

Behaviour, Standards and Discipline Policy

Birchwood Community Academy Trust

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Principle

The ethos of a school is created by the people who work in it. At Birchwood Community High School, we aim to maintain a disciplined, orderly and friendly atmosphere within which everyone in the school treats each other with courtesy, respect and where everyone is accepted. Everyone in our community has the right to learn and the right to teach, and as such we consistently promote the importance of respectful and responsible conduct. This means that our young people are ready to learn and make progress. Through the policy, our aim is to ensure that the rights and responsibilities of those using it are protected and upheld, and that the school buildings are well cared for by all users.

The purpose of the Behaviour and Discipline policy is to ensure:

1. An atmosphere exists in which everyone is safe and secure which enables effective teaching and learning to take place.
2. A sympathetic, tolerant, social environment exists, and individuals treat each other with mutual respect.
3. Students develop a clear sense of right and wrong.
4. There is an emphasis on positive systems for behaviour where students can excel.
5. Consistently good or better behaviour is acknowledged.
6. Lapses from expected behaviour and standards are dealt with accordingly.

Accordingly, the school will:

1. Maintain a positive and constructive code of conduct and behaviour, ensuring that:
 - the values and attitudes expressed within it are made explicit to all students, staff and parents/carers.
 - the consequences of poor behaviour choices are fully understood.
 - unacceptable behaviour is fairly and consistently dealt with in line with school disciplinary procedures.
2. Require all users to treat the school site with care.
3. Recognise and reward fairly and consistently good or better behaviour.
4. Provide a system of recording and reporting to parents which places emphasis upon positive contributions to school and community life.
5. Provide a forum where the views and concerns of students can be expressed and acted upon where appropriate.
6. Provide a staged approach to intervention.

Evaluation

1. The Governors' Committee will review statistics on fixed term and permanent exclusion of students on a regular basis.
2. The Polaris Team will monitor the behaviour of students causing concern using ATL information, on call data and records of behaviour incidents.
3. SLT will analyse data collected through ATL records, on call data, Isolation, Off Site Provision and exclusions in their fortnightly pastoral meetings.
4. SLT will monitor termly the distribution of rewards.
5. SLT will seek feedback from stakeholders.

Succeeding at Birchwood – Rewards:

Birchwood is a school that encourages students to engage, participate and succeed. This is reflected in the rewards system that is embedded throughout the school. The spirit of the rewards system is firmly rooted in the whole school House system and is intended to motivate all students to achieve their very best and become confident, independent students and citizens. Students are issued achievement points for a variety of reasons throughout the school in all contexts. This will continue to raise standards and further improve behaviour. Individual achievement points transfer into house points and contribute to the overall house competitions. The list below are some examples of how students can earn achievement points:

<ul style="list-style-type: none">• Achieving an ATL1 during a lesson• An outstanding piece of class work• An outstanding piece of homework• An outstanding answer in class• Taking part in an extra-curricular activity• Entering a house competition• Undertaking community service	<ul style="list-style-type: none">• Displaying kindness around school• Being respectful• Showing commitment• Being independent• Undertaking a leadership role• Taking part in the Duke of Edinburgh• Having good attendance
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Different activities carry different numbers of achievement points, of which students are informed. Achievement points can be monitored through class charts and are celebrated on a weekly basis in house assemblies.

The Start of the School Day

School gates open at 8.25am and form time starts at 8.40am.

- Students should be in their form room before the bell rings at 8.40am ready for registration.
- The gates will be closed and locked at 8.40am every day.
- Entry after this time will only be via the front door and main reception.
- Students who are late to school without a valid reason will be sanctioned.

Uniform and Appearance

Students must arrive dressed appropriately for the school day. This will be checked at the gate upon arrival, and again by the form tutor during form time. This includes:

1. Full school uniform including a tie and blazer (navy tie for 7-10 and grey tie for Year 11).
2. Correct total black leather school shoes.
3. No coat, jacket or hooded top (other than the school branded hoodie) underneath the blazer. (Coats are allowed over the blazer, but should be removed before entering a classroom.)
4. A wrist watch is permitted but not an Apple Watch or other watch that receives messages.
5. A small earring is permitted (single stud in the lobe). Other jewellery is not allowed.
6. Subtle natural looking make-up – no heavy foundation, no eye make-up, no false eyebrows or lashes (including strips and semi-permanent).
7. No coloured nail varnish or false nails.
8. The correct equipment (school bag, black pen, purple pen, pencil, ruler, rubber, calculator, highlighter, whiteboard and pen).

