



GARFORTH ACADEMY

Care, Support and Guidance

Policy

Policy approved:
(Chair of Local Education Advisory Body)

Date October 2018

Date of Policy review: Annually

Student Conduct

In all classrooms we aim for praise to outweigh conduct reminders. 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, including gum, drinking or a lack of equipment) or uniform infringement and remind them of the rule and conduct reminder.
- Remind them about their conduct once
- Apply the Conduct

Use this sequence in ALL lessons

Be consistent

- Use this approach with all students and ensure you do not miss a step unless there is significant concern.
- 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 three minutes before the lesson bell to signify the end of a break. Students need to move to lessons so they are at their next lesson for the lesson bell or they will be considered late and given a C4 late.
- Do not allow students to leave lessons to fill water bottles, this should be done during break.

Questions to ask yourself

- Have I planned my lesson appropriately and shared my learning outcomes with students?
- Am I praising and rewarding those who behave?
- Is the work challenging and engaging to support students in learning?
- Are the resources appropriate and readily available so that pace is maintained?
- Have I made my high expectations clear and have I greeted them at the door?
- Is my seating plan right and have I made my 'reasonable requests' clear?
- Have I taken control of the class on entry, during the lesson and at dismissal?
- Have I arrived at my lesson in time for the lesson bell?

Conduct Reminders

When a conduct is given it is never cancelled.

C1	First conduct concern Student's name written on Conduct board.
C2	Second conduct concern Planner taken from student and placed on teacher's desk (move immediately to C4 if student refuses to comply)
C3	Third conduct concern <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 conduct concern <ul style="list-style-type: none"> - Student removed to C4 room for the remainder of the lesson. - Teacher to immediately log the C4 on SIMS and send an email to reception - lsgfa-reception@garforthacademy.org.uk - <u>One hour department/faculty detention issued for student's next available night and written in planner and coded C4. Contact made home by the member of staff who issued the C4 and parents informed of date of detention.</u>
C5	Further disruption (i.e. refusal to leave classroom/disrupting C4 room/failure to arrive at C4 room) <ul style="list-style-type: none"> - Pastoral Leader/SLT alerted, student placed in Reflections Room for the remainder of the day. - Reception to inform parents/carers of extended 3.30pm finish.
C6	Further disruption Extended period of time in Reflections Room/referral to Skills for Life/fixed term exclusion.

N.B. There may be occasions when members of staff have to move to C4 if there is a serious concern/gross disobedience/deceptive behaviour. Please record any conducts given during the lesson as soon as practicable in SIMS and any C4 disruptive behaviour immediately.

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.

At the end of the lesson staff should record the students on the conduct board in SIMS via the class register.

C4 Faculty Detentions These will be recorded in planners by the member of staff in the C4 room and an email sent to teacher and HoD. TLR1s to ensure Faculty DT is served for their cluster and referred to Pastoral Leader if missed. A School Comms will be sent home to advise parents/carers of missed detentions advising parents/carers that students will be in the reflections room until 3.30pm the following day.

ADDITIONAL SANCTIONS

C4 LATE

Reasons for C4 Late

- 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 Reflections Room 11am to 3.30pm
 - C4 lates need to be logged on SIMS.

C4 OTHER

- No exercise book
 - First – written warning in planner
 - Second – first break DT (C3 other)
 - Third – one hour after school DT (C4 other)
 - Fourth – refer to TLR1/HoD
- Lack of homework – one hour DT (C4 other)
- Chewing gum – one hour detention C4 other

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

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 Form Tutor every a.m. registration.
- Planners should be placed on tables during **every** lesson.
- If a student does not have a planner they should be sent to reception for a temporary planner.
- 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

- It is the student's responsibility to ensure that they attend the detention. If a student needs to re-arrange a DT then this must be done by 12.30 on the day of the detention.
- Please check whether the student was present/absent from the Academy.
 - If absent, staff to re-arrange DT
 - If present, make the Pastoral Leader aware as soon as possible
- Students who miss detentions (first break or after school) will be placed in the Reflections Room from 11.00am until 3.30pm.
- All C4 one hour DTs to begin at 2.35pm. If a student arrives after 2.35pm 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 or school comms sent.

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 the Reflections Room).

BEHAVIOUR FLOW CHART



CONDUCT BOARD

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

*Please wipe boards at end of lesson.

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 Reflections room until 3.30pm.
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 Reflections room. 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.

APPENDIX 1

EXCLUSION INFORMATION

Fixed term exclusion

'Good discipline in schools is essential to ensure that all pupils can benefit from the opportunities provided by education. The Government supports head teachers in using exclusion as a sanction where it is warranted.'

(DfE Exclusion from maintained schools, Academies and pupil referral units in England 2017)

All decisions to exclude are serious and only taken as a last resort or where the breach of the Academy rules is serious. The following are examples;

- Failure to comply with a reasonable request from a senior member of staff. Failure to wear Academy uniform which has been provided (where possible) for a student who is in incorrect uniform is regarded as failure to comply with a reasonable request.
- Breaches of health and safety rules.
- Verbal abuse of staff, other adults or students.
- Possession of drugs and/or alcohol related offences.
- Failure to comply with the requirements of the 'Care, Support, Guidance and Behaviour system'
- Wilful damage to property.
- Homophobic or racist bullying.
- Bullying.
- Sexual misconduct.
- Theft.
- Making a false allegation against a member of staff.
- Persistent defiance or disruption.
- Minor assaults or fighting that is not premeditated or planned.
- Other serious breaches of Academy rules.

Permanent Exclusion

'A decision to exclude a pupil permanently should only be taken:

- in response to serious or persistent breaches of the school's Care, Support, Guidance and Behaviour policy and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupils or others in the school'.

(DfE Exclusion from maintained schools, Academies and pupil referral units in England 2017).

The Principal will make the judgement, in exceptional circumstances, where it is appropriate to permanently exclude a child for a first or 'one-off' offence. These offences might include:

- a) Serious actual or threatened physical assault against another student or a member of staff;
- b) Sexual abuse or assault;
- c) Supplying an illegal drug;
- d) Possession of an illegal drug with intent to supply;
- e) Carrying an offensive weapon and/or weapon of offence;
- f) Making a malicious serious false allegation against a member of staff;
- g) Potentially placing members of the public in significant danger or at risk of significant harm.

These instances are not exhaustive, but indicate the severity of such offences and the fact that such behaviour can affect the discipline and well-being of the Academy community.