



# Behaviour Policy

**Updated for 2018-19**



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## Ethos

At the heart of the relationship that exists between Ashcroft Technology Academy (the Academy) and its parents is the understanding that we have the long-term interests of all students in common.

In order to function at its best, and in the safest way possible, the Academy must be orderly and student behaviour must be exemplary. Learning to behave well is a fundamental part of the Academy's purpose, which Trustees, Executive Board, staff, parents and the public regard as particularly important. Our drive for excellent student behaviour enables our students, from all backgrounds, to achieve very well compared to students in other schools and academies, is the reason why it is rarely necessary to exclude and why the Academy is a very popular choice for parents who wish to secure a place for their son or daughter. We believe that a child's education at Ashcroft Technology Academy, in its widest sense, must prepare him or her to be a good contributing adult and to achieve success in his or her chosen career.

The rules of the Academy support its moral values; treating others as we ourselves wish to be treated; developing personal integrity and honesty. They mark the boundaries of acceptable behaviour, and the positive and constructive expectations of conduct which underpin it. The rules promote self-discipline and the avoidance of all behaviour which is hurtful or disrespectful to others or infringes their rights, including the legitimate authority of the staff. These requirements, and the sanctions included in this policy, form part of the scaffold of culture that promotes absolute inclusion.

Rules build on and encompass the commonly held values of stakeholders in the Academy. The rules in this Policy, both for the Academy, its classrooms, its corridors and its outside environment have been informed by discussions between students and staff. Wherever possible directives will be positive; we have an ethos of positive behaviour management but, as with any system seeking to modify elements of behaviour, sanctions will sometimes need to be applied.

Rules in the classroom will underpin a safe and rewarding learning atmosphere. They will support the majority of students who are purposeful and persuade the minority to control their negative drives. The result being that the member of staff leading the class will be able to teach and the students will be able to work and learn in an environment free from disruption.

Outside the classroom, rules support the general good order and safety of the whole Academy community. They take into account the needs of students for recreation and social interaction, built on a foundation of good order and controlled movement in confined spaces.

The application of rules to the student body when outside the Academy continues to apply to travel to and from the Academy and participation in Academy visits and activities. This promotes a sense of respect for the Academy amongst students and encourages our students to acknowledge the need for harmonious relations with the public and to be positive ambassadors in the local community who promote the good reputation of the Academy.

In order for students to achieve their full potential, the Academy requires the full support of its parents, conscious that staff members and parents are the adults in this triangular relationship (Academy, parents and students). Where there are opposing views over a behaviour matter, it is important to remember that it is a teacher's responsibility to point out and deal with misbehaviour or poor conduct. This is an important element of every student's education: adhering to the Academy's rules and expectations.

# Ashcroft Technology Academy Standards and Code of Conduct

Throughout each day we maintain a high standard whilst we are representatives of the Academy.

## 1. Uniform

We expect uniform to be worn smartly and not undermined by hooded tops, sweatshirts or jewellery. Outdoor coats are not to be worn in the building. Caps should not be worn on health and safety grounds but an approved sun hat may be worn to protect from radiation. Hoods are not to be worn unless it is raining. Blazers must be worn at all times when students are not in a classroom. They may be taken off, with asking permission, in class or during lunchtime. Students will be expected to maintain uniform standards at morning break. Students incorrectly dressed can be sent home to change.

## 2. Morning Registration

This very important part of the day sets the tone for the whole of the day. During these twenty-five minutes, students will either be in Assembly or will be in their form room undertaking a structured activity such as reading, continuing CPSE work or discussing a topical issue with their form teacher.

## 3. Lessons

We expect lessons to have a formal start and conclusion, with students going in to rooms silently and staff and students greeting each other with 'Good Morning' or 'Good Afternoon'.

## 4. Lesson Changeovers

We expect movement by students around a very crowded building to be undertaken purposefully but with caution and always with consideration for others. Students should use the one-way system (where employed) on staircases.

## 5. Toilets

Students wishing to use toilets during lesson time will need to collect an access key fob from the Learning Resource Centre or from the Welfare Officer. During breaks, students must leave bags at the designated area in Zone D and will be allowed to visit the toilets in small groups of 2 or 3 at the discretion of the duty staff member. Students are told to use these facilities before and after the Academy Day and during morning or lunchtime break and not during lessons. Missing time from lessons to use the toilet is actively discouraged. whilst recognizing the needs of those with added medical requirements.

## 6. Breaks and Lunchtimes

If students are not attending a club, they are normally expected to go outside for fresh air during these breaks. Year 7 students should be in West Hill playground with Years 8 and 9 in 'The Pen'. Years 10 and 11 will use 'the Cage' and the area adjacent to Zone E. Other than those in the Sixth Form, students are not permitted off the site at lunchtime. All supervisors are members of staff and should be treated with respect. Food should only be eaten in the restaurant. Litterbins should be used.

## 7. Overall Standard

At all times, students are expected to behave well and to conform to Academy rules.

## Code of Conduct

At Ashcroft Technology Academy we believe that:

- everyone should be polite to each other
- we should respect others and their opinions
- we should show respect for Academy property and the belongings of others
- the school environment should be kept neat and tidy
- we all have a responsibility to foster a positive atmosphere throughout the Academy

# Academy Rules

## Rule

### Academy Uniform

Uniform must be worn at all times

### Casual Attitude

Students' positive attitude to learning

### Equipment

Students must arrive at Academy with the necessary equipment and materials for lessons

### Food

### Prohibited items

Prohibited items are not allowed in student's possession while in uniform or whilst under the authority of the Academy

Both food and prohibited items may be confiscated.

### Representing the Academy

Students must behave in a way that reflects the values of the Academy – the Academy exercises its right to maintain authority over students on the way to and from school

## Guidance

All times includes to and from the Academy  
Rationale for uniform and details about what constitutes uniform can be found in appendix 2  
Jewellery in any form is not to be worn

### Make-up is not permitted

Students are required to arrive punctually for all lessons

Students are required to take pride in the appearance of their work books

Students are required to work hard in lessons and complete all homework activities

General equipment is listed in the Student Diary  
Specialist equipment for some lessons may also be required

Glass bottles, metal cans and chewing gum are not allowed. Packed lunch should be packed securely and all food and drink (other than plain water) should only be consumed in the restaurant.

