

Behaviour Management Policy

1. Aim

The aim of this policy is to promote the ethos of The JCB Academy, in particular developing:

- Employable young people with:
 - positive attitudes; and
 - emotional intelligence.
- Who have:
 - “can do” attitudes;
 - desire to achieve through actions; and
 - team and leadership capacity.

All members of the academy are expected to behave in an acceptable manner at all times. It is not the intention of this policy to list a set of rules that cover all eventualities, however all members of the academy are expected to:

- Show respect to each other at all times.
- Show respect for their environment at all times.
- Show respect for their own and others property and belongings.
- Follow all health and safety rules to ensure that the academy is a secure and safe environment for all.
- Work to the best of their ability at all times.

Behaviour which fails to follow the principles listed above will be liable to sanction. A specific list of expectations is included at Appendix 1.

2. Responsibilities

In Y10 and Y11 students are split into three houses with a Head of House (HoH) having overall responsibility for the academic performance and pastoral welfare of the students in their house

Each HoH is supported by three Learning Support Mentors.

Each student has a mentor who is a member of the pastoral team. The mentor meets formally with each of their mentees once every four weeks and is the first point of contact for parents/carers and other staff. A mentor report is sent home once every eight weeks.

Sanctions are organised within the team following academy policy.

3. Dealing with incidents

Incidents occurring within a lesson should be escalated as follows (assuming incidents are not those requiring exclusion from the academy):

- (i) Learning Manager (the person responsible for the learning of a group of students at a given moment in time) deals with the incident and uses rewards and sanctions (see Section 7) as appropriate. The incident is logged.
- (ii) Repeated incidents are referred to the student's HoH (or picked up by the Head of Sixth Form as a result of the log) who has the responsibility for investigating, contacting home as appropriate and taking relevant action (see Section 4).

Incidents occurring outside a lesson should be managed and escalated as follows (assuming incidents are not those requiring exclusion from the academy):

- (i) Person observing the incident or made aware of the incident deals with it and uses the rewards and sanctions policy as appropriate. The incident is logged.
- (ii) Repeated incidents are referred to the student's mentor (or picked up by the mentor as a result of the log) who has the responsibility for investigating, contacting home as appropriate and taking relevant action.
- (iii) The mentor escalates incidents to the HoH if they require further investigation or are of a serious nature.
- (iv) HoH investigates, contacting home as appropriate and taking relevant action.

The following are examples of incidents which will lead to exclusion and should be referred immediately to a senior member of staff on duty:

- Abuse towards a member of staff.
- Unprovoked assault on a fellow student.
- Possession of drugs.
- Repeated defiance.
- Vandalism.
- Theft.
- Incidents involving racial abuse.
- Incidents involving sexual harassment.

4. **Relevant action**

Action comprises of two elements, the first being a reward/sanction appropriate to the behaviour demonstrated by the student. The second is a discussion on the behaviour which has led to the reward/sanction which will clearly be additional praise in the case of the reward or a discussion on why the sanction was necessary and the process by which the student ensures that this type of behaviour does not happen again in the future.

Before sanctions are imposed for transgressions below those which would automatically result in a detention, isolation or exclusion the following should be followed by all staff:

- A warning issued to the student which informs them that their behaviour is unacceptable.
- If the behaviour continues and is repeated the warning should be reissued.
- If the behaviour continues a sanction should be issued to the student.

Any sanctions should be applied fairly and to individuals - **never to groups**. Whole class detentions or punishments are **not** acceptable at the academy and must not be used at any time.

5. **Role of Student Support**

A HoH may refer a student to the Student Support Team for guidance and additional support if it is felt that such action will be beneficial to correcting the student's behaviour. It is important that referrals to the Student Support Team are only made through the HoH to ensure the Student Support Team's workload is proportionate and that such requests are moderated by the HoHs. On referral, a student support meeting will be held with the student, mentor and parents/carers to draw up a student support plan.

6. **Key staff and their roles**

- **Learning Managers**
Manage the behaviour during the learning period to ensure positive outcomes for young people.
- **Student Mentors**
Counsel students through their programme of study, discussing with them areas where they are failing to perform or live up to the academy's standards. Mentors will also discuss with parents/carers any issues which are impairing the learning of students or their impact upon the learning of others. If a referral to the Student Support Team is required, then the mentor should be part of the discussion process with the Student Support Team on the most appropriate support package.

