



**Biggleswade**Academy

# Behaviour Policy

<b>Document Detail</b>	
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At Biggleswade Academy, we aim to create a safe, caring, positive, happy and healthy learning environment - somewhere pupils can be challenged to achieve their full potential. We are committed to supporting the education of our pupils to allow them to develop their skills and understanding, so they become confident 21<sup>st</sup> century citizens, ready to take their place within our community and the wider world.

The Academy takes pride in the high standard of behaviour of its pupils and there is a system of rewards for good work and sustained effort and clear expectations about codes of conduct. We aim to celebrate and recognise the successes our pupils' make and focus upon rewarding their achievements. There are times however, when we must address inappropriate behaviour. We use a range of sanctions which are used if pupils behave in an inappropriate manner which may involve exclusions. Together with parents and carers, the Academy strives to create a positive and motivating environment which enables all children to learn and achieve their very best.

We can achieve this as follows:

**Parents/Carers and pupils can expect the Academy to:**

- Provide stimulating and challenging lessons
- Create a safe learning environment where it is easy for everyone to learn without distraction
- Provide the support to allow you to achieve your goals, including strategies to monitor and improve your behaviour
- Reward positive behaviour, attainment and effort
- Show respect and understanding towards the individual needs of each pupil
- Encourage you to develop positive relationships showing respect and consideration to others
- Encourage you to respect and appreciate our environment
- Be positive about pupils, families, staff and the Academy
- Encourage pupils, parents/carers and staff to understand e-safety and use ICT safely and responsibly, including mobile phones and the use of social networking sites

**The Academy expects pupils to:**

- Arrive on time and be ready to learn
- Always try their best
- Behave in a way that has a positive impact on your learning and the learning of others
- Listen carefully and follow instructions
- Request help when needed
- Help others when needed
- Speak politely and show respect to others at all times
- Take turns when listening, learning and playing
- Appreciate and respect the views of others
- Take pride in the Academy, respect its environment and equipment
- Behave safely and sensibly at all times
- Be active and responsible citizens
- Be proud of your Academy and the community
- Use ICT safely and responsibly, including the use of mobile phones and social networking sites

**Parents and Carers can contribute to the success of their child's education by:**

- Ensuring you support the philosophy and vision of the Academy
- Supporting the Academy to achieve high levels of attainment and behaviour, reinforcing high expectations
- Encouraging your child to take an active part in all areas of Academy life

- Ensuring that your child is fully prepared for the Academy day, including uniform and equipment
- Working with staff and pupils to develop positive Home/Academy relationships
- Being positive about pupils and their families, staff and the Academy
- Supporting the learning of your child by ensuring that homework is completed to a good standard
- Listening to your child read regularly
- Encouraging your child to understand e-safety and use ICT safely and responsibly, including mobile phones and social networking sites

**We demonstrate our commitment by:**

- Creating a positive and happy place to work
- Always striving for improvement
- Working collaboratively
- Promoting fundamental British Values
- Promoting the school Ethos and Academy Virtues
- Educating pupils on the various forms of bullying

**We believe every child at the Academy has the right to:**

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing

**Biggleswade Academy Mission and Virtues:**

Our Mission:

- To be a school community with no ceiling on our ambitions and a blinding self BELIEF in what we can ACHIEVE TOGETHER; our pupils, staff and families.
- To be a school with an atmosphere of happiness and fulfilment, where all thrive on high expectations and strong moral principles.
- To develop a child who is ambitious for themselves and others, self regulated and independent.

We will achieve this through our motto: **Believe and Achieve Together.**

We also deliver a Character Development programme focused on the 4 moral virtues of:

- **Ambition (Aim high)**
  - Aspiring to be the best we can possibly be; and know what this looks like
  - Encouraging our peers and colleagues to aspire to be the best they can possibly be.
  - Aspiring to achieve the highest outcomes possible
- **Determination (Be unstoppable)**
  - Not giving up, especially when things are difficult
  - Embracing the challenges of learning at a high level
  - Supporting each other to achieve

- **Integrity (Do what is right, even when out of sight)**
  - Doing the right thing, even when no-one is watching
  - Being honest with yourself and others, even when in the wrong
  - Having strong moral principles
  
