

# IVYBRIDGE ACADEMY TRUST

## BEHAVIOUR AND DISCIPLINE POLICY 2018/2019

<b>Context</b>	
Contents of this policy have been developed in consultation with parents/carers, staff and students of Ivybridge Community College and pays due regard to: <ul style="list-style-type: none"><li>• Behaviour and Discipline</li></ul>	
<b>Governor responsible:</b>	Michael Saltern, Chair of Governors
<b>Principal:</b>	Rachel Hutchinson
<b>Deputy Principal:</b>	Gill Taylor
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<b>This policy will be reviewed annually by:</b> September 2019	
<b>Ratified by the Ivybridge Community College Governing Board on 12 November 2018</b>	<b>Signed on behalf of the Governing Board</b>  ..... <b>Michael Saltern, Chair of Governors</b>

**Senior member of staff responsible for this Policy: AFE/CFT**

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## **BEHAVIOUR AND DISCIPLINE POLICY 2018/2019**

### **Mission Statement**

"Ivybridge Community College aims to provide an integrated, comprehensive curriculum in an environment where the whole learning experience is one of opportunity, endeavour, achievement and excellence."

### **Rationale**

College expectations in terms of student behaviour and discipline are directly tied to published College aims, that is: to help students to discover and use their own abilities, to broaden their horizons and to develop their personalities so that they may live full and happy lives. In order to achieve these aims the College climate must be one where learning can occur in an orderly and positive environment marked by toleration and respect for all participants in the College community. The College will recognise students' endeavours in the area of PACE. This stands for Pride in presentation, Attitude to learning, Conduct and Effort.

### **Aims**

1. To promote an ethos of inclusion for all students.
2. To support a College-wide system in which student attitudes and actions support effective learning, quality of College life and the functioning of the College as an orderly community.
3. To encourage an atmosphere of mutual respect where good discipline is the norm.
4. To reward good work and effort in all aspects of student life.
5. To provide a comprehensive system to investigate thoroughly student misdemeanours.
6. To work with students and parents to resolve behavioural and disciplinary conflicts in a way which support and reaffirms the College's aims.

### **Guidelines**

- To use epraise and the tutorial system as the regular monitoring of good discipline.
- The Code of Behaviour which has been developed in consultation with students, staff, parents and Governors gives clear expectations in terms of behaviour and is displayed in classrooms and corridors as well as relevant College documents, e.g. Student Planners.
- Good discipline is essential to effective learning, hence it is the responsibility of all classroom teachers (appendix 1) and it is a vital starting place in creating the correct class environment.
- Racial and sexual harassment will not be tolerated.
- As an orderly community, basic Classroom Management guidelines have been published and are to be followed by all sections of the College.

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- Staff will follow the Staff Duty Programme which supports the quality of College life. (see Duties section in Staff Handbook).
- Student disciplinary problems will be noted swiftly and recorded on epraise efficiently and as required on CPOMS, in order to build a satisfactory record which meets current legal demands. This record is the responsibility of each Head of Year.
- Data on exclusions and outside referrals will be maintained.
- Specific disciplinary problems such as bullying in all its forms (see Anti Bullying Policy) will be documented in accordance with the College's Personal Safety Policy and Government guidelines.
- The Education Welfare Officer will hold regular meetings with Assistant Principals and Heads of Year to review the needs of individual students.
- The delivery of this Policy is the responsibility of all staff working together.
- The Deputy Principal, Assistant Principals and Associate Leaders will act as coordinators, working together with the Heads of Year to ensure that the Policy is efficiently run.

#### References:

Education and Inspections Act 2006  
School Standards and Framework Act 1998  
Education Act 2002

#### **Key Points**

##### **Students' Conduct off Site**

Teachers have a statutory power to discipline students for misbehaving outside the College premises.

