



LEVER ACADEMY TRUST
Local People, Inspiring Excellence



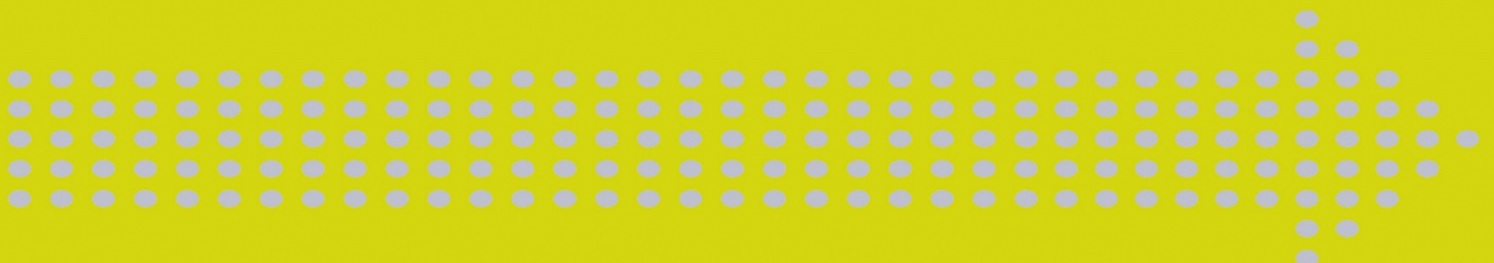
Little Lever School
learning together, achieving together

BEHAVIOUR, CONDUCT AND EXCLUSIONS POLICY.

RATIFIED BY THE LEVER ACADEMY TRUST:

18.07.16

celebrating achievement and success



Version Control

Current version	Previous version	Summary of changes made
[Publish Date]		Updated personal belongings section following the latest information to parents' booklet.
		Removed duplicate sections covered by other policies, including Racial Harassment / Racist Incidents, Anti Bullying, Perfect Climate.

SCHOOL BEHAVIOUR POLICY

Context

Behaviour and learning are inextricably linked and as such they are both the responsibility of the whole school community. Students must always be responsible for their own behaviour and the choices that they make. Teachers have the responsibility to reward good behaviour and use strategies that improve or modify poor behaviour.

Ethos

The Behaviour Policy at Lever Academy Trust is a statement of good practice, which covers all aspects of school that contribute to the development and maintenance of good behaviour and a positive ethos. The Behaviour *for Learning* policy (contained in a separate document) clearly sets out the expectations of teachers for managing behaviour in the classroom and works in conjunction with this policy. All members of the school are expected to help maintain an atmosphere conducive to learning, with courtesy and mutual respect as basic requirements.

Aim of policy

This policy aims to:

- encourage students to adhere to an agreed set of principles of behaviour, as set out in the Respect Charter
- make all members of the school community feel valued and secure
- support effective teaching and learning
- contribute to mutual respect and encourage appropriate behaviour between members of the school community.

We therefore emphasise **prevention** and **praise** before **punishment**.

We encourage **good** behaviour, discourage bad behaviour and help our students to understand the difference.

Parents/Carers as Partners

Experience shows that young people profit most from education when there is a clear and co-operative understanding between school, student and home.

We recognise that parents/carers play a crucial part in shaping their child's attitudes. Consequently, as in all other areas of school life, we seek to work with them as **partners** in our efforts to promote **good** behaviour.

- **If problems arise, we aim to involve parents/carers at an early stage rather than as a last resort.**
- **We encourage parents to bring concerns to our attention.**

In the first instance, parents/carers should contact the form tutor by letter, telephone or through the 'Student Planner'. This contact may be made at any time.

Promoting good behaviour

Primarily, it is the Edge Tutor who watches over the individual students, caring for, monitoring and supporting them. It is the Edge Tutor who provides the link between home and school and we value this role very highly. A Year Leader leads a team of tutors in each year group. Each student has a pastoral folder in which comments and relevant documentation are kept by the Year Leader. This information is then used to support the individual needs of each child appropriately. This may include contacting parents/carers, reviewing progress with each student and setting targets for improvement.

