not modified their attitude/behaviour, the teacher will issue a C3 - Intervention. The student will be told that they are now on 'Intervention' and will be told to move to sit in another seat in the classroom. Their behaviour will be logged on ClassCharts as 'C3 – Intervention'.
- C4 – Removed From Lesson. Should the student continue to behave in a way that the teacher deems is unacceptable, despite the C3 - Intervention having been issued, the teacher will issue a C4. (The fourth consequence, a result of continued negative behaviour, despite three chances to modify their actions).

This will mean that:

- The student will now be told to leave the lesson and go to a classroom within the Learning Zone where their lesson is taking place.
- The student will be given a worksheet to take with them.
- The student's behaviour will be logged by the teacher on ClassCharts.



- The student will now automatically be issued with a 'Whole Academy Detention'. This will take place in a designated room for KS3 or KS4. It will take place under the supervision of a rota of staff. Under normal circumstances the academy will facilitate the detention twenty-four hours after the teacher has issued the **C4**.
  - All Whole Academy Detentions run from 2:45pm until 3:45pm.
  - They will always last for 1 hour.
  - Should students arrive a few minutes late, they will at the very least make the time up at the end of the detention. However, if they are more than ten minutes late or are continually late they will be issued with a C5 – Internal Exclusion sanction.
  - If students talk or display negative behaviour during the detention they will be issued with a warning. Should they fail to modify their behaviour they will be issued with a C5 – Internal Exclusion sanction and spend the following day in the Internal Exclusion room.
- Students who do not attend a C4 detention will receive an immediate C5 - Internal Exclusion sanction. All students who receive a C5 Internal Exclusion sanction for missing a whole academy detention will automatically be in the academy in the built-in Internal Exclusion detention for one extra hour after the end of the academy day the following afternoon. Parents will be informed by text message of the student's C5 sanction.
- The academy reserves the right to issue sanctions according to the severity of an incident. For serious misbehaviours no prior sanction may ~~will~~ be issued.

Students who fail to follow the C4 – Removed from Lesson Procedure:

- If a student fails to leave a lesson and go to the classroom that they have been directed to, having been issued with a C4 – Removed from Lesson, a member of the academy leadership team will be called for. The teacher must log this as a separate incident on Classcharts and record the reasons why.
  - Despite this intervention, if a student refuses to go to the classroom that they have been directed, the student will automatically be placed in the Internal Exclusion Room. If the student refuses to comply with the C5 – Internal Exclusion sanction that has now been issued, they may be excluded from the academy.
  - Where a member of the academy leadership team has been requested for support and a student complies and subsequently sits in the correct classroom that they have been sent to, the request for support is still logged by the teacher but it may not lead to a further sanction for the student if it is the first occasion when this has happened during that half term. If however, this is the second incident where this has happened during a half term, the student will automatically be issued with a C5 – Internal Exclusion sanction.
- If a student leaves a lesson and goes to the correct classroom having been issued with a C4 - Removed from Lesson, but fails to behave in an acceptable manner, a member of the academy leadership team will be called for and the student will automatically be issued with a C5 sanction and placed immediately in the Internal Exclusion room.
- Where students have been placed into the Internal Exclusion room after failing to adhere to a C4 – Removal from Lesson sanction they will remain in Internal

Exclusion until 3:45pm on that day. A text message will be sent home to parents informing them.

- Students who are placed in the Internal Exclusion Room will be expected to complete a full day. Where a student is isolated midway through an academy day, they will be expected to complete the following 5 lessons and the built-in I.E. detention hour (on the day) in Internal Exclusion. For example, a student placed in Internal Exclusion from a time during period 3 on Monday would remain in IE until 3:45pm and then be in I.E. from 8:30am until the end of period 3 on Tuesday.
- If a student receives two or more C4 sanctions on the same day, they will be issued with a C5 – Internal Exclusion sanction and placed in the Internal Exclusion Room and will be isolated as described above for 5 lessons and the I.E. detention hour.
- If a student is absent on the day of their C4 detention they will attend the detention on their next day in the academy. Should they then fail to attend this detention, they will automatically be issued with a C5 – Internal Exclusion sanction and be placed in isolation the following day.
- NB: - Headteachers have a specific legal power to impose detentions outside of academy hours and without prior warning. Parental consent is not required. Schools and academies do not have to inform parents of these detentions however, the Co-op Academy Manchester will always aim to inform parents if a C4 or C5 sanction occurs. Parents will also be informed and requested to attend a meeting in the academy if their child continually disrupts learning.