- **Respect (Be kind)**
  - Accept that others have the right to hold different views, values and opinions from ours
  - Behave towards others as we would like them to behave towards us
  - Understand that we are all different from one another and that this is ok
  - Respect ourselves, others and the environment
  - Show kindness, compassion and consideration to all others

In addition to the above virtues the Academy supports and promotes British values:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

### **Recognising the needs of children**

In order for our mission to be effective and the above virtues to be meaningful to our pupils, an understanding of the basic needs of children are appreciated by the staff at Biggleswade Academy. Staff recognise that in order to develop fully as people children need:

- To be respected
- To feel secure and know what is expected of them
- To be valued as individuals
- To have their opinions respected
- To develop self-awareness and a knowledge of the world around them
- To be provided with the opportunity to reflect, internally and externally
- To be fully involved in their education

### **How do we meet these needs?**

All Biggleswade Academy staff, both teaching and non-teaching, attempt to be consistent in their behaviour and their expectations of all pupils. In particular, they:

- Value all pupils as equal partners in the Academy
- Display patience and listen carefully to pupils
- Focus on and emphasise the positive, in terms of work, habits and behaviour
- Face and deal with the reality of difficult and emotional challenges which may occur in the life of pupils outside school and help pupils with compassion and support
- Make time for pupils without rushing
- Speak quietly and avoid shouting
- Communicate openly with parents and carers to build a common understanding and appreciation of the Academy virtues
- Have a good sense of humour!

## **Skills**

Throughout the Academy the development of the following skills are encouraged which contribute to reflective thinking about our virtues:

- Displaying helpful politeness and good manners to everyone at the Academy and to all visitors to the Academy
- Speaking quietly and politely to others
- Listening carefully and thinking about what others are saying
- Reflection
- Empathy and tolerance
- Stillness
- Being able to express feelings constructively, thereby learning to manage feelings and resolve conflicts through discussion
- Articulate thoughts clearly in order to enhance communication skills
- Walking quietly around the Academy buildings
- Developing positive attitudes to learning and play
- Accepting personal responsibility for actions
- Showing care and respect for the property of others

## **The School Pupil Forum**

Each class at Biggleswade Academy has an elected representative who regularly attends school Pupil Forum meetings. The meetings are an opportunity for the representatives to share thoughts and ideas of their class about the day to day running of the Academy. In addition, the Pupil Forum considers ways in which they can help and support the local community and the wider world.

## **The Start of the School day**

Staff are present on duty in the playground areas of the Academy at the start of the day, during morning and lunchtime breaks and at the end of the school day to reinforce core virtues of the Academy and offer praise to pupils who are demonstrating adherence to the Biggleswade Academy virtues. Pupils are allowed into the school grounds when the gates open at 8.40. At 8.45, pupils are led quietly from the playground by their form tutor to their classroom where all mobile devices are to be handed to the class teacher and early morning work begins promptly at 8.50. This arrangement helps to ensure a prompt, calm and focused start to the day.

## **Mobile phones/ Electronic devices**

All mobile phones/electronic devices (this is any device that can record images, conversations or connect to the internet) are to be handed to the class teacher at the start of the day.

Parents are required to complete a form confirming they're in agreement with our terms and conditions of mobile phone/electronic devices use and storage before sending their child in with a mobile phone/electronic device.

Pupils must:

\* Ensure the mobile phone/electronic device is switched off on entering the school site and that it remains switched off until the pupil has exited the school site at the end of the day.

\* Ensure that the mobile phone/electronic device is handed in to the form tutor at the start of the school day and then collected by them at the end of the school day.

Pupils are not permitted to take mobile phones or any electronic device on school trips/visits.

If any child is found to be in possession of a mobile phone/electronic device that has been brought in without permission, or which should have been handed in to the form tutor, it will be confiscated and only returned to the parent or carer of the child.

### **Racist Comments**

The Academy has a zero tolerance to racism. If a pupil uses a racist comment they will automatically be issued with a Red card and referred to their respective Progress Leader. In addition, the Progress Leader will contact parents/carers immediately to discuss our findings and the incident will be recorded on the school behaviour management system.