Students will be disciplined for any misbehaviour when:

- taking part in any College organised or College related activity;
- travelling to or from College (please refer to our Bus Services Terms and Conditions of Use and Code of Conduct Policies);
- wearing College uniform;
- in some way identifiable as a student of the College;

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

- could have repercussions for the orderly running of the College;
- poses a threat to another student or member of the public;
- could adversely affect the reputation of the College;

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#### **Confiscation of inappropriate items**

There are two sets of legal provisions which enable staff to confiscate items from students:

- a) The general power to discipline (according to the Government guidance), enables a member of staff to confiscate, retain or dispose of a student's property as a punishment and protects them from liability for damage to, or loss of, any confiscated items. Confiscated items, for instance electronic items, will be kept in a safe place for collection by the student at the end of the day, unless the items are inappropriate or likely to cause harm. In this instance the student's parents will be contacted and asked to collect the items. Parents may be asked to collect electronic devices as per the Electronic Devices Policy.
- b) Power to search for weapons, knives, alcohol, illegal drugs, electronic devices that may be used to breach College behaviour guidelines and stolen items.

The College can search any student for any item banned under College rules if the student agrees.

The Principal, and staff authorised by the Principal, have a statutory power to search students or their possessions, without consent, where it is suspected that the student has certain prohibited items.

The College refers to the detailed guidance given in the Government document '**Screening, Searching and Confiscation**'.

Illegal items brought in by students will, if appropriate, be reported to the police.

#### **Power to use reasonable force**

The legal provisions on College discipline provide members of staff with the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

The College refers to the detailed guidance in '**Use of reasonable force**' – guidance for College Leaders, Staff and Governing Bodies.

#### **Entitlements and Responsibilities**

1. Students are entitled to:
  - educational provision that meets their needs and enables them to enjoy their learning, be safe and healthy and make a positive contribution to the College and to the wider community;
  - sustained, high quality educational provision regardless of gender, race, class, sexual orientation or disability;
  - a creative and flexible curriculum that stimulates learning and encourages engagement;
  - be taught in environments that are conducive to learning and free from disruption;
  - be free from circumstances in which they are bullied, ignored, ridiculed, or subjected to any forms of discrimination;

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- and to have their voices heard, to be listened to and to know where to go to share their concerns.
2. All students have a responsibility to:
    - work to the best of their ability;
    - show, through their behaviour and their language, respect and consideration for teachers, support staff and other students;
    - take proper care of books, equipment and the College environment generally; and
    - accept and support the College Discipline Policy and expectations of behaviour.

#### **Teachers**

3. Teachers should be able to enjoy teaching, without being subject to the stresses caused by unacceptable student behaviour. Teachers should be entitled to:
  - regular professional development on behaviour strategies;
  - a clearly defined range of available disciplinary measures and sanctions, including detention, exclusion and the curtailment of voluntary activities;
  - clear guidelines and professional development on: what to do in a disciplinary crisis, including guidelines covering intervention in fights or disputes between students; the use of physical restraint; sexist, racist and homophobic harassment; unacceptable language; and recording and logging incidents of violent or poor behaviour;
  - freedom from verbal abuse, threats or physical assaults within their working environment.
4. Teachers are consulted on the Behaviour Policies of the College. Behaviour Policies are linked to other College Policies.
5. Teachers know:
  - procedures when dealing with poor behaviour.
6. Teachers have:
  - a strong lead from Senior staff;
  - the support of teams of trained and committed support staff; and
  - work in an environment where the ethos is supportive of teaching and learning.
7. Teachers have an entitlement to work in conditions that enable teaching to be at its most effective i.e:
  - appropriate class and group sizes, with counselling and personalised tuition available to young people at key points in their College lives;
  - an up-to-date teaching and learning environment;
  - effective Health and Safety Policies which protect the health, safety and welfare of all those in the College Community;
  - sufficient up-to-date books, materials and equipment to meet the learning needs of all those in the College Community;
  - sufficient up-to-date Information and Communication Technology (ICT).

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8. Teachers have a responsibility to:

- respect the students they teach;
- be committed to and have high expectations of student learning;
- encourage good behaviour and respect for others;
- prevent all forms of bullying amongst students (see Anti Bullying Policy.)
- keep their students safe;
- follow College Guidelines on how to promote positive behaviour;
- keep parents informed of a student's educational and social progress;
- work as part of a team with other teachers and support staff.

9. Teachers have statutory authority to discipline students whose behaviour is unacceptable, who break the College Code of Conduct or who fail to follow reasonable instruction.

