



# Khalsa Secondary Academy

## **KHALSA SECONDARY ACADEMY POLICIES**

### **PUPIL BEHAVIOUR POLICY (L04)**

<i>DATE APPROVED:</i>	June 2013
<i>DATE FOR REVIEW:</i>	July 2015
<i>REVIEWED ON:</i>	October 2016
<i>APPROVED BY:</i>	GOVERNING BODY

#### **Introduction**

It is widely recognised that good teaching and learning is a way of improving behaviour in schools and at Khalsa Secondary Academy we value good behaviour in the classroom and elsewhere to promote the school as a learning community and to ensure that classrooms are effective learning environments. The highest regard is given to the quality of relationships between teacher and learner.

Under Section 89 of the Education and Inspections Act 2006 every maintained school must have a behaviour policy and under The School Standards and Framework Act 1998 a home-school agreement is also required to set out the responsibilities that are considered to be those of the home and those of the school and what is expected of the Academy, the parents and the pupils. The Education Act 2011 also strengthened the authority to Academy staff when handling matters of discipline and the DFE issued guidance on behaviour in February 2014.

The Academy's pupil behaviour and discipline policy sets out what is expected of pupils in the Academy and also sets out the sanctions that will be taken against pupils who are subject to disciplinary action and those who are found to have made malicious accusations against Academy staff. It also states what action the Academy will take after items have been confiscated from pupils.

#### **Objectives and targets**

In drawing up its principles for the Academy's behaviour policy, the governing body has been obliged to:

- Consult with the Principal and other stakeholders (for example, lead-behaviour professional, inclusion co-ordinator, SEN co-ordinator, pupil council, parents) as appropriate to ensure that staff have ownership and confidence in the behaviour policy before making or revising the policy.
- Agree the Academy's behaviour and discipline policy and a code of conduct.
- Ensure that these are available to all staff, pupils and parents.

- Oversee the Principal's management of behaviour and discipline in the Academy in line with the policy.
- Advise the Principal on ways of promoting good behaviour.
- Review and amend the policy regularly.
- Take account of the guidance issued by the DFE.
- Ensure that registers of admittance and attendance are kept.
- Include information on pupil attendance when required.
- Include principles of prevention of bullying.
- Ensure that staff receive training on the reasonable use of force to control or restrain pupils.
- Publicise the policy in writing, to staff, parents and pupils at least once a year.

At Khalsa secondary Academy we aim to ensure that all get the best out of the Academy, irrespective of gender, ethnicity, age or religious belief. This will be achieved when all pupils:

- Respect, understand and co-operate with each other.
- Are polite to each other and respect each other's abilities and aptitude, background and culture, religious belief and views, disabilities and property.
- Arrive on time at Academy and for lessons.
- Give of their best in work by listening and learning.
- Work and play safely, looking after those with learning and physical disabilities.
- Look after Academy buildings and equipment.
- Help each other and our local community.

### **Action plan**

Without an orderly atmosphere, effective teaching and learning cannot take place. Providing a safe and orderly Academy for the good of the majority of students must always take priority over concern for the few who may test the system and disrupt learning for others.

The code of conduct below is both a statement by the Academy of the routines that it believes are necessary for the smooth running of the institution and a declaration of the standards which are expected of all students. The reputation of a pupil and that of the Academy go hand-in-hand; if the Academy has a good reputation then the pupil will take her/his share of it wherever they go.

The Academy's code of conduct will be made available to all students at the start of each Academy year.

Students will be reminded regularly about what is expected of them through assemblies and tutor group meetings and in class. The Academy council will be asked to make suggestions for improvement of the code in relation to rewarding good behaviour and being punitive of poor behaviour.



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Any student who repeatedly breaks the rules, or who is violent, racist, sexist or abusive, or who brings prohibited items into the Academy, may be excluded, either for a fixed period of time or permanently.

