



## **Behaviour for Learning Policy**

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## **INTRODUCTION**

At Park Academy West London, we expect our students to maintain the highest standards of behaviour at all times. We believe that all members of the school community are entitled to work in a safe, positive and ordered environment so that learning can take place and everyone can fulfil their potential. The Academy will ensure that it applies the policy consistently and fairly through induction of staff, staff meetings and as a result of reviewing and evaluating the policy on an annual basis. This policy sets out our principles and expectations of our students and makes clear the rewards which students can expect to receive and the sanctions available if students breach the Home School Agreement. These procedures are written in response to the Education and Inspection Act 2006 and with reference to the Equality Act (2010).

## **GENERAL PRINCIPLES**

All parents/carers, students and staff are expected to uphold the following principles:

1. All members of the school community must behave safely, and act with courtesy and mutual respect, to each other, and to the environment so that learning can take place within a well ordered atmosphere and everyone can fulfil their potential. This must be apparent both inside and outside the classroom, on trips and visits and outside the Academy whilst in uniform.
2. Behaviour must be managed in a clear and consistent way; rewards and sanctions should be known and understood by all and applied consistently.
3. The management of behaviour will be supported by high staff expectations, good teaching and professionalism.
4. Our expectations of good behaviour will be raised explicitly by staff in lessons, around school and in Academic Mentoring Time and assemblies.
5. Staff, students and parents/carers must share the same expectations of behaviour and work together to support these expectations in a positive way.
6. The curriculum will give the opportunity to discuss the principles that underpin the Behaviour for Learning Policy so that in lessons, discipline, care for one another, working together and responsible behaviour are always positively encouraged by teachers.
7. Sanctions will be in place to uphold these principles and to demonstrate that misbehaviour is not acceptable, to express the disapproval of the school community and to deter other students from similar behaviour. Governors will support the school to appropriately discipline students for misbehaviour taking place beyond the school gates.
8. Governors support the right of staff to search students or their belongings where there is suspicion of bringing in unacceptable banned items and in the rare event of extremes of behaviour to use reasonable powers of force.

## **1. IMPLEMENTATION**

### **1.1 Home School Agreement**

Fundamental to our Behaviour for Learning Policy is our Home School Agreement (appendix i). This is signed by students, parents/carers and Academic Mentors at the start of each academic year. Academic Mentors and students will discuss the Home School Agreement at least once a year, so that all students understand the reasons for it and are aware of the Academy's expectations. The Home School Agreement is designed to make the Academy a productive and rewarding place for all who choose to work here.

### **1.2 Students**

Each student is expected to read and sign the Home School Agreement each year, which outlines the Academy's expectations. Students are expected to adhere to the Agreement and take responsibility for their own behaviour.

### **1.3 Parents/Carers**

The Academy expects all parents/carers to encourage their son/daughter to adhere to the Home School Agreement. Each parent/carer is expected to sign the Home School Agreement, which outlines the Academy's expectations. Parents/carers will take responsibility for the behaviour of their child both inside and outside of the Academy. They will be encouraged to work in partnership with the Academy in maintaining high standards of behaviour and will have the opportunity to raise any issues arising from the operation of the policy.

### **1.4 Staff**

Staff will consistently apply the Behaviour for Learning Policy and will take into account the needs of individual students when doing so.

## **2. REWARDS**

At Park Academy West London we actively seek to promote good behaviour and use praise and rewards in doing so. They have a motivational role in helping students to realise that good behaviour is valued, and are clearly defined in the procedures. Integral to the system of rewards is an emphasis on praise both informal and formal to individuals and groups.

### **2.1 Rewards Ladder**

In the classroom all teachers and staff reward positive behaviours and high quality work through the Reward Ladder being consistently applied.

Students work their way through each step of the ladder, starting afresh each lesson. Consistent demonstration of R3 behaviours over time will result in a Park Academy West London postcard being awarded.



EVERYONE STARTS THE LESSON WITH VERBAL PRAISE

**R1** 5 ACHIEVEMENT POINTS

**R2** POSITIVE Sticker & 8  
ACHIEVEMENT POINTS

**R3** POSITIVE Phone Call Home  
& 10 ACHIEVEMENT POINTS

## 2.2 Achievement Points

Achievement points can be awarded by all members of staff and are recorded on Sims. Students work towards receiving a formal reward of positive behaviour.

These certificates are awarded as each stage is reached, in School Assemblies.



