



BIRLEY ACADEMY REWARDS AND BEHAVIOUR POLICY

March 2021
Update

The Birley Academy
A L.E.A.D. Academy

Aims of this Document

The aim of this document is to provide overall clarity on how the Academy promotes, encourages and rewards positive behaviour and how the Academy deals with disruptive behaviour consistently and effectively. It is crucial that all stakeholders understand the policy and that through attending The Birley Academy, students and parents/carers accept and support the principles outlined.

This document is to be used in conjunction with the 'Birley Behaviour Framework' which gives specific guidance on the day-to-day promotion of good behaviour and learning throughout the Academy. Other supporting documents include our classroom expectations guidelines and 'The Birley 4' which are referred to later in this policy and collectively support our vision as an academy.

Introduction: Behaviour and Attitudes at The Birley Academy

Our aim at The Birley Academy is to provide a high quality education to enable every student to realise their full potential. In order to do this, we need to create a safe, supportive, orderly and happy learning environment which is best achieved when staff, students and parents work together. Behaviour and attitudes are defined as a set of rules and expectations that will enable all students to leave a positive impression within The Academy and within the community. To support this, positive behaviour will be rewarded and behaviour that falls below our standards will be challenged by all in a clear and strategic way.

Aims of the policy

- To ensure a consistent approach to behaviour, both positive and negative across The Academy
- To make clear the rules and expectations of The Birley Academy
- To promote a learning environment that has high expectations of everyone in it
- To set out the framework of rewards for good behaviour and sanctions for unacceptable behaviour
- To ensure that The Academy is a safe and supportive environment for all in it
- To ensure that all members of The Academy are shown respect and show respect for others

High expectations of Behaviour and Attitudes

The Birley Academy is proud to have high expectations of all. Students have the right to learn and staff have the right to carry out their roles and challenge and address behaviour that does not meet the required standard, as well as recognise and celebrate good behaviour and attitudes through rewards.

The rules and expected standards of behaviour are clearly set out. The Academy expectations include punctuality, maintaining a positive environment, personal presentation and personal conduct. Four values which we refer to as 'The Birley 4' and display around our academy building. The policy makes clear that the following behaviours and attitudes are expected of all students to:

- attend school and all lessons
- be punctual, prepared for learning and engage with learning
- treat others in a considerate and thoughtful manner at all times
- manage, with support, their own behaviour in accordance with The Academy rules and expectations and follow reasonable instructions at all times
- allow others to learn and achieve
- deal with conflict in a peaceable way and by informing staff of issues
- allow the teacher to teach through displaying positive behaviours such as listening, not interrupting and completing work set

- create an environment where learning is not disrupted

The Academy expectations are published around school corridors, in every classroom and office, in curriculum booklets for parents and on the website. The rules and expectations of the code of conduct are regularly reiterated in assemblies and tutor times and informally by all members of staff, as well as through messages home to parents.

Positive Discipline and Rewards

Staff reward in a variety of ways as appropriate, these include but are not limited to:

- Praise
- Encouragement
- Certificates
- Postcards
- phone calls home
- Reward Points (see below)
- Headteacher Award

In addition, The Academy rewards excellent attendance. Celebration assemblies for students and parents are held regularly and at these events achievement, attainment, effort, sporting success and attendance are celebrated publically.

All Reward Points issued are based around our core values of Lead Empower Achieve Drive, enabling all students to develop into well rounded members of society. Below is a summary of the system in place to recognise and celebrate good behaviour and attitudes. We also endeavour to reward students for their efforts and achievements outside school and our curriculum. An example of this could be in the form of volunteering, caring for others or taking part in extra-curricular activities.

Regular Rewards – a strategic approach

At the Birley Academy we expect all students to leave a positive impression. We expect this of all our students from the very beginning of the day through till the end of the school day. This includes behaviour during break, lunch and travelling to and from The Academy. This vision will be recognised through the ‘regular rewards’ strategy. This strategy will recognise the whole of a student’s contribution to our community.

