

# TARLETON ACADEMY

## Student Behaviour Policy

N.B. The unawareness by a member of staff, student or parent of this policy will not be, in itself, sufficient reason to withdraw its application. Access to this policy will be through the school's web site and available to staff and students on the Moodle.

This policy has been formulated in relation to the Governing Body's Statement of Ethos. The purpose of the Behaviour Policy is to:

- promote self-discipline and a proper regard for authority amongst students;
- encourage good behaviour and respect for others and to prevent all forms of bullying between students;
- secure that the standard of behaviour is acceptable;
- otherwise regulate the conduct of students.

In addition, the Behaviour Policy seeks to:

- define the standards of behaviour the school wants;
- achieve the widest possible agreement;
- ensure that the standards are consistently and fairly applied;
- ensure that punishments are proportionate to the offence and enable students to make reparation where possible.

In pursuit of the above aims we seek to create the conditions in which students take responsibility for their own learning and behaviour. For this to take place, staff and students should work to an agreed set of standards. We want to create an ethos that celebrates and reinforces achievement of those standards and which identifies the consequences of a failure to work towards them. This Behaviour Policy will therefore attempt to balance rewards and sanctions and create the conditions in school in which effective teaching and learning can take place in an atmosphere of mutual respect.

To ensure the success of this policy, Tarleton Academy seeks to build a partnership between the school and parents. The school will seek to inform parents of rewards and sanctions and will seek to involve parents in a more active way in managing the behaviour of their children. As part of this commitment Tarleton Academy undertakes to involve parents in review and evaluation of this Behaviour Policy on an annual basis. Staff will also be included in the review and evaluation of this policy as will the Student Council on an annual basis.

The measures contained within this policy can, to such an extent as is reasonable, include measures to regulate the conduct of students when they are not on the premises and are not under the control of charge of a member of the school staff. This includes rules governing behaviour to and from school, on work experience, on college placements, at the Eric Wright Centre, on school trips and any other occasion when students are not on the school premises but are under the reasonable charge of the school.

Please note that this policy refers to CMIS which is the school's information management system which contains all student related information. The use of CMIS is governed by the school's policies for Data Protection and Freedom of Information.

## **STANDARDS**

We expect students to:

- Respect each other, school staff, the fabric of the school and learning in general.
- Work to the best of their ability.
- Dress according to the school uniform regulations
- Demonstrate high levels of personal organisation in bringing necessary books and equipment and in meeting deadlines.
- Accept responsibility for their actions.
- Be ready to learn.

The following points will be displayed prominently throughout the school, setting out in a simplified, formal and positive format the standards we expect of all students.

## **EXPECTATIONS AND RULES**

### **GOOD CLASSROOM BEHAVIOUR PROTOCOL**

*To enable everyone to get on with learning quickly and to ensure everyone learns in the best possible way, these are the guidelines, which explain how everyone should behave in a classroom.*

- Arrive at lesson on time and in full school uniform with;
  - Phone and IPOD off and out of sight
  - No jewellery except one small stud in the ear lobe may be worn
  - Make-up if worn must be discreet
- Enter the classroom quietly when the teacher asks them to.
- Go to your designated place and take out your equipment and school planner.
- No chewing or eating in class.
- Remain silent during roll-call/registration.
- Remain in your seat unless asked to move by a teacher.
- Listen to the teacher's instructions in silence.
- Listen respectfully to the views of other learners.
- Follow those instructions carefully.
- Respect other people's views, possessions and the classroom environment including resources.
- Avoid all forms of distraction.
- Pack away equipment only when asked to do so.
- Stand quietly and wait to be dismissed, leaving in an orderly manner.

Failure to comply with any of the above will result in minus points being issued.

## **REWARDS AND REINFORCEMENTS OF GOOD BEHAVIOUR**

Students who consistently comply with the standards of behaviour and effort set by the school will be rewarded. We assume that everyone will behave positively and will wish to be rewarded for their efforts and achievements. An individual who fails to meet our expectations will lose the right to a reward.

As the school uses the CMIS system this will be the basis of recording the success and rewards for students. The rewards system will be set up on CMIS to use + and – symbols. The + symbol will be used as a reward and the – symbol as a sanction.

The + symbol will be a reward for any of the following:

- Good/excellent class work
- Good/excellent homework
- Improvement in attitude/behaviour
- Participating in any class activity at the discretion of the teacher

The school expects that all students will receive at least one + over the period of a half term.

