

Woodlands Academy

Behaviour Policy



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BEHAVIOUR POLICY

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Introduction

This document explains the procedures and sanctions that will be used when dealing with behaviour related issues. It sets out the rights and responsibilities of students and staff, gives details of school rules and working practice and also explains the rewards available to students for good work and behaviour. All staff and students are expected to comply with this Behaviour Policy.

School Ethos

The governors expect the school to be a place where all individuals are respected and their individuality is valued, where students are encouraged to achieve, where self-discipline is promoted and good behaviour is the norm.

Staff Responsibility

It is the duty of staff to encourage good behaviour and respect for others and to apply all rewards and sanctions fairly and consistently. Well planned, interesting and demanding lessons make a major contribution to good discipline. Curriculum Leaders are charged with using their best endeavours to ensure that programmes of study and the teaching methods used in Departments are well thought out and of a consistently high standard.

Student Responsibility

The school places an emphasis on students taking responsibility for their own behaviour with the support of adults. All students are expected to abide by the Rights and Responsibilities Statement, which is prominently displayed in Houses and classrooms (see Appendix A). Certain principles are essential to the smooth running of the school and these are contained in Appendix B.

Key priorities

- Ensuring the safety and welfare of students and staff
- Creating a stimulating and educationally challenging environment in which learning can take place
- Promoting exemplary and socially responsible student and staff behaviour.

Any action or behaviour which detracts from or compromises these priorities will be dealt with swiftly and effectively in accordance with this policy.

The Warning System : C1 and C2

Minor misdemeanours will be challenged and wherever possible dealt with immediately. Teachers use the warning system to give students time to think about their actions and to offer them an opportunity to modify their behaviour.

C1 : A warning is given and the student's name is recorded by the member of staff.

C2 : A student is asked to move to another seat.

The Warning System : C3 and C4

C3 The student is sent with work to do in the Departmental Support Facility and this removal is logged. (The DSF timetable should be published in each departmental area).

C4 The senior member of staff on call is sent for by the Curriculum Leader and the student is removed to work with the Learning Leader. This is also logged.

Wherever possible, departments have available a discrete area or perhaps another teacher's classroom where students can be sent if they continually misbehave or reach Warning 3. Warning 3 also results in the student serving a departmental detention. Continued misbehaviour in the DSF will result in a formal warning being given and recorded and may also lead to an On Call.

Serious lesson disruption which prevents other students from learning or behaviour which is deemed to be dangerous will result in an On Call. On Calls can only be made by the Curriculum Leader. A senior member of staff will attend the lesson to deal with the situation. A range of sanctions may be used which could include removing the student from the lesson. On Call records are kept and details are also passed on to parents.

When On Call staff are not attending incidents they patrol the school, visit lessons and intervene if they witness unacceptable behaviour.

Detentions

Students who receive 3 formal warnings in a lesson will automatically serve a departmental detention of 30 minutes duration. This may be served the following evening after school or more usually at the end of the week. The member of staff will issue the student with a formal Notification of Detention letter which the student should take home and give to his parents.

The school considers that the point at which the student receives this letter constitutes the start of the notification process; therefore, the school has fulfilled its legal responsibility to give 24 hours notice of detention. It is the student's responsibility to show the letter to his parent/s, failure to show the letter to or inform his parents does not constitute a reason to miss the detention.

Students who fail to attend departmental detentions are automatically placed into an SLT Detention. SLT detentions take place after school on Wednesday evenings and are of 1 hour duration, students are required to complete written work.

Students receive a verbal notification of an SLT detention; their parents are notified by letter, sent by first class post on Monday evenings.

Failure to attend SLT Detention will result in further sanctions which may include parents being invited into school to discuss their son's behaviour. Students may also be withdrawn from lessons, placed under House staff supervision or be required to enter into a Behaviour Contract.

Restorative Approaches

Following any incident or period of withdrawal students are expected to undertake reconciliation with the member of staff concerned. Experience shows that each aggrieved party feels that they are the victim therefore it is important that they have an opportunity not only to air their side of the argument but also listen to the other person's view so that both parties can "move on" towards a more positive relationship. The member of staff and the student will set targets for how they will behave to each other in future.