An example of how a student may be rewarded in line with our vision is in the table below:

Lead	Empower	Achieve	Drive
<ul style="list-style-type: none"> • Team captain • Showing examples of leadership in a lesson e.g. during group work/peer teaching • Leading by example at social times 	<ul style="list-style-type: none"> • Attempting a more difficult task in a lesson • Being kind to somebody else • Working well in a group/team • Taking part in student council • Working in the community 	<ul style="list-style-type: none"> • Achieving target in either a test or a piece of work • Outstanding work in a lesson • Achieving goals set in tutor time • Showing visitors around school 	<ul style="list-style-type: none"> • Attempting a challenging task and not giving up • When challenged, finding ways of completing your work. • Attendance house points



<p>and/or in lessons</p> <ul style="list-style-type: none"> • Student Ambassador • Leading a student council event • Organising charity events 	<ul style="list-style-type: none"> • Supporting charity events • Regularly showing effort in tutor time • Collecting litter 	<ul style="list-style-type: none"> • Achieving personal targets 	<p>issued for every full week</p> <ul style="list-style-type: none"> • Attending a period 6 session
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Students will have the opportunity to gain individual subject recognition and become subject champions. The regular rewarding scheme will be celebrated in the following incremental format:

Reward Points	Reward
100	Bronze Achievement Certificate
200	Silver Achievement Certificate
300	Gold Achievement Certificate
400	Platinum Achievement Certificate
500	500 Club Achievement Certificate – Entry into The Birley Academy Hall of Fame.

Rules In and Around School

The Academy rules are displayed around the school and are known as 'The Birley 4'. They detail a list of acceptable behaviours which must be followed at all times. In addition to those, the following rules apply throughout the Academy day:

- Be polite and show respect for other people
- Do as you are told by all staff – first time, every time
- Wear your school uniform correctly at all times
- This is your school, look after it. Look after property and put all litter in bins
- Eat in the allocated areas at the right time
- No chewing gum is allowed
- No energy or fizzy drinks are allowed
- Mobile phones and other electronic devices including earphones are switched off and out of sight
- Walk around the school sensibly and quietly, and keep to the left
- Promptly go to the location you are supposed to be
- When school closes; no student should be on site without staff permission
- No smoking is allowed under any circumstance on the school site, this also includes e cigarettes (If a student is caught smoking they may be excluded for a fixed term period)

For any behaviour that contradicts the rules, the appropriate behaviour point will be issued and recorded.

Please note that during a child's journey to and from the Academy they are representing the Academy and wearing The Birley Academy uniform. Observed or reported poor behaviour to and from the Academy will lead to a sanction, this includes journeys made on trams and buses.

Out of the lesson protocol:

On the rare occasion that a student must leave the classroom during lesson time they must have the following with them at all times:

- Teacher Pass
- Blazer, which must be worn



Punctuality

Students should arrive on time for the start of the Academy day. If a student is late on more than once occasion during a week, they will receive a 20 minute detention on the afternoon of the second lateness and will receive 20 minute detentions on each subsequent occasion.

If a student is late for tutor time or for a lesson, the teacher must log this in Go 4 Schools. This must be done in two places; once in the register, together with the number of minutes late and another as a behaviour point.

Mobile Phones and Other Electronic Devices

- Phones and similar electronic devices are not to be used at school. They should be switched off and out of sight.
- If a member of staff becomes aware of a phone or any other electronic devices they will be confiscated, without a warning, regardless of whether they are in use.
- Ear phones should also not be used in the building and should be kept out of sight. They will also be confiscated if seen. The device which the ear phones are connected to will also be confiscated.
- If a student has a mobile phone confiscated for the first time, they may collect this from the Headteacher's office at the end of the Academy day.
- If a student has had a mobile phone confiscated previously, this must be collected by parents from the Academy reception at an agreed time.

Food

Students will have an opportunity to eat during break and lunchtime. Eating is not allowed on the corridors/break-out areas. The only places where eating is allowed is in the dining room, main hall and servery.

Equipment

Being fully equipped is vital in supporting a student's learning and is a fundamental part of the consistent discipline model. The following list outlines the compulsory equipment a student needs:

- Strong waterproof bag
- Planner
- Pencil case
- Blue / Black Pens
- Red Pens
- A spare pen or spare cartridges if you have a fountain pen
- Two pencils
- Pencil sharpener
- A 30cm ruler
- A rubber
- A calculator preferably a scientific calculator as Casio FX83GT Plus or similar
- A set of coloured pencils

Suggested list of equipment available at home

- English Dictionary & Thesaurus
- French Dictionary
- Maths Dictionary
- A glue stick
- A pair of scissors
- Art sketchbook

Each morning the tutors will check whether a student has the right equipment. It must be emphasised that forgetting equipment is extremely serious and sanctions will be applied where necessary.