## **LOW LEVEL DISRUPTION**

Low level disruption not only seriously affects the learning of the student disrupting the lesson/ learning environment but directly affects the learning of other students and the teachers' ability to teach effectively.

Low level disruption or inappropriate behaviour can be identified in a variety of forms. Below are some examples of Low Level Disruption, however, this is not an exhaustive list.

- A failure to follow instructions at the first time of asking.
- Displaying behaviour that prevents other students from learning.
- A refusal to engage in the learning process.
- Disrespectful responses to staff e.g. What? For? etc.
- General defiance.

Through our Positive Behaviour for Learning procedures and Classroom Codes of Conduct the Co-op Academy Manchester aims to address the issue of low level disruption whilst at the same time dealing effectively with more serious examples of inappropriate or anti-social behaviour.

## **MID – HIGH LEVEL DISRUPTION.**

For disruption that has a significant effect on a student's learning and/or safety a C4 or C5 may be issued without a C1 - Reminder, C2 - Warning or C3 – Intervention being given. Where this action is taken it is to prevent a serious situation occurring or for an incident where it is deemed appropriate to escalate the consequence or where the level of behaviour warrants a more serious sanction.

## **HIGH LEVEL DISRUPTION/SERIOUS INCIDENTS/NON COMPLIANCE WITH ACADEMY PROCEDURES.**

For incidents that the academy perceives to be of a serious nature, students will be issued with either a C5 – Internal Exclusion sanction or a C6 - direction to be educated on EdClass or C6 - Fixed Term Exclusion, both of which will be followed by C5 – Internal Exclusion. (All students who receive a Fixed Term Exclusion will be issued with a day in Internal Exclusion on their return to the academy).

### **Internal Exclusion:**

- Students start their day in Internal Exclusion at 8:30am and finish at 3:45pm (this includes a built-in I.E. detention for 1 hour at the end of the day).
- On entering the Internal Exclusion Room, students must register for the day. They must hand over any possessions to the I.E Managers and may be subject to searching. Any inappropriate items will be confiscated and may be destroyed. All other items including mobile phones, electronic devices, bags and coats will be placed in the lockers provided. Students may only take water into the Internal Exclusion Room with them.
- If students display negative behaviour whilst completing their day in the Internal Exclusion Room they will repeat a full day the following day however, if a student engages in a serious breach of I.E. protocol, they may be issued with an exclusion.
- Students do not get any unsupervised breaks. The I.E. Managers will ensure that students receive supervised breaks as required, e.g. to the toilet.
- Students will not be permitted to eat or drink other than at allocated times during Internal Exclusion. Packed Lunches must contain foods that comply with the Healthy Schools

Agenda. Students will be escorted to the main dining room to collect their lunch. They may only purchase sandwiches, drinks and biscuits. They return to the Internal Exclusion Room to eat and drink any items purchased.

- Students do not talk to other students within the Internal Exclusion Room. They are expected to work independently throughout the day completing work set by their teachers and work online on the EdLounge programme. They will however, be given an opportunity to reflect on their behaviour and the reasons that led up to them spending the day in Internal Exclusion.