These are: -

- Cigarettes, lighters and alcohol
- Inappropriate or illegal material such as racist or pornographic matter
- Offensive weapons and dangerous items such as fireworks, knives, lasers and guns of any sort, and any object which could be used as a weapon (such as screwdrivers, hammers, "hard" tools, catapults etc.)
- Harmful items, drugs and substances
- Mobile phones, smart watches and other communication devices
- Bicycles

This will be done by observing:

- The Law
- The Highway Code Bus company rules
- Showing respect and courtesy to the public  
Respecting property

### Respecting others

Students must show respect to ALL members of the Academy community

This will be done by:

- Treating all staff and students with good manners and courtesy
- Listening to and acting upon instructions given by staff, supervisors, monitors
- Respecting others' property  
Respecting the Academy environment
- Not bullying or fighting
- Moving around the Academy in an orderly way.
- Keeping to paths
- Keeping to appropriate playgrounds
- Keeping to the left, one-way signs and walking
- Being punctual to lessons/registrations as outlined in the Academy day
- Waiting quietly for lessons in a queue
- Observing the classroom code

**Failure to follow an Academy rule or guide will usually result in a sanction and may result in exclusion or permanent exclusion.  
Behaving in a reasonable way will keep you within the Academy rules.**

**There are some specific rules relating to classrooms  
and the site on this page.**

***Classrooms and the Site***

1. No student to enter any classroom/laboratory/workshop without an accompanying member of staff
2. No running within the Academy buildings
3. Any student requiring use of electrical equipment must first obtain permission and a member of staff be present
4. If any item of equipment is found to be broken, particularly electrical equipment, it should be reported; students must not attempt to mend/fix them
5. Nothing whatsoever should be thrown
6. Students must not play with gas taps/water taps
7. Any accident or injury should be reported to the member of staff present and to welfare so that a record can be made
8. Corridors to be supervised by classroom teachers at lesson change overtimes
9. Gangways/exits should be free of obstructions barring easy progress – bags for instance should not be abandoned in corridors
10. Harmful substances, for instance correction fluid, must not be brought in to Academy, and any reserved for staff usage must be kept safe from students
11. Glass bottles, cans and gum must not be brought in to the Academy by students
12. If students are to use any potentially hazardous tool, device or chemical, the hazard must be clearly demonstrated to them, as must the correct usage, and adequate supervision must be provided
13. Correct protective clothing should be worn when using chemicals
14. No swinging/rocking on any chair/stool or desk
15. All potentially hazardous substances, tools or devices must be stored in a secure place
16. Observe safe stacking heights for furniture
17. No equipment to be removed from rooms without permission and students should only carry 'light loads'
18. Students must not interfere with the work or equipment of other students
19. Students must walk around the inside of the buildings in a safe and considerate manner



## **Attendance and Punctuality**

**general guidance, though see separate policy for detailed explanations.**

### **Attendance**

Attendance at the Academy is fundamental to a quality education. Students should expect to be at the Academy 100% of the time. A register will be taken at the start of each session. Details about marking the Attendance Register are in the appendix to this document. When there are problems with public transport, students should walk to the Academy. In such circumstances, we expect our students to walk if the journey is three miles or less.

**Authorised Absence** is absence permitted by the Principal. Parents and other parties *cannot* authorise absence.

**Doctors etc.** Visits to Doctors, opticians etc. should be organised outside of school hours wherever possible

**Illness** – Parents should telephone the Academy on the first day of absence if a student is absolutely unfit for school through illness (a common cold, aches and pains and mild headaches do not fall in to this category) and should provide a written note upon their child's return to school. Keeping a child away from the Academy is a serious decision, as catching up with their work is often difficult upon return. Heads of Year (HoY) and Learning Mentors (LMs) will not usually allow students to go home during the day as this is inconvenient to parents and it impacts negatively upon student learning; however, students who are clearly unfit to carry on until the end of the day will be allowed home. Students who are absent will have to catch-up time missed at a rate of five catch-up hours per day missed.

### **Family holidays and religious observance**

Family holidays **must not** be organised to take place during Academy time. In September 2013, the Government revised the national statutory guidance so that only absence for 'exceptional' circumstances can be granted to students. 'Exceptional' reasons are those such as the very serious illness or death of a close family member. Students will be required to bring in evidence of the need to miss learning time. Any holidays taken without 'authorised absence' status will remain on a student's record as truancy from school and the school will issue a penalty notice (£60 if paid in 28 days or £120 later). Where any time out of the Academy is taken, students will be expected to catch up the time hour for hour of learning time missed in the Academy building once they return.

Students may be permitted take one day per year for formal religious observance. Students taking religious observance must also catch up the time hour for hour of learning time missed in the Academy building once they return.

### **Punctuality**

Punctual attendance at Academy and at lessons is an essential foundation for successful education. It is a necessary pre-requisite for teaching and it helps develop good habits in students. Students are expected to be ready to enter their form rooms by 8:30am each morning; this means that they should be on the Academy site before 08:30, and preferably around 08:00 each day. On Assembly mornings, pupils should be seated in the auditorium by 8:35am.

Punctuality promotes the general discipline of the Academy and is important at the start of each Academy session; it is also important at lesson changeovers and for Assemblies. It is anticipated that the greater part of good punctuality will be generated by a response of students and parents to the ethos of the Academy and the example of teaching staff.

Poor punctuality will be met with a mixture of; sanctions, parental contact and counselling. It is the policy of the school to create historical data measuring poor punctuality as part of a process aimed at minimising or possibly

eradicating the problem.

## **Procedures**

### **a - Late arrival at Academy**

Students will have their details recorded including the reason for lateness. If the lateness is because of their own lack of preparation, they will be given a detention. The daily information will be used to draw up profiles of habitual 'lates'. LMs and HoYs will use these for parental consultation. 'Persistent Lates', students arriving after 08:55 and students arriving late on an assembly morning will be given a one-hour detention; all others will receive a lunchtime detention.

### **b - Late arrival at lessons**

Teachers register students attending their lessons and sanction anyone arriving late. If a student is frequently late, the matter will be referred to the relevant Curriculum Manager (CM) and HoY. When a student is missing from a lesson for no apparent reason the main office should be informed so that the absence can be further investigated.