If students arrive to school with uniform concerns, school will try to rectify the situation as soon as possible. The following will take place:

Incorrect shoes	<p>Student is sent to the Polaris team at start of day.</p> <p>One behaviour point is issued by the form tutor (teacher discretion utilised).</p> <p>LOFT detention issued (teacher discretion utilised).</p> <p>Polaris team contacts parents to resolve the matter swiftly. If this cannot be resolved on the same day, the student must wear black pumps issued by the school. Refusal to do this will result in On Track.</p> <p>The only exemption from wearing school shoes is a medical condition supported by a doctor's note.</p>
Incorrect uniform	<p>Student is sent to the Polaris team at start of day.</p> <p>One behaviour point is issued by the form tutor (teacher discretion utilised).</p> <p>LOFT detention issued (teacher discretion utilised).</p> <p>Polaris team contacts parents to resolve the matter swiftly.</p> <p>The student will not be allowed in lessons until the matter is resolved.</p>

School will have spare uniform that can be used to support students. School reserves the right to require a student to wear black pumps provided by the school if they come to school in the incorrect footwear, keep a student out of lessons or to issue a student with a sanction such as LOFT detention until the matter is resolved.

If a student arrives to a lesson with incorrect uniform (for example; rolled skirt, untucked shirt, trainers on), then they will be automatically issued with a LOFT detention and the uniform issues will also be addressed if needed to be.

School also reserves the right to send a student home to sort out the issue and then return to school. The Department for Education guidelines on uniform and sanctions are that *“A headteacher, or a person authorised by the headteacher, may ask a pupil to go home briefly to remedy a breach of the school's rules on appearance or uniform.... This is not an exclusion but an authorised absence”*.

Mobile Phones Smart Watches, Earphones and Speakers

Phones, smart watches and headphones (including air pods) may be brought into school but must be kept in bags or zipped in blazer pockets **out of view at all times**. Students must not use phones, smart watches or headphones at any time on the site between the bells at 8.40am and 3.10pm unless they are asked to do so by a teacher in a lesson for a reason that is related to learning. In this case, the teacher will issue instructions on the use of phones or headphones, which must then be followed. In addition, year 11 students may be permitted to use their mobile phones during break or lunch in the college café only. This is a year 11 privilege and is at the discretion of the head teacher. **If a phone is out during the school day, even to check the time, this will be confiscated.** There is a staged system of sanctions and mobile phones, earphones and speakers are counted as identical items.

The sanctions are reset at the start of each term. The system of sanctions:

Stage 1 First offence	<ul style="list-style-type: none">• The item is confiscated and locked in the school safe.• The item is collected by the student at the end of the day.• One behaviour point is issued by the member of staff.
Stage 2 Second offence	<ul style="list-style-type: none">• The item is confiscated and locked in the school safe.• The item is collected by the student at the end of the day.• One behaviour point is issued by the member of staff.• LOFT detention given by the member of staff.
Stage 3 Third Offence & each offence afterwards	<ul style="list-style-type: none">• The item is confiscated and locked in the school safe.• Parents/carers are informed and asked to collect the item at the end of the school day.• One behaviour point is issued by the member of staff.• LOFT detention given by the member of staff.

If a student is concerned about an issue at home and feels they need to speak to a parent, they should go to Polaris and discuss this with their Head of Year.

Jewellery

No jewellery is accepted on school site, other than a single stud in the lobe of each ear. If students bring jewellery into school it will be confiscated by any member of staff. The system for jewellery is the same as that for mobile phones and headphones.

Stage 1 First offence	<ul style="list-style-type: none">• The item is confiscated and locked in the school safe.• The item is collected by the student at the end of the day.• One behaviour point is issued by the member of staff.
Stage 2 Second offence	<ul style="list-style-type: none">• The item is confiscated and locked in the school safe.• The item is collected by the student at the end of the day.