Compulsory Academy Uniform

The Academy has strict guidelines on dress. All pupils are expected to wear the full Academy uniform, including when travelling to and from the Academy. Parents are strongly advised to ensure they supervise the purchase of school uniform and, where unsure as to the suitability of an item, they contact the Academy in advance.

Our uniform comprises of:

- Plain long or short sleeved shirt – white.
- Plain trousers or skirt – black. Jeans and cords are not allowed, skirts should be no shorter than knee length. All items should allow for shirts to be properly tucked in and must not be tight-fitting. Trousers must reach the top of shoes.
- Academy tie.
- Academy blazer – grey.
- Plain, sensible black shoes. Footwear must be leather or leather look with flat soles – no trainers, boots, pumps or canvas shoes will be allowed. High heeled shoes are unsuitable and dangerous on our school sites.
- Navy blue V neck jumper with LEAD logo- sleeves need to be at full length. **In a change from previous years non regulation jumpers or hoodies will be confiscated – only the academy jumper is acceptable.**

Shirts, Jumpers and Blazers

- Blazers must be worn with sleeves down
- Sleeves on shirts, jumpers or blazers must not be rolled up at any time.
- Shirts must be tucked in.
- Only badges issued by the academy may be worn on jackets. Other badges, e.g. Charity badges, must only be on outdoor coats or bags.

Shoes

Shoes must be formal – in a change to previous years leather Converse, Adidas Gazelles, Nike Air Force One and similar footwear **are strictly not allowed**. Footwear must be plain black leather or leather look with flat soles - no trainers, boots, pumps or canvas shoes will be allowed. High heeled shoes are unsuitable and dangerous on our school site.

NB- if students are not wearing the correct uniform they will be expected to go home and change. Consequences will be put in place for repeated breaches of the policy.

Behaviour Outside Lesson Time

At The Birley Academy, we insist upon positive behaviour at all times. Unacceptable behaviour at social times will be challenged by all staff. Incidents occurring outside lesson time should be recorded on Go for Schools by the staff challenging the behaviour. A consequence may follow which could be a detention or even community service within the school. We understand that social media can give students the opportunity to bully or behave poorly towards others outside of the normal context. If incidents take place on social media whilst in the school building, we will:

- apply sanctions in line with this policy;
- alert the Police where we become aware of any illegal act occurring over social media;
- refer to social care if there is a safeguarding concern around the use of social media;
- confiscate any electronic items which were used when a student has behaved poorly over social media whilst in The Academy.



Discipline and Consequences

Unsatisfactory behaviour that falls short of The Birley Academy's expectations will not be excused, accepted or ignored. Should a student not display the expected behaviour, then consequences and sanctions will follow. The Academy operates a graded consequence system to deal with behaviour that does not meet our expectations. This is to ensure that there is a consistent approach that staff and students understand.

Before the whole Academy Consequence system is used, positive behaviour is encouraged first, which indicates the desired behaviour from the student and gives the student the opportunity to amend their conduct. In addition, staff may praise other students to reinforce the expectations to be met, remind students of the expectations, or talk to the student concerned quietly, either inside or outside the classroom.

However, if behaviour doesn't improve, formal consequences will be employed. This means that the behaviour is formally recorded on the school's recording system and accessible to staff and parents:

- **Consequence 1** – staff member will give a student a verbal warning and action that may include, but is not limited to; a move on the seating plan, a restorative conversation at a time set by the member of staff, perhaps within the lesson, a verbal reminder of the Academy's expectations. A single C1 in a lesson does not require a formalised detention to be recorded. However, five or more C1s within a week may result in a 20 minute detention. Parents will be informed of the incident via the Go 4 Schools App.
- **Consequence 2** – staff will issue a C2 for persistent unacceptable behaviour or refusal to modify behaviour after the C1. This will result in further action being taken which may include but is not limited to the following; contact with home, a parental meeting, class or subject report, time to catch up on missed work, working in another room for the remainder of the lesson, detention. A C2 may result in a 20 minute detention.
- **Consequence 3** – student removed from the lesson by ON CALL for persistent disruption or dangerous behaviour. The student will usually be placed in the student workroom for the remainder the lesson(s) and issued with a 40 minute detention. More than two C3s in a day may result in the student being placed in the student workroom for the whole day. In addition there may be a following day in the student workroom until 4pm including social times. It is important to note that refusal to go to the workroom may result in a fixed term exclusion (see exclusion section below).
- Persistent collection of consequences or a high number of C3s may also result in the more serious sanction of student workroom for further days, parental meeting or a Fixed Term Exclusion.

Serious incidents

Serious incidents such as, but not limited to:

- Verbal abuse towards an adult
- Bullying towards a member of The Academy
- Physical aggression towards another person, property or the school environment
- An act that threatens the safety of any persons, including racial incidents towards others will go directly to a C3 and On Call may attend.

Serious incidents may also result in a Fixed Term Exclusion because it is the right of all in The Academy to feel safe and free from intimidation or verbal and physical abuse. Serious incidents and defiance of the expectations may result in the Headteacher making the decision to permanently exclude.

Detentions

Detention is one of the sanctions that The Academy will employ in cases of misbehaviour. Section 5 of the Education Act 1997 gives schools the authority to detain students after the end of a school session on disciplinary grounds. In accordance with the Education Act 2011, The Academy does not have to give a day's notice for a detention. Although legally the Academy does not have to give notice, where same day detentions of more than 10 minutes are given, parents/ carers will usually be notified by a phone call, text or email. Where detentions are set for the following day, it is the student's responsibility to communicate the details to their parents/carers.

Detentions will take precedence over other commitments including playing for school teams. Where appointments cannot be moved, e.g. hospital/dental appointments, parents should contact The Academy with proof in advance of the detention.

Failure to Complete Detentions

Failure to attend a detention will result in an escalation of the consequence. If a student fails to attend a 20-minute detention this will result in a 40-minute detention the next available day. If a student fails to attend a 40-minute detention, this will result in a Leadership team/Headteacher's detention which will last for 60 minutes.

Repeated incidents, failure to meet expectations and refusal to follow instructions may lead to an Internal Exclusion (up to 15 days) or a Fixed Term Exclusion of between 1 and 15 days. Parents and carers will be notified and if a Fixed Term Exclusion is given, work will be sent home. In the case of a Fixed Term Exclusion, parents and carers will be expected to attend a 'post exclusion' meeting on their child's return to school.

Serious incidents, repeated/continued disruption to learning and defiance of the expectations may result in the Headteacher making the decision to permanently exclude.

The Student Workroom

To have to work in the Student Workroom is an extremely serious sanction. The Student Workroom is staffed by Leadership team. Break and lunch time will be taken in the Student Workroom and at no point will the isolated student be allowed to socialise with other students. All students who are placed in the Student Workroom, must bring their books and equipment for that day.

Each student's teachers will provide work appropriate for the student to complete in the Student Workroom. Alternatively, there is a bank of work in the room which covers every curriculum area. Curriculum Leaders must ensure the work in the Student Workroom is purposeful.

In addition to the classroom rules, students are not allowed to communicate with other students and must put their hand up to communicate with the adult supervising. The warning protocols within the Student Workroom are the same as the warning protocols in classrooms, however, a day is treated as one lesson.

The school day commences at 9:00am and finishes at 3:00pm and students who arrive late without good reason will repeat the full day on the next school day. Students do not go to Tutor Time. Students

are isolated in the fullest sense of the word. A senior member of staff will check students are equipped, in the correct uniform and are ready to start their day in the Student Workroom. Supervision at break will be assigned by the Deputy Headteacher - PDBW.

The level of commitment displayed by the student in the Student Workroom will be monitored and tracked by our Leadership team. Full commitment is expected. At the end of the school day a member of Leadership team will evaluate whether a student has worked to the required standard and has completed their day in the Student Workroom. If a student has not worked to the required standard they will repeat the day's isolation.

On the rare occasion a student is involved in a crucial event or examination whilst in the Student Workroom, the Deputy Headteacher - PDBW will make a decision on whether the isolated period should be re-arranged.