### **c - Reintegration**

Teachers will make arrangements, so that students can catch up quickly and make progress with current work.

### **d- Referral**

The Educational Welfare Officer (EWO) will monitor attendance on a daily basis and will send attendance data to form tutors to share with their form classes on a weekly basis. If a pattern of irregular attendance or lateness worsens, the EWO or the student's HoY/ Leadership Group (LG) member will ask to meet with parents.

If a student does not arrive for school in the morning, parents are automatically informed through a pre-recorded telephone message known as 'truancy call via text message'. Both 'Parenting Contracts' and 'Formal Fines' will be used where appropriate in order to secure good attendance from students.

## Rewards

Students will receive rewards which take many different forms:

- Personal approval
- Praise e-mails (this should be printed by form tutor and given the student to take home)
- Letter, card or telephone call home
- House Points
- Reward trips
- Prize nomination

### House point system

All students at the Academy are members of one of four houses. The number of points each house has at any given time is displayed on graphs shown on the information screens around the Academy. One graph shows the house competition for the current term and another shows the overall house competition. Students are rewarded with house points in a number of ways.

### Praise emails

Praise emails that are earned by students from Years 7 – 13 are each rewarded with one house point. These points play a big role in the house competition and the tutor group with the most points in each year group is given recognition for their achievement in assembly each week.

### Use of the Study Centre at Sixth Form

Sixth Form students are awarded a house point for each hour spent in the study area. Along with praise emails, these points can have a significant effect on the overall house competition.

### House competitions

Students that take part in house competitions are each rewarded with a number of house points. For example, each entry in the Great Ashcroft Bake Off is rewarded with 5 house points. Students that are judged to have come first, second, third and fourth in competitions each earn 200, 150, 100 and 50 house points respectively.

### House points in KS3

Students in Years 7 – 9 are able to have house points signed directly into their diary. These points are awarded for any action above and beyond the norm. This may be academic or of a social nature.

When a student has had a number of house points signed into their diary, they become eligible for a star badge in their house colour as set out below.

30 points	one-star badge
75 points	two-star badge
150 points	three-star badge
250 points	four-star badge

There are a range of prizes available for students that have achieved a star badge each term. These prizes include both in-school rewards and enrichment visits.

## Sanctions – General Practice

Incidents always fall in to one of three categories: in class, outside class but within the Academy boundaries, outside the Academy boundaries. Incidents may be reported by: staff, the public, parents, students.

Sanctions imposed should reflect the seriousness of the incident and that recommended sanction levels and guidance should be followed by all staff. Where a student regularly breaks rules, or where a rule is being reinforced publically and with high profile, some levels of sanction may be skipped when sanctioning a student.

**In class** there are two key concerns (a) - Poor or unacceptable behaviour; (b) - Lack of work or effort

### **A - Poor or unacceptable behaviour**

This should be dealt with immediately by the subject teacher using the following sanctions:

- i. Reprimand verbally or visually by indicating to the student that they discontinue their unacceptable behaviour immediately.
- ii. Send out of class - cooling off period, a maximum of five minutes followed up by a verbal warning as to what will happen next, and/or follow up at the end of the lesson.
- iii. Detention - immediate break/lunchtime detention, which does **not** require notice to be given
- iv. After Academy detention – these can be served on the same day with a phone call or text message to parents to inform them of the decision to detain their son or daughter.
- v. Departmental isolation - removal from room to another member of staff within the department for a period of time (to be agreed between staff). This may be difficult in small departments; however, several smaller departments amalgamating to implement this sanction could overcome this.
- vi. Send for a Curriculum Manager (CM) using email system or a runner to the office
- vii. Send for a Member of LG – (vi and vii are last resorts and should not be used where a student has arrived inadequately equipped for a lesson. It should only be used where the student's behaviour is disrupting the learning of other students, with the behaviour being addressed after the lesson has concluded (see Levels of Response below):

**It is the class teacher's responsibility to ensure that students serve a detention with them where a student has been removed from the room.** Support can be requested from the CM for academic complaints. The HOY or ICAS (Inclusive Care and Support) mentor will offer support for pastoral or behaviour based problems. It is the class teacher's responsibility to ensure that students serve the set punishment - where a more serious offence occurs or the student fails to remain behind the Form Tutor and HOY must be notified; they will ensure the child's attendance.

### **B - Lack of effort or casual attitude**

In the case of lack of work or effort or a casual approach to learning or use of language, the CM must be informed. Failure to accept sanctions would then be referred to the relevant member of the LG.

### **Outside class but within the academy boundaries**

Incidents outside class should be brought to the attention of the HOY or LG, who will notify the Form Tutor, appropriate sanctions will then be imposed, see Section above concerning 'Poor Behaviour'. It is essential that the Form Tutor is kept informed. A discipline email must be completed. It remains the responsibility of every member of staff throughout the Academy to challenge instances of poor behaviour that they witness outside the classroom.

### **Outside the academy boundaries**

Parents or members of the public, often in a telephone call to one of the LG, usually report these. Dependent upon the nature of the complaint, the HOY may be required to follow-up the incident, or the member of LG may pursue a resolution. The severity of the sanctions imposed will reflect the seriousness of the incident. It is the

decision of the Principal, a member of LG or the Head of ICAS if a student needs to be placed in to ICAS or needs to be excluded from the Academy or whether a combination of both is used.

As incidents outside the Academy boundaries impinge on the reputation of the Academy, students should expect any sanction to reflect this fact, thus such sanctions are likely to be more severe than for actions of a similar nature which take place on the Academy site.

A behavioural policy can only be effective if it is supported and implemented by all staff. Students must also be aware of the range of sanctions available. It remains the class teacher's responsibility to maintain discipline within the classroom, thus creating an effective learning environment. Similarly, any sanctions imposed **MUST** be enforced; ensuring the student serves his or her punishment, which will also act as a future deterrent. Students must not be "let off" sanctions as this gives the wrong message to them and their peers, and undermines discipline throughout the Academy.