	<ul style="list-style-type: none"> • One behaviour point is issued by the member of staff. • A LOFT detention is issued by the member of staff.
<p>Stage 3 Third Offence & each offence afterwards</p>	<ul style="list-style-type: none"> • The item is confiscated and locked in the school safe. • Parents/carers are informed and asked to collect the item at the end of the school day. • One behaviour point is issued by the member of staff. • A LOFT detention issued by the member of staff.

Class teachers will check the uniform/jewellery of each student when they arrive to their lesson. If this is not acceptable, the process above is followed. Students should arrive to lesson dressed appropriately and ready to learn.

Nails, make-up and hair

Make-up should be natural and kept to a bare minimum. Students will be asked to remove any excessive make up by their Form Tutors, Assistant Head of Year, Head of Year, members of the Senior Leadership Team or the Polaris Team. False eyebrows or lashes (including strips and semi-permanent) of any kind are not permitted. Hair must be appropriate and not an extreme style. This is at the discretion of the Head Teacher. Short hair must not contain shaved patterns. Nail varnish is not to be worn in school. Acrylic nails are also not allowed in school. Students will not be allowed into lessons until these issues are rectified.

Bullying

Birchwood Community High School wants to make sure that all students feel safe at school, and accepted into our school community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated, whether it is a one-off incident or an on-going campaign.

Bullying can be verbal or physical, and can be directed at both staff and students. The school practices a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the school. It is made very clear to students what is expected of them in terms of respecting their peers, staff and members of the public, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the school will:

- Take it seriously.
- Act as quickly as possible to establish the facts.
- Record and report the incident; depending on how serious the case is, it may be reported to the Head teacher.
- Provide support and reassurance to the victim.
- Make it clear to the 'bully' that this behaviour will not be tolerated.

If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and the school will make sure that they understand what they have done and the impact of their actions.

- Ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used.
- Consider a fixed term exclusion in cases of repeated bullying.

Prohibited Items

Possession of prohibited items is a serious breach of the school's behaviour policy and procedures and this could result in the school contacting the Police. Each incident will be considered on an individual basis and could result in a permanent exclusion. These items are:

1. Knives or weapons, including replica weapons.
2. Alcohol.
3. Illegal drugs or drug paraphernalia (including psychoactive substances).
4. Stolen items.
5. Tobacco, cigarette papers, Vapes and lighters.
6. Fireworks.
7. Pornographic images.
8. 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.
9. Any other item banned by the school rules which has been identified in the rules as an item which may be searched for.

If a member of staff suspects a student has a prohibited item they must report this immediately to EM, CB or AC. Following this it may be necessary to use the Government's 2022 'Searching, Screening and Confiscation' guidelines which outline the powers available to a Headteacher. Only the staff named above can search students **without their consent** if they suspect one of the items listed is in their possession. They may ask someone who is not named to be a witness. The nominated person should be the same gender and there should be a witness who should, wherever possible be of the same gender. The exception to this is where there is immediate risk or danger.

If a student gives **consent** to a search, any member of staff can carry this out. It is preferable if the nominated people carry this out. School staff are allowed to confiscate any prohibited item found as a result of a search. Official searches carried out under guidance should be reported to CB or AC so that this can be recorded.

Any member of staff can confiscate any item which they consider harmful or detrimental to school discipline. This should be handed to AC or a senior member of staff.

Smoking on Site

- a) There is a strict no smoking policy on school property for all members of the school community including students, staff and visitors. If a student is caught holding a lit cigarette

or an electronic cigarette (including a vape) on the school site during the school day, the incident should be recorded by the member of staff on class charts and the HOY, AHOY, AC and CB should be copied in to the message. A member of the Polaris team or a senior member of staff will then contact the parents of the student by telephone. The sanction for the student will be an offsite intervention or suspension from school for a suitable period of time. On returning to school the student must complete a 1-2 week smoking cessation and education course. Any cigarette(s) and other smoking materials should be confiscated and should be taken directly to Polaris. Electronic 'e-cigs' or vapes are not allowed and should be confiscated just as other cigarettes. Confiscated cigarettes, electronic cigarettes or vapes will be disposed of by the school. If a student is caught smoking whilst off the school premises, but is still wearing the school uniform, then the school will take the same action. Whilst in uniform the student is representing the school, either on-site or off- site.