## 2.3 Other Rewards

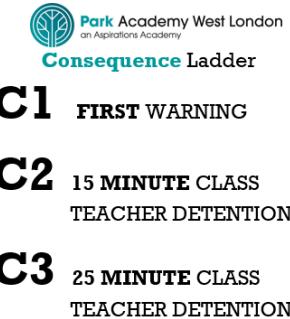
A variety of rewards are used and are not limited to the Rewards Ladder and Achievement Points. Other methods include:

- High Praise Ratio: Praise the students verbally in all appropriate situations and incidents of positive behaviour. The praise given should be specific.
- Positive phone calls home: Staff make contact with home to let parents/carers know about the contribution or improvement a student has made. Ensuring it is clear what the student has achieved and why this is so important.
- Postcards/Certificates sent home: Used to reward exceptional pieces of work
- Termly Co-ordinator/SLT Achievement Certificates: These are awarded to students who produce outstanding pieces of work or make a significant contribution to the life of the school.
- Half termly reward raffle: At the end of each half term (6 in total), students will be entered into a prize draw if they have a cumulative total of 150 Conduct Points (this is Achievement Points, minus the Behaviour Points).
- End of Term Rewards: End of term awards including certificates.

## 3. SANCTIONS

### 3.1 Consequence Ladder

Sanctions are sometimes needed to respond to inappropriate behaviour and Park Academy West London use a variety of sanctions, and all staff will implement sanctions according to the Consequence Ladder.



All incidents of poor behaviour will be recorded on SIMs and are allocated a set number of behaviour points according to the level of severity of the behaviour.

### 3.2 Detentions

Students will be issued with a detention where inappropriate behaviour has been demonstrated in line with the behaviour tariff. The following detentions can be issued:

- 15 minute (C2) or 25 minute (C3) detentions are held by teachers at Break and must be written into the student's planner. Failure to attend a 25 minute **twice** results in a Department Detention.
- Late detentions are 15 minutes, and take place at Break 1, overseen by a member of staff as one of their duties.
- Department Detention (40 minutes) after school on either Tuesday or Thursday and are overseen by members of the Department.
- Year Group Detentions (50 minutes) after school on Monday and are overseen by members of the Year Team.
- SLT detention (1 hour 15 minutes) after school on Wednesday.

All detentions will be written in the student planner and recorded on SIMs. Where detentions at C3 or beyond are issued, contact will be made with the parent/carer of the student to inform them of the reason for the detention and when it will be taking place.

Teachers have the ability to impose detentions outside school hours where necessary.

- The times outside normal school hours when detention without parental consent may be given are after school, plus weekends and INSET days.
- Parental consent is not required for detentions, however parents will be informed of the detention when issued at a Department, Year Group or SLT level by the relevant member of staff via telephone.
- As with any sanction a member of staff must act reasonably when imposing a detention.
- With lunchtime detentions, staff should allow reasonable time for the student to eat, drink and use the toilet.
- School staff should not issue a detention where they know that doing so would compromise a child's safety. When ensuring that a detention outside school hours is reasonable, staff issuing the detention should consider the following points:
  - Whether the detention is likely to put the student at risk.
  - Whether the student has known caring responsibilities which mean that the detention is unreasonable.
  - Whether suitable travel arrangements can be made by the parent for the student.

### 3.3 Report Cards

When a student has accrued a number of behaviour points, in discussion with their parent/carer they will be placed on one of four reports which will be focused on a number of targets aimed at promoting more positive behaviour:

- Academic Mentoring (AM) Report
- Year Leader Report
- SLT Report

If a student is placed on report, it will be reviewed after an appropriate time period and on completion of the report the next course of action is discussed. This could include removal of report monitoring or escalation to the next level of report.

### **3.3 Exclusions**

The Academy complies with the DfE exclusion guidelines and updates to the guidance will be applied.

There are three levels of exclusion:

- Internal Exclusion (IE)
- Fixed Term Exclusion (FTE)
- Permanent Exclusion (PEX)

For further information regarding the exclusion process refer to the separate Park Academy West London Exclusions Policy (September 2021).

#### **Behaviours outside the Academy**

Teachers can sanction students at any time the student is in the Academy or elsewhere under the charge of a teacher, including school visits. Teachers can also discipline students for misbehaviour outside school.

Teachers have a statutory power to sanction students for misbehaving outside of the Academy premises. Section 89(5) of the Education and Inspections Act 2006 gives Principals a specific statutory power to regulate students' behaviour in these circumstances "to such extent as is reasonable."

Teachers may sanction a student for any misbehaviour when the child is:

- taking part in any academy-organised or academy-related activity or
- travelling to or from the Academy or
- wearing the Academy uniform or
- in some other way identifiable as a student at the academy.
- or misbehaviour at any time, whether or not the conditions above apply, that:
- could have repercussions for the orderly running of the Academy or
- poses a threat to another student or member of the public or
- could adversely affect the reputation of the Academy.

