



Thinking Schools Academy Trust

“Transforming Life Chances”



Behaviour for Learning Policy

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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, Pride and Belief. 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/carers 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

1) Headteacher and Governing Body – The Governing Body will establish, in consultation with the Headteacher, 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 Head of School will be responsible for the implementation and day-to-day management of the policy and procedures.

2) Leadership Group – Severe problems will be dealt with by the Heads of Department, Heads of Year and the Senior Leadership Team. The Academy Leadership Group will support staff in classes and corridors, by maintaining a high presence and implementing the Behaviour for Learning policy.

3) 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.
- Use a consistent language and approach to behaviour through the use of the Victory Virtues (Appendix 1)
- 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.

4) 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.

5) 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 and follow the expectations of the Victory Charter (Appendix 2)
- 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
- Students are permitted to bring mobile phones, headphones and electronic devices into school at their own risk. All devices must be switched off and out of sight whilst students are on the Academy site. If mobile phones and electronic devices are seen or heard they will be confiscated. The device will be kept secure in Student Services until collected by the students at the end of the school day. Under no circumstances will the Academy accept responsibility for theft or loss.

Rewards Procedure - Victory Citizen Points

Staff should ensure that Victory Citizen Points are issued in every lesson, regardless of Key Stage. In addition, the Victory Citizen Award is available for one student per lesson who demonstrates excellent effort, achievement or positive behaviour.

Victory Citizen Points will be issued for the following:

- Respect: Positive attitude and behaviour
- Pride: Engagement in Learning
- Belief: Excellent effort
- Aspire: 'Being our best-self'
- Endeavour: Commitment and contribution
- Achieve: Academic Achievement
- Victory Virtues: Bounceability, Persisting, Striving for Accuracy, Applying past knowledge to new situations, Managing impulsivity, Thinking and communicating with clarity and precision, Thinking interdependently, Listening with understanding and empathy

To promote positive behaviour and academic engagement, it is important to display, celebrate and advertise achievements regularly throughout the school year. Subjects can issue departmental postcards worth 10 points for excellent and consistent achievement. Each week in assembly Heads of Year will identify their two students of the week who will be awarded 15 points. At the end of each term each year group (KS3 and KS4) will attend a Celebration assembly. Certificates will be issued and points added for progress and achievement in subjects and for attendance. Every student who achieves 100% attendance during any given term will be issued with a 'privilege pass' by their form tutor for the following term which enables them to access The Galley without having to queue.

All students who reach the milestones with regard to Victory Citizen Points will receive a certificate in their Celebration 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
- Victory Blue Diamond – 2500+ points

Victory Citizen Points can be cashed in for rewards from The Victory 'shop' in Student Services. If a student chooses to 'cash-in' their Victory Citizen 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.

Sanctions Procedure (See Appendix 3)

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. 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 (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 (or the next day where the incident happens during Learning Period 5) and will normally 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. 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 or engage appropriately in their Reconciliation will be placed in a School Detention the next day. Teachers must attend the Reconciliation to ensure the relationship is repaired before the next lesson.
- 2) School Detention (20 minutes)** – If a student fails Reconciliation or if a students' behaviour within a subject denotes it a 20-minute School detention will be issued. Students who have a school detention on that day will be informed during morning line up. Students will need to attend their detention before collecting their lunch. If a student fails to attend a School Detention they will be placed in a Leadership detention.
- 3) Leadership Detentions (45 minutes)** – If a student fails to attend a School Detention or their behaviour denotes it, staff will set a Leadership detention. Leadership detentions last 40 minutes and take place after school. Students who have a Leadership Detention will be informed during line up in the morning unless they fail to attend their school detention on that day which will automatically escalate on that day. If a student fails to attend a Leadership Detention they will be placed in the Internal Exclusion Unit for 1 day.
- 4) Parking and On Call** – Parking a student or placing them in the Internal Exclusion Unit (IEU) should be used to prevent disruptions to teaching and learning during a lesson. Where possible student should be parked with the Head of Department or another member of staff in the same subject area. 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. Students will be set a Reconciliation if they are parked. If the student continues to persistently disrupt learning after this or refuse parking, they will be placed in the IEU. Work should be supplied if a student is removed from the lesson.
- 4) 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 Leadership Detention and for persistent disruptive behaviour and/or refusal to comply with the Academy Behaviour Policy. Internal Exclusion bookings can be made by Heads of Department (HODs) and Heads of Year (HOYs); these must be verified by the Behaviour for Learning Manager and the Deputy Head of School. Parental contact will be made by the member of staff recommending the sanction. The IEU operates from 8.30am – 3.30pm with different break and lunchtimes. Pupils follow their usual timetables with work being provided by teaching staff.

- 5) Off-site Provision (OSP)** – The aim of Off-site Provision is to improve student behavior and reduce fixed term exclusions. Students will be issued with an Off-site Provision for a persistent or serious breach of the Academy Behaviour policy. The Academy works in partnership with a number of local schools to ensure appropriate provision is in place at another school. Parents will be contacted for any student who has been issued an Off-site Provision and work will be provided for the duration of their sanction. Request for Off-site Provision will be completed by the Behaviour for Learning Manager or the Deputy Head of School.
- 6) 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. The decision to fixed term exclude a student can only be made by the Headteacher. Each exclusion is dealt with on an individual basis and individual circumstances will be considered. 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.
- 8) Permanent exclusion** - Only the Headteacher, 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.

