



BEHAVIOUR POLICY – November 2017

Introduction

City Academy is a mixed gender secondary academy situated in East Central Bristol. It serves an area of high deprivation and take students mainly from the local community (Lawrence Hill, Barton Hill, Easton, St Pauls, St George and Whitehall). The student profile is multi-cultural, multi-ethnic and multi-faith, with over 46 different languages spoken and approximately 47% of students speaking English as an additional language.

Vision

City Academy is committed to ensuring that our students master the knowledge, understanding and skills to be academically successful. We believe that anyone who is successful (in the broadest sense of the word) must develop self-discipline and be given autonomy to make the right choices. We also want our students to understand their role in developing a common purpose across our Academy community and beyond. 'The Academy Way' provides a framework to ensure our core values (Grit, Pride and Team Spirit) are embedded within our daily practice and routines in order for 'every child to have the right to go to university, enjoy their job and add to the world.'

Here at City Academy we fully believe that verbal and meaningful praise can be very powerful in developing a happy and purposeful school environment. It is this focus on positive relationships that drives the positive environment of the academy.

Aims

- To have the highest expectations of student behaviour in order to maximise their opportunity to achieve.
- To ensure all students develop the good learning habits that they need to be successful in school and life.
- To realise and celebrate the potential of all students through promoting success of our students both inside and outside of the Academy.
- To create an environment in which students are enabled to have the right to go to university, enjoy their job and add to the world
- To form an active partnership with families to encourage excellent behaviour and to establish improved patterns of behaviour where there are difficulties.

These aims are supported by regular and appropriate in-service training; close parental and community links; student organisation which takes account of ethnic



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and gender balance; the boosting of students' self-esteem through positive reinforcement and extra-curricular activities; and Academy social events aimed at pulling together the different life experiences of groups within the community.

Acknowledgements & Praise

We want students to be motivated by the intrinsic value of achievement; however, we are committed to acknowledging students for developing good learning habits and demonstrating the Academy way inside on outside of school.

Descriptive Verbal Praise around the Academy and in lessons, staff members use descriptive praise to signal to students that they are demonstrating good learning habits. Staff ring home regularly; this is an opportunity to provide parents / carers with praise about their child.

During house and whole school assemblies, staff and students have the opportunity to thank and praise each other for exhibiting the Academy core values of Grit, Pride and Team Spirit

Student of the week

Each week, every member of the Academy staff nominates their 'student of the week'. Students may be nominated for hard work, strong progress or for displaying a real commitment the Academy or local community. All parents/carers and students are then communicated with to celebrate this success and positive postcards will be sent home.

All staff will also recognise one student who they teach who have demonstrated our values (Grit, Pride, Team Spirit) in learning time or around the Academy. Each member of staff will make a positive phone call to parents to celebrate the success and achievement that student is making to the Academy and their own learning.

Subject Student of the term

Each term individual departments will recognise students who demonstrate our values of Grit, Pride and Team Spirit. These students are then rewarded for their achievement and presented with certificates during assemblies.

Achievement assemblies

Twice a year, students who have demonstrated excellent learning habits, 100% attendance and a significant improvement in behaviour or attitude will be acknowledged in an assembly with a small reward and a certificate. The Principal,



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SLT and Pastoral team decide will determine which students receive an award based on the number of positive and negative logs a student has received over the cycle.

Basic expectations for learning at City Academy

Behaviour in LF:

Students are expected to remain in silence during morning LF reading sessions and focus on the text that they are reading.

During afternoon LF the students have a house timetable to follow which includes assembly, reading, Hot Topics and data.

Behaviour in lessons:

We expect all students to track the person who is talking to demonstrate that they are listening carefully. This is reiterated through by our SLANT routine in every lesson.

Lesson Scoring:

Score	Description	Consequence
1	Duty Call	Behaviour points received. Transferred to the Link.
2	Transfer	Behaviour points received. Transferred to another classroom. Restore
3	Does not meet expectations	Warning
4	Meeting expectations	Achievement points received
5	Students demonstrate outstanding behaviours to learning	Achievement points received

Failure to be on-task in lessons will result in a warning being given to the student with the teacher then explaining to the student what they need to do to adjust their behaviour. Continued disruption in the same lesson and not improving behaviour



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after 2 warnings will result in a transfer and the student being asked to leave the room in order for the remaining students to learn. If a student is transferred then that student will then have a restorative discussion with the teacher at the end of the day.

Continued disruption in one lesson may lead to students facing a duty call resulting in isolation or exclusion (this will be conducted by the Pastoral team and/or SLT) Students, Parents and teachers will then be informed of the outcome.