Personal behaviour – The Respect Charter

In accordance with our 'Respect Charter', students and staff are expected to treat other people and the school environment with respect. The Respect Charter was devised by the Student Leadership Committee, in consultation with staff. Its principles are as follows:

- We treat everybody with RESPECT
- We treat our school environment and community with RESPECT
- We are RESPONSIBLE for our learning and the learning of others
- We are RESPONSIBLE for our behaviour and how it impacts on others
- We CELEBRATE our ACHIEVEMENTS and the achievements of others
- We are PROUD, INDEPENDENT life-long learners.

The school has clear protocols for the start and end of a lesson to ensure that learning time in every lesson is maximised. More detailed information on this can be found in the Behaviour *for* Learning policy. All pupils are made aware of these protocols and they are as follows:

Start of lesson

Teacher / student greeting at the door
Pupils to stand behind chair silently
Uniform check
Equipment on desk
Class registration

End of lesson

Stand behind chairs
Uniform check
Orderly dismissal by teacher

The school places a great sense of importance on the use of rewards. To ensure that students achieve their full potential, we reward students through commendations, positive points on SIMS, awards, positive emails, praise, telephone conversations with parents/carers, certificates, citizenship awards, Headteacher's certificate and other methods.

It is expected that pupils are properly equipped for each lesson. This is checked by form tutors in regular equipment checks. Pupils must also wear their uniform correctly. Uniform is checked every morning by the SLT during the single door entry, in which every pupil must enter school through the pupil reception. It is then checked at the start of each lesson by teachers and by form tutors.

In addition to this, pupils are also made aware that:

- They must behave in a respectful way whilst travelling to and from school. Students must respect the local environment, and the property of local residents.

- Smoking is dangerous, is against the law and is not allowed in school, on the grounds of the school or whilst travelling to and from school and more information on this can be found in the non-smoking policy.

School trips

A code of conduct will be in place for all school trips, which will have been thoroughly risk assessed beforehand. The code of conduct clearly outlines the behaviour expectations we have of each student participating in the trip. All students are expected to sign and agree that they will adhere to this code. Failure to sign and agree to the code of conduct will result in the student being withdrawn from the school trip. The school reserves the right to withdraw any student who we feel would jeopardise the health and safety of others on a trip or event.

The school reserves the right to send home any student who does not adhere to the code of conduct. This will be at the parent/carer's expense.

It may also be necessary to exclude a student on their return from a school trip as a result of **any violation of the code of conduct**.

The Code of Conduct is in place to protect the safety and welfare of all staff and students.

Care and control

There are occasions when the restraint of students is necessary. Teachers and other persons who are authorised by school to have control or charge of students may use reasonable force to prevent students from:

- Committing a criminal offence, whether or not the student concerned has reached the age of criminal responsibility.
- Injuring themselves or others.
- Causing damage to property, including their own property.
- Engaging in any behaviour which has a negative impact on maintaining good order and discipline at the school or, among other students, whether this behaviour occurs in a classroom during a teaching session or elsewhere.

All teachers are authorised to use reasonable force to control or restrain students.

This school adheres to guidance given by the DFE on the care and control of students and has its own policy based on this guidance.

Making good

Where a student is responsible for careless or deliberate damage to equipment or property the school feels that the best punishment is for the student to repair that damage, or to make a financial contribution to the cost of repair. Parents/carers are informed of the incident and asked for their co-operation in making the payment or carrying out the repair.

In some cases of anti-social behaviour, students are asked to make a positive contribution to school life by carrying out practical tasks such as removing graffiti or collecting litter. In all cases suitable supervision and equipment are provided to ensure standards of health and safety.

Advice for Parents on Student Exclusion from School

No Headteacher likes to exclude a student from school but there may be times when this is considered necessary. In some cases, a fixed-term exclusion from school will be deemed as the appropriate sanction. An exclusion from school is a very serious matter and will be noted on a child's school record.

If your child has been excluded it means that he or she will not be allowed to attend school because of difficulties which have arisen concerning his or her behaviour.

