



## Behaviour for Learning Policy

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Date: February 2017  
Ratified by Governors on: March 2017  
Date of Policy Review: March 2019

## **The Victory Academy Behaviour for Learning Policy**

The Behaviour Policy at The Victory Academy aims to ensure our decisions reflect our commitment to life-long learning and our values of respect. Promoting positive behaviour requires the commitment of all members of the Academy community, students, parents, governors and staff; it requires a consistency of practice across the Academy to ensure that students know and understand the standard of behaviour that is expected of them. If all members of the Academy community are to develop and aspire to achieve their best then they must be free to learn and teach in an environment that is caring and respectful.

Effective teaching and learning at The Victory Academy can only take place in a well ordered environment that is supported by effective behaviour for learning systems.

### **Aims:**

- To support the staff to ensure teaching and learning can take place in a positive working environment
- To develop a sense of self – discipline and an acceptance of responsibility for one's own actions.
- To create a positive ethos and environment within the Academy community that enables effective learning to take place, so that students can achieve beyond their expectations.
- To develop mutual respect between all members of the Academy community.
- To have consistent expectations and guidance about routines and procedures
- To ensure that students and parents are introduced on entry to the Academy's expectations via the Home/Academy agreement and associated documents.
- To ensure that the application of rewards and sanctions is consistent and systematic and to celebrate the success of the students in all aspects of school life
- To ensure Equality of Opportunity for all students.
- To foster partnerships between home, Academy and the wider community.
- To create a supportive environment where positive attitudes are encouraged and respected.
- To involve the community in celebrating both achievement and the positive aspects associated with appropriate conduct as appropriate
- To promote the Academy as a central part of the community.
- To prepare students to undertake an effective role in society.

### **Roles and Responsibilities**

**The Principal and Governing Body** – The Governing Body will establish, in consultation with the Principal, staff and parents, a policy that promotes the desired behaviour and keep it under review. It will ensure that this is communicated to students and parents, is non-discriminatory and the expectations are clear. Governors will support the Academy in maintaining high standards of desired behaviour of students and staff. The Principal will be responsible for the implementation and day-to-day management of the policy and procedures.

**Leadership Group** – Severe problems will be dealt with by the Faculty Leaders and Lead on Behaviour & Safety, and, in exceptional cases, the Principal. The Academy Leadership Group and the Lead on Behaviour & Safety, will support staff in classes and corridors, by maintaining a high presence and implementing the Behaviour for Learning policy.

**Staff** – Staff have a responsibility to ensure the policies and procedures are outlined in this document are followed consistently and fairly.

- Create a positive learning environment based upon the Academy's ethos and high expectations.
- Teach and model appropriate behaviour and high standards of attendance and punctuality.
- Deliver high quality, engaging lessons.
- Record and monitor the behaviour of students within their care on Behaviour Watch.
- Encourage students to be socially responsible both inside and outside of the Academy.
- Communicate with other staff, parents, and students regarding individual students and their learning, behaviour and achievements.

**Parents and Carers** – The Victory Academy Home Agreement clearly sets out and communicates the expectations of the Victory Academy to Parents/Carers. The Academy expects Parents/Carers to:

- Support the Academy behaviour for learning policy
- Support their child's learning and behaviour by discussing any problems that may arise.
- Work in partnership with the Academy to assist in maintaining high standards of behaviour.
- Take responsibility for the behaviour of their child both inside the Academy and in the wider community.

**Students** – The Victory Academy Home Agreement clearly sets out and communicates the expectations of the Academy to students. The Academy expects students to:

- Abide by the Home Academy Agreement
- Take responsibility for their own behaviour and be socially responsible inside and outside of the Academy.
- Show respect for and co-operate with all members of the Academy community and its policies.
- Be prepared to learn by ensuring you have the correct equipment in all lessons.
- Work to the best of their ability and use class time appropriately to complete all work and coursework.
- Wear the correct uniform at all times during the Academy day, in accordance with uniform expectations.
- Arrive on time each day, be punctual to lessons and move between lessons calmly and quietly.
- Report any incidents of disruption, violence, bullying and any form of harassment.
- Follow Academy building regulations for health and safety.
- Smoking is not permitted in school, and whilst travelling to and from school or any other time whilst wearing the school uniform. This extends to, and includes, all types of e-cigarette.
- Mobile phones and electronic devices are not to be brought into the Academy. If mobile phones and electronic devices are seen or heard they will be confiscated. The device will be locked in a safe until collected by the students from Student Services at the end of the school day.

