



# BEHAVIOUR POLICY

## 2015 - 2016



## **INTRODUCTION**

This booklet contains clear simple statements about the kind of behaviour we expect from all the members of Crofton Academy. The Home School Agreement makes several references to this document.

## **CELEBRATING ACHIEVEMENT**

There are two key reasons for our successful and happy community; the fact that everyone is valued as an individual and secondly that hard work, effort and initiative are rewarded. We are committed to the celebration of academic, sporting and social achievements; we also challenge weakness and seek to promote progress in these areas.

**NONE OF US WILL KNOW HOW FAR OUR OPPORTUNITIES WILL TAKE US UNLESS WE TAKE ADVANTAGE OF THEM.**

## **MAKING THE MOST OF OUR OPPORTUNITIES WILL BE REWARDED BY:**

- Praise
- Teacher “stamps” in the pupil planner
- A system of achievement merits which are awarded electronically leading to Bronze, Silver, Gold and Platinum certificates during the course of a pupil’s school career
- Recognition for a high level of attendance
- Headteacher Commendation
- Work being displayed around the school, classrooms and local community
- Key Stage 4 Sheffield University Achievement Awards

## **CONSIDERATION FOR OTHERS**

A happy academy depends on co-operation. “We all have the same RIGHTS; we all **share** the **same** RESPONSIBILITIES”.

The following is required:

- Good behaviour when traveling to and from the academy. This also extends to academy trips and visits and other times when out of school
- Respect for the rights of everyone else
- A high level of commitment to your work
- Care of the environment

The following behaviour will not be tolerated:

- FOUL LANGUAGE
- BULLYING
- RUDENESS
- AGGRESSIVE ATTITUDE AND ACTIONS
- FIGHTING
- VANDALISM
- GRAFFITI
- THEFT
- ABUSE

## CONSIDERATION FOR OUR ACADEMY

A happy academy is BRIGHT, CLEAN, TIDY and ATTRACTIVE.

Teachers, teaching support staff and pupils work hard to make attractive displays.

Caretakers, cleaners, lunch time assistants and catering staff work hard to keep the grounds, classrooms, corridors and dining areas clean and tidy. Litter must be put in a bin. Anyone who is seen to drop litter will be asked to pick it up. If litter is dropped on the site and becomes a problem the tuck shops will be closed.

In the case of vandalism replacement/repairs for deliberate damage will be charged to parents.

## CODE OF CONDUCT

Everyone has the right to feel happy, safe and cared for, therefore, we expect all members of Crofton Academy to behave in a mature and sensible way.

Classroom Rules: These are displayed in your classroom

### **Everyone has the right to learn:**

- Be on time for the lesson
- Settle down quickly and listen to instructions
- Do not prevent others from learning
- Raise your hand for attention, please do not shout out

### **We expect you to:**

- Show respect for each individual
- Be polite and helpful
- Aim to be calm whilst dealing with difficult situations
- Listen to the views of others
- Take responsibility for your own work, behaviour and property
- Act in a way which helps guarantee the safety of everyone

## YOUR RIGHTS

As you read this Code of Conduct remember it is designed to protect your rights as an individual; within the academy you have the right to:

- Enjoy your successes whatever they are
- Learn in an encouraging environment
- Feel safe and cared for
- Know that all adults are approachable if you are in difficulties
- Know that your Group Tutor and Year Group Manager will do their best to help you achieve your best

## YOUR RESPONSIBILITIES

In order to achieve our aims the following expectations must be met.

We should be prepared to learn by:

- Being on time to lessons
- Being properly prepared and equipped e.g. PE Kit, pen, pencil etc.
- Having homework completed on time
- Being ready to listen carefully to what is said
- Being ready to ask questions
- Being aware of the need to use classrooms sensibly
- Being ready to accept help and advice

We should be prepared to care for others and ourselves by showing:

- Consideration for the needs of others
- Willingness to give way to requests made for the benefit of others
- Support for other people who are in difficulties – speak for them if they are unable to speak for themselves.

and by:

- Not chewing, smoking or using drugs
- Using appropriate language
- Being honest
- Respecting the property of others
- Observing the code of conduct as outlined in the Metro Student Guide (copies available from school) when travelling on the bus.