## **General behaviour**

Students should:

- Not cause offence to others, including the use of foul, racist or sexist language.
- Not threaten or use physical violence to a student or adult – such behaviour will normally lead to permanent exclusion.
- Not bully another student; bullying of any sort will not be tolerated.
- Not deliberately damage Academy equipment or property.
- Only consume food and drink in the dining hall at lunch time and in designated areas at break times.
- Not chew gum or drop litter on the Academy premises.
- Keep to the left while moving around the building and behave in an orderly fashion in the corridors.
- Wait outside a teaching room until the class teacher arrives.
- Not leave a classroom without permission and a note from a teacher.
- Not enter the medical room without a note from the teacher of their current lesson.
- Not enter teaching areas during lunch or break times without a pass, except when a wet break or lunch has been declared.

The Academy reserves the right to involve the police in cases where students' actions would be considered illegal if they happened outside the Academy.

## **Dress and appearance**

Students should:

- Wear the Academy uniform on the way to, from and in Academy.
- Not wear hats and trainers anywhere on the premises.
- Wear protective clothing in science and design and technology classes.
- Be appropriately dressed for PE and sport.

## **Health and safety**

Students should:

- Not use or supply any illegal drug – this is strictly forbidden and will normally mean automatic permanent exclusion.
- Not use cigarettes or alcohol on the way to, from, and while on the Academy premises – failure to observe this restriction may lead to a fixed term exclusion.
- Not interfere with any Academy equipment (including fire alarms).
- Not bring on to the Academy site any dangerous articles (including knives, fireworks, and any sort of firearm or harmful chemicals).
- Not climb on to any Academy buildings or into private premises near the Academy.
- Deposit rubbish in the refuse containers placed round the Academy site and not in gardens near the Academy.
- Notify the grounds maintenance staff if a ball is on a roof (they will retrieve it in due course).
- Not leave the Academy site at morning break or at lunch time, except for years 10 upwards.

## **Property**

Students should:

- Not bring any items to Academy which are not directly connected with their lessons (the list of prohibited items includes: [mobile telephones, pagers, personal stereos, expensive jewellery, and dangerous implements of any kind. Any property confiscated from a pupil will be dealt with under the Academy's confiscation of inappropriate items policy.
- Not get involved in any sort of buying and selling between students.
- Not take property from other students' clothes, lockers or bags; theft of property belonging to the Academy, or other students, will not be tolerated.

## **In the classroom**

Students should:

- Arrive on time.
- Concentrate in class and listen to teachers' instructions.
- Bring books and equipment needed for each class.
- Always try to do their best work.
- Set out work as required by teachers.
- Work in groups without raising the sound level to disturb other groups.
- Wait in turn to speak in discussion groups and question and answering sessions.



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- Record all relevant information in their Academy planner, including homework.
- Hand homework in promptly.
- Be helpful to other students.
- Not shout out and rush around.

Some problems, such as lateness for lessons, absence from lessons, or not completing homework/coursework on time, may lead to students being put in detention and to their parents being informed.

## **Specific rules applying to particular activities and areas**

### *Use of the Academy computer network*

Students should:

- Not use a computer to harm other people or interfere with their work.
- Not damage a computer and its connections, other IT equipment or the network in any way.
- Not interfere with the operation of the network by installing any software, including shareware and freeware.
- Not use any computer designated for 'staff use only' unless specific permission has been granted.
- Not violate copyright laws, view, send or display offensive messages or images.
- Not waste the disk space allocated.
- Not print out unnecessarily.
- Not trespass into folders, files or work stored in areas other than his or her home folder or allocated 'shared' area.
- Not use the internet or other resources to access offensive sites or sites that are unrelated to work being done.
- Notify a member of staff if he or she encounters, even by accident, students, materials, files or folders that violate this code.
- Be prepared to be held accountable for his or her actions and for the loss of privileges if this code is broken.
- Not give others access to his or her password.

If any of the above codes are broken, the student concerned will lose privileges and access to the Academy's network and may face other Academy sanctions.

