

Shire Oak Academy



Behaviour for Learning Policy

Revised by BE/SH

Mrs J Mole

Chairman of Governors

Date:

September 2019

Main reviewer: The Principal in liaison with the Pastoral Manager

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Behaviour for Learning Policy

This policy has been written in conjunction with the academy's safeguarding policy, exclusions policy and the new sexual violence and sexual harassment guidance.

Our governing body is charged with the duty to have policies designed to promote good behaviour and discipline. The governing body sets the framework of the policy by providing a written statement of general principles relating to discipline, taking into account the needs of all pupils. The policy will be reviewed regularly.

Within the Shire Oak Academy community everyone is expected to act with courtesy, co-operation and respect at all times. Remember to:

- Respect yourself
- Respect others
- Respect your environment

The governors' statement covers:

- The ethos of the academy, its values and the boundaries of acceptable behaviour
- The academy's moral code
- Positive and constructive rules of conduct
- Rewards and punishments to be fairly applied

Circular 10/999 Annex B

The Principal's role is to determine the standard of behaviour acceptable to the academy, to the extent that this has not been determined by the governing body. The Principal has the day-to-day responsibility for maintaining discipline in the Academy, which will include making rules and provision for enforcing them.

The Principal has to:

- promote self-discipline and proper regard for authority among pupils;
- encourage good behaviour and respect for others, and to prevent all forms of bullying;
- ensure that the standard of behaviour is acceptable; and
- otherwise regulate the conduct of pupils

Publication

The Principal will publicise the policy to pupils, parents and staff. It will be made accessible to parents whose first language is not English, where requested.

Behaviour for Learning (BFL) at Shire Oak Academy

Aims of BFL:

To provide a safe, calm and purposeful climate for effective teaching and learning for all pupils and staff.

- To promote good relationships and respect between all pupils and adults so everyone can work together in promoting a community of mature learners.
- To develop emotional security which all students need to become effective learners and to participate fully and happily in academy life.
- To promote the development of responsible citizens and the reputation of Shire Oak Academy.

Making BFL Work:

- The child must know that s/he is liked and you care about their wellbeing.
- Sanctions work best when they are linked to giving the child responsibility for the consequence of their actions.
- Sanctions should always be reviewed.

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- Tell the child in advance what the sanction is.
- Don't humiliate a child.
- Remain in control of your emotions.
- Never threaten a sanction that you will not carry out.
- Be disappointed in bad behaviour.

Behaviour for Learning:

- BFL is a whole academy discipline policy that covers all aspects of academy life:
 - In The Classroom
 - Around the academy
 - Towards The Individual
 - In The Community
- All sanctions/consequences are given through a central academy system.

Truancy

If a pupil plays truant, parents should be informed. All cases of truancy will be dealt with by the relevant Head of Year (Mrs Gannon, Mrs Jones, Mr Doyle, Mrs Thompson or Mrs Waite) who will inform the Pastoral Manager(Mrs. Smith) or her assistant(Ms Youster) Truancy will count in the figures required by Education Walsall and to the DfE as unauthorised absence. Following consultation with parents, truants will make up any time missed after school.

Initial Interventions

1. **SIMS logs** – The appropriate behavior category will be logged (See appendix 1 for a short guide). Staff record incidents on a daily basis and logs are read and discussed by pastoral staff with both pupils and parents if necessary.
2. **Detentions** – Detentions are issued commensurate with the offence committed (see appendix 2) Detentions are recorded on sims and emails are sent home on a daily basis. Detentions are served the following day. If a pupil fails to attend a detention, then the time is increased. Failure to attend may result in withdrawal from lessons or a 5pm SLT detention.

Further Interventions

These interventions are dealt with by pastoral staff following discussions with the Pastoral Manager. The following alternatives are open to them:

1. Contacting parents.

Parents will be contacted as soon as possible after an incident giving full details. Staff contacting parents by phone or email should record the date, reason and agreed outcome. If a letter is sent home a copy should be attached to the pupil's personal file.

2. Withdrawal from lessons

This is to be implemented at the discretion of the Pastoral Manager in liaison with the Head of Year. Staff should be notified of any students removed from lessons so that work can be set. Pupils should follow the normal work for the day, which will be set by the subject teacher. Pupils will be monitored throughout the day.

Pupils who cause disruption to a lesson having ignored warnings from the class teacher, will be parked to a designated room with a member of staff where they will remain for the rest of the lesson. A 60 minute will be served that evening (see appendix 2).

3. Daily Report

When a pupil does not reach the required standard of behaviour or expectation, the Pastoral Leader/Head of Year may feel that a period on daily report will be productive. Parents should be informed and asked to sign the report every day. It should be made clear to the pupil who he/she should report to and at what time. The pupil should hand the report to the subject teacher at the start of a lesson and collect it at

the end when it has been completed. Individual tailored reports are used to monitor a specific aspect of behaviour.

4. The Centres

The Oak and Acorn centres are KS3 and 4 units for the referral of pupils who display continual poor behaviour both in and out of the classroom, who do not respond to the academy's outlined discipline procedures and who are possibly on the verge of exclusion. The Success Centre works with pupils at risk of exclusion in relation to social, emotional and behavioural issues. The Academy also engages in working partnerships with other schools.