## Issuing rewards: PEACE Points

Rewards will be issued for the following:

Positive attitude and behaviour

Effort

Academic Achievement

Commitment and Contribution (including extra-curricular)

Engagement (where a student performs over and above expectation)



## Academy Behaviour Chart

<b>M5</b>	<b>Termly Celebration</b> Students selected for academic progress, attendance and positive behaviour.	
<b>M4</b>	<b>Head of Year Award</b> Every week (15 Merits)	
<b>M3</b>	<b>Departmental Postcards</b> Every week for exceptional or consistent achievement. (10 Merits)	
<b>M2</b>	<b>Secret Star</b> Every lesson for a student who demonstrates excellent effort, achievement or effort or positive behaviour. (5 Merits)	
<b>M1</b>	<b>PEACE Points</b> Positive Attitude and Behaviour, Engagement, Achievement, Commitment and Contribution, Effort. (1 Merit)	
<b>C1</b>	<b>Verbal Warning x 2</b> Lack of engagement in learning, disrespectful to others, lack of co-operation with staff	
<b>C2</b>	<b>Subject Teacher Reconciliation</b> Low level disruption, late to lesson, inappropriate language, refusal to co-operate with staff after two verbal warnings. (5 to 15 minutes)	
<b>C3</b>	<b>Head of Department Detention</b> Removal from lesson for disruptive behaviour and/or refusal to follow staff instructions. Failing to attend Reconciliation. (30 minutes, during this time a self-reflection form will be completed.)	
<b>C4</b>	<b>School Detention</b> Persistent disruption to learning and failing Head of Department detention. (45 minutes)	
<b>C5</b>	<b>Internal Exclusion Unit (IEU)</b> Verbal, physical aggression, dangerous behaviour. Persistent disruptive behaviour 1 -3 days on escalation Failing School Detention. (1 day). Multiple placements in the IEU may lead to a Fixed Term Exclusion.	

Staff should ensure that PEACE points are issued in every lesson, regardless of Key Stage. In addition, the SECRET star award is available for one student per lesson. To promote positive behaviour and academic engagement, it is important to display, celebrate and advertise achievements regularly throughout the school year. The top 10 in each year group will be displayed on the TV monitors throughout the Academy.

### **Certificates:**

- All students who reach the milestones will receive a certificate in Assembly.
- Positive points are counted up using Behaviour Watch.
- The values of the certificates:
  - Bronze – 100 positive points
  - Silver – 250 positive points
  - Gold – 500 positive points
  - Platinum – 1000 positive points
  - Diamond – 1500 positive points

### **Positive:**

PEACE points can be cashed in for rewards from 'The Shop' on Behaviour Watch at any time via the Student Services team. If a student chooses to 'cash-in' their PEACE points their points will return to zero and they can start collecting for their next reward. There are a range of items including Love2Shop gift vouchers, stationery, sporting equipment, USBs and a Year 11 Prom ticket.

### **Attendance Rewards:**

Every student who achieves 100% attendance on a weekly basis will be issued with a 'privilege pass' by their form tutor which enables them to access The Galley without having to queue. Students are also awarded during termly Celebration assemblies.

### **KS3 & KS4 Termly Celebration Assembly:**

Heads of Year will use data from 4Matrix and Behaviour Watch to invite students who meet the Academy expectations in terms of academic progress, attendance and positive behaviour to attend the termly Celebration assembly.

### **Sanctions**

All incidents at the Academy should be dealt with on an individual basis, taking into account the students individual circumstances and those surrounding the incident. As a result, different sanctions and support may be put in place for different students based upon their needs.

Detentions whilst a sanction, should be used to clarify expectations and move the situation forward so there is no repeat.

- 1) **Reconciliation Time (5-15 minutes)** – All teachers can and should issue students with detentions if they do not meet the Academy's expectations on behaviour and work. Reconciliation time must be set on the day of the incident and will take place at the end of the day between 5 and 15 minutes, these allow the teacher and student to repair their relationship before behaviour escalates. Reconciliation times are held in a central location and are led by members of the Student Services team. Teachers must attend the Reconciliation to ensure the relationship is repaired before the next lesson. If a student fails to attend their Reconciliation, the class teacher will contact parents/carers and will arrange a Head of Department (HOD) detention.

