

BEHAVIOUR POLICY



March 2016

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Review led by I Chamberlain

Bloxwich Academy

BEHAVIOUR POLICY

Bloxwich Academy aims to provide the highest quality education, maintaining a disciplined, caring environment in which teachers can teach and pupils can learn. Our Behaviour Policy rests on a set of shared values:

- The right of all members of the school and wider community to be treated with dignity and respect
- The right of all members of the school and wider community to work in a clean, well-resourced and well-cared for physical environment
- The right of all members of the school and wider community to be safe and secure at all times from any threat to their personal well-being

The central principle of our Behaviour Policy is that we should all treat each other as we ourselves would wish to be treated. We encourage respect for everyone as an individual, making sure our words and actions do not cause inconvenience or offence to anyone. Bloxwich Academy's Home School Agreement encompasses our shared values and is signed by parents, pupils and school (Appendix A).

In order to safeguard their own rights and the rights of others, it is necessary for all members of the school community to accept a number of responsibilities.

Code of Behaviour/Conduct

The school's Behaviour Policy sets out to clarify the responsibilities which are shared by everyone involved in the community of Bloxwich Academy. The policy relates specifically to the following areas of school life and pupil behaviour in the wider community:

- Respect for others, through good manners, acceptance of differences, and the ability to work cooperatively with and alongside other pupils and staff and in the local community
- Respect for property, the school and the wider community, through care for the environment, personal possessions and school equipment
- Honesty and fairness in relationships with pupils and staff, and contributions to the community

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- Good attendance and punctuality
- Pride in appearance and personal hygiene
- Good personal organisation
- Effort and commitment towards academic achievement, and constructive participation in all aspects of school life
- Effort and commitment towards the development of positive social and working relationships with staff and pupils in school, and in the community

In summary, the school Behaviour Policy aims to:

- Promote self-discipline and proper regard for authority; encourage good behaviour and respect for others
- Help pupils develop confidence in their skills and abilities; foster in pupils the organisational skills they will need in order to apply their abilities effectively
- Encourage pupils to work hard, and show effort and persistence with work which is difficult
- Develop pupils' social and interpersonal skills, and enable them to get along well with their peers and with adults
- In order to safeguard each pupil's happiness and well-being, and ensure the highest standards of personal achievement for all

Any allegation that a pupil may make about a member of staff is considered most serious and the investigation into such situations would be conducted by Leadership. If through investigation it is found that a pupil has made a malicious allegation about his/her teacher the following action will be taken:

- a. A fixed term exclusion for the pupil will be imposed.
- b. The pupil may be removed from the teacher's lessons to work with another member of staff. This decision will be made with the member of staff concerned.
- c. Staff will be reminded of procedures to keep themselves safe and not be alone in the company of or have conversations with the pupil on their own.
- d. If the pupil makes a second malicious allegation against a member of staff, permanent exclusion will be considered.

Bloxwich Academy will not tolerate any dangerous items brought onto school site. If it is deemed that items threaten the safety or well-being of any member of the school or wider community these items will be confiscated and the police may be involved.

In line with Bloxwich Academy's Behaviour Policy, pupils may be disciplined for:

- a. any misbehaviour when a child is:
 - i. taking part in any school organised or school related activity;
 - ii travelling to and from school;
 - iii wearing school uniform;
 - iv in some other way identifiable as a pupil at the school.

- b. Misbehaviour at any time, whether or not the conditions above apply that :
 - i. could have repercussions for the orderly running of the school;
 - ii poses a threat to another pupil or member of the public;
 - iii could adversely affect the reputation of the school.

Power to search without consent:

Legislation allows Bloxwich Academy staff to search pupils without consent if it is believed that a pupil has brought into school any prohibited item(s). Prohibited items could include such things as weapons, knives, alcohol, illegal drugs, stolen items, cigarettes or Shish pens. The list is not exhaustive.

The police will be informed if pupils bring into school prohibited items that are considered a threat to the safety and well-being of any member of our school community.

Any found item(s) will be handed over to the police and the Permanent Exclusion of the pupil will be considered.

Our ability to discipline pupils and maintain an orderly and safe environment in school can on occasion rely on the confiscation of items from pupils. Any item that is confiscated (see above for Prohibited Items) is placed in a 'Quarantined Property Envelope' and placed in the school safe. On completion of the 'Quarantined Property Form' (see Appendix B) parents are contacted about such item(s) and depending on the circumstances of the confiscation, an arrangement is made for the pupils to either take the item home at the end of the school day, or for parents to collect the item(s) from school reception.