5. Mini Move

If, following the imposition of other sanctions, the pupil's unacceptable behavior continues, then a mini move can be arranged. This is a fixed period of time (usually up to a week) at a neighboring school. Work is sent for the pupil to complete. The mini move is also used for more serious offences when it is felt that a simple withdrawal from lessons is not appropriate.

6. Exclusion

The temporary, fixed term exclusion practice will continue at the discretion of the Principal. Work will be set and marked. The Success Centre is a mechanism employed as an aspect of inclusion **and in an earnest attempt to prevent the application of a FTE.**

7. Managed Move

If every other intervention has been employed and failed, a managed move may be put into place as an alternative to a permanent exclusion. This entails giving the pupil a fresh start at another school. The move typically lasts for a period of 12 weeks. Reviews take place at 6 weeks and 12 weeks. The pupil stays on roll at the home school. The receiving school can take the pupil on roll at any time but they can also end the move. A maximum of two managed moves are possible. If they both fail then the home school may give a final chance to the pupil or move to a permanent exclusion. Managed moves can only take place with the agreement of the parents.

APPENDIX 1

NEW BEHAVIOUR LOGS

These are the new categories on SIMs which carry detentions. Please read the definitions and log as appropriate. This will mean that Pastoral staff can analyse issues for individual pupils. PLEASE LOG THE DETENTION FOR THE FOLLOWING DAY AND MAKE SURE YOU TELL THE PUPIL WHAT YOU HAVE GIVEN THEM AND THAT THEY HAVE A DETENTION THE NEXT DAY.

SIMs	Email to parents
Work Ethic	Despite warnings, your child has not completed the required amount of work to the correct standard in a lesson today. By not completing work to the best of their ability, pupils are not giving themselves the chance to achieve targets and I hope that you will speak to your child about this. They have a 30 minute detention tomorrow. Should they refuse to attend they may be out of lessons the following day and will be kept until 4pm or they may be in lessons and kept until 5pm.
Rudeness	Your child has been issued with a detention today for being rude to a member of staff. We do not accept rudeness of any kind and hope that you will speak to your child so that this is not repeated. They have a 30 minute detention tomorrow. Should they refuse to attend they may be out of lessons the following day and will be kept until 4pm or they may be in lessons and kept until 5pm
Disruption	Your child has been issued with a detention today for disrupting a lesson. They were given a chance to avoid this but, sadly, did not take it. Disrupting the learning of others is not acceptable at Shire Oak and I hope that you will speak to your child to advise that the actions are not repeated. They have a 30 minute detention tomorrow. Should they refuse to attend they may be out of lessons the following day and will be kept until 4pm or they may be in lessons and kept until 5pm
Defiance	Your child has been issued with a detention today for displaying defiance towards a member of staff. We have clear rules on punctuality, uniform, equipment and other areas which need to be followed. We do not tolerate pupils who, despite warnings fail or refuse to follow them. We hope that you will speak to your child so that they realise this. They have a 30 minute detention tomorrow. Should they refuse to attend they may be out of lessons the following day and will be kept until 4pm or they may be in lessons and kept until 5pm
Parked	Despite being given every chance to get it right, your child has had to be removed from a lesson. They have a 60 minute detention after school today. Disrupting the learning of others is not acceptable at Shire Oak and I hope that you will speak to your child to ensure that the behaviour is not repeated. Should they refuse to attend the sanction will be far more severe.
Lates	Your child was late for registration today however they failed to clear this with a ten minute break detention. They now have a 30 minute detention after school tomorrow night. Ideally pupils will arrive to registration on time, 8:40, however if pupils are late, we would encourage them to clear this with a short break detention. Thank you for your support in this matter.

These logs do not necessarily carry detentions

Homework	It has been noted that your child has not completed a piece of homework that has been set. Please can you ensure that this is completed tonight to ensure that compulsory attendance at the homework club for a fixed period of time is not put into place.
Homework Club	It has been noted that your child persistently fails to complete homework. You will have received an email on every occasion. They are now required to attend Homework Club until 3.30 every night after school for a week.
Catch Up	It has been noted that your child is not up to date with their work in a subject. It is vital that the situation is rectified so they will be required to stay behind after school to complete what is missing. They have been asked to record the details in their diary.
Reading Surgery	It has been noted that your child persistently fails to record evidence of their reading in their diary. This is academy homework. They are required to attend reading surgery until 3.30. If there is no improvement in their diary, they will be asked to re-attend until their diary is completed to the required standard.

Appendix Two

Detention system

Teacher logs the incident and issues a detention for 30 mins the following night. The SOA will show a behaviour incident has been logged.



Parents will be informed that their child has a detention the following day when the behaviour emails are sent home.



Day of detention: Pupils must report to YR or SH during registration if there is an issue with the detention. Pupils cannot rearrange detentions verbally or with no parental confirmation. Parents must contact us



P5 Teacher escorts pupil relevant detention room
If pupil refuses to go, they may be withdrawn from lessons the following day or serve a 4pm detention

Parked detention system

Pupil is given every chance to get things right in a lesson but does not - Parked Instant 60 minute detention THAT night. If pupil already has a 30 minute detention, an additional 30 mins is added.



Parents are informed of the 60 min detention or the additional 60 mins following the parking



P5 Teacher escorts pupil to **the relevant detention room**
If a pupil refuses to go, they may be withdrawn from lessons the following day or remain until 5pm