If a student in the Student Workroom is removed by 'On- Call' following a final warning, they may be excluded for a fixed term period. On the student's return, they must repeat the isolation satisfactorily before they are able to return to mainstream lessons.

Fixed term and Permanent Exclusions

Repeated incidents, failure to meet expectations and refusal to follow instructions may lead to an Internal Exclusion, Student workroom (up to 15 days), or a Fixed Term Exclusion of between 1 and 15 days. Parents and carers will be notified and if a Fixed Term Exclusion is given, work will be sent home. In the case of a Fixed Term Exclusion, parents and carers will be expected to attend a 'post exclusion' meeting on their child's return to school.

Serious incidents, repeated/continued disruption to learning and defiance of the expectations may result in the Headteacher making the decision to permanently exclude.

We reserve the right to permanently exclude any student at any point for persistently breaches of the Academy Behaviour Policy. We will permanently exclude any student where allowing them to remain in Academy would seriously harm the education or welfare of the student or others in the Academy community. We also reserve the right to issue a Formal or Final Formal Warning at any point. Equally, 'one off' incidents can lead to permanent exclusion as set out in our Exclusion Policy.

For further information regarding exclusions please see our Exclusion Policy located on our website under: Key information – Academy Policies.

Behaviour Support Pathways

To fully support students to make the correct choices, the Academy will allocate students to a range of behaviour support pathways, dependent on how significant the concerns surrounding the student are. The following behaviour support pathways may apply:

- **Form Tutor Pathway – emerging concerns**
 - Student will be placed on report to their form tutor.
 - The tutor will have weekly contact with the parent or parents of the student. This will usually be via email.
 - The tutor will send a summary the student's behaviour to the relevant Year Leader each week.
 - A student will be placed on the Form Tutor Pathway if they accrue 6-9 behaviour points in a week

- **Year / Progress Leader Pathway – significant concerns**
 - The Year Leader will hold a parental meeting to discuss behaviour concerns.
 - Student will be placed on report to their Year Leader
 - The Year Leader will have weekly contact with the parent or parents of the student. This will usually be via email.
 - Where relevant, a referral to an external agency may be made, in discussion with the parent.
 - The Year Leader will begin a concern profile.
 - A student will be placed on the Year Leader Pathway if they do not modify their behaviour whilst on the Form Tutor Pathway.

- **Leadership Pathway – serious significant concerns**
 - A member of the Leadership Team will hold a parental meeting to discuss behaviour concerns, the Year Leader will also attend.
 - The student will be placed on report to the member of the Leadership Team.
 - The Year Leader will begin a concern profile, which the LT member will update.
 - The member of Leadership Team will have at least weekly contact with the parent or parents of the student. This will usually be via email.
 - A student will be placed on the Leadership Team Pathway if they do not modify their behaviour whilst on the Year / Progress Leader Pathway.

- **Deputy Headteacher Pathway – potential permanent exclusion**
 - The Deputy Headteacher – PDBW will hold a parental meeting to discuss behaviour concerns.
 - The student will be placed on report to the Deputy Headteacher - PDBW.
 - The Year Leader will begin a concern profile, which the Deputy Headteacher will update.
 - The Deputy Headteacher will have daily contact with the parent or parents of the student. This will usually be via email.
 - The behaviour log of the student will be formalised in preparation for potential permanent exclusion.
 - A student will be placed on the Deputy Headteacher Pathway if they do not modify their behaviour whilst on the Leadership Pathway.

Confiscation

The Academy is committed to ensuring that all students and staff are safe from illegal and potentially harmful items and substances. Staff, governors and parents will work together to ensure that if any such items are found on the premises there will be swift, decisive and proportion action.

Academy staff will confiscate any banned item on site or any item which is being used inappropriately or to cause a nuisance, distraction or a risk to health, wellbeing or safeguarding. Mobile phones and other mobile technology such as Apple watches and MP3 players should not be used anywhere in The Academy- either the building itself or the grounds. Staff will confiscate any mobile technology, including earphones that **they are made aware of**. This means that staff can confiscate if they see, hear or become aware that a student has mobile technology on their person, or if staff are made aware that mobile technology has been used to make contact with somebody, inside or outside of the Academy, during the school day. When confiscation occurs, the item will usually be given back to the student at the end of the day. However, repeated infractions will result in the item only being released to a parent or carer at a prearranged time.