### **Students' Conduct Outside of Lessons**

- All students are expected to abide by the academy's behaviours of being calm, cooperative and considerate and the academy's values – fairness, ambition and respect. These will be explicitly explained and reinforced to students on a regular basis.
- If students do not demonstrate acceptable behaviour whilst not in lessons at the academy, the following sanctions will be fairly applied:
- C3 – Poor Conduct out of Lesson. If a student displays poor behaviour out of lessons a member of staff will issue a C3 – Lunch Time Detention. The student will be told that they have been issued with this detention. Their behaviour will be logged on ClassCharts as 'C3 – Poor Conduct Out of Lesson'.
  - The student will now automatically be issued with a 'Lunch Time Detention'. This will take place in a designated room. It will take place under the supervision of a rota of staff. Under normal circumstances the academy will facilitate the detention during the next available lunchtime.
  - All detentions run from the start of the students' lunch until the end.
  - They will always last for the duration of the lunchtime.
  - Should students arrive late they will be issued with a C4 – Whole Academy Detention that will be issued the following day.
  - If students talk or display negative behaviour during the C3 – Lunchtime Detention they will be issued with a warning. Should they fail to modify their behaviour they will be issued a C4 – Whole Academy Detention
  - Students who do not attend a C3 – Lunchtime detention will receive an immediate C4 – Whole Academy Detention the following day.
  - Parents will be informed by text message and via ClassCharts of the student's sanction.

### **Repeat Offences of Poor Conduct Outside of Lessons**

Should students, having received one C3 – Poor Conduct out of Lesson sanction, then receive another within the same half term, they will automatically be placed in two lunchtime detentions on subsequent days. If they are then logged for the same behaviour again, this will increase the number of lunchtime detentions issued.

If students misbehave in a C3 – Lunchtime Detention and as a result are issued with a C4 - Whole Academy Detention and have also been issued with a C4 – Removed from Lesson on the same day, the C5 sanction, C5 – Internal Exclusion will be applied.

#### Students who are late at the start of the academy day:

Students must arrive promptly at the start of the academy day to ensure that they are equipped and ready for the lessons ahead. They will also be able to participate fully in a range of family activities, be aware of any relevant events and hear important notices.

- All students should be on-site at the academy at 8:25am. They must be present in their form room when the register is taken at 8:30am.
- If a student fails to arrive on time to the academy at the start of the day they will be issued with an automatic 30 minute detention at the end of the same day. This detention will take place in their Key Stage Whole Academy Detention Room.
- Students are expected to follow the same rules as those completing the hour-long detention. They will complete 30 minutes, at the end of which they will be told to leave by the members of staff leading the detention.
- Students must arrive to the late detention on time. Arrival ten minutes after the start of the detention will result in a C4 – Whole Academy Detention being issued on the following day. If a student has already been issued with a C4 – Removal from Lesson on that day, they will automatically be given a C5 – Internal Exclusion on the following day instead.
- If a student arrives late to the academy on a given day when they already have a C4 – Removed from Lesson Whole Academy Detention, they will not be required to sit 90 minutes of detentions, but instead be placed in C5 – Internal Exclusion for the next 5 lessons and I.E. same day 1 hour detention).

Where students are repeatedly late at the start of the academy day, they may be subject to further sanctions and parents will be invited into the academy. Students who arrive after the close of registers at the start of the academy day will be issued with an unauthorised absence mark and their parents may face further sanctions in accordance with the Academy Attendance Policy.

### **Sanctions beyond C4 – Whole Academy Detention**

C5 – Internal Exclusion will be applied when a student:

- Is repeatedly removed from a lesson in one day
- Fails to behave to an acceptable standard once being removed from a lesson
- Has, on more than one occasion in a half term refused to go to a classroom that they have been sent to on being removed from a lesson, leading to a member of the academy leadership team being called to intervene.
- Fails to attend a whole academy detention or fails to arrive to the detention within ten minutes
- Fails to behave to an acceptable standard whilst in a whole academy detention
- Is late at the start of the academy day having already been issued with a whole academy detention on the afternoon of that day.

C6 – Direction to work on EdClass or Fixed Term Exclusion will be applied when a student:

- Fails to behave to an acceptable standard or follow the rules of the Internal Exclusion Room.

