



DRAFT Behaviour Policy

| | | | | | |
|----------------------------|-----------------------------------|-----------------------|--------|-----------------------|------------------------|
| Policy No: | 3 | Review period: | Annual | Last reviewed: | Currently under review |
| Person responsible: | Assistant Principal- Safeguarding | | | Reviewer: | Principal |

Plympton Academy is dedicated to ensuring that our Academy environment supports learning and the wellbeing of students and staff through a strong sense of community cohesion.

Cooperation, support, and respect are the foundations of our community and we work hard to provide a safe Academy where students feel included in every aspect of Academy life and comfortable to voice their opinions.

This policy outlines what we expect from all our students in terms of their behaviour, and the sanctions that will be enforced if this policy is not adhered to. It extends to all members of our Academy community and is written in line with our Governing Body's statement of behaviour principles. Good behaviour and self-discipline have strong links to effective learning, and are vital for students to carry with them both during and after their Academy years.

1. Aims

Plympton Academy believes that all students should be aware of the standards of behaviour that are expected of them, and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the Academy built on trust and understanding, and that through the use of this policy we can support all of our students in developing a high level of social awareness. Our aim is to ensure that all our students leave the Academy with the key skills they need to continue to progress to the best of their ability in all areas of life.

2. Standards of behaviour

2.1 Academy

The Academy understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the Academy must act responsibly and professionally, and will never denigrate students or colleagues. We work hard to ensure that discipline is consistent across the Academy so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEN needs and disabilities as well as the additional challenges that some vulnerable students may face. Staff are trained to deal with behavioural strategies as part of their continual professional development, and are well informed of the extent of their disciplinary authority.

We work with parents to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. The Academy will report behaviour, good or bad, to parents regularly. We encourage parents to communicate with the Academy if they have a concern about their child's behaviour, and we will do as much as is possible to support parents as and when they need it. We promote good behaviour within the Academy curriculum and reminders of Academy rules and expected standards of behaviour are posted on in classroom notice boards and situated around the Academy.

Staff are a constant presence around the Academy, in-between classes, during breaks in the Academy day, and at lunch times, to check that students are using the Academy grounds respectfully and behaving appropriately.

We recognise that where individual students are engaging in continuing disruptive behaviour this can be as a result of unmet mental health needs. If such needs are identified we will do all we can to ensure that the student receives appropriate support.

The Academy will take all reasonable measures to ensure the safety and wellbeing of all students and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of students' social, emotional and behavioural skills. For more information, see section 5 of this policy and the Academy's **Anti-Bullying Policy**.

2.2 Students

The Academy expects all of its students to show respect to one another, to Academy staff, and anyone else that they may meet. Incidents of bullying, denigration, or bringing intentional harm to other students or staff will not be tolerated.

Students are ambassadors to our Academy even when off Academy premises, and we expect them to act accordingly. They are expected to obey Academy rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour, such as reports.

Academy work and homework should be well presented, completed to a high standard, and handed in on time. Failure to hand in work on time will lead to disciplinary sanctions. If students are struggling to meet the requirements of their workload for any reason, they should discuss this initially with their tutor who will work with them to draw up a support plan.

Under no circumstances will illegal or inappropriate items be brought into Academy, and all students will respect and look after the Academy premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in exclusion, depending on the circumstances.

- verbal abuse to staff and others

- verbal abuse to students
- physical abuse to/attack on staff
- physical abuse to/attack on students
- indecent behaviour
- damage to property
- misuse of illegal drugs
- misuse of other substances
- theft
- serious actual or threatened violence against another student or a member of staff
- sexual abuse or assault
- supplying an illegal drug
- carrying an offensive weapon
- arson
- unacceptable behaviour which has previously been reported and for which Academy sanctions and other interventions have not been successful in modifying the student's behaviour.