- **Head of House (HoH)**
Have overall responsibility for the outcomes of those students within their house/year group. This means ensuring that appropriate support and guidance is available to students to ensure that they and their peers achieve positive outcomes. HoHs have the responsibility within the behaviour management system of supporting the mentors and managing the referrals to the Student Support Team.
- **Student Support Team**
Any student referred to the Student Support team should have a support plan drawn up with key actions and person responsible. The Student Support team has the responsibility of developing, supporting and ensuring delivery of the individual student support plans. In this context this means meeting with the student, mentor and parents/carers to draw up the support plan and ensuring that this support plan is adequately resourced and delivered across the academy. The plan should have appropriate milestones and timelines to ensure it can be adequately monitored and reported upon.
- **Senior Management**
Deal with serious issues that require sanctions which are only within the authority of the Senior Management Team. They also provide support to those they line manage within the process to ensure they can deliver on the goals and aspirations of the academy to ensure 'exemplary behaviour at all times'.
- **Director of KS4**
Has an oversight of KS4, overseeing and supporting the HoH, the Student Support Team and Learning Support Mentors. Investigates incidents further where the sanction may be an isolation or a fixed term exclusion. Holds regular meetings with HoHs and the Student Support team to manage varying behaviours. Supports student in relation to reintegration and making positive contributions and to reflect on their behaviours to ensure positive outcomes.
- **Principal**
Has oversight of the system and receives regular reports on the rewards and sanctions to ensure that policy is being followed within the academy. In addition, receives a regular report on all students who have been referred to the Student Support Team and an update on progress with these students.

7. Rewards and sanctions

7.1 Rewards

The academy is split into three houses:

- Bamford.
- Royce.
- Arkwright.

Each house is identified by the colour of their house tie.

Each house competes for house points during each term, both through individual endeavour and by participation in house competitions. The aim is to hold at least one inter-house competition during each term to focus house interest.

House point totals will be updated on a termly basis and shared with students.

House points will be awarded for:

- "Can do/will do".
- Pursuit of technical and academic excellence.
- Achieving through action.
- Passion for quality.
- Creative and enterprising behaviour.
- Team and leadership capacity.

In addition, house points will be awarded at the end of each reporting cycle:

- Reliability over the reporting cycle.
- Individual achievement within an extension activity.
- Achievement in house competitions.
- Attendance above 95% over the reporting cycle.
- Achievement of target grades in more than 80% of subjects.
- Not receiving negative house points during the reporting cycle.

House points will be deducted for:

- Negative behaviours that result in a formal sanction.
- Disruption.
- Lateness to a session.
- Failure to comply with uniform requirements.
- Failure to bring appropriate equipment.
- Chewing gum.
- Use of mobile telephone or inappropriate use of other electrical equipment.

Certificates

Students achieving the following in a reporting cycle receive a certificate and a letter which are sent home to their parents:

- Reliability score of 3 in all subjects
- 100% on-target performance
- 100% attendance

Positive house points are also totalled on a cumulative basis each term with certificates presented in assemblies and letters sent home:

- 100 house points *bronze certificate*
- 200 house points *silver certificate*
- 300 house points *gold certificate*
- 450 house points *platinum certificate*

Prizes

Total house points for Y10 and Y11 are added up at the end of each half term and the winning house in each year group is announced at the first assembly of the following term. .

A prize (e.g. camera, Kindle, TV or similar) is also awarded to a student within the winning house in Y10 and Y11. All the positive house point slips awarded to students in the winning house are put into separate buckets, one each for Y10 and Y11 and the Principal draws a winning slip in the assembly where the winning house is announced. The Y10 student and Y11 student with the highest aggregated house point scores also receive a prize (e.g. camera, Kindle, TV or similar)

Students are also awarded prizes for accumulating a certain number of positive house points during an academic year:

- 300 points - academy ballpoint pen
- 400 points - academy fountain pen

Annual Awards Dinner

Each year there is an awards evening for students and parents when various awards are presented together with an appropriate gift.

7.2 Sanctions

- Remaining behind following a session to discuss behaviour: supervised by the individual teacher and used as an opportunity to discuss unacceptable behaviour. 2 negative house points.
- Loss of break time: supervised by the individual member of staff concerned. 3 negative house points.

- Core detention: held once per week at lunchtime and supervised by core team leaders. Students are placed in core detention as a result of incidents which occur during core lessons . 5 negative house points.
- KS4 detention: held once per week at lunchtime and supervised by the Director of KS4. KS4 students are placed in this detention as a result of incidents which occur outside of lessons. 5 negative house points.
- KS5 detention: held once per week at lunchtime and supervised by the Director of KS5. KS5 students are placed in this detention as a result of incidents which occur outside of lessons. 5 negative house points.
- Bus detention: arranged once per week at lunchtime and supervised by the Principal. Students are placed in this detention as a result of incidents which occur on the academy bus. 5 negative house points.
- Principal's lunchtime detention: arranged once per week and supervised by the Principal. Students are placed in this detention as a result of failure to attend any of the above detentions. Students can also be placed in this detention by a senior manager. 10 negative house points.
- Principal's Saturday detention: arranged by the Principal as required on Saturday morning between 9:30 am and 11:30 am. Students are placed in this detention for failure to attend Principal's lunchtime detention when this is the sanction for missing a previous detention, or by the Principal for serious transgression of the academy's Behaviour Management Policy. 15 negative house points.
- Internal exclusion: isolation with a member of staff and removal from contact with other students. 25 negative house points.
- External exclusion: exclusion from the academy for one of the reasons listed in the Exclusion Policy. 50 negative house points.