- b) If a student is found in a smoking situation the incident should be recorded by the member of staff on class charts and the HOY, AHOY, AC and CB should be copied into the message. A member of the Polaris team or a senior member of staff will contact the parents/carers, and a sanction will be issued – this is likely to be a period of time in the internal on track room.

Drugs

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs stance very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these in school. If they need medication they can go to the Polaris building to request a phone call home. Parents/carers can bring in medication that can be supervised and looked after by the Polaris team.

Medication

We are aware that it may be necessary for some students to take medication during the school day. Parents/carers should make the school aware of this in writing as soon as their child starts taking the medication and this should be logged with the Polaris office.

Food and Drink

Energy and sugary fizzy drinks (e.g. Lucozade, Monster, Prime, Red Bull or Coke) are not allowed in school. These must be confiscated and disposed of or handed in to the Head of Year or a member of SLT. (Students who are diabetic are obviously permitted to use Lucozade or sweets as a prescribed part of their care plan.)

Large quantities of crisps (e.g. Pringles) and family-sized bars of chocolate are not allowed in school. They will be confiscated and kept in the main school office where they can be picked up at the end of the day. McDonalds food is not allowed in school, it will be taken from students straight away and disposed of.

Chewing gum is also not permitted on school site – this will result in the student receiving a loft detention, issued through class charts by the member of staff.

Late to school

If a student is late to school, without good reason, this is recorded on class charts by the Attendance Officer, by the Office, or by the Form Tutor – depending on what time the student arrives. A student is considered to be late after 8.40am, where they should be in their form room. Whether the gate is open or closed does not impact on a student being late. Some students may make it through the gate at 8.40am, but still be considered late if they are not in their form room on time. A sanction will be issued (10-minute Late Break detention) after 8.45am. If a student does not attend Late Break, then this will be upscaled to the After School 30-minute detention on the following day. Parents will be notified via class charts.

Lesson Attendance, Punctuality and Truancy

Form time at the start of the day lasts for 10 minutes. Attendance and punctuality towards this is as important as that to all other lessons.

The register will be taken in the first five minutes of all lessons to safeguard students.

If a student is late for a lesson without good reason, they have truanted the start of a lesson. The teacher will record this on class charts, adding the time that the student arrived. Teachers will use their judgement with lateness to a lesson but, as a guideline, more than 5 minutes after the rest of the class have arrived would be regarded as truanting. If a student arrives late in a distressed state, this will be investigated and teacher discretion will be applied.

The sanction for the student being late to a lesson will be a LOFT detention on the following day. The teacher of the class will inform the student that they are on LOFT detention and record this in class charts. If a student is late to two lessons in a week, they will be placed in a 30 minute after school detention on the following day. If the pattern of behaviour builds up, parents will be requested to come into school by Polaris to discuss the next steps.

Truancy

Students who truant a full lesson or a significant part of a lesson (at the discretion of the teacher) will have a 50-minute detention after school and parents will be informed via class charts.

If students truant more than one lesson, time will be made up in an after-school detention.

E.g. 3 lessons = 3 hrs.

Lack of PE kit

Failure to bring PE kit without a note written by a parent/carer will result in a LOFT detention. Students may be given spare clean PE kit to wear. School PE kit will be washed after each use. If students refuse to wear the PE kit provided, then PE Staff will refer this to Polaris to investigate the issue. If it is found to be defiance, then a student will be taken to on track. Students who have issues such as mental health and self-esteem will be addressed by PE and the Pastoral team. Strategies may include change of group, getting changed privately or being moved out of PE.

Behaviour for Learning

Our Behaviour for Learning Policy is based on respect, personal responsibility and being ready. It employs a positive and staged approach to managing behaviour. Wherever possible acknowledgement and praise will be key features of lessons. Achievement points will be awarded to reinforce the behaviours we expect and for students who make good or better progress. Staged warnings will be given based on the behaviours we do not accept.