2.3 Parents

Parents play a big part in ensuring that their children are responsible for their own behaviour in Academy. Building Academy life into a natural routine – ensuring that your child is at the Academy on time, appropriately dressed, rested, and equipped – will encourage your child to adhere to Academy rules and procedures.

We ask parents to work with the Academy in support of their child's learning, which includes informing the Academy of any special education needs or personal factors that may result in their child displaying unexpected behaviour.

We ask that parents be prepared to attend meetings at the Academy with staff or the Principal to discuss their child's behaviour and to adhere to any contracts put in place.

In the case of exclusions, we ask that parents provide appropriate supervision for their child during the time that they are excluded from Academy and, if invited, to attend a reintegration interview at the Academy with their child.

3. Academy rules that apply at all times to all members of the Academy community

- Always be on time.
- Keep your appearance smart and tidy, and wear regulatory Academy uniform at all times to and from Academy.
- Rude, derogatory, racist or defamatory language will not be tolerated.
- Be considerate of your peers and the extended community. Do not run through hallways and corridors, do not shout out during lessons, or shout to one another in hallways, or when in public places.

- Be polite and respectful at all times. This applies to staff, other students, any visitors to the Academy, and to members of the general public.
- Take care of your environment, both on the Academy site and outside, and keep it tidy. Do not litter and do not vandalise property in any way.
- Unauthorised absence from Academy will not be tolerated.
- Health and safety equipment is only for use in emergency situations and should not be tampered with under any circumstances.
- Disobeying staff is not tolerated.
- The following items are not allowed in Academy under any circumstances:
 - Alcohol and drugs
 - Cigarettes, matches, and lighters
 - Chewing gum
 - Energy drinks
 - Weapons of any kind
 - Material that is inappropriate or illegal for children to have; such as racist or pornographic material
- Gambling is not allowed on Academy property.

3.1 Drugs

The Academy will not tolerate drug use of any sort on Academy property or during off-site Academy activities. The Academy takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

Prescription drugs

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

Non-prescription drugs

Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these in Academy. If students are taken ill during the Academy day they can see one of our trained first aiders.

Medication

We are aware that it may be necessary for some students to take medication during the Academy day. Parents should make the Academy aware of this in writing as soon as their child starts taking the medication.

It is expected that parents/carers will normally administer medication to their children at home. No medication will be administered without prior written permission from the parents/carers, including written medical authority if the medicine needs to be altered (e.g. crushing of tablets). A **Request to Administer Medication Form** must be completed. Staff are not legally required to administer medicines or to supervise a child when taking medicine. This is a voluntary role.

3.2 Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

All of these rules also apply when travelling to and from Academy.

4. Bullying

Plympton Academy wants to make sure that all students feel safe at Academy, and accepted into our Academy community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated, whether it is a one-off incident or an ongoing campaign.

Bullying can be verbal or physical, and can be directed at both staff and students. The Academy practices a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the Academy. It is made very clear to students what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.

If there is an allegation of bullying, the Academy will:

- take it seriously
- act as quickly as possible to establish the facts
- record and report the incident; depending on how serious the case is, it may be reported to the Principal
- provide support and reassurance to the victim
- make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and the Academy will make sure that they understand what they have done and the impact of their actions
- ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used
- consider a fixed term exclusion in cases of repeated bullying.