Restorative Justice

In some circumstances, subject to the Trust's CCTV policy, the Victory Academy may use CCTV of an incident to help a pupil understand their behaviour and the effects that it has on the wider Victory Academy community. This will only be used where it is proportionate to do so and in situations where the senior leaders believe that it will be of assistance to the pupil concerned

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 Headteacher, 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 Headteacher 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/Carers 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 Headteacher 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.



The Victory Virtues



Persisting



Bounceability



Listening with understanding and empathy



Thinking and Communicating with clarity and Precision



Managing impulsivity



Striving for Accuracy



Applying past knowledge to new situations



Thinking Interdependently



The Victory Citizen Charter

RESPECT FOR OUR LEARNING

- Arrive on time and be fully equipped for all lessons
- Follow all staff instructions and comply fully with staff requests
- Use appropriate language and behaviour towards staff and students

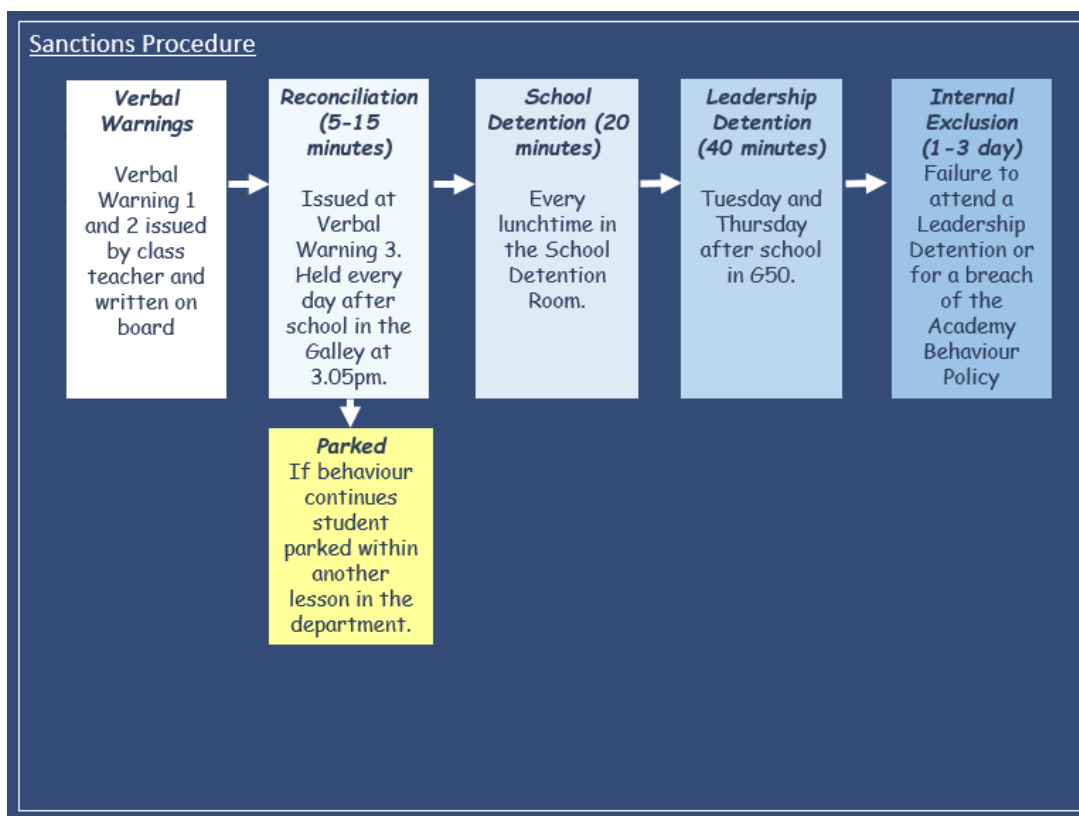
PRIDE IN OUR LEARNING

- Take an active part in your learning and be proud of your work
- Take pride in your presentation
- Take pride in your learning environment

BELIEF IN OUR LEARNING

- Be positive and 'be your best' at all times
- Every lesson is a new beginning – we 'bounce-back'

Appendix 3 – Sanctions Procedure



Sanctions Flow Map

1. Verbal Warnings

-Verbal Warning 1 and Verbal Warning 2 issued to student by class teacher.

-Class teacher writes warnings on board.

2. Reconciliation

-Issued at Verbal Warning 3.
-Restorative conversation held at end of lesson and recorded on Behaviour Watch (BW).

Parked

-If behaviour continues student directed to parking room with note in logbook and work to complete. Class teacher records on BW and sets a School Detention.

3. School Detention (20 minutes)

-Issued for failing a Reconciliation or being parked.

-Held every Day at lunchtime.

3. SLT Detention (45 minutes)

-Issued for failing a School Detention or a repeated breach of Academy Behaviour Policy.

-Held every Tuesday and Thursday led by a member of SLT.

4. Internal Exclusion (1-3 day)

-Issued for a failed SLT Detention, being parked 3 times in a day, a repeated or serious breach of the Academy Behaviour Policy.