- This authority also applies to all paid staff with responsibility for students.
- Teachers can discipline students at any time the student is in College or elsewhere under the charge of a teacher, including school visits.
- Teachers can also discipline students for misbehaviour outside College.
- Teachers have a specific legal power to impose detention outside College hours.
- Teachers can confiscate students' property.

#### **Parents**

10. Our parents have a right to expect from the College:

- high quality education, whatever their children's learning needs, including full information on their progress;
- information on how they promote positive behaviour and what they can do to help;
- the facility to discuss and resolve any concerns.

11. Parents have a responsibility to support their children's College by:

- encouraging their children to recognise the importance of education and learning;
- backing the application of Behaviour Policies and systems of rewards and sanctions;
- checking and signing the student's Planner and epraise each week to monitor;
- insisting that their children pay proper respect to teachers and support staff;
- preparing their children for College, including providing breakfast and the conditions for a good night's sleep;
- taking all reasonable steps to ensure that their children carry out work set for them;
- respecting staff, students and the College environment;
- not behaving aggressively or violently towards staff

#### **Governing Body**

The Governing Body has a right to be involved and contribute to the formulation of the Behaviour Policies of the College.

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The Governing Body has a responsibility to ensure that the health and safety of the entire College community is not undermined or jeopardised.

The Governing Body has a responsibility for contributing to the positive ethos of the College and to the College's work in enhancing students' learning.

#### **Rewards and Support Mechanisms**

##### **Monitoring processes**

If a student has a number of 'De Merits' recorded on epraise, indicating concerns across a number of subject areas, then the Head of Year will put a Monitoring Programme in place. This may be an Interim Report, requesting information from all the student's teachers, a lesson by lesson Monitoring Log, or, for instances of poor attendance or truanting, an Attendance Log.

##### **Pastoral Support Programme**

If a student is in danger of permanent exclusion, a meeting will be called to discuss their future at the College. Parents are invited to these meetings along with the student, the Associate Leader responsible for standards, the Head of Year and the Inclusion Manager. In some instances the Education Welfare Officer and representatives from external agencies may be present.

The Pastoral Support Programme is agreed detailing future actions, targets and expected responsibilities. A review process will take place after **four, eight and twelve** weeks.

##### **Alternative Educational Provision**

The College is very proud of its links with other educational establishments and work placements. A flexible schooling programme can be put into place should it be deemed appropriate following meetings with senior staff at the College.

##### **Behaviour Support Programme**

Students who have been identified as needing support with managing their behaviour will be placed on a Behaviour Support Programme. The Programme is intensive and parents will be consulted.

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### **Recognition and Rewards**

#### **Principles**

The College recognises students' work, behaviour and contribution to the life of the College and the community as a way of reinforcing our expectations. Students feel valued as a result of positive feedback and recognition of their successes.

#### **Processes**

Recognition of good work and attitude begins with an informal approach, for example, words of praise, interest in student work and ideas, positive classroom atmosphere.

Supportive comments when marking student work and acknowledgement on epraise in terms of praise points for the areas of PACE.

#### **Other College Acknowledgement of Achievement**

##### **Good News Boards**

Good News Boards are found all around the College celebrating the effort, progress and achievement of our students and staff. The College sends out letters of congratulations to students who have had particularly noteworthy successes.

##### **Celebration Evenings**

We enjoy several Celebration Evenings, in respective Year Groups and the main whole College Awards Evening, where students' successes are rewarded.

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### Rewards and Commendations

1. Praise points are awarded in the following areas (this is not an exhaustive list), in addition to this, accolades are awarded on epraise for special contributions outside of the classroom.



Pride in Presentation  
Attitude to Learning  
Conduct  
Effort

2. Milestones will be awarded through epraise when students achieve the required totals:

 Tutor Award 30 Points	Tutor Award		
 Assistant HOY Award 50 Points	50 points Award	 Principal 250 - Gold	Principal - Gold
 Head Of Year Award 80 Points	Head of Year Award	 Chief Executive CEO 400 - Award	CEO 400 Award
 Assistant Principal Award 150 - Bronze	AP Bronze Award	 Chief Executive CEO 600 - Award	CEO 600 Award
 Deputy Principal Award 200 - Silver	DP - Silver Award		

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#### **Sanctions for poor behaviour**

Teaching staff will discipline students whose behaviour falls below the standard which could be reasonably expected of them. This means that if a student misbehaves, breaks College expectations or fails to follow reasonable instruction the teacher/College can impose sanctions on that student.