Pupils are not permitted to bring mobile phones or other digital devices, to include but not limited to ipads, mp3 players, phablets, mini speakers. Any such items will be confiscated and parents may be asked to come into school to collect.

Any pupils who are believed to be selling items on site will have the items confiscated and possibly destroyed.

Respect for self and others

Examples of Good Practice	Positive Indicators	Rewards / Outcomes	Personal Development	Sanctions	Support
<ul style="list-style-type: none"> • Self respect • Respect for peers • Respect for adults • Respect for the community • Respect for British values 	<ul style="list-style-type: none"> • Pupils who actively participate in school life and extra curricular activity • Pupils who share their own ideas • Pupils who ask questions and give answers • Smart appearance. Taking care of their appearance. • Being organised - equipment • Active participant in the House system • Responsibility for themselves and their work/equipment • Supporting others • Maintaining planner to a high standard • Confidence to work independently • Respecting the view of others 	<ul style="list-style-type: none"> • Commendations and merits for good role models • Celebrate the role models • Celebration assemblies • Culture days • Badges / trophies /House rewards • School colours • Pictures in press • Praise postcards • Commendation / Merit certificates • Articles in school Newsletter 	<ul style="list-style-type: none"> • Make good progress in school • Prepare for the future • Positive life skills • Role models for life • Interactions in the community will be positive • Pupil voice • Working in teams • Life skills 	<ul style="list-style-type: none"> • Letters home • Non participant in events and trips • Verbal • Non-verbal • Contact parents • Appointment with parents • Loss of privilege • Exclusion / Isolation • Report Cards • Target Cards • Detentions 	<ul style="list-style-type: none"> • Form Tutor / House involvement • PSHE • Involvement of parents • Prefects • Targets • Praise • School Council • Success Centre • Champions against bullying

Personal Organisation

Examples of Good Practice	Positive Indicators	Rewards / Outcomes	Personal Development	Sanctions	Support
<ul style="list-style-type: none"> Planners up to date Arriving with full equipment to school Pupils in correct uniform, including school bag / PE Kit Know timetable Keep to School expectations Up-to-date homework, classwork and coursework High standards of presentation 	<ul style="list-style-type: none"> Minimum 95% attendance 100% punctuality to lessons and school Neat and appropriate uniform, including bag and PE Kit Enthusiastic and motivated approach Achieving and making progress in learning and achieving Baseline grades/levels Role of Form Tutor House system 	<ul style="list-style-type: none"> Praise from staff Recognition through rewards, House system Celebration in assemblies Contact/praise to/from parents School reference Attendance at school events Praise Postcards 	<ul style="list-style-type: none"> Increased self esteem Increased self confidence Effective communicators Ability to apply skills in range of situations Ability to work alone (developing independence) and with others 	<ul style="list-style-type: none"> Verbal Non-verbal Hierarchical sanctions Contact parents Appointment with parents Loss of privilege Exclusion / Isolation Report Cards Target Cards Detentions 	<ul style="list-style-type: none"> Target setting via Tutors and Heads of House Equipment/planner/book checks Target setting via class teachers / Learning Support Target setting via parents Tutor time Peer support/pressure Regular uniform checks Progression through PSHE programme External agencies Alternative curriculum, e.g. work related learning and disapplication Providing planners for pupils School shop Success Centre Programme Prefect mentor
<p>Increase self esteem and self confidence</p>					

Self Discipline

Examples of Good Practice	Positive Indicators	Rewards / Outcomes	Personal Development	Sanctions	Support
<ul style="list-style-type: none"> Knowing boundaries Following rules and sanctions Resist peer pressure Self control Politeness Pupils as role model 	<ul style="list-style-type: none"> Attendance minimum 95%/ punctuality Uniform Pride in appearance Well maintained planner Good presentation of work Willingness to participate Rewards Parents involved Completion of homework Involved in extracurricular clubs Raised profile out of school More mature relationships with peers 	<ul style="list-style-type: none"> Positive verbal praise Praise postcards Certificates / House Points / prizes / awards Given responsibility Praise board Better grades Reward trips Positive profiles Recognition from parents Feedback through planners Merits / Commendations/ stickers Less conflict - 'positive' atmospheres Better learning environment Awards Assembly - high profile celebration of achievement Newsletter / newspaper items Attendance at special events 	<ul style="list-style-type: none"> Good career prospects Become good citizens Well developed social skills Confidence and competence Trustworthiness Respect self and others Increased self esteem Identify House ties 	<ul style="list-style-type: none"> Parental involvement Tutor involvement Targets set Detentions Letters home Internal exclusions Loss of privileges External exclusions Mentoring Up Close and Personal Report cards 	<ul style="list-style-type: none"> Form Tutor Parents Agencies External agencies Buddies / Prefect mentors Alternative curriculum Staff Mentoring Form Captains Extra curricular More responsibility Praise Learning Support / funding e.g. EHCPs Equipment checks Homework Club Incentives Reward system Pastoral Support Plans IBP (individual Behaviour Plan) PSHE programme