## Sanctions – Levels of Response

### First Tier

Subject teachers and form tutors address academic and pastoral behaviour issues. Inappropriate hairstyles and uniform offences are identified at this stage with the support of HoYs and LMs and appropriate sanctions applied (see tier 2). Form teachers have a major role, with HOY and LM support. If a student is reprimanded for an infringement of their uniform or extreme hairstyle/length, he or she will be placed in ICAS until this/ these are rectified. Detentions should be used for minor disruption in lessons, where the learning of other students is being affected and where students break the daylight rule in any part of the Academy site. Teachers' professional judgement should be used and good practice will be reinforced. HoYs and CMs need to be proactive in addressing behaviour issues so that the vast majority are dealt with at Tier one.

### Second Tier

Detention imposed by HOYs and CMs to address pastoral and academic issues respectively. CMs address discipline issues and underperformance within their curricular areas. HOYs and LMs address pastoral issues related to uniform, bullying, health, appearance, punctuality/attendance/truancy, persistent bad behaviour; uniform/hair, child protection; aggression (in corridor, class, break-times). CMs, HOYs and LMs communicate regularly to ensure that a complete picture of behavioural issues is maintained. Curriculum Area Report Cards can be used in addition to the standard Academy Report Cards, on a more flexible basis.

### Third Tier

'LG/ICAS' detention is used for misdemeanours that have not been successfully addressed by HOYs, CMs and LMs and for issues that LG deem to be sufficiently serious to warrant this level immediately, employed for offences such as:

Failure to attend a HoY or CM detention	Extreme hairstyle
Failure to wear uniform correctly when directed, or a repeat offender	Mild aggression / classroom disruption and corridor / out-of-classroom disruption
Swearing	Racism / sexism / harassment / bullying

Students will serve multiple lunchtime detentions in addition to an hour's detention after school. A list of detainees will be made available to staff to enable them to remind students. HOYs and LMs are to be more involved in communication with parents.

### Fourth Tier – ICAS/ Community Service (including exclusions where deemed appropriate)

ICAS is an important component of the discipline structure. It enables the maintenance of high standards - good quality teaching and learning can only come when students are going to lessons on the right terms; focused on behaving, participating, learning and doing their best. Teaching Staff will use a range of sanctions including detentions and curriculum area isolation (followed by detention) where there are instances of student indiscipline. ICAS is reserved for more severe behavioural issues or as an alternative to exclusion where it is deemed that it is most advantageous to have the student in Academy. *ICAS is also used in order to separate a student from the rest of the Academy whilst an investigation is taking place or pending a decision on a final sanction – this is not a sanction in its own right and sometimes is a 'place of safety' for a student.* Professional judgement will always be used when determining the sanction, we apply to a particular misdemeanour. If a student is placed in to ICAS, he or she is separated from other students in Academy. Classwork is delivered to the ICAS so that the student does not fall behind in subject studies. This is closely monitored by LMs. Students placed in ICAS will remain in ICAS throughout break and lunchtime and will have to remain for one-hour after school every day they are in ICAS. ICAS will also employ Saturday detentions as deemed appropriate in order to address students who continue to exhibit unacceptable behaviour.

ICAS may be used to address the following offences (although this list is not exhaustive):

where staff or students have been subject to physical or verbal aggression harassment / racism / sexism	where the safety of others has been compromised	where disruption has been caused to the running of the Academy, or where there has been disruption to learning of others
failure to conform to lower sanctions, refusal to accept sanctions, failure to attend sanctions, regular "offender"/ a number of discipline logs accrued in any one day	Truancy (+ catch-up for every lesson truanted). This will include absconding from an after school detention.	Serious misconduct and damage to the Academy's reputation or resources
A negative reaction to teacher direction (this will include kissing teeth and/ or tutting)	Play fighting	Major corridor misbehaviour (e.g. pushing, tripping, shouting, kicking)

Multiple days in ICAS may be utilised, particularly where the offence is deemed more serious, where the student is a repeat offender of the specific offence being sanctioned or has been sent to ICAS for other serious offences, or where a particular rule is being given a high profile during that period in the Academy and students have been warned that there is such a focus. Time in ICAS will be repeated and may also be extended if a student does not behave correctly, takes time off school or arrives late (deemed to be avoiding the ICAS time) and is likely to continue if a student does not show remorse. Parents will be informed by letter and/or over the telephone of the sanction (LM or HOY). Senior staff will communicate with each other whenever a student is placed into ICAS to ensure consistency – a Deputy Principal is responsible for overseeing this. Outside agencies will be contacted as deemed appropriate with students who are placed in ICAS on multiple occasions and a Pastoral Support Programme will be implemented if deemed advantageous. Information will be given to staff regarding the reason why a student has been placed in ICAS. ICAS students will be fully supervised through the use of LMs in addition to remote and actual supervision by the HOY and the LG. Community Service might be included in an ICAS sanction. This is an important part of the 'reparation' and teaches the students that there is give and take.

**Exclusions**

ICAS does not replace fixed-term exclusions. Fixed-term exclusions will be employed where necessary with a combination of ICAS *and* fixed-term exclusion where deemed appropriate for the most serious offences. Permanent exclusion is the final sanction for any child where he or she refuses to adjust to the high expectations set for all of students. Permanent exclusion may be used as a first resort for the most serious of offences (for example serious assaults against students, threatened or actual assaults against staff, bringing weapons or dangerous items to the Academy, supplying drugs and making false and malicious allegations against members of staff including "online"). Additionally, permanent exclusion may be used where a student is considered a threat to the safety of students or Staff, either through their actions, what they have stated (in verbal or "written" form) or through any serious actions outside the Academy.

**The fundamental position taken at the Academy is that no student's education may be interfered with by the behaviour of others.**

## Off-Site Activities

Off-Site activities include any activities where students leave the Academy as part of an organised visit. Such examples are fieldwork trips, holiday visits (ski trips etc.), Honours related activities and representing the Academy in sports teams. All students go through their education at the Academy with the right to participate in such trips. Teachers are not, however, obligated to allow students to participate in a trip they are organising if they think the conduct or behaviour of the child may give cause for concern or may undermine the reputation of the Academy.

