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# Behaviour, Discipline and support for learning - Policy

Policies at the academy are designed to support the ethos, aims and vision of the academy as outlined in the Academy Improvement Plan and Strategic Intents. They are written in accordance with the five outcomes contained within Every Child Matters:

* Being healthy.
* Staying safe.
* Enjoying and achieving.
* Making a positive contribution.
* Achieving economic wellbeing.

**1. Rationale**

1. **Good behaviour and discipline is a necessary condition for effective learning and teaching. Children learn best and behave best when they know what is expected of them, when they are positively encouraged to behave well and when they are consistently, fairly and appropriately treated if they don’t behave well.**
2. **This policy is a statement of good practice that covers all aspects of academy life. The policy should be used in conjunction with the following policies:**

* **Teaching for learning**
* **Attendance**
* **Physical restraint**
* **Bullying**
* **Rewards and sanctions**

1. **This policy has been agreed by the Trustees. All members of staff and all pupils are expected to help maintain an atmosphere conducive to learning, with courtesy and mutual respect as basic requirements.**

**2. Broad Goals**

1. The main purpose of this policy is to enable us to:

* Encourage adherence to the academy code of behaviour by pupils.
* To support effective teaching for learning as outlined in the teaching for learning policy.
* To support pupil attendance as outlined in the academy attendance policy and the local education authorities attendance policy.
* To give clear guidelines for staff on action to be taken in instances of unacceptable behaviour and discipline. These include rewards, sanctions and support. Appendix 4 - Disciplinary Procedure Flowchart.

**3. Outcomes**

1. **We expect the following outcomes:**

* **All classrooms to have rules and code displayed.**
* **All pupils to be aware of the code.**

**4. Implementation**

1. **In order to achieve our goals we will take the following action:**

***The academy code of behaviour for pupils and academy rules (Appendix 1 and 2)***

* **A copy of the academy code and academy rules will be included in the pupil planner, together with the Home and Hafs Academy Agreement at the start of each new academy year.**
* **The academy code, and academy rules, will be displayed in classrooms and other parts of the academy as appropriate.**

***The academy code of behaviour for staff when dealing with pupils***

**Alongside the academy code of behaviour for pupils, staff will follow the following code of behaviour for staff. This works along the principles outlined in the academy’s teaching for learning policy.**

**In general all staff should:**

* **Be prepared for all lessons**
* **Manage the entry and exit of pupils to and from lessons in an orderly and quiet way**
* **Know and treat the pupils as individuals**
* **Model the standards of courtesy and behaviour expected from the pupils**
* **Use appropriate tone and volume of voice when talking to pupils**
* **Use appropriate body language when talking to and dealing with pupils**
* **Emphasise on the positive comments and remarks**
* **Make sparing, fair and consistent use of reprimands**
* **Criticise the behaviour and not the person**
* **Use private rather than public reprimands where possible**
* **Avoid sarcasm and threats**
* **Make sparing, fair and consistent use of sanctions**
* **Avoid whole group punishments**

**This is expanded in Appendix 3 attached.**

***Equality Act 2010***

This policy acknowledges the school’s legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs (SEN)

**5. Rewards**

1. Praise and rewards encourage good standards of behaviour and discipline. Rewards have a motivational role in helping pupils to realise that good behaviour is valued. Staffs are therefore encouraged to make use of the full range of praise and rewards in academy. These are outlined fully in the rewards policy but include:

* Positive Reports
* Individual subject rewards and certificates
* Whole academy certificates
* Positive parental contact
* Rewards Assemblies
* Name displayed on electronic ticker – weekly

**6. Sanctions**

1. Sanctions should be fair, consistent and should support the academy code.
2. The following should always be taken into account:

* The nature of the behaviour being sanctioned.
* The age of the pupil
* Any special travel arrangements
* Any special educational needs.

1. Detentions should always follow the following guidelines:

* **Detentions should only be given if the parents of the pupil have 24hours’ notice if more than 15 minutes.**
* **Whole class detentions should not be given as in almost all cases there will be some innocent pupils present.**
* **Any detention less than 15 minutes, parents do not need to be informed, but to be recorded by the teacher**

1. Where sanctions become necessary the first stage is individual staff sanctions. This may be followed by referral to year tutors. The third stage of referral is to the Director of Education. This is outlined in more detail below.

**Individual Staff**

* Staff should adhere to sanction charts for any disciplinary
* Parental contact. (This should always be agreed with the Management and subject leader).

The following actions may then be taken if appropriate

**Year Tutors**

* Subject detentions.
* Subject report to monitor pupil’s behaviour.
* Referral of pupils to Director of Education after discussion if appropriate.
* Parental contact. (This should always be agreed with the Director of Education).
* The following actions may then be taken if appropriate

**The Director of Education**

* Reports to monitor pupil’s behaviour.
* Parental contact.
* Referral to leadership team.