A decision to exclude a student should be taken only:

- In response to serious breaches of the school's behaviour policy
- If allowing a student to remain in school would seriously harm the education or welfare of the student, or others in the school.

Only the Headteacher (or in the absence of the Headteacher, the most senior teacher in charge) can exclude.

What is meant by exclusion

There are two types of exclusion:

- Fixed-Term Exclusion
- Permanent Exclusion

Fixed term exclusion

- Up to and including 5 days
- Between 6 and 15 days
- Longer than 15 days

On their return from a fixed term exclusion the following procedures will take place:

- A parental interview arranged where the excluded student attends.
- The student is formally readmitted to the school.
- The student is to spend the day in the isolation room to ensure that the school can be certain that they have returned in the right frame of mind.

Permanent exclusion

Permanent exclusion is given for a serious breach of school discipline when it is not intended that the student should return to this school.

Exclusion

There are many aspects of unacceptable behaviour for which the school would recommend exclusion. This is clearly outlined in the Advice for Parents on Student Exclusion from School and The National Standard List of Reasons for Exclusions provided by the DFE included in this policy.

The school will always respond to any serious misdemeanour in a way which protects the safety and welfare of all staff and students.

Please be aware of the exclusion legislation from the sixth day of exclusion as outlined below.

Sixth Day Exclusion Ruling

Provision for full time education for students who receive an exclusion of 6 days or longer

From 1st September 2007, the law requires that schools must ensure that formal arrangements are in place to offer full time, appropriate education, **off our school site for any student who is excluded for a period of 6 days or longer**. We are required to make such provision from the **6th day** of any such exclusion.

Day one to day five of a fixed-term exclusion

Parents/carers are legally required to make suitable arrangements for the supervision of their children for all exclusions of between one and five days inclusively. The school will ensure that all parents/carers of excluded students are informed appropriately of their responsibilities with regard to appropriate supervision of their child whilst excluded.

The school will ensure that adequate and appropriate work is provided for completion at home during the period of exclusion. Parents/carers should return completed work and arrange with the school to provide more if necessary.

From day six of a fixed-term exclusion

We will work in partnership with Bolton LA schools to provide full time education for any student from the 6th day onwards until the exclusion ends. If a student receives allocated support, it is expected that this support will transfer with them for the duration of the exclusion.

If there are issues of access for any student, we will ensure that a suitable school within the local authority is found for the duration of the exclusion.

Parents/carers will be expected to work with the school to ensure that their child attends the alternative provision for the duration of the remainder of the fixed-term exclusion. If a parent does

not ensure that their child attends the provision made, it will be recorded as an unauthorised absence and dealt with by the school and education welfare service within the agreed procedures.

Planning for the provision

The school will agree arrangements with the parents/carers to plan for the child's continuing education during the exclusion. This planning will take place during the first 5 days of the exclusion to ensure that the student, parent/carer and both schools are in full agreement with the arrangements with other Bolton schools.

Communication from School Regarding Exclusions

If a student is excluded, school will attempt to contact the parent/carer during the day by telephone. If school is unable to make contact, a letter will be sent by post on the day the exclusion has been issued. A letter is always sent to the parent/carer informing him/her of a student's exclusion. However, if the school has been unable to contact the parent/carer by telephone or by post, the student will be placed in isolation until contact has been made with the parent/carer.

It is essential therefore that the school is informed of any changes of contact details.

National Standard List of Reasons for Exclusions

1. This list, provided by the DFE, gives descriptions of reasons for exclusions which schools and LAs are required to use when reporting exclusions data. The 12 categories (in bold) are intended to cover the main reasons for exclusions.
2. The decision to exclude will always be taken by the Headteacher in the context of the circumstances of the event and the relevant policies and guidance documents.