**Please also refer to the policy for ICT and use of the internet and intranet by pupils.**

#### *Library information centre and media resources*

Students should:

- Only use the library and media resources for the selection of books, finding information and quiet study.
- Enter the library and media resources areas quietly and leave bags and coats at the entrance.
- Not run, eat or drink in the areas and maintain the quiet learning environment.
- Not use mobile phones, personal stereos or play games on computers.
- Respect and use all learning equipment in a safe and sensible manner.
- Return books on or before the date due and pay for any lost books.

**Students must make sure that they follow the rules outlined in other Academy locations to which specific rules apply eg sports areas, laboratories and workshops.**

#### *The wider community*

Students should:

- Not congregate around the Academy entrances at the beginning and end of the day – if you are waiting for friends please do so inside the Academy premises.
- Use the pavements rather than walk in the road.
- Not run or shout in the streets.
- Walk in small groups, never more than 4 or 5.
- Be polite to those who live near the Academy.
- Avoid getting into arguments even if you have been treated unfairly – in such cases tell your tutor who will speak to those involved for you.
- Be sensible and polite on school bus/public transport.
- Never enter gardens or premises near the Academy site to collect a ball, or for any other reason.
- Never go into the buildings or playground of any school near the Academy site.

#### **Rewards and sanctions**

##### *Rewards*

Where pupils work within this code of conduct, their work in Academy and in the community will be celebrated by:

- Comment in students planners, phone calls and postcards home



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- Commendations in tutor groups and year assemblies.
- Displays of their work or community certificate.
- Merit points, which can add up to a free visit to the local cinema or free Academy breakfast.
- A prize at celebration assemblies and special speech day, where progress is rewarded as well as achievement.

## *Sanctions*

However, failure to comply with the above code of conduct may lead to sanctions being applied, including exclusion for repeated offences. This will normally be permanent, where stated, unless there are extenuating circumstances. Other sanctions that may be applied by teachers or tutors include:

- Being placed on report, which means having to be signed off after each class by the teacher.
- Reduced break periods.
- Carrying out tasks during breaks.
- Detention to complete work.
- Withdrawal of Academy privileges.

All incidents will be recorded in the [student planner] and on the Academy's file. This method of recording concerns makes it an invaluable tool in highlighting individual emotional and behavioural problems which might need addressing further. Where appropriate, either because of the seriousness or the level of repetition of misbehaviour, parents or carers will be informed and invited to discuss matters with the tutor or more senior member of staff. The pupil may then be withdrawn from class and instead attend the support unit, returning to class when sustained improved behaviour has been achieved.

If misbehaviour continues, exclusion may become a possibility but before that there will be a final meeting between parents or carers, the Principal and the chair of governors.

Any student who is found to have made malicious accusations against Academy staff will have a meeting between parents/carers, the Principal and chair of governors before a decision is made about the pupil's future in the Academy. (See Appendix A for more details)

## **Staff guidance**

The aim of the pupils' code of conduct is to promote self-discipline among students. Its objectives are:

- To ensure that students show respect for other people and for property.

- To achieve the highest possible standards of appearance, behaviour, work, attendance and punctuality.
- To provide an orderly working environment in which students can learn.

The discipline of each year group will be the responsibility of the head of year, supported by the team of tutors and all teachers.

Designated staff are responsible for supervising their part of the building and the students in this area, including the time before Academy starts, after it finishes and during the lunch break.

Tutors check students' uniform each day and student planners weekly.

Class teachers or tutors deal with minor breaches of the code of conduct on the spot. Senior staff deal with more persistent problems.

Staff must take positive action to correct the behaviour of students who do not follow the code of conduct, but must equally remember to reward good behaviour.

Teachers need to work together with parents to maintain standards.

### **Monitoring and evaluation**

The policy will be monitored regularly in the light of incidents related to pupil behaviour and will be evaluated:

- Each term at heads of faculty meetings.
- Once a year at the Academy council.
- By a regular audit of exclusions with reports to the governing body at each meeting.

### **Reviewing**

The policy will be reviewed annually by the student welfare committee (made up from HOL, student welfare assistants, parent governor & students) and the governing body (education committee) and altered in the light of any concerns brought by any of the above, and where changes in legislation make it necessary.