The academy reserves the right to issue sanctions according to the severity of an incident. For serious misbehaviours no prior sanction may be issued. These are referred to in the Academy's consequences grid (see appendix) when there may be other occasions when a C5 – Internal Exclusion sanction will be applied or a C6 – Direction to work on EdClass or Fixed Term Exclusion will be issued.

- It is important to stress that if students make the right choices they will never be issued with a C4, C5 or C6 sanction.
- Equally, the academy aims to keep exclusions to a minimum. When they are issued it will be because the behaviour of a student is serious enough to warrant a C6 sanction. Whilst students are excluded at home, it is important that they have the opportunity to reflect on their actions. It is equally important for students to demonstrate that, after an exclusion, they are ready to return to lessons in the academy.
- Two things will happen following an exclusion.
  - A student and their parent/carer will have a return from exclusion meeting with a member of the academy leadership team
  - The student will spend a day in the Internal Exclusion Room in order to demonstrate that they can behave in line with the academy values and behaviours

Only if a student behaves to an acceptable standard, demonstrating the academy values, will they be permitted to return to mainstream lessons. If they fail to do so they may be excluded again or face more serious consequences.

A C7 – Permanent Exclusion will only ever be issued as a last resort for repeated poor behaviour and disruption of learning in the academy. However, if there is an occasion when a one-off serious incident occurs, permanent exclusion may be the only sanction.

### **Trigger Points**

Sanctions will be applied when students fail to meet the expectations of behaviour as outlined in this Policy. They may receive sanctions from any member of academy staff. Students are encouraged to take responsibility for their own actions and to comply with any sanctions imposed.

A Trigger Point System is in place each half term to identify students who repeatedly fail to behave to an acceptable standard in the academy.

Trigger Point 1 – 4 C4s or higher logged

Trigger Point 2 – 7 C4s or higher logged

Trigger Point 3 – 9 C4s or higher logged

Trigger Point 4 – 11 C4s or higher logged

Trigger Point 5 – 13 C4s or higher logged

When a student reaches each of the Trigger Points listed above, parents will be invited into the academy and a meeting will be held with a member of staff.

Trigger Point 1 – LPSO for the student's year group

Trigger Point 2 – The Head of Family or Form Tutor of the student

Trigger Point 3 – The Assistant Vice-Principal who oversees the student's year group.

Trigger Point 4 – A Vice Principal. This meeting will take place on the day of or the day after a student has been placed in Internal Exclusion as a result of hitting this Trigger Point.

Trigger Point 5 – The Principal. This meeting will take place following the issuing of an exclusion from the academy or direction to work on EdClass at home. Students will be warned when they are one incident away from this happening.

If, following this meeting, a student continues to accrue incidents of C4 or C5 behaviours, further sanctions at the discretion of the Principal will be applied.

#### Students who continually reach high levels of Trigger Points

The Academy is committed to demonstrating Unconditional Positive Regard. In demonstrating the values of the academy and in the interests of fairness, the Trigger Point system re-sets itself each half term. This gives students a chance to modify their behaviours and start each half term with a clean slate. However, if students do not improve their behaviour over time and continually impact the learning of others, accruing high numbers of sanctions and regularly reaching Trigger Points, the following interventions/sanctions may be applied:

- Direction to work on EdClass.
- Fixed Term Exclusion
- Part Time Timetable (combination of EdClass and time in the academy).
- Behaviour Modification Programme to be initiated for a period of weeks or half term(s).
- A meeting the Governors' Disciplinary Committee.
- Placement in the Academy's long term Internal Exclusion Provision.
- Managed Move initiated to an alternative mainstream school.
- A Consideration of Permanent Exclusion meeting.
- Placement in Off-Site alternative provision.
- Referral to a Pupil Referral Unit

In exceptional circumstances the Academy may wish to involve and use specialist external support and the use of specialist teachers.