### **Support for children who have concerns**

Children are first encouraged to speak to a member of staff if an issue arises, usually their form tutor. If they have concerns during lunchtime, they report to the lunchtime supervisors. The Academy Youth Support Worker is available for pupils to speak to and pupils are able to discuss any issues or concerns they have or write them down. All issues and concerns are followed up by staff and/or the Youth Support Worker.

### **Consistent Approach to Behaviour Management at Biggleswade Academy (Rewards)**

Every classroom will display the rewards procedures clearly for all pupils and staff to see.

Pupils will receive awards at level 1 for demonstrating a high level of effort, a high level of attainment, being helpful, good behaviour and for receiving a good academic report. Rewards will include:

- Verbal praise
- Positive behaviour point awarded for example: home learning, being on task, participation in reading, displaying the school virtues
- Work displayed
- Telephone call home
- Referral to the Progress / Curriculum Leader

Pupils will receive awards at level 2 for continued good behaviour and continued high level of effort and attainment. Rewards will include:

- As level 1
- Positive behaviour certificates (25-Crystal, 50-Pearl, 75-Jade, 100-Bronze and 150-Amethyst, 200-Opal, 250-Ruby, 300-Iridium)

- Telephone call home
- Year group – pupil of the week certificate
- Year group – form of the week certificate
- Referral to Progress/Curriculum Leader

Pupils will receive awards at level 3 for exceptional work which is above and beyond what is expected for that particular year group or individual, exceptional effort or behaviour, helping at an Academy event, supporting fellow pupils and by demonstrating a consistent and positive attitude to learning. Rewards will include:

- As levels 1 and 2
- Purple card (equal to 5 Positive behaviour points)
- Positive behaviour certificates (400-Emerald, 500-Silver, 750-Sapphire)
- Referral to Associate/Vice Principal

Pupils will receive awards at level 4 for sustained exceptional work, effort or support of others. Rewards will include:

- As levels 1, 2 and 3
- Blue card (acknowledge by the Academy Principal)
- Letter home from the Academy Principal
- Positive behaviour certificates (1000-Gold, 1250-Diamond, 1500-Platinum)

Pupils will receive awards at level 5 for exceptional work, effort or support of others, far above and beyond our usual high standards of expectation across the whole term or academic year. Rewards will include:

- BAT (*Believe, Achieve, Together*) Awards
- Chair of Trustees Cup for effort and determination (Year 8)
- Outstanding Contribution to the Academy Life Award (Year 8)
- Year 8 Celebration Evening Values Award
- Head Boy and Head Girl Award (Year 8)
- Pupil Forum member (all year groups)
- House Captain and Vice Captain (Year 8)
- Sports Captain and Vice Captain (Year 8)

### **Consistent Approach to Behaviour Management at Biggleswade Academy (Sanctions)**

Every classroom will display the sanctions procedures clearly for all pupils and staff to see.

A first rule reminder (level 1) will be issued to pupils if pupils behave in a way that is not demonstrating our school virtues.

A second rule reminder (level 2) will be issued if pupils still continue to behave in a way that is not demonstrating our school virtues. The consequences of this may include but will not be limited to:

- The class teacher will record the behaviour as a Negative behaviour point. Negative behaviour points are issued for example: disrespect, homework issues, lack of effort, being late, being off task, talking out of turn, being unprepared or having missing equipment or not displaying the Academy virtues.

- The pupil will be issued a 'Time to reflect' card, providing them with the opportunity in class to reflect upon their behaviour.
- Internal internet ban
- The pupil's name will be placed on the rain cloud (Early Years only)

A third rule reminder (level 3) will be issued if pupils continue to behave in a manner which gives cause for concern. The consequences of this may include but will not be limited to:

- The pupil will have a 10/20 minutes Reflection Time with the subject teacher/form teacher at break or lunchtime.
- The pupil's parents/carers will be informed via a message on Class Charts.
- Negative behaviour points issued on Class Charts
- Restorative practice conversations
- Name appears on Thundercloud (Early Years only)