- 2) Head of Department Detention (30 minutes)** – If a student fails Reconciliation, is placed in the IEU for a lesson or if a student's behaviour denotes it the HOD will set a 30-minute detention. These detentions should take place as soon after the incident as possible. Students will be issued, during morning line up, with a yellow detention slip informing them of their detention that day. Form tutors will also notify students of their detentions during pm Form time. If a student fails to attend a Department Detention they will be placed in a SLT detention.
- 3) SLT Detentions (45 minutes)** – If a student fails to attend a HOD or HOY detention or their behaviour denotes it, staff will set a SLT detention. School detentions last 45 minutes and should take place the day after an incident. Form tutors will notify students of their detentions during pm Form time. Students will also be given a red detention slip during learning period 5. If a student fails to attend a SLT Detention they will be placed in the Internal Exclusion Unit for 1 day.
- 4) Removal and On Call** – On call can be requested by sending a reliable student with a note to Reception or radio for a member of staff 'on-call' who will arrange for the student to be 'parked' with the Head of Department or another member of staff in the same subject area. Students will be set a Head of Department detention if they are parked. If the student continues to persistently disrupt learning after this, they will be placed in the IEU. Work should be supplied if a student is removed from the lesson. If a student is placed in the IEU more than twice in a day, they will remain in the Internal Exclusion Unit (IEU) for the remainder of that day for persistent disruptive behaviour and refusal to comply with the Academy expectations.
- 6) Internal Exclusion Unit (IEU)** – The aims of the Internal Exclusion Unit are to improve student behaviour, support staff and reduce the number of fixed term exclusions. The IEU should be used if a student has displayed inappropriate behaviour and is unable to attend or return to their timetabled lessons. The IEU will also be used for failing to attend a SLT Detention and for persistent disruptive behaviour and/or refusal to comply with the Academy Behaviour Policy. The IEU operates from 8.30am – 3.30pm with different break and lunchtimes.
- 7) External Inclusion (EI)** – The aim of the External inclusion is to remove students from the Academy community due to a breach of the Academy Behaviour Policy. Student will spend an allocated number of days or a day at an external provision at another Medway school to prevent a fixed term exclusion. Students are expected to attend the alternate provision in full-school uniform and be fully equipped for learning.
- 8) Fixed term exclusion** – Exclusion from the Academy is seen as the most serious sanction and the Academy will do everything in its power to avoid this. In some circumstances, the Academy may use external exclusions, up to permanent exclusions from the Academy for behaviour that is extreme and threatening to the safety and wellbeing of staff or other students. Before making the decision to exclude, the Academy will ensure that a thorough investigation has been carried out, including allowing the student to give his/her version of the events both orally and on a Student Statement form.

### **Sanction/ Detention Procedures**

In order to maintain consistency across the Academy it is imperative that the sanction procedures are followed by all staff. In order to ensure incidents are dealt with as quickly as possible, students will only ever be given one chance to complete the set sanction. There is a clear hierarchy and increase in the severity of the sanctions the Academy can impose, however, a student may enter the system at any of the levels depending upon the severity and frequency of their behaviour.

## **Detentions**

Staff are able to set a number of detentions depending on the severity and regularity of poor behaviour.

**Reconciliation Time (5-15 minutes)** – All teachers can and should issue students with a Reconciliation if they do not meet the Academy's expectations on behaviour and work. Reconciliation time must be set on the day of the incident and will take place in The Galley at 3.05pm for between 5 and 15 minutes, these are usually very effective and allow the teacher and student to repair their relationship before behaviour escalates. Reconciliation times are led by the Behaviour Administration assistant. Teachers must attend to ensure the relationship is repaired before the next lesson.

When setting a Reconciliation students should be booked into their Reconciliation using Behaviour Watch. This will allow the member of staff leading the Reconciliation to monitor and track attendance. Students who fail to attend their Reconciliation will be placed in a Head of Department once parental contact has been made by the class teacher.

**HOD/HOY Detentions (30 minutes)** – These are to be led by HOD/ HOYs. HOD detentions should be used in response to more severe and frequent poor behaviour within the department or failure to complete assigned work. They should also be used if there is a persistent lack of response to Reconciliations. HOY detentions should be used in response to behavioural issues displayed across the Academy (in 3 or more lessons) or for persistent lateness. HOD/HOY detentions should be held as soon after an incident as possible to ensure the issue is rectified quickly and take place after-school from 3.05pm – 3.35pm. Students who fail to attend a HOD/HOY detention will be placed in a SLT detention the following day.

**SLT Detentions (45 minutes)** – These are run daily by the Lead on Behaviour & Safety and should be used in response to more severe and frequent poor behaviour or failure to complete assigned work. They should also be used in response to persistently failing a Reconciliation or HOD/HOY detention depending on where they entered the system. Academy detentions are logged on Behaviour Watch and students who fail to attend their Academy Detention will be placed in the Internal Exclusion Unit for 1 day

## **Exclusion**

**Internal Exclusion** – Internal Exclusion bookings can be made by Heads of Department (HODs) and Heads of Year (HOYs); these must be verified by the Lead on Behaviour & Safety. HODs/HOYs and the Student Services Team collect the appropriate evidence and fill in a yellow exclusion form with all sections filled in including a recommended sanction. This is then passed to the appropriate member of SLT for verification. Once verified the student is booked into the Internal Exclusion Unit and contact is made to Parents/Carers.