The sanction will satisfy the following three conditions by law:

- The decision to sanction a student must be decided by an employed member of the College staff or a member of staff authorised by the Principal;
- The decision to sanction the student and the sanction itself must be made on College premises or while the student is under the charge of the member of staff;
- It must not breach any other legislation (for example in respect of disability, Special Educational Needs, race or other equality and human rights.)

Corporal punishment is illegal in all circumstances.

The College will consider whether the behaviour under review gives cause to suspect that the student is suffering, or is likely to suffer, significant harm. If this is the case the College will follow the College **Safeguarding Policy**.

#### **Responsibilities and Referral Routes**

##### **Classroom Teacher**

The classroom teacher has responsibility for his/her own classroom management. There are a range of rewards and sanctions in use. The classroom teacher uses professional judgement to decide when to refer a student to Head of Department for:

- Poor work or homework
- Poor attitude
- Poor behaviour

However, if a student fails to respond to the action of the classroom teacher, there is an immediate referral to the Head of Department.

The Head of Department speaks to the student about the problem. If the problem continues the Head of Department interviews the student again and decides upon a course of action, be it a Departmental detention or Departmental monitoring. If there is no improvement the Head of Department will contact the student's parents/carers.

If the Head of Year receives notification of concerns from a number of Department areas, they will contact parents or carers and an Interim Report will be prepared. If there is no significant improvement the matter will be referred to an Assistant Principal or Deputy Principal and parents may be invited in to discuss the situation. A Monitoring Log for behaviour or attendance may be issued or, in more serious circumstances, it may be deemed appropriate that a Pastoral Support Plan be put into place.

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#### **Tutor**

The Tutor has responsibility for the overall monitoring of the Tutor Group, including:

- overall academic progress
- uniform
- attendance
- punctuality
- general conduct around the College

The Tutor should use professional judgement regarding when to refer to the Head of Year.

However, if the student fails to respond to the action of the Tutor or Tutor Monitoring Log there will be an immediate referral to the Head of Year.

The Head of Year interviews the student, discusses the issue. If there is no satisfactory improvement, the Head of Year contacts the parent/carer by letter or telephone. This may lead to a student being placed on a Monitoring Log or another type of intervention.

If the Head of Year does not see satisfactory improvement, the matter is referred to the Assistant Principal. Parents may be invited in to discuss the situation with the student and other relevant staff if appropriate and a Pastoral Support Plan is negotiated.

#### **Procedures**

In many cases the College sanctions are informal led by the classroom teacher. An example would be moving a student or threatening more formal sanctions may be sufficient. In most cases, teachers are expected to try informal sanctions before giving a **detention**. Students may be sent to the Department 'parking area' to enable learning to continue within the classroom. If the problem persists or recurs, then the classroom teacher refers the problem to the Head of Department. Departments across the College operate their own detention rotas.

#### **Detention**

The College uses detention as a sanction, including detention outside of College hours. Parental consent is not required for detentions. However the College will act reasonably when imposing a detention.

Where the detention is outside College hours, parents will receive twenty-four hours notice in writing, via email. Twenty-four hours notice will not be given for a Lunchtime detention. However, the College will ensure that reasonable time is given for the student to eat, drink and use the toilet.

The College, in some circumstances may decide to place a student in Internal Isolation in which case the student will complete work under teacher supervision until 4.30pm. Parents are then responsible for student transport arrangements.

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#### **Lunchtime Detentions (LCD)**

Departmental Lunchtime detentions are used to correct the behaviour of students who have not responded to previous warnings, for example, failure to complete homework, poor, disruptive or unacceptable behaviour.

Pastoral Lunchtime detentions are allocated by the Head of Year for misdemeanours including, poor, disruptive behaviour outside of lessons, smoking during College hours or in College uniform, possession of tobacco or associated paraphernalia and persistent lateness to registration.

Failure to attend Lunchtime Detentions may result in further sanction or be referred to a member of the Senior Leadership Team.