**7. Support**

1. Most effective discipline is always that administered by the member of staff concerned, however, this policy recognises that there will be occasions when staff may need support, especially newly qualified teachers and staff new to the academy.
2. To support staff in achieving the outcomes outlined in this policy there are various policies already in place in academy including the teaching for learning policy. Staff will receive support through staff training, induction for new staff and through their line managers and designated mentors.
3. In addition to this, the following support is available.
4. In the first instance subject teachers should refer to subject leaders for support. Subject leaders will then liaise with form tutors for instances of persistent misconduct by pupils.

**8. Monitoring and Evaluation**

1. This policy will be monitored by:

* Performance management and other classroom observations
* Pastoral review meetings
* Senior member of staff on duty log
* Subject and year referrals to inclusive learning
* Exclusion figures

External and internal audit reports

***Exclusion from school***

* Fixed term exclusion from school will be used as a sanction where serious breaches of the behaviour policy take place
* Permanent exclusion will be considered for the following:
  + use of or possession of weapons or other illegal substances (see “Searching, screening and confiscation policy for list of prohibited items)
  + drug dealing
  + serious threats of and actual violence
  + bullying
  + persistent and serious breaches of the school behaviour policy
  + where the school believe that a pupil's presence in the school represents a serious threat to others
  + use of inappropriate language or serious misbehaviour towards a staff member or visitors to school
  + theft
  + truancy

# Behaviour, Discipline and Support for Learning - Appendix 1

**The Academy Code**

This code has been discussed and devised with the academy council and centres on all pupils being good citizens of the academy and wider society.

**Learning:**

* All pupils will help each other learn.
* Recognise our own achievements and the achievements of others.
* Always do our best.

**Behaviour:**

* All pupils will be co-operative with everyone in academy.
* Have a positive attitude to each subject.
* Never bully.
* Care for the academy environment.
* Try to resolve problems positively.
* All pupils will not chew in academy.

**Language:**

* All pupils will be polite and respectful to others.
* Avoid using foul, racist, homophobic and sexist language.
* Not make fun of people's names.
* Talk about the academy positively to the outside world.

**Appearance:**

* All pupils will wear full academy uniform.

# Behaviour, Discipline and Support for Learning - Appendix 2

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| **Summary of Academy Rules** |
| * Pupils should be courteous at all times. * Pupils should follow the Hafs Academy Code of Conduct. * Full academy uniform must be worn. * Homework should be completed and given in on time. * Pupils may not leave the premises without permission. |

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| **Academy Rules** |
| **We have certain rules which allow us to care for you and which protect you and your belongings**:   1. You must be on time for academy and for lessons. 2. If you are absent from academy you must bring a note on the day you return explaining why you were absent. 3. You may not leave academy during the course of the day without written consent. 4. You should follow the rules of classroom behaviour. 5. You should do your homework and hand it in on time. 6. You should walk quietly along corridors and in single file on stairs. Equipment should be carried sensibly. 7. You should bring the correct equipment to academy. 8. You must wear full academy uniform. 9. You may not eat in lessons. **Chewing gum is not allowed in academy**. 10. You should enter and leave academy through the main entrance. No other entrances may be used. 11. You must never be involved in bullying, fighting or vandalism. 12. No pupil may smoke on the academy premises, nor on the way to or from academy. 13. You should not bring valuable items such as large sums of money, electronic gadets to academy unless specifically asked by a member of staff. 14. There are some items that should not be brought to academy under any circumstances: cigarettes, lighters, matches, narcotics penknives, and dangerous weapons of any type. |

# Behaviour, Discipline and Support for Learning - Appendix 3

**Before lessons**

* Plan the lesson.
* Be at the classroom before students arrive.
* Stand in the doorway and greet students by name and with smile as they arrive.
* Where possible, praise individuals.

**During lessons**

* Reinforce boundaries and expectations firmly, but fairly and calmly.
* Use pupils' names, treating them as individuals.
* Use praise consistently, regularly and fairly.
* Never use students as the butts for humour.
* Make eye contact.
* Don't be over familiar.
* Model calm and courteous behaviour.
* Listen to students.
* React to inappropriate behaviour in a measured way, don't over react to minor incidents.

**At the end of lesson**

* Recognise the efforts made by individuals and the group.
* Manage dismissal so you can model a polite farewell.
* Take opportunities to personalise comments, e.g. "Good luck with your geography exam tomorrow"
* Make contact with individual students as they are leaving the room.