The Internal Exclusion Unit operates from 8.30am until 3.30pm each day and students are expected to arrive promptly with basic equipment and correct uniform. As per the Behaviour Policy, mobile phones and electronic devices are not permitted. Pupils follow their usual timetables with work being provided by teaching staff. Pupils are usually well behaved and the work they produce is of a good standard, this gives Parents/Carers and the Academy the opportunity to praise.

**External Inclusion** – the SLT Lead on Behaviour & Safety and Head of School can make External Inclusion bookings. HODs/HOYs and the Student Services Team collect the appropriate evidence and a purple external exclusion form is completed. The Head of School or Lead for Safety and Behaviour liaises with other Medway Schools to confirm a placement. A member of staff from the Academy meets the student at the External Inclusion placement and provides work for them to complete during their placement. Before they return to the Academy, Parents/Carers are invited to attend a Return from inclusion (RFI) meeting.

**Fixed term and Permanent Exclusion** – The decision to externally exclude a student can only be made by the Principal or Vice-Principal in her absence. Each exclusion is dealt with on an individual basis and individual circumstances will be considered. Only the Principal, in consultation with the Governors, can make the decision to permanently exclude. This is a final sanction and only used if the behaviour displayed is extreme, endangers the safety and well-being of students or staff or is the result of a persistent breach of Academy rules, including the bringing in on site of prohibited items or weapons.

HODs/HOYs and SLT must collect the appropriate evidence and fill in a yellow exclusion form with all sections filled in including a recommended sanction. This is then passed to the Principal for verification. No student will be sent off site before the end of the day unless contact has been established with Parents/Carers. In the event of contact not being made, the student must remain on site, withdrawn from class until the end of the normal Academy day. Before they return to the Academy all students and their Parents/Carers must have a return from exclusion (RFE) meeting with the appropriate HOD/HOY or member of SLT. If a Parent/Carer fails to attend the Return from Exclusion meeting it could result in the student being placed into the Internal Exclusion Unit until a Parental Meeting has taken place.

## **Report Procedure:**

The report system is used to support and monitor the behaviour and attendance of students. A judgement will be made as to the appropriate level of report and the student should report to the member of staff they are on report to at the start and end of the day. The member of staff issuing the report must fill in the appropriate details on the report. It must be clear what the student's targets are and these should be specific to their needs. The student is responsible for handing the report to subject teachers at the start of each lesson and then handing it to the appropriate member of staff at the end of the day. It is important that all staff use the report system to inform the appropriate members of staff of a student's progress and therefore should be filled in accurately. It is also important to ensure the appropriate sanction is put in place by the class teacher.

A student can fail their report by not engaging with it. This includes:

- Failing to collect or hand in their report.
- Failing to get it signed by their class teacher
- Failing to meet their targets by receiving '3s' across two or more lessons throughout the day.

A number of different reports may be used depending on the students' needs.

- **Departmental Report (Blue)** – This type of report should be used in response to persistent poor behaviour that is isolated to a certain department/lesson. Departmental reports should be issued by any teacher within the Department with the HOD having an overview of those on Report. Persistent failure of this report will result in a HOD detention being set. It may also be appropriate to organise a meeting with the students' Parents/ Carers.
- **Tutor Report (Green)** – This type of report should be used in response to whole Academy behavioural issues (3 or more lessons) and is issued and monitored by the student's form tutor. This report should last no longer than a period of two weeks. Failure to complete form tutor report will result in the student advancing to HOY report. The tutor should contact Parents/Carers when the student is placed on report and if the student does not engage.
- **HOY Report (Amber)** - This type of report should be used in response to more severe and persistent whole Academy behavioural issues across three or more subject areas, returning from an exclusion or for failing Tutor report. It is issued and monitored by the students HOY. This report should last no longer than a period of two weeks. Failure to complete HOY report will result in HOY detentions being set and the student advancing to SLT report. The HOY should contact Parents/Carers when the student is placed on report and if the student does not engage. It may also be appropriate to organise a meeting with the students' Parents/Carers.
- **SLT Report (Red)** - This type of report should be used in response to returning from a fixed term exclusion (repeated) or for failing HOY report. It is issued and monitored by the appropriate member of SLT. Failure to complete SLT report will result in an internal exclusion. The member of SLT should contact Parents/Carers when the student is placed on report and if the student does not engage. It may also be appropriate to organise a Parental meeting.
- **Attendance Report (White)** – This type of report should be used in response to a student with persistently poor punctuality and attendance. It will be issued and monitored by the Attendance Officer. Please see the Attendance Policy for more information.