Our staged system assesses 'Attitude to Learning' (ATL). The assessment of attitude to learning is based on the expected and unacceptable behaviours that we have defined. **Everyone** in our school has the '**Right to Learn and Right to Teach**'. Students will start lessons on an ATL2 which is expected behaviour. ATL 1 is the highest grade awarded during a lesson and will acknowledge students who demonstrate sophisticated learning behaviours, lead learning or those who make outstanding progress.

ATL System

When managing behaviour in the classroom staff will ensure that their instructions, discussions, and sanction strategies are guided by and explained using our agreed ATL system. Students need to know where the boundaries of acceptable behaviour lie and the type of sanctions which may be applied if a boundary is crossed. Skilled use of this framework to provide a commonly understood format for restorative practice and sanctions is a key element of our behaviour management practice.

ATL 1 – Excellent behaviour in the lesson – Two achievement points are awarded.

ATL 2 – Good behaviour in the lesson.

ATL 3 – Warning given by the teacher for poor behaviour choice in the lesson – one negative behaviour point issued.

ATL 4 – Removed from the lesson by a member of SLT and taken to the ATL4 room for the remainder of the lesson. Students will complete a reflection activity in the ATL4 room, before continuing with the work from the lesson.

An additional negative behaviour point is issued and students will also be issued a LOFT detention for the following day. (On occasions, students may receive a straight ATL4 depending on the nature of the incident, and as such will receive two behaviour points here.)

LOFT detention takes place every lunch time and are run by a member of SLT. If a student does not turn up for their LOFT detention/fail the detention by not behaving correctly, or turning up on time, this is automatically upscaled and they are issued an after-school detention on the following day.

The after school (either 30 minutes or 50 minutes) may also be issued by a member of staff if it is deemed that a Loft is not a sufficient sanction. This detention is run by a member of the SLT or Polaris team. This detention may also be issued as a sanction for failing certain stages of the school's report system.

The 50-minute after school detention is run every day by a member of the Polaris team or SLT. If a student does not turn up for their after-school detention/fail the detention by not behaving correctly, this is upscaled to an SLT detention at the end of the week from 3.10pm until 4.30pm. Students are collected from their lessons for this detention at 3pm.

If students do not successfully complete their SLT detention or miss more than one after school detention in a week, they are placed in the school's on track room.

On Track is the school's internal isolation system that is used for more serious poor behaviour choices and before a suspension. If a student fails their On-Track day or refuses to go into On Track, they will be issued with an off-site intervention or a suspension at the discretion of the headteacher.

Order of Sanctions

LOFT Detention/30 minute after school behaviour detention – following day

Failure to attend LOFT/30 minute after school

Issued by any member of staff who records on Class Charts. Student and parents informed on class charts. Student also informed in person by the member of staff.

After School Detention for 50 minutes the following day

Failure to attend after school detention

Student and parents informed on class charts. The detention is the following day.

SLT Friday detention
From 3.10pm-4.30pm at the end of the week

Parents informed by the Polaris team via class charts.

Two missed detentions per week or failure to attend the SLT detention

<p>On track Next available day, until 4pm</p>
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When two on-track days have been issued for the same offence, parents must come in for a meeting with HOH.

If students fail their on track, or refuse to go into on track, then they may be issued an off-site intervention or suspension. Upon return, they may still have to complete the day in the On-track room. This is at the discretion of the member of staff who coordinates the readmission meeting.

Other Unacceptable Behaviour

The list below are just examples of unacceptable behaviour and is not the full list. The proposed sanction is identified:

<p>Threatening behaviour, intimidation or physical aggression Bullying behaviour (covering all categories) Prejudice language Complete refusal to follow staff instructions or defiance Deliberate and sustained disruption of lessons Damage to school property Refusing to go into the ATL 4 room Abusive language in the presence of staff Misuse of the school's ICT system Defiance</p>	<p>Internal On-track Room</p>
<p>Severe physical aggression to staff or students Persistent bullying behaviours (covering all categories) Swearing directly at a member of staff Smoking on the school site Serious misuse of ICT systems and equipment Malicious or frequent misuse of social media Refusal to go into the on-track room</p>	<p>Off Site intervention or Fixed Term Exclusion</p>

Behaviour Monitoring System

Students who need additional support to manage the expected levels of behaviour may be placed in our report system. This has five stages and at each stage allows a constant review of behaviour and an opportunity for the student to succeed and move off report, and also for the school to move the student up the report system with more serious sanctions. The system below is a guide

and can be amended at the head teacher's discretion depending on the nature of any incidents that occur.