An evaluation will take place when a student is placed in to ICAS as to whether he or she will still be permitted to participate in Off-Site visits (including representing the Academy in teams). Where a student is placed in to ICAS more than once this may lead to an automatic suspension of his or her right to participate in off-site activities. If a child misbehaves during an Academy trip, this is a serious misdemeanour and is highly likely to lead to him or her being banned from all off-site activities for a calendar year with immediate effect. If a student is absent the day following an off-site activity, he or she will also be placed on the banned list. Wherever a student is excluded he or she will also automatically be placed on the “banned list” for trips and outside activities.

If a ban on participation in activities is imposed, it will be in force for one calendar year. This gives the student a long lead-time to prove that he or she can be trusted to behave correctly. It also serves as a deterrent to other students to engage in behaviour which may lead to ICAS or to a trip ban. At the end of the ban period, the student’s behaviour will be reviewed. If he or she has not been in ICAS since the ban was imposed and his or her behaviour is generally acceptable the ban will be lifted. If the ban is to remain in place, the review periods will be undertaken termly. If a ban is imposed prior to a trip taking place for which a student has signed up and paid monies, all non-variable costs of the trip will be forfeited of up to a maximum of £50, unless another student is able to take the place of the banned student and meets all of the associated costs.

### Anti-Bullying

**AIM: - to reduce bullying to zero within the Academy.**

**There is a separate policy dealing in detail with anti-bullying.**

### Racism

**AIM: - to reduce racism to zero within the Academy.**

**There is a separate policy dealing in detail with racist incidents.**

### Equality

**AIM: - to uphold equality values within the Academy.**

**There is a separate policy dealing in detail with equality**



## Mobile telephones, smart watches, expensive personal possessions and other Academy prohibited items

**Possessions – (where the word telephone is used; it also refers to other such ‘smart’ devices such as watches)**

The Academy is not insured for any possessions that students choose to bring on to the school site. Bicycles are not permitted because the Executive Board considers the traffic to be too heavy and the roads around the Academy too difficult to negotiate for young people and therefore pose an increased risk to health and safety. Mobile telephones and other expensive electronic items (such as electronic watches, iPods and cameras) are not permitted (with the exception of some evening, residential and overseas school visits) as they prove attractive to thieves and make our students vulnerable to opportunists. They also encourage use for social and non-essential purposes which can be disruptive to education. If a student brings in a mobile telephone and the Academy becomes aware of this, staff will confiscate it and the student will be issued with an ICAS hour. Parents must collect the mobile telephone from the Academy; the telephone being kept for five working days before release. The confiscation period will escalate for further offences. Where legislation permits, the content of the mobile telephone’s memory may be examined in order to support the smooth running of the Academy. Where a student is a persistent offender, the telephone will be confiscated for incrementally longer periods of time. For example, a second offence would result in 10 working days and a third offence 20 working days. Persistent offenders would have to serve any sanction associated with confiscation before the device is returned to a parent and in circumstances where sanctions are imposed associated with the possession of a telephone, the sanctions would have to be correctly served before the telephone is returned to a parent. Where we believe that a student is actively undermining the policy by bringing in a telephone, we reserve the right to retain the telephone until the end of the term, or in some cases until the start of the next term. The purpose of this is to deter students from bringing in a telephone in the first place, such is the seriousness with which we view this act. Persistent offenders are likely to face a trip ban as they have demonstrated a lack of respect for Academy rules. The Academy does not accept the premise that parents wish their child to have a mobile telephone with them for ‘safety’ purposes as Police advice is that possession of a telephone makes a juvenile a more likely target of crime. It is acknowledged in the local community that ATA students do not carry mobile devices. Our students are therefore protected from approaches made by those who might wish to intimidate in order to steal expensive items. With students’ safety in mind, the sanctions we apply to students found with a mobile telephone onsite will be applied to students witnessed outside the Academy in their uniform and with a mobile telephone on display. In cases where the telephone (or other item) may be needed to provide evidence of a misdemeanour (even if the owner of the telephone has not committed the misdemeanour) the confiscation period may be indeterminate. In such cases the telephone or item may be held until the investigation is concluded, until the matter being dealt with is complete or it may be handed to another authority such as the Police who will then assume responsibility for it. Cameras are not permitted except for when on Academy trips where permission must be sought to photograph students and people and where Staff may not be photographed without their express permission.

Where the Academy confiscates an item, invariably there will be an ICAS sanction associated with the confiscation. The Academy reserves the right to dispose of / destroy items (in line with prevailing legislation) or to require a parent to collect them. Where a student refuses to hand over an item, the student will spend time in ICAS until the item is handed in and may be excluded for non-cooperation and failing to observe Academy rules. If a telephone or other expensive item has not been collected one month after it was available for return, it will be disposed of and no compensation will be payable to the owner.

During P.E. lessons, students are required to hand in valuable items (e.g. (ordinary) watches and cash) to be looked after by their teacher. If an item is not handed in, the Academy will **not** accept responsibility for it. Where an item, such as a watch, is given to a member of staff, (or is confiscated) we will accept a limited liability for the item. We will indemnify *up to* a total value of £30.00 and will only expect to take responsibility for up to £5.00 for cash. We will make reasonable endeavours to lock changing facilities. However, we do not guarantee security of clothes and goods in changing rooms. Where there is theft (or a loss), for which the Academy accepts liability, we will only make a goodwill gesture payment up to a maximum total of £30.00

(£20.00 maximum for any one possession and £0 for mobile telephones or other expensive electronic items which students should not have in Academy).

As young people habitually walk around with increasingly expensive possessions (such as mobile telephones, electronic games, designer labels), it becomes incumbent upon parents to take responsibility for insuring those items or taking the risk of loss, damage or theft. There are very few instances where students in the Academy have an item damaged or stolen, but in such cases we will operate on the expectation that a student should only be attending Academy with a minimum of expensive items.

### **Searches**

The Academy has a 'search wand'. This will be used wherever staff have suspicions that a student may be in possession of an item that breaks the Academy rules and where they think that the student may not voluntarily reveal the item. The wand will also be used on groups of students or in lockers where there are circumstances that leaders in the Academy warrant such use. The Police may install a temporary search arch on occasions. The purpose of this is to protect the safety and well-being of students and staff by deterring students from bringing weapons to the Academy. If a student refuses to allow a search using the wand, this is grounds for refusing to accept the student entering or remaining at the Academy. If a student is sent home or refused entry in such circumstances, this will be recorded as truancy (along with the normal sanctions for truancy) but is not deemed as exclusion. Usually the Academy will require a parent to accompany the student to the Academy and for the student to agree to searches using the wand whenever the Academy deems this necessary. The Academy follows guidance set out in the Education and Inspections Act of 2006.