## **4. Confiscating Items including searching**

There are two sets of legal provisions which enable school staff to confiscate items from students:

1. The general power to discipline enables a member of staff to confiscate, retain or dispose of a student's property as a sanction and protects them from liability for damage to, or loss of, any confiscated items; and
2. Power to search without consent for "prohibited items" including:
  - 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,
  - any item banned by the school rules which has been identified in the rules as an item which may be searched for.

The legislation sets out what must be done with prohibited items found as a result of a search. Weapons and knives and extreme or child pornography will always be handed over to the police otherwise it is for the teacher to decide if and when to return a confiscated item.

Two members of staff, one of which will be a member of the SAFE Team, will be present when a search is conducted. Following a search, a student's parent/carer will always be informed that the search has taken place.

Where a student fails to cooperate with a search for any item (including prohibited items listed above), this will be regarded as defiance and a disciplinary sanction imposed, in addition to any disciplinary sanction for other misbehaviour leading to the search.

#### Mobile phones

Mobile phones should not be seen whilst students are in the Academy. If mobile phones are seen or heard, they will be confiscated by a member of staff. Confiscated mobiles will be left at Reception for students to collect at the end of the day. When a mobile phone is confiscated, students will be entered for a Year Group Detention. If students refuse to hand over their mobile, they will be given an SLT detention on the following Wednesday.

#### Use of Reasonable Force

The legal provisions on school discipline also provide members of staff with the power to use reasonable force to prevent students committing an offence, injuring themselves or others or damaging property, and to maintain good order and discipline in the classroom. Where force can be used, authorised staff may only exercise the statutory power to use force where:

- they and the student are on the premises of a school at which education is provided for the student. The student need not necessarily be a registered student at that school. The power also applies to students from other schools who are on the premises; or
- they are off school premises but are in lawful control or charge of the student (for example on a school visit).

Other than in these circumstances, staff only have common law rights to use force to defend themselves, persons or property. Employers providing work experience placements for school students only have common law rights to use force.

Sometimes an authorised member of staff should not intervene in an incident without help (unless it is an emergency). For example, help is likely to be needed in dealing with an older student, a large student, more than one student or if the authorised member of staff believes he or she may be at risk of injury. In these circumstances he or she should take steps to remove other students who might be at risk and summon assistance from other authorised staff.

## 5. Breaches of the Law

The Academy has the power to impose an appropriate disciplinary sanction on a student who has misbehaved in a way which could amount to a criminal offence (for example, theft, physical or sexual assault, criminal damage, possession or supply of prohibited substances, harassment or public order offences). This applies to misbehaviour on the Academy's premises or outside school, and a sanction can be imposed even where the student was not identifiable as a student of the Academy at the time.

There may be occasions when the police decide to take no formal action against a student, but this does not always mean that the police have cleared the student of guilt – they may be satisfied that an offence was committed, but have decided it was not in the public interest to take formal action. The Academy will therefore carry out its own investigation (applying the civil standard of proof 'on the balance of probability', rather than the criminal standard of 'beyond reasonable doubt') and may impose a sanction where it is fair, reasonable and proportionate to do so.

The Academy will report any behaviour which may amount to a criminal offence to the police (and in most cases to Social Services) and cooperate fully with any subsequent police investigation or prosecution by providing all relevant information.

## **6. Sexual Harassment and Sexual Violence**

Note: The Government has released new guidance in 2021 following increases of reported cases of Sexual Violence and Sexual Harassment in the UK

For the purpose of this policy, when referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline. Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual “jokes” or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes and displaying pictures, photos or drawings of a sexual nature; and;
- online sexual harassment, which may include consensual and non-consensual sharing of nude and semi-nude images and/or videos; taking and sharing nude photographs of Under 18s is a criminal offence; sharing of unwanted explicit content; upskirting; sexualised online bullying; unwanted sexual comments and messages, including, on social media; sexual exploitation; coercion and threats.

It is important that staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence in this advice, we do so in the context of child on child sexual violence. For the purpose of this advice, when referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003.

The Academy will act on any concerns immediately, ensuring investigations are conducted fully and incidents sanctioned appropriately according to the behaviour tariff. Following investigations where incidents have been proven, additional education work and programmes will be put in place.

## **7. Monitoring**

School level rewards, support strategies and sanctions (including all detentions) are recorded centrally as are all attendance records. This log is monitored by members of pastoral team and SLT to check for patterns and trends (for example with respect to gender and SEND). As a result of this monitoring, interventions are put in place to support individuals and groups as necessary.

Each half term, members of SLT scrutinise a range of data relating to behaviour and attitudes (including exclusions) to determine how effective strategies are and the impact they are having. Where necessary, strategies are adapted and interventions put in place.