## **REWARDS**

- Once a student has received 20+ marks in a subject the Head of Department will send a congratulatory letter home.
- 25+ in total across all subjects PDM will send a congratulatory letter.
- 50+ in total across all subjects the Assistant Headteacher will send a congratulatory letter.
- 100+ Headteacher will send a congratulatory letter.
- Students who get 50/100/150 + marks will receive bronze, silver and gold certificates in an assembly.
- Prizes will be awarded to students in Year 7-11 who receive most + marks in a year.
- Tutor group in each year group which receives most + marks will receive a prize.
- Prizes will be awarded in the End of Year Assembly with subject rewards.
- Students who receive 100% attendance will receive a certificate in Rewards Assembly.
- 100% attendance with no late marks will receive a certificate in Rewards Assembly.
- A congratulatory letter will be sent by the Assistant Headteacher for both 100% attendance and/or no late marks.
- Tutor group with the best attendance receives the Attendance Cup and a prize
- Students who are members of the Student Council, Forum or who are Buddies and/or Associates to the Governing Body will receive a Tarleton Academy Community Awards certificate and a letter from the Head Teacher.
- Students who offer service to the school in other ways will receive an Ambassador Award certificate.
- Congratulatory postcards will be available to send home to students in Years 10 and 11 for any appropriate reasons.

- Every student will receive at least one school postcard with an aspect of praise or reward per year, and this will be sent by a PDM.

## **DISCIPLINARY PENALTIES**

The Education and Inspections Act 2006 gives all schools the power to impose 'disciplinary penalties' where students' behaviour falls below the standards which could be reasonably expected of him/her whether because he/she fails to follow a school rule or an instruction by a member of staff. The definition of a member of staff includes all people who are on the payroll of Tarleton Academy and the Headteacher has authorised all members of staff that they are allowed to implement all of the 'disciplinary penalties'.

The power to impose 'disciplinary penalties' extends to other schools / college / work placements / vocational centres a student may be attending for a particular course and to situations where the student is not on the premises and is not under the lawful control of a member of staff but only to the extent that it is 'reasonable' for the school to impose the penalty. It also covers penalties for a failure by the student to comply with a penalty previously imposed on him/her.

The Act also makes it lawful for any school to impose a penalty (other than an exclusion, which can only be imposed by the Headteacher and is subject to the school's Exclusion Policy and statutory guidance) if:

- It is not in breach of any statutory requirement or prohibition;
- It is reasonable;
- If it is made by a paid member of staff (including supply staff);
- The penalty was made and the action taken on the school premises or elsewhere when the student was under the lawful control of the member of staff.

In determining whether a disciplinary penalty was 'reasonable' it is the school's responsibility to take the following into account:

- Whether the penalty was a proportionate punishment in the circumstances;
- Any special circumstances which are known to the person imposing the penalty including the students' age, any special educational needs, any disability and any religious requirement affecting him/her.

A progressive approach to sanctions is essential in establishing an ethos of individual student responsibility for their own actions within the consequences described below. The policy will not simply be limited to the actions/consequences set out below. There may be occasions, albeit rare, when a student's behaviour and actions require a specific response, which may not appear within this policy. It is the Headteacher's responsibility, on such occasions, to respond with appropriate sanctions given the nature of the student's behaviour.

All staff have been made aware that “disciplinary penalties” must not be degrading or humiliating and must respect Article 3 of the European Convention of Human Rights contained within the Human Rights Act 1998. i.e. “No one shall be subjected to torture or to inhuman or degrading treatment or punishment.”

The student’s misbehaviour will be noted either by a minus point (using CMIS) or an Incident Slip. That is to say that a member of staff will note the student’s name, form and offence and pass this information to the Pastoral Manager.

The school will use all of the disciplinary penalties (suggested in DCSF Circular 10/99) including, as appropriate, the removal from the group/class or particular lesson and being placed in the Isolation Unit; withdrawal of break or lunchtime privileges; detention; withholding participation in educational visits or sports events which are not essential to the curriculum; completion of work or extra work; or carrying out a useful task in the school.

## **Detentions**

The main provisions relating to detention are contained in section 550 of the Education Act 1996 amended by The Education and Inspections Act 2006. The EIA2006 does not remove any power that Heads and school staff may have, in addition to the powers laid down in legislation, this may include powers conferred on them by the student’s parent.

Detention may only be given to students under the age of 18 on a 'permitted day of detention'.

The Education and Inspections Act 2006 defines what the 'permitted day of detention' means:

- a school day, other than one on which the student has authorised leave of absence;
- a Saturday or Sunday during a school term, which is set aside for the performance of duties by the staff other than teaching, other than such a day as is excluded by the Secretary of State in England and the Assembly in Wales. Tarleton High will not use weekends during school terms.