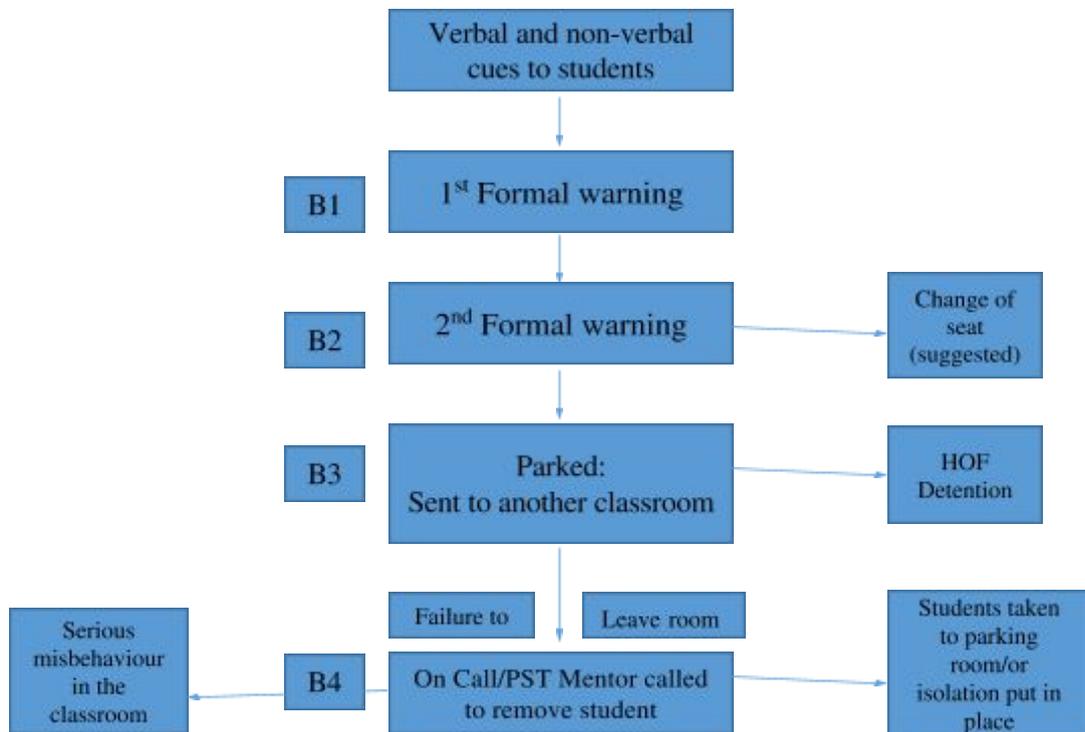
5. Disciplinary sanctions

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline students. Plympton Academy operates using the following disciplinary measures:

5.1 Classroom Behaviour

Teachers are expected to use the class behaviour system to support discipline in the classrooms and around the Academy. The class behaviour system works on a “three strike” policy:

CLASS BEHAVIOUR SYSTEM



5.2 Behaviour Sanction list:

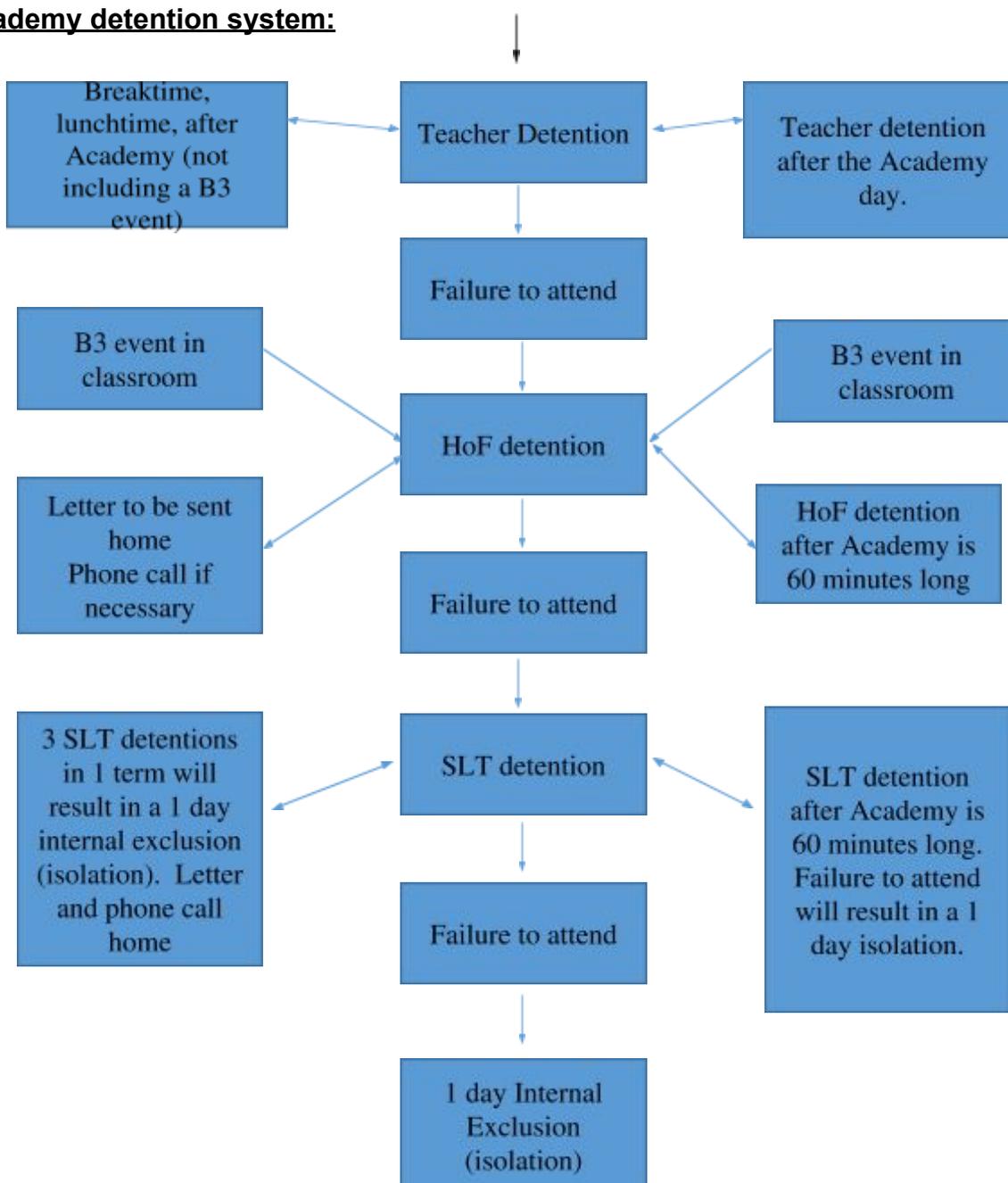
| Code | Description |
|------------|---|
| B1 – LLCB | Low level challenging behaviour |
| B1 – LR | Lateness to tutorial |
| B1 – L | Littering |
| B1 – CG | Chewing gum |
| B1 UP | Unsigned planner |
| B1 – LT | Failure to complete learning task/homework |
| B1 – LLD | Low level disruption to lesson |
| B1 – FBE | Failure to bring appropriate equipment |
| B1 – LL | Lateness to lessons |
| B1 – UMP | Use of mobile phone/mp3 player |
| B2 – RLR | Repeated lateness to tutorial |
| B2 – RUP | Repeated unsigned planner |
| B2 – RL | Repeated littering |
| B2 – RCG | Repeated chewing gum |
| B2 – ENPA | Eating other than permitted areas |
| B2 – RLT | Repeated failure to complete learning task/homework |
| B2- RD L | Repeated disruption to lessons |
| B2 – RFBE | Repeated failure to bring equipment |
| B2 – RLL | Repeated lateness to lessons |
| B2 – RUMP | Repeated use of mobile phone/mp3 player |
| B2 – FTATD | Failure to attend teacher detention |
| B3 – AWS | Association with smoking |
| B3 – AB | Anti-social behaviour |
| B3 – UI | Uniform infringement |
| B3 – PL | Persistent lateness |
| B3 – FAHD | Failure to attend Head of Academic Progress detention |
| B3 – PUMP | Persistent use of mobile phone in lesson |
| B3 – PLL | Persistent lateness to lessons |
| B3 – HW | Continued failure to complete homework |
| B3 – PDL | Persistent disruption to lessons |
| B3 – RRET | Repeated refusal to engage with the task set |
| B4 – T | Truancy/out of bounds |
| B4 – VG | Vandalism/graffiti |
| B4 – B | Bullying |
| B4 – IUICT | Use of inappropriate website/sending offensive email |
| B4 – FHOFD | Failure to attend Head of Faculty detention |
| B4 – CCB | Continued challenging behaviour |
| B4 – FFSR | Failure to follow safety rules |
| B4 – RFR | Refusal to follow requests |
| B4 – PFHW | Persistent failure to complete homework |
| B4 – SLT | SLT detention |
| B4 – VAS | Verbal abuse to a member of staff |
| B4 – PAS | Physical assault on another student |
| B5 – S | Smoking/smoking materials |
| B5 – BSD | Bringing the Academy into disrepute |
| B5 – TBTS | Threatening behaviour to a member of staff |
| B5 – BS | Behaviour sanction |
| B5 – FSLTD | Failure to attend SLT detention |
| B5 – PRFR | Persistent refusal to follow staff requests |
| B5 – DB | Actions which put fellow students at risk |