The following points are important for the reconciliation process to be successful:

1. Students will stay out of lessons until reconciliation has taken place.
2. Reconciliation will be between the student and the member of staff involved in initial incident with support, as necessary and appropriate.
3. Successful re-integration of a student into lessons will be dependent upon successful reconciliation.

Sanctions

In addition to the procedures outlined above, the Headteacher and Governors have a further range of sanctions at their disposal to deal with more serious incidents and unacceptable behaviour. In the majority of cases the school will attempt to deal with problems by the use of internal exclusion. In exceptional circumstances including repeated offending or in cases of a serious criminal nature external exclusion from the site might be deemed more appropriate, however, each case will be considered on its merits before a final decision is made.

Internal Exclusions

Serious misdemeanours or repeated poor behaviour will result in students being withdrawn from lessons and isolated in a facility known as INTERIM. INTERIM is used as an alternative to external exclusion and students may be placed there by the Headteacher or member of the Senior Leadership Team – see Appendix C. Parents will receive a letter informing them of their son's admission to INTERIM. The letter sets out the dates of and reasons for his admission, lunchtime arrangements and also gives notice of the extended day.

External Exclusions

Certain offences or repeated poor behaviour may result in a student being externally excluded from the school site. External exclusion can either be for a fixed period or in extreme cases permanently. Following any external exclusion a formal re-integration meeting must take place between the student, his parents and the Headteacher. The student will not be re-admitted to the school unless the meeting reaches a successful outcome. Should any form of external exclusion be deemed necessary, the school will adhere to the DfE Guidelines. Parents will be informed initially by telephone, followed by a letter confirming the decision. Where an external exclusion occurs for more than 6 days, arrangements will be made to ensure that students do not lose access to their educational entitlement.

There are two specific offences which are of such a serious nature that the Headteacher and Governors have no option but to exclude a student, either for a fixed term or permanently : carrying an offensive weapon; threatening with an offensive weapon. Under section 139A of the Criminal Justice Act 1988 (as inserted by section 4 of the Offensive Weapons Act 1996), it is an offence to carry an offensive weapon or knife on school premises. This offence is arrestable under section 24 (2) of the Police and Criminal Evidence Act 1984 (as amended by section 1 of the Offensive Weapons Act 1996). Should any student be known or thought to carry an offensive weapon, the police will always be called and an arrest made. That pupil will be immediately excluded pending a meeting of the Governors Disciplinary Committee.

Behaviour Contracts

Persistent committal of offences may result in a student being placed upon a Behaviour Contract. The contract will set out the support to be offered by the school and by parents and also the consequences of continued poor behaviour. The student will be required to sign the contract and agree to accept the consequences of continued poor behaviour.

Governors Discipline Panel

Students who repeatedly offend or who commit a single serious offence may also be required to meet with a panel of Governors to answer for their actions. The panel of Governors will consider the incident or behaviour and may require the student and his parents to give an undertaking on their future conduct.

Rewards

The school recognises the importance of rewarding students for good work and behaviour. Rewards act as an encouragement to students to do their best and they also give public recognition to their efforts.

There is a wide range of rewards on offer to students; Houses award certificates for attendance, school service and House competitions. Cups and shields are also awarded to students for their achievements both academic and sporting. The Honours Boards in the Main Hall record the names of our international sportsmen and award winners and also celebrate achievement in a wide range of activities. Staff regularly issue Well Done cards or Certificates tailored to different subject areas as well as sending Good Work letters home. The school also celebrates student achievements at our annual Governors Awards Ceremony.

Key Stage 3 students are further encouraged by the use of Rewards Stamps, exchangeable at the Reward Shop. Staff issue Reward Stamps (credits) for good work with a quota of approximately 3 stamps per lesson. The stamps are recorded on a dedicated page within the Student Planner; students can exchange their stamps for a range of rewards which they can select from the Reward Shop which operates from the school foyer on two mornings per week.

Reward stamps are also issued to students who achieve 100% attendance in a week.