This policy should be read alongside a range of other Trust/school policies including:

- The Anti-Bullying Policy
- The Attendance Policy
- The Safeguarding and Child Protection Policy
- The Physical Restraint Policy

## Appendix i.

### Home School Agreement 2021-2022

**Student Name:** \_\_\_\_\_ **AM Group:** \_\_\_\_\_

Staff at Park Academy are determined to provide an outstanding education in which all students can achieve and excel. We focus particularly on the quality of learning and on students' well-being. We have very high expectations and, through an active partnership with parents, carers and students, we seek to ensure that all students will be successful while at the Academy. In order to make sure that everyone learns effectively there is a Home School Agreement that everyone follows. The Home School Agreement operates in and out of lessons to promote the positive atmosphere in the Academy.

Student responsibility both in class and around the Academy.

As a student I will:

- Always display a positive attitude towards my learning, and show **resilience** when facing challenges
- Complete class and homework to the best of my ability, whilst demonstrating **ambition** about what you can achieve
- Behave sensibly at all times, including journeys between home and the Academy
- Will be polite and **respectful** with all adults and students in the Academy, tolerant of other people's views and show **integrity** at all times
- Be open minded, and show **innovation** in all areas of your education
- Not use bad language at Park Academy or in the community
- Attend daily, on time and fully equipped. Attendance must be 96% or higher
- Wear Academy uniform correctly, including PE kit
- Role model good behaviour, at all times
- Never leave the site without permission
- Carefully listen to, and follow, adults' instructions without argument, and never disrupt other students' opportunities to learn. Speak politely, show respect to others at all times and remember not to shout out
- Set out my work as required by teachers, following the presentation rules
- Will approach all tasks with an open mind and a **determination** to succeed and learn from my mistakes

As a parent / carer I will:

- Make sure that my child attends Park Academy on time daily, with all the correct equipment and in full uniform
- Work with the Academy to ensure that my child behaves well, and support the Academy's aims, ethos and behaviour policy
- Contact the Academy with concerns that might affect my child's work and behaviour
- Make an appointment with an appropriate member of staff before coming into the Academy
- Telephone the Attendance Officer on the first morning of absence if my child cannot attend
- Refrain from taking my child on holiday during term time
- Inform the Academy if there are any changes of address or telephone number
- Attend all meetings and events that involve my child
- Speak to my child about the use of their mobile phone. I understand that the use of mobile phones is strictly forbidden in the Academy. If a mobile phone is seen or heard, it will be confiscated and held in the Academy Student Services until the end of the school day when it may be collected by the student. This condition also applies to headphones and any other electronic equipment.

Park Academy will:

- Provide a safe, well-ordered and caring environment with high expectations
- Provide an appropriate, engaging and challenging curriculum and extra-curricular activities
- Prepare and deliver lessons and assess completed work
- Set and monitor homework regularly
- Communicate with parents to share their child's successes, and if there is a problem with any aspect of their child's learning. We will also contact parents if we are concerned about a student's attendance and punctuality
- Ensure that parents are clear about how and when the Academy will report on their child's progress
- Respond to enquiries promptly once the relevant person has been notified
- Deal with any issues that arise in line with Park Academy policy

## **COVID 19 Addendum - Subject to Guidance from the Department for Education**

In order to protect students, staff and parents/carers during the current pandemic, we have created some additional expectations for students and parents/carers of our academy. These will apply in addition to our normal expectations, until we have official advice that the virus is no longer a risk. The below points are subject to DfE COVID-19 guidance from 16th August and are subject to change:

- Students displaying symptoms of COVID 19 MUST NOT attend the Academy and must inform the school immediately. They must self isolate and book a PCR test. They must self isolate until the result of the PCR test comes through. If the result is positive, the student must self isolate for ten days from the date the test was taken.
- Students in a household where an individual has tested positive for Covid-19 are no longer required to self isolate, but may be advised to take a PCR test. They must self isolate until the result of the PCR test comes through. If the result is positive, the student must self isolate for ten days from the date the test was taken.
- NHS Test and Trace will identify and contact students who have been identified as close contacts with an individual who has tested positive. They will advise as to the next course of action.
- To minimise the spread of Covid-19, parents/carers should make an appointment before coming onto the Academy site. Should you wish to speak to a member of staff, please make an appointment by contacting reception.
- Students do not have to wear facial coverings, however they can, if they wish to, wear a face mask.
- On arrival and leaving the classroom, students are encouraged to use hand sanitiser, and it can be used on a regular basis, at the member of staff's direction.
- Students must bring their own stationary equipment such as pens, pencils etc. to use.
- Students must bring their own filled water bottle on site.
- If a student feels unwell during the school day, they will be accompanied to the medical area where a parent/carer will be contacted and asked to pick them up.

Whilst in the Academy, normal expectations are to be adhered to. Students must comply with staff expectations at all times so that staff can keep them safe. Any student who refuses to comply with the reasonable requests of staff, given the current extraordinary circumstances, will receive an appropriate sanction and parent/carers informed.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_