If there are reasonable grounds for suspecting that a student possesses a prohibited item, then a search of the student’s person and belongings will be appropriate. The search will follow the formal protocol where by two members of staff investigate and findings are recorded. If a student should refuse the search taking place, this will be deemed as a serious incident and the appropriate consequence will be served.

Please see below for information on other restricted items:

Item	Context of confiscation	Outcome
Mobile phone/ Smartwatch/earphones	Seen, heard or staff become aware that item is on site.	Confiscated and returned at the end of the day on the first occurrence. Parents will have to collect from school if item has been confiscated before
Items of non-uniform, including hoodies, jewellery, non-uniform jumpers etc.	Worn on school site	Confiscated and returned at the end of the day on the first occurrence. Parents will have to collect from school if item has been confiscated before.
Energy drinks	Brought to school	Confiscated and disposed of. Sanctions may be put in place for repeated incidents.
Cigarettes/lighters/E-cigarettes	Brought to school	Confiscated and disposed of. Sanctions in line with our behaviour/ exclusion policy
Alcohol/drugs/other substances and associated paraphernalia	Brought to school	Confiscated and disposed of/ passed to police. Sanctions in line with our behaviour/ exclusion policy
Weapons, including knives, guns (of any kind), sharp objects that could be used to cause harm.	Brought to school	Confiscated and disposed of/ passed to police. Sanctions in line with our behaviour/ exclusion policy
Potentially offensive media. (eg extreme political material,	Brought to school	Confiscated and disposed of/ passed to police. Sanctions in



pornography, inappropriate badges etc.)		line with our behaviour/ exclusion policy
Any item being used to disrupt learning. (e.g. Laser pens, spinners, aerosols, speakers etc.)	Brought to school	Confiscated and returned to parents if requested, with the exception of laser pens due to the risk they pose to health. Sanctions in line with our behaviour policy.

The Birley Academy takes no responsibility for confiscated items. To best protect valued items, students must leave them at home.

Alcohol, tobacco and drugs

The Birley Academy recognises the potentially harmful effects of any drug misuse. The academy will take seriously any possession or supply of drugs on the school premises or any off-site school related activity. The only exception is for legitimate medicinal use, which will be administered through the Academy's medical team where a plan has been agreed. This policy applies to all people entering the academy or involved in a school activity off site.

If a student is found in possession of a banned item on the academy site, it will result in very serious consequences with the possibility of permanent exclusion. Possession of drugs on the academy site, except in exceptional circumstances, will result in permanent exclusion.

The Academy has clear procedures for dealing with situations in which banned substances are found or there is a suspicion that they have been brought into the academy. These procedures include seeking police and/ or medical assistance and informing parents, giving advice on counselling.

If an accusation is made against a student which cannot be verified by the academy, the academy will assess the reliability of evidence and if there is a reasonable chance that there could be some truth in the accusation, the parents should be informed. Depending upon the circumstances, it will be decided whether to contact the police.

Knives and Offensive Weapons

In the case of banned items with the potential to cause harm to others exclusion will normally form part of the punishment.

In the case of the blatant carrying of an offensive weapon or if serious injury has been caused or threatened, permanent exclusion may be an appropriate response. If a student brings a knife and/or offensive weapons onto the school site, the police will be called.

Any item that is considered to incite racial, sexist, homophobic or religious hatred is strictly prohibited at The Birley Academy. Parents and the appropriate authorities will be notified if, in the school's opinion, a student arrives at the academy under the influence of drugs, alcohol or other banned or illegal substances.

The Birley Academy is also committed to developing a real understanding of these issues with students through the PSHE and tutor-time curriculum.

Police Involvement

In the event of the police becoming involved in an enquiry the academy may consider it to be appropriate to allow them to complete their enquiries and decide upon the action they propose to take before completing the school enquiry. There may be circumstances in which the academy makes the decision to involve the police because of incidents which have occurred within the academy. Local police may be asked to speak to students to discuss potential consequences of poor behaviour and seek to increase the student's understanding in this area.

South Yorkshire police also support with the safeguarding of students. They have the rights to speak to children without parental consent if they have safeguarding concerns.