A repeat of level behaviour 3 or any racist/homophobic/sexist or any other discriminatory incidents, dangerous behaviour, physical assault, damage to Academy property, defiance towards staff, fighting, failure to attend a Stage 3 break/lunchtime Reflection Time, truancy/leaving class without permission will result in a level 4 behaviour concern. The consequences of this may include but will not be limited to:

- The issue of a red card. Pupil removed from lesson/playground and is seen by a member of SLT.
- In Key Stage 3 this will result in a 30 minute reflection period that will take place after school providing pupils with the opportunity to consider their behaviour and whether it is safe, caring and positive. The pupil will spend any breaks and lunch times with their Form teacher until the Red Card after school reflection period is completed.
- Negative behaviour points issued on Class Charts
- Parents/Carers called.
- Progress Leader informed

In all cases where a red card has been issued the Progress Leader will monitor.

A repeat of level 4 behaviour and continued persistent behaviour listed in levels 1, 2 and 3, theft, failure to attend a Stage 4 Red Card, will result in a level 5 behaviour concern (continuous poor behaviour). The consequences of this may include but will not be limited to:

- Immediate referral to the Progress Leader
- Pupil placed on report to Class teacher
- Negative behaviour points issued on Class Charts
- Parents/Carers informed and a formal meeting arranged
- Associate Principal informed

In all cases where continuous difficulties with behaviour occur the Associate Principal will monitor.



A repeat of level 5 behaviour and continued persistent behaviour listed in levels 1, 2, 3 and 4, behaviour that compromises the safety of others, inappropriate language to a member of staff, verbal aggression to a member of staff, refusal to accept the authority of the Academy leadership team and bringing the Academy into disrepute will result in a level 6 behaviour concern (continuous poor behaviour). The consequences of this may include but will not be limited to:

- Immediate referral to the Vice Principal
- Parents/Carers informed and formal meeting arranged
- Negative behaviour points issued on Class Charts
- Likely to lead to Internal Exclusion
- Pupil placed on report to Progress Leader

In all cases where continuous difficulties with behaviour occur the Vice Principal will monitor.

A repeat of level 6 behaviour and continued persistent behaviour listed in levels 1, 2, 3, 4 and 5, failure to comply with an Internal Exclusion, will result in a level 7 behaviour concern (extreme poor behaviour). The consequences of this may include but will not be limited to:

- Immediate referral to the Academy Principal
- Parents/Carers informed and formal meeting arranged
- Negative behaviour points issued on Class Charts
- Likely to lead to a Fixed Term / Permanent Exclusion
- Pupil placed on report to Vice Principal

A repeat of level 7 behaviour and continued persistent behaviour listed in levels 1, 2, 3, 4, 5 and 6, possession of a weapon or items that may be used as weapons, possession or use of illegal substances, violence towards a member of staff, will result in a level 8 behaviour concern (continuous extreme poor behaviour). The consequences of this may include but will not be limited to:

- Immediate referral to the Academy Principal
- Likely to lead to a Permanent Exclusion
- Negative behaviour points issued on Class Charts

### **Additional Sanctions and Measures**

Students should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online, via any other platform will be taken very seriously and may involve the associated technology company and local authority. This is also the case for any online bullying towards other pupils or child-on child abuse that is disclosed to the school during this time.

### **Searching and confiscation**

#### **Searching**

In line with the Department of Education Advice (January 2018) on 'Searching, screening and confiscation', school staff have the power to search a pupil for any item if the pupil agrees.

Further to this, the Principal and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

Prohibited items are: knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images and 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.

The Principal and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched, for example mobile phones, devices or vapes.

#### Confiscation

School staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to school discipline.

#### **Reasonable Adjustments**

At Biggleswade Academy we recognise that because of a pupil's special or additional need they may have a tendency to behave in certain ways. It is also recognised that children may experience some form of 'ACE' (Adverse Childhood Experience) such as bereavement or family break-up which may alter their behaviour. This will be considered when thinking about how they present in school, the strategies we use to support them and what sanctions are deemed appropriate. Individual pupil Behaviour Plans may outline additional information about how the school caters for their individual needs. The school will work in accordance with the SEND Code of Practice and make adjustments to enable pupils to access education and to find ways of supporting their behaviour.