For some students their behaviour difficulties may be so severe and complex that they may require an Education Health Care Plan. This will be determined by the Special Education Needs Co-ordinator, through educational psychologist advice and three plan, do, review cycles.

## Use of Reasonable Force

The academy has a duty of care and to safeguard its pupils particularly in respect of pupils with SEND. All members of the school staff have a legal power to use reasonable force under Section 93 Education and Inspections Act 2006 to control or to restrain pupils to prevent them from hurting themselves or others, from damaging property or causing disorder. The academy does not require parental consent to use reasonable force on a student in appropriate circumstances. This policy should be read in conjunction with the academy's Restrictive Physical Intervention Policy.

NB: - The academy will, in using its power to use reasonable force, always take into account the needs of disabled children and children with SEND and make appropriate adjustments if required.

Parents will be informed about serious incidents involving the use of force.

## Prohibited Items and Searching Students

The Principal and authorised staff have a statutory power to search pupils or their possessions without consent in accordance with DFE guidance Searching, screening and confiscation 2018 in instances where they have reasonable grounds for suspecting that a pupil, may have a prohibited item.

Whole Academy / Year Group / Class / Random searches may also take place on Health and Safety Grounds or where there is a specific concern.

Academy staff can seize any prohibited item found as a result of a search. Confiscated items will not be returned and may be destroyed or passed to other external agencies if required. Valuable items, unless requested by the police, will however be returned to a parent following sufficient investigation.

Possession or supply of drugs or any illegal substances will result in a student's permanent removal from the academy. Possession of an offensive weapon will also result in permanent removal from the academy too. Drugs & Alcohol Policy. Where illegal goods or substances or articles are used to commit an offence, or cause personal injury or damage to property, the police will be notified.

All students are instructed to abide by the Mobile Phone Charter. Where electronic devices are found to contain data or files which have been or could be used to cause harm or disrupt lessons the Principal and authorised staff have statutory power to seize it. They will liaise with relevant agencies regarding the destroying of data and the return of any such items to parents/carers.

The following items below are not to be brought into the academy. Any student who is found to be in possession of them will face sanctions, as stated in this policy.

- Knives or Items considered as offensive weapons (including BB guns)
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers and lighters / E-Cigarettes



- Fireworks
- Pornographic / Inappropriate images – including on mobile phones or other devices
- Chewing Gum
- Fizzy Drinks and Milkshakes
- Unhealthy foods including sweets, chocolate, crisps in amounts beyond that for personal consumption.
- Any item that a member of staff suspects has been or is likely to be used to commit an offence or cause personal injury to , or damage to the property of any person
- The academy reserves the right to respond to the changing nature and types of banned items if we feel they pose a risk to the welfare and safety of staff and/or students.

## **Student behaviour online**

Students are expected to show high standards of behaviour in their online interactions. Students are expected to follow the Acceptable Use Agreement for IT systems within the academy. There is a clear Code of Conduct which states that students should not bring the academy into disrepute. This includes online publishing in any form, including on social media. Students face sanctions as stated in this policy and in the Consequences Grid (see appendix) if they are found to have broken the Code of Conduct.

## **Student behaviour off the Academy Site**

Our policy on academy discipline and student behaviour also sets high expectations for positive behaviour off the Academy site. This includes behaviour in activities arranged by the Academy, such as:

- Work-experience placements, educational visits and sporting events
- Behaviour on the way to and from the Academy
- Behaviour when wearing the Academy uniform in a public place

## **Objectives for regulating off-site behaviour**

- To maintain good order on transport, educational visits or other placements such as work experience or college courses.
- To secure behaviour which does not threaten the health or safety of students, staff or members of the public.
- To provide reassurance to members of the public about care and control over students and thus protect the reputation of the Academy.