**The main points are:**

- Obtain a current proof of age pass
- Queue in an orderly fashion
- Board the bus sensibly
- Show respect for the driver, bus property and other passengers by behaving in an appropriate manner

## **PRAISE AND PUNISHMENT**

We all want to work in an academy where there is more praise than punishment. If you get into trouble every effort will be made to help, however, if incidents are serious or repeated, punishments will be used. It should be clear that any acts of violence, bullying, racial or sexual harassment, drug abuse are seen as extremely serious offences and will be dealt with accordingly.

The staff employ the principles of assertive discipline which we feel reflects good practice when applied in a consistent manner. In essence the pupils are taught expected behaviour in line with the classroom rules, the rewards and the consequences. These are displayed in every classroom so that staff can make constant reference to them. The pupils are made quite clear about what will happen if they choose to follow or not follow the rules.

## **SANCTIONS/CONSEQUENCES**

A very high proportion of our pupils naturally observe the code of behaviour as part of their daily lives. However, sometimes there is the need to apply sanctions in order to challenge unacceptable attitudes and behaviour. We will not accept deliberate lack of co-operation, whatever form it takes. The consequences of poor behaviour within the classroom will result in the teacher making a choice from the following:

1. Warning
2. Movement in the classroom
3. Movement outside/another room
4. Detention: The Education Act 1997 established a School detention as a legal sanction. The Academy does not require parental consent. The academy will operate two forms of detention:
  - a) A lunch time detention which will allow the child time to still have a dinner.
  - b) After school detention which will usually run from 3.05 to 4.05 pm parents will be given 48 hours notice via the post system.
5. Contact home

The following sanctions are at the disposal of the academy and will be used as seen fit:

1. On report: the report could be for behaviour or attendance or both. A target or targets will be set to help the pupil overcome the problems. The pupils will be expected to report to the person that they are on report to for signing at the requested times during the day. The report should be signed by parents and returned to the academy the next day. This allows parents to share in the system and support the child with the academy.
2. Removal from lesson to individual supervision
3. Removal from timetable to internal isolation
4. Fixed Term exclusions. This may trigger the production of a Pastoral Support Programme which sets out agreed pupil targets and gives a clear framework of support for the individual.
5. Working in the Supported Learning Centre.
6. Permanent Exclusion

## **ON CALL SYSTEM**

The academy operates an 'on call' system where the head of department, in extreme circumstances, will call for the assistance of a colleague who will remove the child from the classroom and take the child to a designated area. This will allow time for facts to be established and a decision will be made on the next course of appropriate action.

## **SEARCHING**

Teachers have the right to search pupils if they believe that the pupil is carrying something which should not be brought into the academy. (Alcohol, Illegal Drugs, Weapons, stolen goods)

At Crofton Academy any teacher may search a pupil, if that pupil gives their consent. (Empty their pockets or their bag) However the headteacher has directed that members of the leadership team and all Year Group managers may search pupils without their consent, if it is suspected that a pupil has in their possessions, alcohol, illegal drugs, weapons or stolen items.

When a pupil is searched it will be carried out by a minimum of two staff and the member of staff conducting the search will be of the same gender as the pupil being searched. The search must be conducted, wherever possible, in private and must not involve the removal of any items of clothing which is next to the skin. This does not include outer coats, jumpers, shoes, hats, gloves, scarves etc.

The school reserves the right to involve the Police to carry out searches if they consider it appropriate.

Any weapons or drugs found will be handed to the Police. Alcohol will be disposed of.