7.3 Recording of rewards and sanctions

- Rewards and sanctions are recorded on SIMS .
- The recording will apply to any action which results in a formal sanction or reward - see above.
- Where relevant, a record of any investigation, statements and letters to parents/carers will be placed in the relevant student's file and uploaded to their SIMS record.

Related policies/procedures:
Anti-Bullying Policy

Date of approval by Governing Body: 8 December 2009
Reviewed and reapproved: 21 September 2010
Reviewed and reapproved: 24 April 2012
Reviewed and reapproved: 24 April 2017
Date of next review: April 2019

- **Use of mobile telephones**

Y10 and Y11 students are not permitted to use mobile telephones within the academy grounds at any time. Telephones brought to the academy must be switched off and kept out of sight in bags at all times whilst students are within the grounds.

6th form students have the privilege of being able to use their mobile telephones in their common room, however they are not permitted to use them anywhere else within the academy grounds at any time and they must be kept switched off and kept out of sight.

Any student using a mobile telephone where it is not permitted (use includes receiving messages or calls) will have the telephone confiscated for the day. The telephone may be collected from student reception at the end of the academy day. A second breach of this rule within a challenge will result in the student having his/her telephone confiscated until the end of the week when it may be collected from student reception at the end of the day on Friday. If this rule is breached a third time, then the telephone will be retained until the end of the week and not returned until such time as a parent can come and collect it on behalf of the student.

- **Use of MP3 players and I-pods**

The use of MP3 players and I-pods is only not permitted within the academy in the 6th form common room. They must not be used in any other part of the grounds, including break-out areas, the LRC and the restaurant. MP3 players and I-pods brought to the academy must be switched off and kept out of site in bags at all times that students are within the grounds.

Any student using an MP3 player or I-Pod (or similar) where it is not permitted will have the equipment confiscated for the day. The equipment may be collected from student reception. A second breach of this rule within a challenge will result in the student having the equipment confiscated until the end of the week when it may be collected from student reception at the end of the day on Friday. If this rule is breached a third time, then the equipment will be retained until the end of the week and not returned until such time as a parent can come and collect it on behalf of the student.

- **Chewing gum**

Students are not permitted to chew gum anywhere on the academy grounds. The disciplinary process outlined in the academy's Behaviour Management Policy will be applied to any student breaching this rule.

- **Coats, scarves and hats**

Students are not permitted to wear coats, scarves, hats or other outer garments on top of/under blazers such as hoodies or sweatshirts in the academy building. Coats, scarves and hats must be removed on entry. Students found to be wearing any of these items will have them confiscated until the end of the academy day when they may be collected from student reception. Continuous breach of this rule will result in the disciplinary process outlined in the academy's Behaviour Management Policy being applied.

- **Eating**
Y10 and Y11 students are only permitted to eat in the restaurant. Sixth form students are only permitted to eat in the restaurant or the sixth form cafe. Students are not permitted to eat in any other area in the academy. Students will be expected to dispose of litter in the bins provided. Breach of this rule will result in the disciplinary process outlined in the academy's Behaviour Management Policy being applied.
- **Movement around the building**
Students are expected to move around the building quietly on the left hand side. Running in the building is not permitted. Due to the fact that the academy operates staggered break and lunch times, students are expected to talk quietly in the break-out areas and corridors. Breach of this rule will result in the disciplinary process outlined in the academy's Behaviour Management Policy being applied.
- **Ball games**
Ball games are permitted on the all-weather pitch but are not permitted in any other part of the academy, inside or out. Any student playing a ball game outside of the all-weather pitch will have the ball confiscated until the end of the academy day. Subsequent breach of this rule will result in students having the ball confiscated until the end of the week. It may then only be collected on a Friday afternoon, at the end of the day, from student reception.
- **Headsets in laptops**
Students are only permitted to use headsets in laptops to access learning resources as part of the curriculum. Students are not allowed to use headsets to listen to music. Breach of this rule will result in the disciplinary process outlined in the academy's Behaviour Management Policy being applied.
- **Bullying**
Any allegations of bullying behaviour will be taken seriously at the academy and any student found to be displaying bullying behaviour will be dealt with in accordance with the academy's Anti-Bullying Policy.
- **Smoking**
The JCB Academy is a no smoking site. Students are not allowed to smoke anywhere on academy premises, at any time on an educational visit (whether or not they are in uniform) or in any other location whilst in academy uniform. Any student found in possession of smoking equipment will have it confiscated and it will then be available for collection by a parent for one month. Breach of this rule will result in the disciplinary process outlined in the academy's Behaviour Management Policy being applied.
- **Academy Transport**
Students are expected to comply with the academy's Transport Code of Conduct. Breach of this will result in sanctions being applied dependent upon the severity or regularity of incidents. Sanctions include lunchtime detention, allocated seating and temporary or permanent removal of access to academy transport.
- **General conduct**
Students at the academy are expected to behave with respect towards each other and towards academy's staff. All students are expected to behave as if they were in the workplace and, as such, any behaviour that would not be acceptable in a place of work (such as swearing and public displays of affection) will not be tolerated. Breach of this rule will result in the disciplinary process outlined in the academy's Behaviour Management Policy being applied.