Pride in Appearance

Examples of Good Practice	Positive Indicators	Rewards / Outcomes	Personal Development	Sanctions	Support
<ul style="list-style-type: none"> • Smart, full uniform • No extremes in hair styles • Clean, hygienic • Absence of jewellery • Uniform worn appropriately • Discreet make-up (KS4) • No make-up (KS3) • No false eyelashes or nails • No body piercing or tattoos 	<ul style="list-style-type: none"> • Identity • Belong to school • Equality • Improve profile of school • Reputation of school • Visibility in community and future employers • Staff code of dress • Role models 	<ul style="list-style-type: none"> • Better prospects • Personal pride • Privileges - mentor jobs • Praise • Perfect applications • Role model • Reference • Commendation - when representing school • Praise postcards • Involvement with TV / Media 	<ul style="list-style-type: none"> • Preparation for adult life • Self esteem • Team play • Example to younger members of school - role model • Extended experience - further opportunities • Sense of belonging with House / School • Increase in sense of identity - House coloured ties 	<ul style="list-style-type: none"> • Sticker in planner for uniform infringement • Sent home in extreme circumstances • Withdrawal from lessons • Contact • Remove make-up / nail polish • Uniform checks • Consistency • Confiscation of unnecessary items • Isolation 	<ul style="list-style-type: none"> • Financial support • Washing kit • Head of House to have cotton wool and cleanser for make-up / nail polish remover
<p>The Headteacher has the final decision in matters relating to appearance.</p>					

PUPIL REFERRAL SHEET

ALL INFORMATION MUST GO TO HEADS OF HOUSE

(Please tick) FOR INFO

FOR ACTION
BY FORM TUTOR

FOR ACTION
BY DIRECTOR OF LEARNING /
HEAD OF DEPARTMENT

FOR ACTION
BY HEAD OF HOUSE

PLEASE NOTE ALL PUPIL REFERRALS WILL BE PLACED ON PUPIL FILE

Pupil _____

Date _____

Lesson/Non-lesson _____

Staff _____

Form Group _____

Time of Incident _____

Comment of Incident / Action taken:

Name:

Date:

Time:

Form Tutor action taken:

Name:

Date:

Time:

Director of Learning / Department action taken:

Name:

Date:

Time:

Head of House action taken:

Name:

Date:

Time:

Leadership action taken:

Name:

Date:

Time:

Home-School Agreement

School

We aim to provide a happy and safe environment in which all the children and staff are encouraged to develop to their full potential. To aid this we will:

- Provide a broad, balanced and well taught curriculum to meet the needs of your child.
- Encourage your child to be polite, kind and considerate to others at all times.
- Set, mark and monitor appropriate homework based on our Homework Policy.
- Keep you informed about your child's progress and any concerns that affect your child's work or behaviour.
- Provide a report on your child at least once a year.
- Be welcoming to parents and offer you opportunities to become involved in school life.
- Let you know about school activities through regular communications.
- Use Rewards and Sanctions in order to maintain a caring and supportive environment and to commend high standards and achievements.

Signed _____

(Headteacher)

Parents

As a part of the partnership with the school I/we will:

- Ensure that my child wears correct uniform and brings the required equipment for school.
- Ensure that my child attends school regularly and on time.
- Let the school know the reasons for any absence.
- Not take holidays during term time.
- See that my child completes any homework, on time, that is set and sign the pupil planner every week.
- Inform the school about any concerns or problems that might affect my child's work or behaviour.
- Attend Progress and any other meetings to discuss my child's progress and welfare.
- Encourage my child to follow the school's Reward Scheme. Ensure my child follows Bloxwich Academy's Code of Behaviour found in the Behaviour Policy and pupil planner.
- Support Bloxwich Academy policies.

Signed _____

(Parent/Guardian)

Child

I agree to help my parents and the school. I will:

- Attend regularly
- Wear uniform correctly, bring equipment and a school bag.
- Follow the school's Reward Scheme and Code of Behaviour/Conduct.
- Complete homework that is set for me and hand it in on time.
- Be sensitive to others in and around school.
- Complete work to the best of my ability.

Signed _____

(Pupil)

Behaviour Referral Flowchart

Inform the Form Tutor and enlist his/her support