Duty Calls

Duty calls are devised to support staff when there are ongoing concern about a student's behaviour in a particular lesson and when a student's has been given the opportunity to self-regulate but has failed to respond to the warnings system in place. A 'Duty Call' may be used when:

- A student has failed to behave in a manner that has resulting in the learning of the class to be stopped.
- The student has not responded to being transferred and their behaviour has not improved; in this situation students will be meet by a 'Duty' teacher who will remove the student from the situation.
- A student has walked out of lesson without the consent of the teacher. The duty teacher will attempt to locate the student and return them to learning or place them in isolation.
- The student has seriously challenged the dignity of a member of staff or another student at which point the teacher issues a 'Duty call'. When the 'Duty call' has been made the SLT or Pastoral Team should be called upon to take the student out of the situation. The student will spend the rest of the day in the Link. Parents will be contacted and the appropriate action taken.

Action	Who is responsible?	When?	What is done?
Learning Facilitator monitoring	LF	Weekly LF review sessions	Show lesson scoring to individuals/LF group. Praise those with 5s/4s.
Stage 1 card (LF)	LF	Start of the week of after PSS or a review	Students with multiple 1s/2s put on to a stage 1



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			card
Pastoral Support Worker monitoring	PSW	After two week Stage 1 review	Mentor students, put on card and review lesson hot spots
Pastoral Leader monitoring	PL	After two week PSW review	Mentor students, put on card, meet with parents/cares and lesson hot spots
Head of Faculty monitoring	H of F	Students with 1s/2s in one subject/lesson	Curriculum detention Curriculum monitoring Contact home Certificates and curriculum rewards
SLT monitoring	SLT	Following a PL or H of F review	Behaviour review meeting with SLT

Punctuality & Attendance

Students who wish to succeed always attend and are on time. We are trusting that students will arrive at the Academy by 8.30am each day so that they are ready for the day's learning. Failure to be on time for registration or a lesson will result in an Academy detention on the day the lateness occurs. Students who arrive late to school are expected to sign in at reception. Students are expected to attend school every day of the Academy year. Anything less than 96% is not good enough and the Academy would expect this only to be the case for students with serious medical issues. If students are ill then parents/carers must contact the Academy on the morning of each day of absence. Any planned absence should be requested. Please refer to Attendance policy for further information.

Uniform

Students who wish to succeed wear perfect uniform. Pride is one of our core values and it is important that our students take pride in themselves and in our school. It is important all members of our Academy are treated fairly. If students breach any one part of our strict uniform code then they will either be given some temporary uniform to wear, sent home to change, or will be isolated until their uniform is perfect. We



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will do this to ensure that all our students take pride in their appearance and to make sure that our students are treated fairly. It is unfair if some students keep to our dress code and some don't.

What is perfect uniform?

- Black Shoes
- Black trousers
- White Shirt (Tucked in)
- House Tie
- School Blazer
- School Jumper is optional

No outside coats/ hoddies or jumpers are to be worn in the Academy. If a student is seen with such items then these will be removed and placed in the Haven where they can be collected after a discussion with their PSW or Pastoral Lead.

Equipment

Students who wish to succeed always bring the right equipment to the Academy, for the right lessons, each day. We wish to develop our students' organisational skills for success in future life. For any important role in life, we need the right equipment and students need to make sure they provide it. We will have stationary on sale at the Haven each morning and after school so that students can solve issues around lost equipment before lessons begin.

Students are expected to bring the following to school:

- A sensible and suitable bag
- PE Kit (on the days they have PE)
- Planner

A pencil case that includes the following:

- 2 Black or blue pens
- 2 Pencils
- A Ruler
- A Rubber

Students should store their equipment and books in their personal lockers.



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Mobile phones are not permitted in the Academy. We understand a student may need a phone for safety reasons. However once arriving at the Academy they must be switched off and kept in lockers (we cannot accept any responsibility for lost or stolen possessions). If a member of staff sees a mobile phone it will be confiscated and will be kept until the end of the day. If a student challenges this request, the phone will be kept until a parent / carer collects it.

If students fail to have the correct equipment, they will receive a detention on the same day that they failed to demonstrate this.

Restore

Restore takes place daily. A student will be given the opportunity to discuss their behaviour with the teacher, if they were asked to leave the lesson earlier in the day.

Daily Detentions

Daily Detentions take place after school for a period of 60mins. During this time a student whom has failed to achieve follow our academy rules will sit in our detention room and complete a reflection sheet.