### **Parking/ On-Call Procedure**

Parking a student or placing them in the IEU should be used to prevent disruptions to teaching and learning during a lesson. It should be used when a student needs to be removed from a lessons when all other classroom management strategies have failed. Where possible, students should be parked within departments, either with a free member of staff or into another lesson. If needed, members of staff 'on-call' can assist in this process and can be requested by sending a reliable student with a note to Student Services or by requesting for assistance using a radio. A member of staff who is 'on-call' will then arrange for the student to be 'parked' generally in the same subject area. The teacher should set a set a HOD Detention for persistent disruptive behaviour and disrupting the teaching and learning of others. If the student's behaviour is more severe or they continue to persistently disrupt learning after this, they will be placed in the IEU. Work should be supplied if a student is removed from the lesson.

Students may be removed for a variety of reasons including:

- Refusing to complete assigned work and/or co-operate with their class teacher
- Not handing over mobile phone or electronic devices
- **Continuous** low level disruption (talking / disrupting others/ not respecting class rules)
- Refusing to comply with uniform dress
- Breach of health and safety
- Rudeness to staff and students

If a student is parked or sent to the IEU the incident will be logged on Behaviour Watch and they will be placed in Reconciliation or an Academy detention.

## **Searching and Confiscation Guidance**

The aim of this guidance is to explain the Academy's powers of searching pupils so that Academy staff have the confidence to use them.

### **Searching Pupils**

Academy staff can search a pupil for any item banned under the Academy Rules, if the pupil agrees. In addition, the Head Teacher, or any member of staff authorised by them, has a legal right to search pupils (and bags and lockers) without consent, when there are reasonable grounds for suspecting that a pupil has certain prohibited items. These items are knives and other weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images and any articles that have been or are likely to be used to commit an offence, cause personal injury or damage to property.

The Academy also has a legal right to search without the pupil's consent for any other item that may be banned under the Academy Rules when it is specifically stated in the Academy Rules that such an item may be searched for. This includes 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. The Principal or delegated members of staff can search a pupil on Academy premises or anywhere else where pupils are under the charge of the member of staff conducting the search, such as during an off-site educational visit. Academy staff can seize/confiscate any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to Academy discipline. The Academy is not legally required to inform parents before the search takes place.

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

### **Confiscation of property**

The Academy reserves the right to confiscate, retain or dispose of any items that it considers to be inappropriate if reasonable to do so. This may include, but is not limited to the following:

- Any item specified in the Academy Rules such as a mobile phone, music player and electronic device.
- Any item of incorrect uniform, such as a hoodie, scarf or coat.
- Any illegal substance, weapons or imitation weapons.
- Any item that poses a threat to others.
- Any items of inappropriate jewellery.

Confiscated items may be retained for a period of time or until a Parent/Carer collects them. Some items may be disposed of or handed to a responsible authority such as the Police. Where the person conducting the search finds an electronic device they may examine any data or files on the device if they think there is a good reason to do so. Any data or files may be erased if necessary.

## **Positive Handling Policy**

The aim of this policy is to explain the Academy's powers on the use of force to help staff feel more confident about using this power when they feel it is necessary.

The Academy and its staff may use reasonable force to either control or restrain a student if necessary. The term reasonable force refers to the use of physical contact with students to prevent violence or injury. Physical intervention and reasonable force should be used as a last resort. All members of Academy staff have a legal power to use reasonable force. This power applies to any member of staff at the Academy. It also applies to people whom the Principal has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on an Academy organised visit. Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. This may include, but is not limited to the following:

- Remove disruptive children from the classroom where they have refused to follow an instruction to do so.
- Prevent a student behaving in a way that disrupts a school event or a school trip or visit.
- Prevent a student causing deliberate damage to property.
- Prevent a student leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others.
- Prevent a student from attacking a member of staff or another student, or to stop a fight in the playground
- Restrain a student at risk of harming themselves through physical outbursts.

The use of reasonable force extends to carrying out a search of a pupil without consent for the following prohibited items.

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

Reasonable force should not be used to search for items banned under the school rules or as a form of punishment at any time.

## **Students conduct outside the school gates**

The Victory Academy have the power to discipline students for misbehaving outside of the school premises whilst travelling to and from school and wearing school uniform. Any form of inappropriate behaviour which could adversely affect the reputation of the Academy will result in an appropriate sanction being issued in-line with the Academy Behaviour Policy.