**Outside lessons**

* Interact positively with students around academy at all times.
* Attend trips and extracurricular activities.
* Listen to students if they come to you with problems and follow through.
* Greet students in corridors, etc.
* Around academy, hurry students into class and help supervise their movements

**Appendix 4 Disciplinary Procedure Flowchart**

1. Behaviour and homework detentions

**Detention during break or after School, (24hrs notice) need for after school detentions.**

1. Three verbal warnings

**Sanctions in class may include being**

**sent out of the class or changing seating**

**Positions**

1. If there is no improvement after being on report(s), then**Final warning before Suspension Followed by meeting with parents then 1 week suspension**

**If there is no improvement then expulsion**

1. **Referral to Year Tutors & call parents**

**Placement on Year Tutors report**

**(Yellow Report)**

1. **Placement on (Green report)**
2. **Appointment with parents**

**Parental meeting with Senior Management Team to review and set targets for improvement**

1. **Placement on (Red report)**

**Appendix 5 SANCTIONS**

We expect all of our pupils to behave in an exemplary manner at all times, responding to all instructions given by staff immediately and without argument, and showing respect and courtesy in their dealings with every other member of the school community and to members of the public.

If you do not follow the school rules, sanctions will be applied as laid out below:

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| **IF YOU DO THIS …** | **… THIS WILL HAPPEN** |
| **Arrive late to registration or lessons**  **Forget books or equipment, including locker key**  **Forget homework** | **1st occasion: Verbal warning**  **Further occasions Note in homework diary.**  ***Note:***   * ***If you forget homework more than three times, the teacher will inform your parents and your Year Leader*** * ***If you forget your locker key you must see Ustad Munir Ahmad to get your locker opened*** |
| **Copy homework** | **Note in homework diary and homework must be redone within a 24hrs.** |
| **Allow others to copy your homework** | **Note in homework diary and a verbal warning.** |
| **Do homework for a different subject in a lesson** | **Note in homework diary and a verbal warning.**  ***The homework will be confiscated and the teacher concerned will be informed – the homework must be completed again in your own time.*** |
| **Disruptive talking in lessons after having been warned** | **Sanctions in class may include being sent out of the class or changing seating positions** |
| **Pass notes** | **Verbal warnings and/or note in homework diary.**  ***Note will be confiscated and may be shown to Form Tutor, Year Tutors, SLT, or parents.*** |
| **Graffiti in books/homework/ diary** | **1st ccasion: Warning. You will be asked to cover graffiti.**  **Subsequent occasions: Note in homework diary.**  ***(Note: If the graffiti is excessive the diary will be confiscated and your parents and Year Leader will be informed. You will have to buy a new diary.)*** |
| **Graffiti on walls, tables, school property** | **You must clean the graffiti. And/or**  **Placed on Green report depending on extent/type of graffiti.** |
| **Use two homework diaries** | **After school detention and/or note in homework diary.** |
| **Lose your homework diary** | **You will be given three school days to find the diary or buy a new one. You must ask your Form Tutor for a temporary planner to use during this time. You will get a detention if you do not find/replace the diary within three days.** |
| **Cheat in exams**  **(internal exams)** | **0% awarded Letter home**  **Letter sent home After school detention** |
| **Wear incorrect uniform:** | **1st occasion – verbal warnings**  **2nd occasion – note in the diary**  **3rd occasion – after school detention**  **Subsequent occasion – placement of Green report** |
| **Wear jewellery (other than a watch), including badges, friendship bracelets, etc.** | **1st occasion: Warning. You will be asked remove the item**  **Subsequent occasions:**  **Item will be confiscated for one calendar month** |
| **Use inappropriate language between pupils** | **1st occasion: Warning.**  **Further occasions: Note in homework diary**  ***You will be referred to your Year Leader if you are heard using inappropriate language repeatedly, and immediately if the language is abusive.*** |
| **Use inappropriate language towards a member of staff** | **Immediate referral to Year Leader and/or Director of Education** |
| **Eat in class/on corridors** | **Food/sweets will be confiscated.**  **1st occasion: Warning**  **Subsequent occasions: Note in diary**  ***Note: you may drink water in school, including in lessons. Water must be in a clear plastic bottle*** |
| **Chew gum** | **1st occasion - After school detention**  **Subsequent - Placed on Green report** |
| **Participate in water fight** | **1st occasion - After school detention**  **Subsequent occasion - Placed on Green report** |
| **Use a mobile phone in school between 7.30am and the end of the school day.** | **1st occasion - The phone will be confiscated for the day and parents will be informed**  **Subsequent occasion – the phone will be confiscated and may be held up to two weeks. Parents will be asked to come in.** |
| **Fail to hand in your mobile phone** | **1st Occasion: Tell the teacher immediately and the teacher will hand it to the secretary and a verbal warning.**  **Subsequent Occasion: The phone must be collected from school by the parents, unless they speak to a member of staff to request that the phone be given back to the pupil.** |
| **Bring aerosols into school** | **1st Occasion: Aerosol will be permanently confiscated and a note in diary.**  **Subsequent Occasion: Placement on Green report.** |
| **Bring banned items into school, e.g. knives, blades, weapons, fireworks, matches, alcohol, drugs tobacco related products including electronic cigarettes, stolen items.** | **Immediate referral to the Director of Education.**  **Placed on yellow report or may lead to exclusion depending on the severity of the offence.** |