### **Use of Force**

Section 93 of the Education and Inspections Act 2006 enables school 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.

The 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 Principal 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 school premises – i.e. on a school trip or when students are travelling to or from the Academy.

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 and are likely to result in tier four sanctions and exclusion.

# Pastoral Support Programme (PSP) including Target Cards

## Target Card System

Benefits of the system:

- Encourage praise
- Deal in facts
- Present the opportunity for a staff response that is appropriate to the action
- Allows students the opportunity to modify their behaviour
- Utilises technology
- Allows for the tracking of students
- Promotes staff support by CM/HOY
- Encourages a positive teaching and learning environment
- Encourages consistent approach

## Target Cards

Target cards are issued to monitor and encourage student progress towards specific learning and /or personal targets. These can be academic or social. It is central to the Academy ethos that each student should understand fully and accept the reason for being placed on target card. This means that the person monitoring the card must sit down with the student and talk it through with them. Green and white are the lowest level of target card, then amber then red. Should students fail to make progress off target cards over a significant period then this will prompt a review with parents, tutor and/or subject staff involvement.

Depending on the severity of the misdemeanour, a student might start on an amber or a red card, rather than on the lowest level card. Where a student is returning from exclusion it is at the Principal's discretion whether a student returns onto a card and if so, which colour. Whichever member of LG is managing the exclusion will be responsible for monitoring the card.

At the HOY's discretion the student may move off these cards at any time, or move up or down a stage, depending on the level of improvement that the student has managed to sustain.

Where cards are issued the student is most likely to benefit when the targets set are:

<b>S</b>	specific
<b>M</b>	manageable
<b>A</b>	achievable
<b>R</b>	relevant
<b>T</b>	time-related

## Green

Students on green card will report to their tutor daily. The tutor will monitor progress, allocating rewards and sanctions appropriately. A check will be made with the teacher who has recorded 'not met' though the e-mail system, so that clear evidence emerges. The tutor will keep the HOY and the parents informed of progress: this can be by telephone (record kept of call) and e-mail.

No student will move up to the next level without consideration being given to the circumstances of the

'failure to meet' the target.

### **Amber**

Students moved onto amber card will see the HOY by arrangement, daily. The HOY will offer appropriate rewards and sanctions. (Similar checks and sanctions as for 'green' card will operate.) The HOY will keep the member of LG well informed. No student will move to red card without full consultation between HOY and member of LG.

### **Red**

Students on red card report will report at the end of each day to the member of LG responsible for their year group. Once a week the member of LG will consult the HOY to review progress. Should the red card fail then the parent will be asked to meet with the member of LG and HOY to agree what action can be taken at the Academy and home to encourage the student to progress off the card. Should failure continue to build, instead of success, other strategies including counselling, anger management workshops, community work or support of the learning mentor may be introduced.

### **White**

Where there have been issues of truancy and or punctuality to school or lessons a white card is issued. (The process on monitoring and supporting then falls into the green card category).

### **Pink**

Pink cards are used where the student requests to be placed on card to help him/her achieve his particular target.

### **Why PSPs?**

PSPs are designed to promote a partnership between the Academy, student and parent to overcome barriers to learning and to reduce the risk of permanent exclusion. Students who do not respond to school actions to combat disaffection may be at serious risk of permanent exclusion which may lead to criminal activity, and may need longer term intervention to keep them from dropping out of education altogether. Teachers should actively identify such young people. Each one will need a PSP planned to involve external agencies as necessary.

### **Main Principle of the PSP**

The PSP is an Academy-based system of intervention to help individual students to manage their behaviour better. It will, in particular, be needed for those whose behaviour is deteriorating rapidly. The PSP should identify precise and realistic behaviour outcomes for the student to work towards. A nominated LM will oversee the PSP. It should be short and practical and administration should be kept to a minimum. A PSP should be considered for any student who has several periods of ICAS and / or more than one fixed period exclusion, or who has been identified as being at risk of failure at the Academy through disaffection. The HOY and appropriate member of LG will make this decision. This is not a replacement for the Individual Education Programme (Special Needs).

### **Setting up the programme**

The programme needs to be agreed with the parents, who will be kept informed about their child's progress on a regular basis.

To set up a PSP, the Academy should invite the parents to discuss the causes for concern and what is reasonably

required of the student to put right the situation, both academically and socially. Any student placed on a PSP will also be placed on the caseload of the LM.

## The five stages of the PSP

### STAGE A

- The LM monitors the behaviour of a particular student over a period of two weeks or more. They will be placed on a Target Card. A poor target card will lead to a detention at the end of the day.
- During this time staff may also be asked to fill in information slips and form tutors will compile an evidence file using the target card and email.
- **Failure to complete these reports satisfactory will progress the student to Stage B. Success means that the student will be taken off the PSP programme.**

If a student is continually being placed on Stage A [more than twice in a term], the HoY will consult with the appropriate member of LG as to whether that student should move straight to Stage B.

### STAGE B

- The Form tutor asks the HOY to put the student on Stage B.
- The HOY/Teaching and Learning Assistant (TLA)/LM arranges to interview the parents to draw up a Behaviour Contract (see Appendix 1), in which the parents/guardians are actively involved in setting two or three achievable target behaviours, which have agreed outcomes in the form of home-based rewards and sanctions.
- The emphasis at this stage should be on rewards for good behaviour.
- The process will be monitored for four weeks.
- HoYs will provide daily report sheets to the form tutor/TA who will monitor progress and add to the evidence file.
- The HoY will refer the student's name to the LG.
- Failure to complete these reports satisfactory will progress the student to Stage C. Success will mean that the student drops back down to Stage A.