## **Criteria for regulating off-site behaviour**

The academy will act reasonably both in relation to expectations of student behaviour, and in relation to any measures determined for regulating behaviour by students, when off the Academy site and not under the lawful control or charge of an Academy staff member. The

Academy will decide what to take into account in deciding whether a rule or sanction in a particular case is reasonable. The following factors will be taken into account (which may not all apply to every incident):

- The severity of the misbehaviour
- The extent to which the reputation of the Academy has been affected.
- Related to this, whether the student(s) in question was wearing Academy uniform or was otherwise readily identifiable as a member of the Academy.
- The extent to which the behaviour in question would have repercussions for the orderly running of the Academy and/or might pose a threat to another student or member of staff (e.g. bullying another student or insulting a member of the staff).
- Whether the misbehaviour in question was on the way to or from the Academy, outside the Academy gates, or otherwise in close proximity to the Academy.
- Whether the misbehaviour was while the student was on work experience, taking part in a further education course as part of an Academy programme, or participating in a sports event with another Academy or school (i.e. when the student might be expected to act as an ambassador for the Academy), which might affect the chance of opportunities being offered to other students in the future.
- To provide protection to individual staff from harmful conduct by students of the Academy when not on the site.

Many extended school activities take place on Academy premises. Behaviour during such activities will be dealt with in the same way as for any other on-site activity. It would also be logical to deal with behaviour during off-site extended school activities, which are not supervised by Academy staff in the same way as behaviour during further education college or work experience placements.

## **Communicating the rules on behaviour out of school**

The Academy will work with transport providers to agree how behaviour on public or contract transport should be addressed. We will make clear statements about rewards and consequences (including loss of access to transport) to improve behaviour. Expectations will be made clear through a series of PSHE and morning tutor activities throughout the academic year.

The Academy may discuss policies relating to offsite behaviour with local groups such as Neighbourhood Watch, retail staff, street wardens and police to establish clear communication routes and operational strategies. This is often an effective way to manage complaints by individuals in the community.

The Academy will, through standard communication routes, set out how parents can:

- Report poor offsite behaviour of specific types of students

- Be assured that close liaison as necessary with neighbourhood police teams or other agencies, such as transport providers, can deal with the issues.

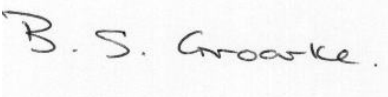

A standard procedure for applications for educational visits should include clear statements to parents and students about behaviour standards and processes. (See Off-Site Activities Policy)

The staff handbook will include clarity about expectations and procedures related to transport, educational visits, work experience and college placements. It should also make clear to staff procedures related to poor conduct by students off-site.

Whilst all sanctions are stated in the Consequences Grid this is not an exhaustive list. The academy reserves the right to amend or alter the Consequences Grid as befits the needs of the academy community.

### **Monitoring, Evaluation and Review**

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

<b>Adopted by the Co-operative Academy on</b>	<b>5<sup>th</sup> July 2018</b>
<b>Chair of Governors</b>	
<b>Principal</b>	
<b>Review date</b>	<b>June 2019</b>

## Appendix 1: Classroom Code of Conduct

### Work hard in lessons

Our Code of Conduct sets out how students should behave in lessons.

#### **FAIR**

students will not interrupt the learning of others  
staff will issue rewards and sanctions fairly

#### *Ambition*

students will try their hardest at all times  
staff will have high expectations for all

#### **INSTRUCTIONS**

students will follow instructions without argument or delay  
staff will make instructions simple and clear

#### **Respect**

students will show respect to themselves, each other and the community  
staff will show respect to themselves, each other and the community

## Appendix 2: Code of Conduct Outside The Academy

### Live our values outside the academy

Students are expected to be responsible citizens of the local community and good representatives of the academy, particularly in the following ways:

**RESPECT.**

show respect to others

under no circumstances do something that brings the academy into disrepute

keep the neighbourhood free of litter.  
Put all wrappers, paper, cans, etc. in rubbish bins

exhibit good behaviour when travelling to and from the academy

use appropriate language in public

use appropriate manners at bus stops and on public transportation (no rough play or being loud on the buses or at the bus stops)

no fighting (fighting with another student from the academy or with students from another school before or after school will be treated as a fight in the academy)