Physical assault against a student includes:

- Fighting, violent behaviour, wounding, obstructing and jostling

Physical assault against an adult includes:

- Violent behaviour, wounding, obstructing and jostling

Verbal abuse/threatening behaviour against a student includes:

- Threatened violence, aggressive behaviour, swearing, homophobic abuse and harassment, verbal intimidation, carrying an offensive weapon

Verbal abuse/threatening behaviour against an adult includes:

- Threatened violence, aggressive behaviour, swearing, homophobic abuse and harassment, verbal intimidation, carrying an offensive weapon

Bullying includes:

- Verbal bullying, physical bullying, homophobic bullying, racist bullying

Racist abuse includes:

- Racist taunting and harassment, derogatory racist statements, swearing that can be attributed to racist characteristics, racist bullying, racist graffiti

Sexual misconduct includes:

- Sexual abuse, sexual assault, sexual harassment, lewd behaviour, sexual bullying, sexual graffiti.

Drug and alcohol related includes:

- Possession of illegal drugs, inappropriate use of prescribed drugs, drug dealing, smoking, alcohol abuse, substance abuse

Damage includes:

- Damage to school or personal property belonging to any member of the school community; vandalism, arson, graffiti

Theft includes:

- Stealing school property, stealing personal property (student or adult), stealing from local shops on a school outing, selling and dealing in stolen property

Persistent disruptive behaviour includes:

- Challenging behaviour, disobedience, persistent violation of school rules

Others include:

- Incidents which are not covered by the categories above

It should be noted that the National Standard List for Reasons for Exclusion applies to all aspects of school life including, for example, extra-curricular activities.

The National Standard list is by no means exhaustive. A decision to exclude will reflect the severity of a single situation or the cumulative effect of a series of events. Ultimately, the decision to exclude rests with the headteacher.

Personal belongings

We strongly recommend that students do not bring a mobile phone (or electronic tablet, game console) into school and therefore must not use these devices whilst in school. We want students to concentrate on learning, enjoy learning and be focussed on this.

Mobile telephones, iPods, MP3 players or other electrical equipment are expensive items for which we cannot take responsibility. Students who do bring them to school and make use of them during the school day will have them confiscated for safe-keeping and they will be returned to the student at the end of the day. If any such item is confiscated on 3 or more occasions, parents/carers will be required to collect them from school.

Should your child choose to disrupt a lesson through the use of any of these items, they will be confiscated and parents will be asked to arrange to collect them. The best advice is to leave all valuables at home as the school and the local authority cannot be held responsible for the loss of valuables.

The school insurance policy covers items belonging to the school. It does not cover any theft, loss of, or damage to, personal items belonging to students, unless the damage caused was as a result of the direct negligence of the school. The school cannot be held legally liable for the actions of criminals.

The school has adopted a 'no jewellery' policy. Only a watch is permitted.

IMPORTANT NOTE: *In order to comply with health and safety regulations, pupils must remove any jewellery when taking part in physical education lessons, and any other lessons as deemed appropriate.*

With regard to personal belongings, students must:

- Keep items such as money and bus passes with them
- Keep bags on their possession
- Note details of their bicycle and keep it locked. 'U' locks are stronger and more secure than other types. Bicycles should not be ridden in the school grounds. It is advisable for cyclists to wear helmets on their journey to and from school and to ensure they ride their bicycles in a safe manner to and from school (cycle permits are required).
- Have name tapes on all items of clothing.

Hair Styles

Students need to be very clear about this matter

- Hair cut: A 'number 3' is the minimum length acceptable
- As a general rule, extremes should be avoided, unusual hair colours and extreme hair styles are **NOT** permitted
- Beards and moustaches are unacceptable for students in school.

Students can expect to be dealt with by their Year Leader / members of the Senior Leadership Team if they breach these rules.

Uniform

Students are expected to:

- Wear standard school uniform correctly
- Look smart, especially when travelling to and from school, since they represent the school at this time to the outside community
- Wear a blazer, a tie properly worn to the waistband with shirt tucked in and black shoes.

Anti Bullying Policy

The philosophy and aims of Lever Academy Trust states that “all members of the school, regardless of age, gender, race, colour, religion or disability are of equal value as human beings.” Information on this can be found in the school’s anti-bullying policy.

Racial Harassment and Racist Incidents in Bolton Schools

Lever Academy Trust adheres to the local authority guidance for dealing with racial harassment and racist incidents.