### STAGE C

- The relevant member of LG and HoY will interview parents.
- New target behaviours will be set and the Behaviour Contract will be re-drafted.
- Rewards and sanctions will still be applied by the parents, but this time the emphasis is on more severe sanctions.
- The HoY may request SEN Support or lesson observations
- External Agencies may be requested to intervene.
- Sanctions may include regular detention or internal exclusions, including ICAS.
- **Failure to demonstrate an improvement will lead to progression to Stage D. Success will mean that the student drops to Stage A. (Still on Report, but with opportunity to finish Report in two weeks.)**

### STAGE D

- The member of LG will meet parents and student and rewards and sanctions will be reassessed.
- The member of LG will monitor the student daily.
- Failure to moderate behaviour may lead to internal or fixed term external exclusion from the Academy
- Outside agencies may be involved and a period at a Student Pre-Exclusion Referral Unit will be actively considered.

- **If there is no demonstrable improvement over a four-week period, the student is likely to be progressed to Stage E. If there is improvement, the student will drop down to Stage C.**

## **STAGE E**

- Permanent Exclusion from the Academy.

The use of outside agencies may include (as appropriate):

- Social Services Departments
- Child and family team
- Housing department
- Careers services
- Voluntary organisations and the Youth Service
- General Practitioner
- Education Psychologist
- Bereavement / alcohol / drugs dependency specialists
- Academy Counsellor
- Academy nurse

**The weeks referred to at each level provide guidance and are not absolutes.**

When looking at setting up PSPs we may want to consider:

- Literacy/numeracy skills – set up a remedial programme
- Changing the child’s teaching set or class
- Jointly registering the student at the school and a Pupil Referral Unit
- Managed move to another school/possible trial at another school
- Learning Support Unit

### Glossary:

LG	Leadership Group
HoY	Head of Year
TA	Teaching Assistant
SEN	Special Educational Needs
IEP	Individual Education Programme
LM	Learning Mentor

## Appendix 1 - Attendance

### Aims:

- to share the responsibility for promoting Academy attendance amongst everyone in the Academy and the broader community;
- to encourage some students to attend Academy more regularly by the implementation of specific measures, e.g. contacting parents the same day when reasons for absence are unknown or unauthorised.
- to reinforce good attendance and to encourage improved attendance by using such measures as formal rewards

### Roles and responsibilities:

#### Parents:

Parents have the primary statutory responsibility for ensuring that their child attends regularly. In addition to statutory obligations parents have all signed the Home-Academy agreement.

#### The parents' responsibilities:

- to ensure their child attends Academy regularly and punctually;
- to notify the academy if their child cannot attend for any reason – this is for the child's security as well as administrative reasons;
- to work with the Academy and other agencies where appropriate to resolve/alleviate any attendance problems or protracted absence;
- to ensure they obtain 'leave of absence' for their child if required during term time.

#### Students:

- Students are actively encouraged to attend Academy regularly and to arrive punctually at the start of day and of lessons.
- Students should inform staff if there is a problem that may lead to their absence, e.g. bullying, racism, etc.
- Students should use their best endeavours to pass on absence notes from parents to their tutor and to pass Academy correspondence to their parents.

#### The Trustees and Executive Board:

The Trustees through the Executive Board are legally responsible for the attendance register. The Principal manages the day-to-day running of the Academy and in so doing takes responsibility for the day-to-day implementation of this policy.

#### The Principal:

The Principal, through the Education Welfare and Attendance Officer (EWO), will inform the Local Authority if a student fails to attend regularly. The Academy itself will have made and recorded efforts to address the non-attendance through:

- action by the EWO, as part of their day-to-day duties;
- involvement of others within the Academy, e.g. HOY, LM, LG or Principal

- contact with parents.

EWO intervention will normally take place if:

- a pattern of irregular attendance or lateness is either continuing or worsening;
- a student's attendance rate falls below 97%.

The Principal will also maintain two registers:

- an admission register (known as the school roll) and an attendance register. This will be taken at the start of the morning and every period thereafter.

#### **Education Welfare and Attendance Officer:**

- If a student is absent without explanation when the register is called, the EWO will contact the parents the same day wherever possible, usually using 'Truancy Call'.

#### **Subject Teachers:**

- When a student is missing from their lesson for no apparent reason subject teachers should email the staff within the Academy (including the EWO) so that the student's absence can be further investigated.

#### **Rewards for excellent attendance and punctuality:**

- There is a system of rewarding a high rate of attendance through a random draw where students who have achieved a high rate of attendance over a specific period (both the rate and the periods vary according to decisions by members of LG) are entered into a lottery for a number of voucher (and other) prizes. A student who has their name drawn must be present on the day of the draw to qualify for the voucher; if they are not present another name is drawn.

#### **The register**

Registers should be treated as legal documents – indeed they may be used as evidence in court cases. For this reason, they should be retained for a minimum of three years. For each student, the register must be marked either as present or absent. If the student is absent, the register **must** clearly differentiate between whether the absence is authorised or unauthorised by the Academy.

#### **Authorised Absence:**

Authorised absence is absence with permission from the Principal or other authorised representative of the Academy.

#### **Unauthorised Absence:**

Unauthorised absence is absence without permission from the Principal or other authorised representative of the Academy.

Where a student is absent from Academy for 20 days and marked as un-authorised, if the Academy has tried to pursue the reasons and has not succeeded in getting the student back to school, his or her name will be removed



from the roll and the 'home' LA will be notified.

### **Categories of authorised absence**

For all serious absences known in advance students should be encouraged to give advance notice and to supply written evidence.

### **Illness, medical and dental appointments:**

Students should make appointments outside of Academy hours

### **Special situations and occasions:**

Situations such as family bereavement should clearly be recorded as authorised absence – 'C'.

### **Student performances:**

The Local Authority must license a student aged 5 – 16 to take part in a public performance. It is for the Principal to decide whether to allow the student, once he or she has applied for a license, to take time out of the Academy day. If such authorisation is given, then the absence should be marked with a 'V'.

### **Approved educational activities off-site:**

- field trips and educational visits, in this country and overseas;
- participation in or attendance at approved sporting activities;
- interviews with prospective employers or for a place at a further or higher education establishment (Year 11 only);

### **Family Holidays:**

Family holidays should not be organised to take place during Academy time.

### **Study/Exam Leave:**

No study leave will be granted to student preparing for GCSE or A-Level.

### **Punctuality:**

Students are expected to be on time to Academy each day. Detailed procedures are contained elsewhere in this Policy.

### **'Parenting Contracts' and 'Formal Fines':**

Both 'Parenting Contracts' and 'Formal Fines' will be used where appropriate in order to secure good attendance from students.