## Appendix 3: Rewards Grid

						
Taking on a Challenge / Taking Risks	Literacy	Being an Independent Learner	Responding to or Giving Great Feedback	Effort / Engagement	Postcard (Oracy, B4L, Subject)	Leadership
						
Thirst for Learning	Displaying the 5 Rs	Excellent Oracy (inc asking great questions)	Working with Others	Displaying the Academy Values	ILT Completed Satisfactorily (by ability)	Fantastic ILT
						
Taking part in extra curricular events and activities	Superb Progress	Outstanding Flexible Learning Day Booklet	Outstanding Extra Curricular Performance	Family Star of the Week Award	Family Star of the Term	Form 100% Attendance Award
						
LPSO Star Student Award	Praise Pod	Y7 LPSO Extra Recognition	Y8 LPSO Extra Recognition	Y9 LPSO Extra Recognition	Y10 LPSO Extra Recognition	Y11 LPSO Extra Recognition
						
100% Individual Attendance Award (JR1 only)	Numeracy					

## Appendix 4: Consequences Grid

This grid is a guide to the level of consequences for different types of behaviour choices. It is not exhaustive. There will be occasions where alternative strategies will be used. We operate a restorative approach in some instances instead of standard consequences – where both parties agree and the outcome is likely to be substantially better.

Level	In Class Behaviour	Out of Lesson Behaviour	
C1	• <b>Reminder</b>		
C2	• <b>Warning</b>		
C3	• <i>Intervention</i> <b>Moved seat</b>	• Poor conduct out of lesson <b>Lunchtime Detention</b>	• Late at the start of the academy day <b>30 minute Whole Academy Detention</b>
C4	• <b>Removed from lesson</b>	<ul style="list-style-type: none"> <li>• Lateness to a lunchtime or late detention</li> <li>• Poor behaviour during a lunchtime or late detention</li> <li>• Failure to attend a lunchtime or late detention</li> </ul>	<b>Whole academy Detention (1 hour)</b>
C5	<ul style="list-style-type: none"> <li>• Removal from a lesson twice in one day</li> <li>• Refusal to attend whole academy detention</li> <li>• Poor behaviour during a whole academy detention</li> <li>• Lateness to a whole academy detention</li> <li>• Persistent C4 behaviour</li> <li>• Truancy</li> <li>• Swearing at a member of staff / inappropriate physical contact with staff</li> <li>• False allegations against staff</li> <li>• Refusal to behave in the room a student has been sent to when removed from lesson</li> <li>• Lateness to the academy at the start of the day on the day of a whole academy detention</li> <li>• Academy leadership team called to a lesson removal twice in a half term</li> <li>• Fighting / aggressive behaviour towards others</li> <li>• Bullying or intimidation (including cyber and through social media)</li> <li>• Discriminatory abuse (including racist, homophobic, disability etc.)</li> <li>• Theft, graffiti or vandalism</li> <li>• Possession / bringing inappropriate items</li> <li>• Refusal to comply with uniform policy</li> <li>• Bringing the academy into disrepute</li> <li>• Smoking</li> </ul>		<b>Internal Exclusion (minimum 1 day) 8.50am – 3.45pm</b>
C6	<ul style="list-style-type: none"> <li>• Poor behaviour during or refusal to comply with the rules of Internal Exclusion</li> <li>• Persistent C5 behaviour</li> <li>• Extreme theft, graffiti or vandalism</li> <li>• Extreme violent or dangerous behaviour</li> <li>• Extreme bullying, intimidation or discriminatory abuse</li> <li>• Malicious allegations towards staff</li> </ul>		<b>Fixed Term Exclusion or direction to work on Class Ed</b>
C7	<ul style="list-style-type: none"> <li>• Persistent C6 behaviour</li> <li>• Possession of offensive weapons</li> <li>• Serious theft</li> <li>• Possession / intent to supply / supply of illegal drugs</li> <li>• Violence towards a member of staff</li> <li>• Behaviour as fulfils the criteria in statutory guidance that leads to Permanent Exclusion</li> </ul>		<b>Permanent Exclusion</b>