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## Appendix

Behaviour – serious incident record	
Name of pupil:	
Type of incident:	
Date of incident:	Time of incident:
Location where incident took place:	
Names of all other persons involved:	
Details of the incident including all steps taken to diffuse the situation and resolve it:	
Outline of the incident including a description of any injuries suffered and/or any property damaged:	

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What has happened in the aftermath of this incident to the perpetrator, other people involved, property?

Staff signature (1)

Staff signature (2)



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## Response to serious incident

Name of pupil:

Nature of serious incident:

Chronology of events subsequent to the incident:

Signed:

Date:

Principal/deputy Principal/assistant Principal/year leader	
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<b>Witness statement - serious incident record</b>	
Name of pupil:	
Type of incident:	
Date of incident:	Time of incident:
Location where incident took place:	
Names of all other persons involved:	



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Details of the incident what happened. (what you saw and what you did)

Witness statement continued

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Witness signature (1)

Witness signature (2)



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<b>B1</b>	<b>B2</b>	<b>B3</b>	<b>B4</b>	<b>B5</b>
Verbal reminder	Daytime detentions	After school detentions	Head of Learning action	SLT action
<b>Action:</b> <b>Name on board</b> <b>Sanction in class</b>	<b>Action:</b> <b>Name on board</b> <b>Sanction in class</b> e.g. moved <b>Write in planner</b> <b>Teacher logs B2 on Sims with notes</b> <b>20 minute detention</b>	<b>Action:</b> <b>Name on board</b> <b>Sent to 'buddy'</b> <b>Contact Home</b> <b>Write in planner</b> <b>Teacher log B3 on Sims with notes</b> <b>40 minute detention</b>	<b>Action:</b> <b>Name on board</b> <b>SLT called</b> <b>Contact Home by relevant SL or HOD</b> <b>Write in planner</b> <b>Teacher log B4 on Sims with notes</b> <b>60 minute detention</b>	<b>Depending on situation:</b> <b>1. SLT Detention -80 mins</b> <b>2. HT Detention - 100 mins</b> <b>3. Internal exclusion</b> <b>4. External exclusion</b> <b>5. PSP</b>
Any behaviour that disrupts the learning. <b>(This is not an exhaustive list)</b> E.g. Interrupting staff Talking over teacher Being argumentative Creating litter Name calling Spitting (not at others) Throwing objects Pushing and shoving Running in corridors	Repeat of B1	Repeat of B2 Failing to attend lunchtime detention	Repeat of B3 Failing to attend after school detentions	Persistently repeating B3 and B4 offences
	More serious than B1 E.g. No homework/poor quality of homework	More serious than B2 E.g. Swearing at other students Bullying & intimidation Minor Vandalism Dangerous handling of equipment Refusal to do as asked by members of staff Truanting Lessons	More serious than B3 E.g. Fighting Major vandalism Behaviour likely to endanger others Misuse of phone/email or other electronic device Smoking Cheating in examinations	More serious than B4 E.g. Poor behaviour in the Focus Room; Physical assault on another student; Verbal threats or extreme offensive language to staff; Serious inappropriate behaviour; Dangerous, sexual or offensive actions; Possession or supply of alcohol or pornographic material





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<p>Not totally complying with instructions Lack of equipment or kit Misuse of equipment Slow work rate Shouting out in class Swinging on chairs Uniform offences Using mobile device in school (then confiscation) Lateness to lesson</p>		<p>Leaving the classroom without permission</p> <p>In a half term - More than 3 B3s in a subject - subject report</p> <p>In a half term - More than 4 B3s across the school – Head of Year report</p>	<p>Videoining/photographing others without consent Dangerous behaviour on the school bus ( &amp; bus ban) Racist remarks or actions Theft Deliberately undermining staff authority</p>	<p><b>B6 Managed move &amp; permanent exclusion - used by Head teacher only</b> Assaulting a member of staff; Possession of an offensive weapon or item deemed to be offensive ; Possession, use or supply of drugs or other illegal substances ; Behaviour that endangers other students, staff or visitors; Persistent defiant and disruptive behaviour after failed intervention strategies</p>
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