## **THE USE OF REASONABLE FORCE**

Crofton Academy follows Government guidelines by not having a 'no contact policy'. We believe that there are occasions when it is necessary to have physical contact with a pupil. For example: When demonstrating how to hold a musical instrument, when guiding a pupil in a PE lesson with a particular technique, providing first aid treatment, etc.

All staff have the power to use reasonable force to prevent pupils from, injuring themselves, committing an offence, damaging property and to maintain good order within the classroom. Reasonable force is described as, breaking up a fight, guiding a pupil by their arm, restraining, blocking a pupil's path. This action would only be taken in extreme cases and only when all other avenues have been exhausted. If the academy has to use reasonable force on any pupil the parents of that child will be informed by the academy.

## **THE POWER TO DISCIPLINE PUPIL'S BEYOND THE ACADEMY GATES**

When a pupil is not in attendance at the academy but in the care of the academy staff, such as a trip or visit then the same rules and expectations apply as would normally apply when within the academy.

If a pupil is not in the care of school staff but is clearly a member of our academy, such as travelling to or from school by bus or wearing academy uniform then the academy may also take action against any pupil who is not behaving appropriately. The academy also reserves the right to take action against any pupil who brings the academy name and reputation into dispute regardless of place, time or persons involved. This action will be in line with the academy's normal behaviour procedures.

## **SUPPORTED LEARNING CENTRE**

One of the academy's responses to the National drive for inclusive education has been the establishment of the Supported Learning Centre. Based in Old Hall it provides a learning experience for pupils who are in danger of permanent exclusion.

It also offers pupils support as part of a reintegration package after fixed term exclusion. The Supported Learning Centre is led by a co-ordinator, assisted by an Education Support Assistant. They operate a timetable staffed by specialist teachers, allowing a full breadth of education to take place. A major role for the Co-ordinator and the ESA is intervention in the classroom, which is provided by in class support and pupil counselling.

## **BULLYING**

The academy sees bullying as an action which makes an individual or group feel threatened, intimidated, hurt or unhappy. Every incident reported to staff will be challenged and dealt with. For more information the academy has a separate policy against bullying, a copy of which can be obtained from the academy.

## **MOBILE PHONES/CAMERA PHONES**

The academy acknowledges that change is important and that technology provides new and exciting opportunities. However the use of mobile phones within the academy is not acceptable.

Camera Phones:

No pupil should use their mobile phone to take pictures of any other pupil or any member of the academy staff.

## **SUBSTANCE AND ALCOHOL ABUSE**

The academy has a very clear policy of any pupil involvement with banned substances and alcohol. Copies of the policy can be obtained from the academy.

## **ATTENDANCE AND PUNCTUALITY**

Education can only take place if the pupils attend the academy. Crofton Academy aims to create an ethos of good attendance and punctuality. Good attendance and punctuality are habits we must foster in the development of our children. We ask for parental co-operation in doing their best to ensure that pupils present themselves on time. In the event of an absence always send a note or telephone the academy with the relevant information. The academy is proactive in following up absent pupils and as a parent you may be contacted, if your child is absent from the academy, to ascertain the reason. It should be noted that only the academy can authorise absence. If there is a problem with attendance or punctuality you will be contacted by the relevant Year Group Manager or Group Tutor, and it may be that supportive agencies become involved.

A growing national concern affecting pupil's education is the amount of holiday leave taken during term time. As an academy we feel it has a disruptive effect on the continuity of learning. The legal position as of September 2013 is that requests for holiday will not be granted.

## **ROUTINES**

Crofton Academy is a large and busy community – certain routines have to be followed carefully in order to make things run smoothly.