Section 550B of the Education Act 1996 covers the giving of detentions on disciplinary grounds. This section gives schools the right to detain students after the end of a school session, even without parental consent, so long as certain conditions are fulfilled:

- Heads must ensure that parents, students and staff are aware that the school uses detention as a sanction, and it is a sanction that parents might expect to receive if a student misbehaves. The information will be given at Open Evenings, the Year 7 Induction Evening for Parents, it is contained within the School Prospectus and this policy will be contained within the school’s website;
- the detention must be on reasonable grounds and proportionate to the offence;
- when considering the imposition of a detention the school must consider:
  - the student’s age;
  - whether parents can make alternative arrangements for their child to travel home if they cannot collect him/her; and

- any special educational needs (and disabilities) and any religious requirements.

## **Timings**

Detentions at Tarleton High will be imposed either after school or at lunchtimes.

## **Notice**

The school will give parents at least 24 hours' notice in writing of a detention. The note will state:

- why the detention is being given;
- when it is to take place;
- where it is to take place; and
- for how long the student will be required to remain at school.

The parent will be given time to raise problems, and so a detention imposed on a Monday will not take place until Wednesday.

The notice can be posted or delivered by other means including student post or any 'effective method'. (This does not apply to detention in normal school hours i.e. lunchtimes.)

There is no legal necessity for the school to notify both parents of a detention. Notifying one parent (or person with parental responsibility and custody) should suffice.

## **Parental objections**

Parents may object to the detention. The Head teacher, or another teacher authorised by the Head teacher, will consider whether to:

- withdraw the detention;
- defer it; or
- continue with it.

In determining whether a detention outside school hours is 'reasonable,' the school will take into account whether the student's parents can reasonably make suitable travel arrangements. The school will negotiate with the parent about the provision of reasonable travel arrangements; this may include the student being taken home by a member of staff.

There is no right of appeal to the Governing Body, but parents can complain about the detention under the school's normal complaints procedure. The Governing Body however, cannot overturn a decision to continue with the detention if they hear a complaint before the detention takes place.

## **Failure to attend**

If a student fails to attend the detention the Head will determine how to deal with the original misbehaviour and the absence. So long as the new punishment is proportionate, a more severe sanction could be imposed.

The school will not use Section 550A of the Education Act 1996 pertaining to physical restraint, by restraining students attempting to leave a detention. If a student leaves a detention without permission the parents will be invited into school to discuss this matter further.

### **PDM detentions**

Lunchtime detentions conducted by the PDM team will last for 30 minutes every day. The detention will be imposed for misbehaviour during unstructured times of the day, uniform infringements, unsigned homework diaries, non-returned reply slips, smoking.

The student may be placed in detention at the discretion of the PDM for other appropriate reasons.

Failure to attend PDM detentions will result in extra detention for the entire lunchtime the following week (the student will be allowed his/her lunch). If a second or subsequent detention is missed, the student will be placed on SLT detention. The PDM will inform parents. More than 10 pastoral detentions per term will result in the AHT writing to parents and speaking to the student about future conduct. If a student receives more than 15 detentions within the term the parents will be invited to meet with the PDM to discuss the student's future conduct.

Departments will also conduct detentions at lunchtime or after school as required. Incident slips will be used to record the incident and to inform parents in accordance with this policy.

The Head of Department (HoD) will inform parents of the detention.

Failure to attend will result in the PDM being informed.

Detentions will be recorded on CMIS.

PDMs will monitor departmental detentions imposed on individual students.

HoDs will monitor the number of, and reasons for, detentions given within their subject area by particular teachers. This information will be evaluated by the HoD and will be referred to in departmental evaluation processes. This data will be shared with SLT when department monitoring takes place.

Breaches of discipline in the classroom are, in the first instance, the responsibility of the classroom teacher and, subsequently, the subject Head of Department. It is the responsibility of the teacher and the HoD to keep the PDMs aware of such breaches through the CMIS system. All staff must use the CMIS system, and no other form of written notification, to record breaches of discipline. The recording of breaches of discipline does not absolve the

member of staff from responding to classroom misbehaviour through departmental strategies including referrals to the HoD. By using the referral to the HoD and recording misdemeanours only through CMIS, the PDM will be able to monitor student behaviour in an open, clear and fair manner.

Students who fail to comply with the school's expectations will result in a – point being recorded by the member of staff through CMIS.

## **Departments**

Any infringement of the school's expectations (see above) for classroom behaviour will be given a '-' point.