	Trigger(s)	Actions
Form Tutor Monitoring Stage 1	<p>Examples ATL 3/4 reached on 3 occasions across subjects</p> <p>3 separate behaviour incidents in a week</p> <p>Increase in behaviour points</p>	<ol style="list-style-type: none"> 1. Discussion with HOH 2. Form Tutor contacts parents make sure parent can use the class charts app 3. Form Tutor monitors ATL's and Behaviour points (4 weeks) 4. Minimum of weekly checking by FT – completed on a Friday. 5. After school detention (30 mins) used as a sanction by FT (i.e. Monday detention if unsuccessful during the previous week) – This can still be centralised (discretion of the form tutor). 6. Form Tutor informs parents of detention via class charts. 7. Detention missed = upscaled to 50 minutes the following day (centralised.) 8. Missed after school detention follows usual school procedures into SLT detention/on track. 9. Successful – remove from Stage monitoring 10. Unsuccessful – AHOY monitoring 11. Informs HOY <p>(4 weeks is the review period, but this is at the discretion of the Form Tutor.)</p>
AHOY Monitoring Stage 2	<p>Examples Three ATL4 across subjects</p> <p>Unacceptable behaviour during unstructured time</p> <p>Truancy</p> <p>Unsuccessful at stage 1</p>	<ol style="list-style-type: none"> 1. AHOY has a meeting with the parents (or phone call). 2. AHOY monitors this on a daily basis. (4 weeks.) 3. Student meets AHOY weekly basis. 4. Other sanctions may be issued (this includes use of centralised after school detention). 5. Missed after school detention follows usual school procedures into SLT detention/on track. 6. Successful – remove from Stage monitoring. 7. Unsuccessful – move to Stage 3. <p>(4 weeks is the review period, but this is at the discretion of the AHOY.)</p>

<p style="text-align: center;">HOY Stage 3</p>	<p>Examples</p> <p>An increase number of ATL4 across subjects in a single half term</p> <p>Significant increase in behaviour points</p> <p>Unacceptable behaviour during unstructured time or incidents of truancy in a single half term</p> <p>Multiple sessions in On Track</p> <p>Unsuccessful at stage 2</p>	<ol style="list-style-type: none"> 1. Meeting with HOY parent and student. 2. HOY monitors this on a daily basis for 4 weeks. 3. Review meeting with HOY at the end of week. Targets set for the following week. 4. Other sanctions may be issued (this includes use of Loft or centralised after school detention). 5. Missed after school detention follows usual school procedures into SLT detention/on track. 6. Successful – remove from Stage 3 and move to Stage 1 for 4 further weeks. If behaviour returns, student returns to Stage 3 (skipping stage 2). If behaviour is good on Stage 1 – remove from stage monitoring. 7. Unsuccessful – move to Stage 4 8. Additional option of continuing with Stage 3, dependent on response and progress made. This is at the discretion of the HOY. <p>(4 weeks is the review period, but this is at the discretion of the HOY.)</p>
<p style="text-align: center;">SLT Stage 4</p>	<p>Examples</p> <p>Unsuccessful at Stage 3</p>	<ol style="list-style-type: none"> 1. HOY informs JBu who instigates a Pastoral Support Plan (PSP) with parents and student. HOY attends this PSP meeting, and targets are set. 2. ATL data from class charts is shared with parents on a weekly basis. 3. SLT to monitor progress of student on a daily basis. Student meets SLT at the start or end of each week. 4. JBu/HOY arrange a PSP review meeting to discuss progress. 5. Successful – remove from Stage 4 and move to Stage 1 for 4 further weeks. If behaviour returns, student returns to Stage 3 (skipping stage 2). If behaviour is good on Stage 1 – remove from stage monitoring. 6. Unsuccessful – move to Stage 5. <p>(4 weeks is the review period, but this is at the discretion of the SLT.)</p>