| | |
|------------|--|
| B5 – RI | Racist incident |
| B6 – UPIS | Use/possession of illegal substances |
| B6 – SIS | Supply of illegal substances |
| B6 – VS | Violence towards a member of staff |
| B6 – PPVTS | Persistent physical violence towards another student |
| B6 – TBTS | Threatening behaviour toward a member of staff |

5.3 Detentions

Plympton Academy uses a detention ladder to differentiate detentions. Detentions are used to discipline students. Detentions can be set for break times, lunch times or after Academy. Teachers can discipline students whose conduct falls below the standard which could reasonably be expected of them. This means that if a student misbehaves, breaks an Academy rule or fails to follow a reasonable instruction the teacher will follow the procedure outlined below. The Principal may extend the power to discipline students to other paid members of staff, for example: teaching assistants or support staff.

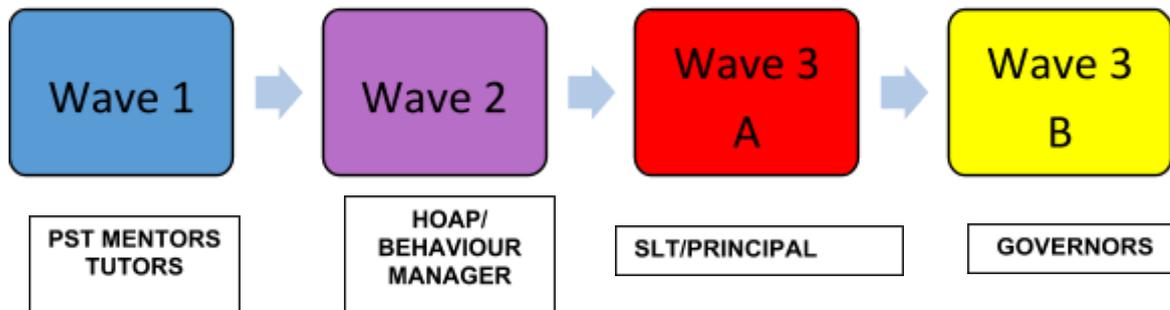
Academy detention system:



5.4 Report Cards

Plympton Academy monitor student's behaviour using report cards. The cards are the students' responsibility to take to their lessons. Subject teachers can record how the student has behaved during the lesson.

Plympton Academy uses a behaviour escalation ladder to monitor students who are placed onto report:



Students are given targets to work towards. These targets are based upon concerns raised by teachers/support staff. Regular reviews of the student's reports enables students' progress to be carefully monitored. These reviews take place every **three** weeks. At these reviews it is decided if a student has passed the reports by meeting expected targets or they have failed the reports meaning they are placed onto the next 'Wave' of monitoring.