- One verbal warning will be given to students before a '-' is recorded. It is good practice for this warning to be written on the classroom whiteboard
- 10 '-' points against a student will result in the classroom teacher referring the student to the HoD who will communicate with the parent through an e-mail or a letter. The HoD must inform the PDM through CMIS that such parental communication has occurred. It may be that at this stage, the PDM is aware that the student is misbehaving across the curriculum.

If so, the PDM may decide to place the student on a wider form of behaviour management and, therefore, take overall responsibility for the monitoring of the student. The PDM will inform all HoDs of that decision.

- The HoD will place the student on a class report for a length of time not exceeding four weeks. The HoD must inform the parents of this course of action.
- If the student does not improve on this report then the HoD should invite the parents into school to meet with the HoD to review progress and set targets over an agreed period of time.
- If the student's behaviour does not improve, the HoD should discuss the lack of improvement with the AHT.

## **Personal Development Team**

- The PDT staff will monitor all students through the CMIS system. If a student receives 10 or more – points in a week, then the PDM will speak to the student and set a target for improvement.
- The PDM will consult with the SENCO regarding students who are receiving – points and who are on the SEN Register.
- If targets are not achieved the PDM will contact parents and inform them that the student will be placed on an appropriate Student Support Plan (PS) for a minimum of two weeks. Feedback on progress will be reported to parents either by telephone or e mail.
- If targets are not achieved on the PSP then parents will be invited to meet with the PDM/AHT to discuss ways forward, which may include the involvement of outside

agencies. This may include a period of respite at the South Ribble Learning Federation Centre in Leyland.

- The PDM will identify students who are underachieving following Interim/Full Reports. The PDM/AHT will consider the use of personal support reports or attendance at compulsory detentions, either at lunchtime or after school. Students on SEN register will be discussed with the SENCO. Parents will be kept informed about these responses. Where possible, the school will seek agreement with parents about the appropriateness of these disciplinary sanctions.

The Behaviour policy will be implemented in relation to other school policies i.e. Anti-Bullying Policy, the No Smoking Policy, and the Acceptable Use Policy (which prescribes the use of mobile phones), Drugs Policy, Alcohol Policy, and Exclusions Policy.

Very serious breaches of discipline, such as a refusal to comply with school policies, will result in the student being referred to the Senior Leadership Team.

### **Carrying Weapons**

Section 1 of the Prevention of Crime Act prohibits the possession, in any public place, of an offensive weapon without lawful authority or excuse. 'Offensive weapon' is defined as *any article made or adapted for use to causing injury to the person, or intended by the person having it with him for such use.*

There are three categories of offensive weapons:

- those made for causing injury to the person, i.e. offensive per se;
- those adapted for such a purpose; and
- those not so made or adapted, but carried with the intention of causing injury to the person.

The Violent Crime Reduction Act makes it an arrestable offence to carry an offensive weapon in public without lawful authority, or to carry in public any article with a blade or which is sharply pointed without good cause (other than a small pocket knife). It should be noted by parents and students that it is an offence to carry an offensive weapon or knife on school premises, on school trips and on work experience. The police have the power to enter school premises to search for an offensive weapon.

### **Searching for weapons**

The Education and Inspections Act 2006 Act gives the Head and any authorised member of the school staff (which includes members of the Senior Leadership team and the PDT) who has reasonable grounds for believing that a student may have with him or in his possession a knife or offensive weapon, the right to search that student.

The person carrying out the search will be the same sex as the student and the search will be carried out in the presence of a member of the Senior Leadership Team (SLT) also the same sex as the student. The student will not be required to remove any clothing other than outer

clothing and if the student's possessions are searched this will also be done in the presence of another adult. The person carrying out the search is able to use such force as is reasonable in the circumstances for exercising that power.

All members of staff are aware that they cannot search a student, or a student's belongings, without a second member of staff present.

If a search under s550AA of the Education 1996 rules reveals any 'offensive weapons' or knives, or 'evidence in relation to an offence' the school MUST call the police in. The school has no discretion in this, not even if the Head or anyone else on the staff wishes to resort solely to internal discipline procedures.

Under Common Law the school has not been obliged to inform the police when illegal drugs are found on a student. However s45 in the Violent Crime Reduction Act 2006 obliges the school to inform the police if a search reveals 'evidence in relation to an offence'.

### **Confiscating Student's Property**

The Education and Inspections Act 2006 confirms the right of schools as a 'disciplinary penalty' to seize a student's possession, or to retain a possession of a student, or dispose of it.

The staff concerned will not be liable in any proceedings if he/she proves that the seizure, retention or disposal was lawful (see below). Nor will staff be liable for any damage or loss as a consequence if the seizure, retention or disposal is lawful. Parents and students should note that this includes mobile phones, iPods or jewellery.