DHT/HT/Governors Stage 5	<p>Repeated Fixed Term Exclusions</p> <p>Unsuccessful at Stage 4</p>	<ol style="list-style-type: none"> 1. Initial meeting with DHT or HT, student, and Pastoral Manager 2. Targets agreed. 3. Review meeting held in 2 weeks, next steps agreed, either: <ul style="list-style-type: none"> • Further 2-week review period • Request a Governors Disciplinary Meeting 4. Meeting scheduled with governors. 5. AC to compile pastoral log for governors. 6. Targets issued by governors for the following 4 weeks. 7. Monitored by DHT or HT in charge of behaviour. <p>(4 weeks is the review period, but this is at the discretion of the DHT.)</p> <p>If successful</p> <ul style="list-style-type: none"> • Student returns to Stage 3 (HOY) for four weeks. Then moves to Stage 1 (FT) if successful here. <p>If unsuccessful</p> <ul style="list-style-type: none"> • 2nd Governors Disciplinary Meeting convened with Student, Parent, Headteacher, Pastoral Manager and Governor's Panel • Review of progress towards targets • Next steps agreed, either: <ol style="list-style-type: none"> 1) Repeat of Stage 5 depending on previous progress 2) Fixed Term Exclusion then return to Stage 5 and repeat 3) Managed Transfer to another school 4) Permanent Exclusion
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Behaviour off site

Teachers have the power to discipline pupils for misbehaving outside of the school premises from DFE guidance. Teachers who see poor behaviour outside of the school grounds will record this on Class Charts and inform CB, AC, the HOY and AHOY. The school will punish any poor behaviour outside the school in a similar fashion to within the school. Typical punishments would be detention, time in the on-track room, off-site intervention or suspension.

DFE Guidance

Subject to the behaviour policy, teachers may discipline students for:

- misbehaviour when the student is: taking part in any school-organised or school-related activity or
- travelling to or from school or wearing school uniform or
- misbehaviour at any time, whether or not the conditions above apply, that:
 - could have repercussions for the orderly running of the school or
 - poses a threat to another student or member of the public or
 - could adversely affect the reputation of the school.

Exclusion from School

Violence or verbal aggression will normally result in suspension from the school. As part of a graduated response a student may be suspended for one or more fixed periods or excluded permanently. If further evidence comes to light, a suspension may be extended or a permanent exclusion may be considered.

School has the power to direct a student offsite for education to improve their behaviour. A student may transfer to another school as part of a managed move in which the school will support the student and family in this move.

The decision to permanently exclude a student will only be taken:

1. In response to a serious breach or persistent breach of the school's behaviour policy.
2. Where allowing the student to remain would seriously harm the welfare of the student or others in the school.

Behaviour of students outside of school can be considered grounds for disciplinary action and will be considered by the Head teacher if damaging to the safety of others or the reputation of the school.

If the headteacher is absent then the person acting in their position can exclude.

Role of the Student

Students are expected to be polite and show consideration towards each other and towards all school staff. Below are the expectations of our students and failure to adhere to them will be treated as a breach of our behaviour policy:

1. Students are required to observe the following basic rules in the classroom.
 - a. arrive on time, in correct uniform with all the equipment needed for the lesson.
 - b. listen carefully when the teacher is giving instructions.
 - c. follow instructions promptly and accurately.
 - d. raise a hand to gain attention and wait to be asked.
 - e. stay in the allocated seat or workspace unless given permission to move.
 - f. treat others with respect and consideration at all times.
2. Students must follow staff instructions promptly and courteously.
3. Students must obey all health and safety regulations in classrooms and around the school.
4. Students should never make racist, sexist, homophobic or other abusive or humiliating remarks.
5. Students must never resort to physical violence.

6. Students must demonstrate appropriate behaviour when travelling to and from school.

7. Students must not smoke in school.

8. The following items are not allowed in school under any circumstances:

a. alcohol and drugs.

b. cigarettes, matches, lighters and e-cigarettes.

c. chewing gum.

d. weapons of any kind.