## Appendix 2 – Uniform, appearance and preparation for the Academy day

All students are expected to wear Academy uniform in Years 7 to 11, which gives them a recognisable identity as students of Ashcroft Technology Academy and masks any inequality in the home circumstances.

Uniform, which should be kept clean and smart, adds to students' self-respect and self-esteem as members of a community in which they take pride. Students should travel to and from Academy in full and correct smartly worn uniform.

Blazers must be worn between lessons but can be removed in lessons without requesting permission. Correct uniform, correct equipment and the lack of prohibited items are seen as basic requirements for the Academy day.

Where deemed necessary, the Academy will send students home in order to return correctly prepared and attired for the Academy day. The time it takes them to do this will be made up in detentions after Academy hours.

Blazers, ties and P.E. kit are available from the Academy uniform shop. All other items may be purchased from any clothing supplier.

<b>Blazer</b>	blue with Academy crest
<b>Pullover</b>	grey V-necked (Optional) Tie
<b>Academy tie</b>	
<b>Trousers / skirt</b>	mid-grey (no jeans, black trousers or denims permitted)
<b>Shirt</b>	white – buttoned to the top, long or short sleeve
<b>Shoes</b>	black lace up or slip on shoes (no training shoes permitted)
<b>Coat/anorak</b>	any sensible plain colour (with no significant logos)

Jeans and denims are not permitted at Academy or whilst travelling to and from Academy.

Outdoor coats are not to be worn in the Academy building.

Caps are not permitted (even as part of mufti), although hats, which cover the ears, are permitted in cold weather and sun hats are permitted to provide protection for students from the sun.

Hooded tops and sweat-tops are not permitted. Where students wear items that are not permitted, they will be confiscated.

Hair should be of natural colour and should be of a moderate length and style. Jewellery, with the exception of a wristwatch, should not be worn for Academy. Make-up is not permitted.

Students not entirely conforming to our uniform standard will, in the first instance, serve detentions until they amend their style.

**All uniform should have the owner's name on it**

Basic Equipment which must be brought to Academy each day is part of our uniform requirements:

- School bag containing: diary, exercise books for the day, textbooks, P.E. kit (as required – carried in a separate bag), lunch, a reading book and pencil case.
- Pencil case containing: blue/black pens, pencils, ruler, eraser, protractor, coloured crayons and scientific calculator
- Carrying prohibited equipment is considered being incorrectly prepared for the Academy day and the Academy will send students home to return correctly equipped where necessary.

**Physical Education kit**

- Pair of trainers **and** Pair of football boots
- Pair of football socks - royal blue
- Pair of football shorts - royal blue
- Indoor 'Ashcroft' T-shirt
- Plain navy track bottoms
- Ashcroft sweatshirt
- Deodorant sticks or roll-on deodorant is appropriate to use. Aerosols should not be brought to school.
- Please ensure that it is clearly marked with your son/daughter's name.

## Appendix 3 - Home-Academy Agreement (General)

This document demonstrates the various responsibilities that all three parties - parents, student and school have in education. The greater the commitment from each party, the greater the chance of ultimate success for the child

### The Parent

I will:

- ensure that my child attends regularly and punctually;
- correctly dressed and equipped for work and without prohibited items;
- inform the Academy of any problems that may affect his or her work or behaviour;
- give the Academy my support in its endeavours to offer guidance on good manners and good behaviour;
- support the Academy in its imposition of legitimate sanctions;
- offer help and support to my child and the school in all matters related to homework;
- attend parents' consultation events and discussions about my child's progress;
- respond to any concerns the Academy may have about my child.

### The Student

I will:

- follow the Academy's rules and its Code of Conduct;
- do my best at all times in lessons and with homework;
- be punctual, properly dressed and equipped for the Academy day with no prohibited items;
- show respect for adults, other students and the environment;
- use the Academy's ICT equipment and the internet by following the rules given to me.

### The Academy

We will;

- keep your child safe and secure in the Academy;
- respond promptly and effectively to any concerns you may have;
- send home regular reports with regard to your child's progress;
- inform you of any concerns we may have regarding his or her work or behaviour;
- set, mark and monitor suitable homework;
- keep you informed of the wide variety of activities taking place via our website;
- seek to achieve high standards of behaviour
- encourage your child to achieve the maximum of which he or she is capable;
- provide Academy policy documents on request – although many are available on our website

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Student's name: \_\_\_\_\_ Form: \_\_\_\_\_

Signed: \_\_\_\_\_  
Parent Student

\_\_\_\_\_  
Principal

#### Appendix 4 - Home-Academy Agreement on the use of the Internet

- Students are responsible for their own behaviour on the Internet at home and at the Academy. General academy rules apply for both when misuse relates to the Academy or a person within the Academy;
- The Internet is provided for students to conduct research and communicate with others when this is relevant to work;
- Students must remember that access is a privilege and that access requires care and responsibility;
- Parents will always be informed if their child's access to the Internet is removed for a period of time;
- Students should not expect that files stored on servers or disks will always remain private or that email is private. ICT staff regularly monitor Internet use and login codes can be traced to all the Internet sites visited;
- Students should not interact with strangers, nor give out any personal information, such as their name, address or telephone number;
- Students may only access applications/files which are directly available from their desktop. Work files may be brought in on disk or e-mailed to their own account but no applications/programs may be introduced by disk or other means. Students are responsible for their own backups and safe storage of their own data
- The following are **not** permitted:
  1. accessing and/or saving/printing inappropriate material, such as of a pornographic, sexist, racist, religiously intolerant, satanic or violent nature;
  2. posting comments about the Academy or the people within the Academy;
  3. sending or displaying offensive messages or images of this nature;
  4. using obscene language;
  5. harassing, insulting or attacking others;
  6. damaging computers, computer systems or computer networks;
  7. violating copyright law;
  8. using others' passwords;
  9. trespassing in others' folders, work or files;
  10. intentionally wasting limited resources;

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Student: \_\_\_\_\_ Form: \_\_\_\_\_

I agree to use the academy's ICT equipment in a responsible manner and to follow the rules in the use of the Internet in the Academy and at home.

Signed \_\_\_\_\_

Student

Counter-signed \_\_\_\_\_

Parent