### **You should:**

- Wear uniform
- Be on time for registration and lessons
- Walk sensibly around the corridors and school buildings, always keeping to the left
- Stay on the school premises at break
- Put all litter in waste bins and generally look after the environment
- Always sign out if leaving the academy during the normal school day
- Sign the late sheet if you are late
- Not ride bicycles or roller blades on the academy premises
- Not bring mobile phones, MP3s, i-Pods, walkmans etc to the academy

## **OUTSIDE THE ACADEMY**

### **You should:**

- Be careful when crossing the road
- Take care when cycling to and from the academy
- Always be polite
- Do credit to yourself and the academy when you are out in the community
- Not leave litter across at the shops or around the village

## **IN CLASS**

- All outdoor clothing must be removed so uniform is visible
- Bags should be placed on the floor
- The teacher must be listened to carefully
- Pupils and staff must be treated with respect
- Calling out in class must not happen. A raised hand will draw attention if you wish to speak

## **WHEN MOVING AROUND**

- Always walk and do not run around the corridors in school
- Keep to the left of the corridor or walkway

## **OUT OF BOUNDS**

Pupils must remain on site during academy time including break. At lunch times year 7, 8, 9 & 10 pupils must remain on school site

## **PERSONAL ORGANISATION**

Everyone needs to learn how to organise themselves if they are to make the most of their abilities. Academy planners will be issued every year which will prove very useful in making sure you make the best use of your time. Planners must be brought to school every day and made available in lessons.



*It would be most helpful if parents could sign the planners acknowledging the homework and tasks set for the pupil.* Group Tutors and Senior Staff will sign planners on a regular basis.

The planner has many uses:

- As a personal diary
- To record and plan homework including the homework timetable
- For teachers to record achievement in lessons
- For all staff to record commendations
- To give up to date information in coursework
- To carry a copy of your timetable
- As a reminder of the Code of Conduct and routines

## **CODE OF DRESS**

Crofton academy expects all pupils to wear school uniform, details are shown below:

### **Girls should wear:**

- Black school skirt with Crofton Academy logo
- Black school trousers
- Blue polo shirt with Crofton Academy logo
- Black school jumper or cardigan with Crofton Academy logo
- Sensible black school shoes only
- Black socks or plain black opaque tights
- Dark coats (not of a sweatshirt material)

In cold weather: An academy cardigan or jumper and coat should be worn. Fashion sweatshirts or hoodies **must not** be worn.

### **Boys should wear:**

- Black school trousers
- Blue polo shirt with Crofton Academy logo
- Black school jumper or cardigan with Crofton Academy logo
- Black school shoes
- Black socks
- Dark coat (not of a sweatshirt material)

In cold weather: An academy cardigan or jumper and coat could be worn. Fashion sweatshirts or hoodies **must not** be worn.

### **Pupils must not wear:**

- Coats or footwear with oversized logos (Adidas, Nike, Bench etc)
- Jeans, leggings, shorts or tracksuit bottoms
- Trainers, canvas pumps style shoes, or shoes with coloured stitching, laces or oversized logos
- Coats that are made of a sweatshirt material
- Hoodies, sweatshirts, cardigans or jumpers that are not school standard issue
- Fashion belts with studs or chain
- Wristbands, sweatbands or fashion jewellery

Jewellery of any kind is not encouraged within the academy. When ears have been pierced a stud is permissible - hooped earrings of any size, stretchers or flesh tunnels which can be dangerous in any academy environment, are not allowed. We reserve the

right to confiscate any items considered inappropriate. They will be returned to parents on request.

Body piercing of any kind is not encouraged by the academy. When this has taken place, e.g nose, then a stud must be worn not a hoop.

If a pupil is unable to wear a particular item of uniform for a short time a letter of explanation should be produced by Parents.

**The academy reserves the right to make a final decision on what is an acceptable standard of dress. Pupils who fail to follow the school code of dress will be subject to the range of sanctions as previously outlined**

## PHYSICAL EDUCATION

### Girls:

Indoor kit: Polo shirt\*, shorts\*, socks\*, non-marking pumps or trainers

Outdoor Kit Polo shirt\*, tracksuit top\*, shorts\*, socks\*(all as above), pumps, trainers or hockey boots, optional Rugby shirt\*, optional tracksuit bottoms\* (girls wear their indoor polo shirt outdoors if they do not wish to have a rugby shirt)

### Boys:

Indoor kit: Polo shirt\*, shorts\*, socks\*, non-marking pumps or trainers

Outdoor kit: Rugby shirt\*, tracksuit top\*, shorts\*, socks\* (as above), outdoor sports footwear, optional tracksuit bottoms\*

**\*These items are obtainable only in school as they have the trademarked Crofton Academy logo**

All jewellery must be removed before participation in PE activities.