The seizure, retention or disposal will be lawful if in breach of any statutory requirement, and therefore will be reasonable in the circumstances.

### **Safekeeping**

Teachers are obliged to take reasonable care of confiscated property, in which case no liability will attach to the school for any loss or damage.

If it is damaged through a teacher's negligence the teacher could be held personally liable. Therefore, the school will ensure that confiscated property will be locked away, and a record taken of the owner, who confiscated it and when and how long the confiscation is to last. All confiscated items should be handed to the PDM office in a sealed envelope with the student's name, form, date and time of confiscation together with the name of the member of staff who confiscated the item written clearly on the outside.

Staff may have to confiscate temporarily students' property where it is necessary for disciplinary reasons.

Only if it can be proved that the member of staff has not followed correct procedures for the confiscation of an item will the school insure against the loss of confiscated property, or to stand the risk of it being lost.

### **Illegal / controlled drugs and those in contravention of the school's drug policy.**

Drug misuse is defined as the non-medical use of drugs that are only intended for use in medical treatment, and the use of drugs that have no accepted medical purpose.

The Misuse of Drugs Act 1971 makes it an offence:

- To supply or offer to supply controlled drugs or drug paraphernalia;
- To be in possession of controlled drugs or to possess with an intent to supply to another;
- For the occupier or someone concerned in the management of premises, to knowingly allow the supply or consumption of a controlled drug.

DFES Guidance Circular 4/95 states that a member of staff may search a student's locker, bag or desk, if there is reasonable cause to suspect that it contains illegal drugs. But where the student is suspected of having illegal drugs on his/her person, every effort will be made to persuade the student to hand over the drugs e.g. by asking them to turn out their pockets. If the student refuses the police will be called.

If drugs are found they will be handed to the police as soon as reasonably possible. It should be noted that it is a defence against the offence of possession of an illegal drug that, knowing or suspecting a substance to be an illegal drug, a person took possession of it in order to prevent another from committing the offence, and that as soon as possible after taking possession the person took all reasonable steps to destroy the drug or hand it to the police.

### **Reasonable retention**

If the property is stolen, illegal or dangerous the school will return it to the rightful owner or to a parent or hand it to the police, as appropriate. Alternatively, it may be returned to the student.

### **Exclusions**

The school will use fixed and permanent exclusion in line with DCSF guidance. For further information and guidance refer to the Exclusions Policy.

The following offences will result in fixed-term exclusions:

- Wilful Damage to school property;
- Possession of and/or taking any form of drug including alcohol;
- Bringing into school any offensive weapon;
- Using obscene language to any member of the school staff;

- Premeditated physical assault;
- Supplying offensive weapons under the school's auspices;
- Persistent bullying.

This is not an exhaustive list. Serious offences described above whether as a one-off or repeated may be converted to a permanent exclusion if the Headteacher deems such a response to be appropriate.

Students may be excluded for a fixed-period at the discretion of the Headteacher for other offences not covered above.

The following one-off offences will result in a permanent exclusion:

- Supplying drugs under the school's auspices;
- Assault on any member of the school's staff;
- The use of an offensive weapon to intimidate a student or a member of staff.

This is not an exhaustive list. Students may be excluded permanently at the discretion of the Headteacher for other offences not covered above.

### **Parenting Contracts**

The Education and Inspections Act 2006 amends s19 of the Anti-social Behaviour Act 2003. Schools' (and LAs) power to enter into voluntary parenting contracts in cases of exclusion and truancy has been extended to include cases of misbehaviour where the student has not been excluded.

A local authority or governing body of a 'relevant school' can enforce a parenting contract when they have reason to believe that a student's behaviour at school is likely to cause significant disruption to the education of other students, or significant detriment to the welfare of the child him or herself, or of other students, or to the health and safety of staff, or forms part of a pattern of behaviour which (if continued) will give rise to a risk of future exclusion on disciplinary grounds.

The bad conduct can be either in the school or elsewhere in circumstances where it would be reasonable for the school to regulate his/her conduct.

### **Powers of members of staff to detain students and use of force**

The Education and Inspections Act 2006 confirms the current right to use 'such force as is reasonable' for the purpose of preventing a student from:

- committing an offence;
- causing personal injury to, or damage to the property of, any person (including themselves); and
- prejudicing the maintenance of good order and discipline

Only staff who have been authorised by the Headteacher and trained in the use of reasonable force will be allowed to exercise this right.

The Governing Body will review this policy on an annual basis.

Adopted by the Governing Body

Date: 30<sup>th</sup> June 2009