Rewards and Behaviour Policy Addendum – COVID 19

The guidance for September opening is clear: schools need to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people. As part of minimising the risks to students and adults, it is essential that the Academy has clear and consistent expectations of behaviour and conduct. In the main, this requirement is served by the existing behaviour policy/framework where a positive and respectful attitude is expected. However, there are a few specific amendments to ensure that good behaviour leads to a safe and hygienic learning environment.

These amendments to the behaviour policy/framework encapsulate the government guidance that all schools must follow;

- **robust hand and respiratory hygiene**
- **enhanced cleaning arrangements**
- **formal consideration of how to reduce contacts and maximise distancing between those in school**
- **grouping children together**
- **students must wear an exemption lanyard or a mask at all times**
- **avoiding contact between groups**
- **arranging classrooms with forward facing desks**
- **staff maintaining distance from pupils and other staff as much as possible**

(Government Guidance July 2020)

If students follow the guidelines then the Academy will be able to meet the requirements above. However, if students do not meet expected standards and compromise the safety and welfare of others students and adults then this will be treated as a highly serious matter and may result in a fixed term exclusion with a view that students return to the Academy understanding the importance of following the guidelines to ensure safety for all.

As is clear in the government guidance, “the disciplinary powers that schools currently have, including exclusion, remain in place.” This is particularly important to understand as due to social distancing and the creation of ‘bubbles’, the Academy cannot run an internal work room system.

Queuing: entering, exiting and moving around the academy

The safety of all students and adults within the academy begins in a calm and purposeful fashion, with strict adherence to social distancing rules. Therefore we expect students to observe the 1m plus rule at all times, which means keeping hands to themselves and no direct contact. As per government guidance students must wear a mask or face shield at all times when on school premises, unless they are in classrooms learning. The Department for Education have clearly stated masks should not be worn in lessons. **Students who do not follow these expectations will be reminded of their importance and consequences will be applied which may include a fixed term exclusion.**



Bubbles

Each year group will operate as a bubble within a specific area. It is essential that students remain within these bubbles and areas through the day, including at social and dinner times. The areas will be clearly marked and students will have a 'walk through' before all students return. Therefore, there is no reason to expect students to be confused about where they should be during the school day. **Students who do not follow these expectations will be reminded of their importance and consequences will be applied which may include a fixed term exclusion.**

Social and dinner times

As always, we expect calm and polite conduct during these times. Whilst The Academy is operating a bubble system students will be designated a space to eat lunch which may not be the dining or main hall. In the context of Coronavirus, meeting these expectations are vital to ensure everyone is safe. Therefore, social and dinner protocols are designed to ensure students remain in their bubbles and areas and remain safe. These times are not as flexible as normal and it needs to be understood that direct physical contact is not within the guidance. **Students who do not follow these expectations will be reminded of their importance and if they do not alter their behaviour consequences will be put in place which may include a fixed term exclusion.**

Conduct within lessons

Our primary aim is to educate students and help to prepare them for their next steps. The usual high standards outlined in the Academy's behaviour framework remain, but there are some amendments. Students must remain seated and cannot move freely around the classroom for any reason. Students cannot put anyone in a situation where they are made to disobey the guidance – this includes asking students or staff to move them. To monitor behaviour staff will use the behaviour protocols outlined in the Behaviour and Rewards Policy, through Go4Schools. **If a student receives a C3 then a member of the Behaviour and Attitudes team will be on-call to resolve the issue safely.**

Mobile phones

The policy remains the same: if staff become aware that a student has a mobile phone on them then it will be confiscated. Staff will be provided with materials to ensure this is done safely.

Students are only permitted to use their mobile whilst registering for a COVID test. This amendment only applies whilst in the testing room.

Summary:

- Our expectations of students under the Covid guidance is the same as normal: students will understand and adhere to the rules; the difference is that health, safety and well-being is at stake and therefore infringements of the rules will be seen as serious.
- Staff will use the rewards and consequence system through Go4Schools, a fixed term exclusion may be issued where a student breaches this addendum.
- Where staff see issues with students following guidance in social time and entering and exiting the Academy there will be a 'remind and inform' protocol. These incidents will be recorded to establish examples and patterns of particular behaviour.