

Behaviour Policy – Inc Exclusion Arrangements

CONSEQUENCES OF BEHAVIOUR IN THE CLASSROOM

In all classrooms we aim for praise to outweigh consequences. We need to concentrate on **positive aspects of behaviour**.

Set the scene and move through the process

- Describe the student's misdemeanour (this may include eating, drinking or a lack of equipment) or uniform infringement and remind them of the rule and consequence.
- Remind them about the consequence ONCE
- Apply the consequence

Use this sequence in ALL lessons

Be consistent

- Use this approach with all students
- Only use this approach. Students must perceive this as a predictable and reliable pattern.
- State the facts when you describe behaviour. Do not invite discussion by phrasing your comments as questions, e.g. "why are you talking?" Rather, "I've asked you not to talk, C1".
- Ensure that students know it is your priority to maintain the pace of your lesson for the benefit of all students.
- A warning bell will ring two minutes before the lesson bell to signify the end of a break and students need to move to lessons so they are at their next lesson for the lesson bell.

THE CONSEQUENCES SEQUENCE

When a consequence is given it is never cancelled.

WARNING/RULE REMINDER	No further action at this point.
C1	First negative behaviour. Student's name written on consequences board.
C2	Second negative behaviour Planner taken from student and placed on teacher's desk (move immediately to C4 if student refuses to comply)
C3	Third negative behaviour <u>First break time detention issued for student's next available break – to be written in planner at end of lesson and coded C3.</u>
C4	Fourth negative behaviour <ul style="list-style-type: none"> - Student removed to FACULTY INCLUSION AREA for the remainder of the lesson. - Paper record given to student to take to Faculty Inclusion area and a copy given to reliable student to take to RECEPTION. Student given a 'back to lesson' slip by reception. - <u>One hour detention issued by department for student's next available night and written in planner and coded C4. Contact made home by the member of staff concerned that day.</u>
C5	Further disruption (i.e. refusal to leave classroom/disrupting Faculty Inclusion/failure to arrive at Faculty Inclusion) <ul style="list-style-type: none"> - Pastoral Leader/SLT alerted, student placed in Inclusion Unit for the remainder of the day. - Contact made home by the Pastoral Leader as soon as possible.
C6	Further disruption Extended period of time in IU/referral to Skills for Life/fixed term exclusion.

When do I call for further assistance?

If there is a serious incident, e.g. a health and safety issue, foul and/or abusive language directed at a member of staff, then a senior member of staff must be contacted through reception.

C4 Faculty Detentions

These will be logged by reception on to a spreadsheet which will be available to SLT, PL, TLR1s and HoDs to check daily. This will be saved on the Admin drive (W drive) in a folder called "C4 Detentions". TLR1s to ensure Faculty DT is served for their cluster and referred to Pastoral Leader if missed.

ADDITIONAL SANCTIONS

C4 OTHER

C4 Other detentions are to be given in subject areas and will be **one hour in duration**.

Reasons for C4 Other

- Poor timekeeping. Late if arrives at any point after a lesson bell that has been preceded by a warning bell (includes form time 8.25am bell) and if more than two minutes after a single lesson bell.
 - First late – one hour after school DT
 - Second late in a week – refer to Pastoral Leader for Inclusion
- No exercise book
 - first - written warning in planner
 - second – 1st break DT (C3 other)
 - third – 1 hr after school DT (C4 other)
 - fourth – refer to TLR1/HOD
- Lack of homework – 1 hr DT (C4 other)
- Non-attendance at p.m. registration
 - First non-attendance – one hour after school DT by Form tutor
 - Second non-attendance – refer to Pastoral Leader for Inclusion

N.B. Staff should first ascertain reason for lateness or lack of homework.

Codes in planners will remain the same.

H = homework

L = preparedness for learning / late

Report Cards

Report cards will remain with the following codes entered:

✓ = no issues

C1

C2

C3

C4

Planner

- **Students should have a planner with them at all times**
- A check to be carried out by SLT/Pastoral Leader/Form Tutor every a.m. and p.m. registration.
- Planners should be placed on tables during **every** lesson.
- If a student does not have a planner they should be referred to Pastoral Leader.
- If a student **leaves a lesson for any reason or is late leaving any lesson** (unless they have a pass) the time, reason and staff initial must be put in planner and they must carry it with them.

If a student misses a detention

- Check whether the student was present/absent from the Academy.
 - If absent, staff to re-arrange DT
 - If present, make contact with student/home to ascertain if there is a valid reason, if so staff to re-arrange DT
 - If present and no valid reason, please inform Pastoral Leader asap
- Students who miss detentions (any break or after school) will be placed in the Inclusion Unit.
- All C4 one hour DTs to begin at 2.40pm. If a student arrives after 2.40pm they are late.
- First break DTs – a student is late if they arrive more than two minutes after the bell.
- In the case of a late, the original DT must be served and an additional DT to be served in the next available session.

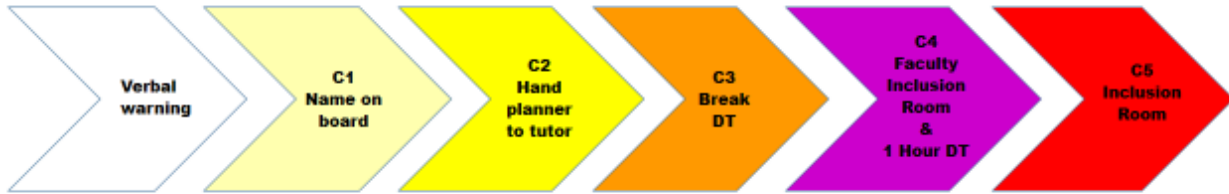
Mobile Phones

The use of mobile phones is not permitted under any circumstances during the Academy day. If a mobile phone is seen/used it is confiscated and taken to reception for storage until it can be collected by a named contact and a letter sent home.

Break times

First negative behaviour	Warning/Rule reminder. No further action at this point.
Second negative behaviour	Planner taken from student and student to remain on break DT either with the member of staff concerned or with the member of staff on duty. If near end of break to be issued with a first break DT for the student's next available break. To be recorded in planner and coded C3 other (if student refuses or fails to serve the break DT then refer immediately to Pastoral Leader for Inclusion).

BEHAVIOUR FLOW CHART



CONSEQUENCES BOARD

	C1	C2	C3	C4
Andrew W	✓	✓	✓	
Anna Y	✓			

A SMOKE-FREE ACADEMY

PROCEDURE FOR YEARS 7-11 STUDENTS FOUND SMOKING OR IN POSSESSION OF SMOKING MATERIALS AT THE ACADEMY

Garforth Academy is a smoke-free campus (buildings and grounds) as per Government legislation July 2007, regarding smoking in public places. However, should a student flout this legislation, the following procedures should be followed:

- | | |
|----------------------------|--|
| First Offence | After-school, one hour detention. Letter home to parents. |
| Second Offence | Student placed in the Inclusion Unit. |
| Persistent Offences | Students may be placed at Skills for Life. Parents invited to re-admission meeting with Principal and Assistant Principal. |

TRUANCY FROM THE ACADEMY

To ensure that the procedure for dealing with student truancy is robust and effective, the following guidance should be followed:

First Offence

Parents informed. Student makes up the time missed during after-school detentions.

Second Offence

Parents informed.

Student placed in the Inclusion Unit.

Assistant Principal: Inclusion considers formal PSP meeting with parents. Possible referral to AIO.

Persistent Offences Student may be placed at Skills for Life.

Assistant Principal: Inclusion will consider School Attendance Panel meeting (SAP). Possible escalation of action by Attendance Improvement Officer.