Parents are provided with regular updates.

Students on are assessed using a system which grades their progress as Red, Amber or Green. The class teacher is responsible for grading the student's behaviour in class. This is done on a lesson by lesson basis. The system is used to target support and guidance for students in order to help them to improve their overall performance.

5.5 Searching and confiscation

Following guidance set out by the Education and Inspections Act 2006, our members of staff are authorised to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize items in the possession of students that are illegal, or banned by the Academy. It is our first priority to ensure that students are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other students or themselves will be taken off students without notice.

A teacher or someone who has lawful control of the child can search a student **with their permission** to look for any item that the Academy's rules say must not be brought into Academy. Principals and other members of staff authorised by them, have the power to search a student **without the student's consent** if they suspect they are in

possession of 'prohibited items'. Prohibited items that can be searched for without consent include:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- articles that have been or could be used to commit an offence or cause harm.

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this. Any cigarettes confiscated in Academy will be destroyed.

5.6 Use of force

Section 93 of the Education and Inspections Act 2006 enables Academy staff to use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student);
- causing personal injury to, or damage to the property of, any student (including him or herself); or
- prejudicing the maintenance of good order and discipline at the Academy or among any students receiving education at the Academy, whether during a teaching session or otherwise.

Plympton Academy does not encourage the use of force and it will be used very rarely in special circumstances. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

All staff at the Academy have the authority to use force when reasonable, and this extends to any other person whom the head has given the responsibility to be in charge or in control of the students. Staff can also use this power when they are lawfully in charge of students but off the Academy premises – i.e. on an Academy trip.

Following serious incidents involving the use of force, the Academy will speak to the parents concerned.

Such serious incidents involving the use of force will also be recorded by the Academy.

6. Attendance

Regular attendance at Academy is required by law, and Plympton Academy takes

attendance very seriously. There is a register taken daily and at the start of each lesson, and disciplinary action will be taken against any students who are discovered to be truanting or are repeatedly late. Parents or carers will be contacted to discuss possible reasons and Academy support systems that could help. More information can be found in the Academy's **Attendance Policy**.

7. Uniform and appearance

Effective teaching and learning needs proper organisation, and this starts with a smart and tidy appearance which helps to instil discipline and pride in appearance in students, and reduces the risk of distraction in lessons.

Information about the uniform expectations are available in the Student Planner and are on the Academy website.

Academy uniform should be worn by all students in Year 7 through to Year 11. Students who come in repeatedly without the correct Academy uniform will receive a sanction.

8. Regulating student's offsite conduct

Students who are caught or known to have been misbehaving on the way to or from Academy, or near the Academy premises, will be disciplined by the Academy. This also applies to students who break Academy conduct during work experience, Academy trips, or extended Academy activities such as sports events, or any event where poor behaviour might jeopardise the chances of future students participating.

9. Rewards policy

Plympton Academy believes that it is important to encourage good conduct throughout the Academy by celebrating and rewarding good behaviour. The Academy use the VIVO reward system, which engages students and helps to achieve Academy values. Staff award VIVO points for the following activities:

- Completing additional tasks/extension work to a high standard
- Consistently comes to lessons prepared and equipped for learning
- Consistently good effort
- Demonstrating outstanding subject knowledge
- Excellent collaborative work
- Shows a high expectation of themselves
- Has shown a positive commitment to learning
- Helps maintain a clean and safe environment
- Homework has been completed beyond expectation
- Is working at or beyond their expected level of attainment
- Outstanding contribution to Academy life
- Outstanding leadership

VIVO points provide a range of rewards despatched directly to students at Academy. Parents can login and access the VIVO rewards, track their child's achievements, read the teachers' feedback and reinforce the good work done at Academy.

10. Complaints

The Academy has a standard complaints procedure. We encourage parents to take any complaints or concerns to a staff member or the Principal, and the Academy will do everything in its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see our **Academy Complaints Policy**.