#### **After College Detentions**

These are used for more serious incidents of poor behaviour or failure to attend other detentions. After College detentions take place on Tuesday and Thursday of each week from 3.30pm – 4.30pm. When an after College detention is issued the relevant form is signed by the Head of Year, Head of Department or Leadership Team member as appropriate. Parents are informed by telephone as soon as possible and a letter is sent home via email.

Should a number of after College detentions be missed then a student will be referred to 'Internal Isolation'.

#### **Extended After College Detentions**

A student may be placed into an Extended after College detention (EACD). This type of detention will take place on a Friday evening from 3.30pm - 5.30pm. This type of detention will be set when a student persistently fails to meet expectations. During this detention, the student will be issued with work to complete. Parents are informed by telephone as soon as possible and a letter is sent home via email.

#### **Internal Isolation**

Students are referred to Internal Isolation for more serious offences, truancy or a persistent refusal to abide by College expectations. Internal Isolation is an area, manned by teaching staff from 9.00am – 4.30pm. Students will have work provided for them during this time, for the lessons they are not attending. Parents are informed of this sanction by telephone and a letter home via email.

#### **Fixed Term Exclusions**

A Fixed Term Exclusion will be used for serious incidents which may include:

- Abuse of drugs including alcohol – as shown in the College **Drugs Policy**;
- Gross rudeness, foul language towards members of staff;
- Violence or unacceptable conduct towards another member of the College community, including behaviour likely to endanger another's health and safety;
- Persistent failure to comply with the College **Code of Conduct**.

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This list is not exhaustive and each incident will be considered to put into place an appropriate course of action.

In the case of a Fixed Term Exclusion, parents will be informed as soon as possible following the incident and a letter will be sent home. The student, and their parents or carers will attend a reintegration meeting following the exclusion. It is expected that parents and carers attend these meetings as strategies to support the student will be discussed. The student will not be readmitted to the College until a reintegration meeting has been attended.

#### **Permanent Exclusion**

The decision to permanently exclude a student is a serious one. It will usually be the final step in a process for dealing with disciplinary incidents following a range of supportive strategies.

There may be exceptional circumstances where in the Principal's judgement it is appropriate to permanently exclude a student for a first or 'one off' incident. These may include:

- serious, actual or threatened violence against another student or member of staff;
- Sexual abuse or assault;
- Supplying an illegal drug;
- Carrying an offensive weapon.

This list is not exhaustive.

Parents will be informed immediately should a permanent exclusion be appropriate and information with guidelines for parents will be issued with the initial letter informing parents of the exclusion.