Pupils who are unable to participate in PE due to injury are often able to participate at some level e.g by officiating, scoring etc. We therefore ask that they bring their PE kit to all lessons. This will also ensure pupils have a change of clothing if the weather is poor.

Avoid bringing valuable items or large amounts of money into school, especially on days when you have PE.

## HOMEWORK POLICY

The academy believes that homework is an essential part of pupils' learning. Homework will be set regularly in all subjects and pupils will be encouraged to establish good homework habits from the beginning of their career life at Crofton.

A homework timetable will be established and published to all parents in September every year. Pupils will be asked to enter their homework timetable into their planners; there is space for pupils to record the due date for each homework. This date is used to allow parents a clear view of their child's workload and to give teachers maximum flexibility to match homework to effective learning.

The type and length of homework will vary according to the age of the pupil and the subject

involved. A summary of the **maximum** time each day a pupil might expect to spend on homework is included below.

<b>Year Group</b>	<b>Max Time</b>	<b>Year Group</b>	<b>Max Time</b>
Year 7	90 minutes	Year 9	2 hours
Year 8	90 minutes	Years 10 & 11	2.5 hours

It is important that homework consolidates or extends work done in class and therefore the identified time to return will vary from subject to subject. This is particularly so in Years 10 and 11 where long term coursework projects require constant attention at home. In some subjects at Key Stage 3 longer project-like homework's will be set throughout the year as an alternative to regular weekly homework. These will be indicated in the homework timetable.

The academy recognises that pupils will have extra curricular commitments on certain nights and in such circumstances the class teacher will negotiate individual return dates.

We place great value on organization and independence. Pupil planners are an integral tool used to develop a good learning ethos. We stress that it is very important for pupils to have their planners each day. The academy hopes that parents will give their active support in encouraging pupils to see planners as part of their daily equipment.

Homework may take a variety of forms and these will include:

- Identified written tasks
- Learning homework
- Research assignments
- Practical exercises
- Longer term assignments

Year Group Managers are responsible for checking the overall programme for balance and appropriateness of task. This will be done through a sample of individual pupil interviews and pupil planners.

Class teachers will set homework to be returned as indicated on the published timetable, in the positive expectation that pupils will make a genuine attempt to complete it. If pupils do not complete work without good reason the school reserves the right to impose disciplinary sanctions including after academy hours detention if necessary. In the event of a pupil being placed in after academy hour's detention parents will receive 48 hours notice in writing.

The academy will provide a quiet homework room at lunchtimes.

Our Academy believes that parents have a key role in the establishment of good homework practice. We hope that parents will check that homework is being completed, will act as a source of advice to pupils where possible and readily discuss any concerns they may have with the relevant Year Group Manager.

## **SUMMARY**

WE EXPECT EVERYONE TO:

- Attend regularly and be punctual
- Come to the academy correctly dressed
- Do their best
- Allow others to learn and work
- Complete their homework
- Respect other people
- Respect the environment
- Help make our academy a safe and healthy place

IF YOU HAVE ANY CONCERNS PLEASE TELEPHONE OR WRITE TO THE ACADEMY TO MAKE AN APPOINTMENT WITH THE YEAR GROUP MANAGER WHO WILL DISCUSS YOUR CONCERNS WITH YOU.

Telephone Number 01924 862985

This document will be reviewed in the academic year of 2015/16 by the Governors Curriculum, Staffing and Pupils Committee as part of a yearly cycle.

## NOTES

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