SLT detention

SLT detentions take place on a Wednesday and Friday for students who have failed to attend their daily detention. If a student has a not attended a detention then they will be placed in SLT detention from 3.05-4.05pm. During this time a student will meet with a member of SLT and discuss the reason that they are in the SLT detention.

If no improvements have been made then Pastoral lead and SLT to discuss next steps.

The Link

Students who fail to comply with the academy rules may end up in our isolation room (the Link). As the name suggests this is a room that links behaviour with returning to lessons. Students who are placed in the link may be there due to a number of reasons including, receiving a duty call, failing to complete detentions, continued low level behaviour in one day or a result of a serious incident. At the City Academy we



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ensure we provide the tools for all students to succeed, from time to time students may need to refocus on this and this is where the link can support this.

Students will work in silence in the link. All students will complete a reflection sheet of why they are in the link which will be collected by PSW at the end of the day. Following this, students will complete lines for specific subject based content or behaviour improvement.

Students will spend the duration of the day in the link, arriving at 8.50 and leaving at 2. 45pm. Students will have their lunch brought to them and eat in silence. Students will be entitled to two toilet breaks throughout the day.

Failure to follow the rules within the Link will result in parents being called to collect their child. A return to school meeting will then take place the next day and the student will again be placed in the link until they can complete a full day.

Serious incident protocol

When a serious incident has occurred at the academy, a full investigation will be undertaken. This will involve taking statements from students and staff where needed. Parents will always be informed when we are dealing with a serious incident. At times, we may need to isolate a student during an investigation. When we have completed our investigation parents will be asked to attend the Academy to discuss the incident and possible ways of resolving the situation. Please be aware that sometimes an investigation may take a few days to fully understand. This means the students involved may still be in lessons learning while this happens, this is due to ensuring that a student does not miss out on learning when potentially this is not needed.

The following steps may be taken:

- Warnings
- Detention;
- Exclusion
- Immersion to another school
- Negotiated transfer to another school
- Transfer to Engage
- Referral to Bristol Inclusion Panel

Use of reasonable force



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All school staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

There are a team of staff who are Team Teach trained. (Please see CLF Team Teach policy)

Searching students

Academy staff can search pupils with their consent for any item which is banned by the school rules. These items include:

- Cigarette lighters
- Chewing gum
- Mobile phones

The Principal and staff authorised by the Principal have the power to search pupils or their possessions, **without consent**, where they suspect the pupil has a prohibited item.

Prohibited items are:

- Knives and weapons
- Alcohol
- Illegal drugs
- stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property
- Any item banned by the Academy which has been identified in the rules as an item which may be searched for.

Offsite behaviour

Academies have a statutory power to discipline for misbehaving outside of the academy premises. Section 89(5) of the Education and Inspections Act 2006 gives



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Principals a specific statutory power to regulate pupils' behaviour in these circumstances "to such extent as is reasonable".

We expect students to be take pride and be a good ambassador for City Academy.

Behaviours will include any that do not meet our expectations when the student is:

- Taking part in any academy organised or academy related event
- Travelling to and from the academy
- Wearing the academy uniform
- In some other way identifiable as a pupil at City Academy

Or behaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the academy
- Poses a threat to another pupil or a member of the public
- Could adversely affect the reputation of the academy.

At City Academy we are committed to creating a safe, purposeful, calm and reflective learning environment in which all students flourish and reach their full potential equipped with skills for life, and so, bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

The City Academy has a responsibility to respond promptly and effectively to issues of bullying we take the issue of bullying very seriously.

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms including cyber- bullying via text messages or the internet and may be motivated by prejudice against particular groups for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted, fostered or has caring responsibilities. It may be motivated by actual differences between children or perceived differences.

Any incident of bullying should be reported to a member of staff. This member of staff will then inform the relevant PSW who will investigate.

Depending on the extent of the bullying, there are a number of outcomes:

- If appropriate, there will be a restorative meeting between the bully(s) and victim(s).
- Parents/carers may be informed and asked to come to discuss the issue.



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- The bully will be asked to reflect on their behaviour and its impact – often in reflection time.
- Depending on the severity of the bullying, additional sanctions may be applied (in line with the academy policy).

After the incident has been investigated and dealt with, each case will be monitored by the PSW to ensure repeated bullying does not take place.

Under the Children Act 1989 a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. Where this is the case, the incident will be referred to the named person.

Although bullying in itself is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassment, threatening behaviour or some communications could be a criminal offence, such as hate crime.

If it is felt that an offence may have been committed, the incident must be referred to SLT or the designated safeguarding lead who may seek assistance from the police.