## Appendix 5: Mobile Charter

# Mobile Phone / Personal Devices

## Charter

1. Mobile phones / iPods must **NOT be used** for any purpose (eg. phone, texting, listening to music, surfing the internet, taking photos, checking the time, taking videos) **during any lesson.** \*\*
2. Mobile phones and personal devices are **NOT to be used for taking photographs, recordings or video of STUDENTS OR STAFF.** Breaching this could mean that you are breaking the law. If you are caught, this will be an instant C4 sanction. This will also result in the device being confiscated and the deletion of the material.
3. Mobile phones / iPods **CAN be used** by students before 8.30am, at break time, lunchtime and after the academy day. At these permitted times, phones can **ONLY be used in the diner, library, unoccupied learning zones and outside.** They **MUST NOT** be used at any other time (eg. between lesson changeovers) and are **NOT to be used on the corridors, landings and stairs.**
4. Devices **CAN be used for listening to music** at the permitted times and places **through headphones only.**
5. Mobile phones **MUST always be switched off / on silent during lesson time** and kept out of view, preferably in your bag. Earphones for any personal device **MUST always be out of view** during lesson time and outside of permitted areas or they will be confiscated. This includes earphones that are dangling out of shirts / pockets etc. even if not in use.
6. Mobile phones / iPods **must NOT be taken into examinations.**
7. Permission to have a mobile phone / iPod in the academy will only be allowed under the terms of this charter. By bringing such a device into the academy, the student and parent automatically agree to the terms of this charter. Any student or parent who does not wish to be bound by the terms of this policy is not permitted to bring their device onto the academy premises and must not do so.
8. Devices are **NOT to be charged in the academy** by staff or students **in any public or learning area.**
9. **ALL personal devices are brought in to the academy at the owner's risk. The academy accepts no responsibility for replacing lost, stolen or damaged mobile phones / iPods**

*\*\* The use of phones/iPods may be sanctioned in lessons if explicitly instructed by the member of staff for learning purposes. Staff should not use their phones in lessons for purposes other than education.*





# Mobile Phone / Personal Devices

Mobile phones & personal devices are now a feature of modern society and most of our students own one. Increasing sophistication of mobile phones present a number of issues for schools:

- ◆ The high value of many phones / devices
- ◆ The integration of cameras into phones leading to potential child protection and data protection issues
- ◆ The potential to use the phone (eg. for texting) whilst on silent mode.

This charter sets out how mobile devices are to be used in the academy. The Mobile Phone Charter was devised by students and staff. At its heart are the academy values of **FAIRNESS**, **AMBITION** and **RESPECT**. The use of mobile phones and personal devices is a privilege but these rules apply to all. At all times, staff and students must treat one another **FAIRLY** and with **RESPECT**.

It is not realistic to prohibit phones being brought to the academy, nor is it logistically possible for the academy to collect phones in each morning and return them in the afternoon. It is our policy to allow mobile phones in the academy under the conditions outlined in the charter.

## Sanctions

- ◆ If a phone goes off in a lesson, it **MUST** be handed to the teacher upon request. If this is an isolated incident, the phone will be returned at the end of the lesson.
- ◆ Students who are caught actively & deliberately using their phones without permission (or against the terms of this charter) **MUST** hand their phones over when requested. They will be able to collect their phone at the end of the academy day (after the last lesson or detention has finished)
- ◆ Students who repeatedly refuse to follow the charter above (or use their device in a way that seriously infringes the terms of the charter) will have their phones confiscated and be dealt with according to the academy's behaviour management policy

If a student refuses to hand over their mobile phone / device they will be isolated and parents contacted immediately to come into the academy to resolve the issue.

Repeat offenders will be banned from having their mobile phone / device in the academy, if caught with it they will face serious disciplinary action.