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### SANCTIONS CHART

Examples of Non compliance with PACE		Examples of College Support
<ul style="list-style-type: none"> <li>Inappropriate conduct – Calling out, disrupting others, not focusing on task set</li> <li>Inappropriate conduct outside of the classroom</li> </ul>	Verbal Warning	<ul style="list-style-type: none"> <li>Monitoring of student</li> <li>Confirmation of expectations</li> </ul>
<ul style="list-style-type: none"> <li>Equipment or uniform fault (kit, uniform, books, make-up and chewing gum)</li> <li>Inappropriate conduct after verbal warning</li> <li>Unkind conduct</li> <li>Lack of effort for learning</li> <li>Failure to complete homework</li> </ul>	De – Merit	<ul style="list-style-type: none"> <li>Monitoring of student by Tutor through e-praise</li> <li>Confirmation of expectations</li> <li>Modelling of expectations</li> <li>Teacher discussion with the student</li> <li>Seating plan adjustment</li> </ul>
<ul style="list-style-type: none"> <li>Persistent inappropriate conduct</li> <li>Equipment or Uniform faults</li> <li>Repeated unkind behaviour</li> </ul>	Teacher Detention TD (10 minutes)	<ul style="list-style-type: none"> <li>Close teacher monitoring of student</li> <li>Referral to HoD and parent/carer where appropriate</li> <li>Monitoring Logs to teacher or HoD</li> <li>Homework Club referral</li> </ul>
<ul style="list-style-type: none"> <li>3 De-Merit Points within a half term</li> <li>Persistent disruption to the learning of others</li> <li>Failure to attend Teacher Detention</li> <li>Persistent failure to complete homework</li> <li>Late to College including Assembly</li> <li>Use of mobile telephone during a lesson</li> <li>Repeated unkind behaviour</li> </ul>	Department (DD) Pastoral (PD) Detention  Lunchtime (30 minutes)	<ul style="list-style-type: none"> <li>Meeting with HoD/HoY to discuss expectations and issues</li> <li>Liaison with Director of SEND if student has a My Plan</li> <li>Liaison with Student Service Team</li> <li>Telephone/letter to parent/carer if appropriate</li> <li>Referral to appropriate Support/Mentoring Programme</li> <li>Alternative temporary provision e.g. working with another teacher in a different grouping (1-2 weeks)</li> </ul>
<ul style="list-style-type: none"> <li>6 De-Merit Points within a half term</li> <li>Failure to attend PD/DD (ACD+PD/DD) for the second consecutive occasion</li> <li>Inappropriate language, for example; swearing, racial/homophobic/sexual, in the presence of a member of staff</li> <li>Abusive behaviour towards another student or Persistent unkindness to others</li> <li>Health and Safety concerns</li> <li>Accumulation of DD and PDs</li> <li>Misuse of Phones/Social Media in College (ACD)</li> <li>Persistent failure to meet College Expectations</li> <li>Truancy from a lesson (2x ACD)</li> <li>Vandalism to College property</li> </ul>	Lunchtime College Detention (LCD) (60 minutes)  Escalated to OR  After College Detention (ACD) (60 minutes)	<ul style="list-style-type: none"> <li>CFC and logging completed</li> <li>Telephone call and letter home to parent/carer explaining the situation</li> <li>Monitoring or Attendance Log issued</li> <li>Parents may be invited in to discuss concerns</li> <li>Discussion with Student Services</li> <li>Referral to appropriate Support/Mentoring Programme</li> <li>Restorative programme referral</li> <li>Behaviour support plan considered</li> <li>Self esteem/social skills workshops offered</li> <li>Behaviour management program</li> <li>Community Service within the College</li> </ul>
<ul style="list-style-type: none"> <li>Smoking</li> <li>Possession of tobacco/vaping or associated paraphernalia</li> <li>Off-site at lunch and/or break</li> </ul>	Extended Lunchtime College Detention (ELCD) (60 mins x 5 days)	<ul style="list-style-type: none"> <li>Early Help referral considered – Right for Children</li> <li>Restorative programme referral</li> <li>Parental meeting</li> <li>In College coaching programme or Peer mentoring referral</li> </ul>
<ul style="list-style-type: none"> <li>Persistent offences – see above</li> <li>Refusal to follow staff instructions</li> <li>Unsafe behaviour affecting others</li> </ul>	Extended After College (EACD) (120 minutes)	
<ul style="list-style-type: none"> <li>Accumulation of three separate offence ACDs</li> <li>Failure to attend an LCD or ACD.</li> <li>Failed LCD ACD</li> <li>Abusive language towards a member of staff</li> <li>Physical aggression towards another student</li> <li>Repeated refusal to meet College expectations</li> <li>Whole day truancy</li> <li>Repeated verbal/physical conduct towards another pupil</li> <li>Failure to comply with the electronic device policy</li> </ul>	Internal Isolation	<ul style="list-style-type: none"> <li>CFC and logging completed</li> <li>Meeting between parents, student and Head of Year</li> <li>Meeting between student and Assistant and/or Deputy Principal to discuss expectations</li> <li>Discussion at High Risk Student Meeting</li> <li>Monitoring or Attendance Log</li> <li>Student Service support and consideration of Early Help referral</li> <li>Referral to appropriate Support/Mentoring Programme</li> <li>In College coaching programme or Peer mentoring referral</li> </ul>
<ul style="list-style-type: none"> <li>In possession of drugs/offensive weapon on College site</li> <li>Extreme examples of bad behaviour/language</li> <li>Fighting causing injury</li> <li>Theft or vandalism</li> </ul>	Fixed-Term Exclusion  Permanent Exclusion	<ul style="list-style-type: none"> <li>Pastoral Support Programme with individual targets which are regularly reviewed</li> <li>Reintegration Meeting</li> <li>Referral to outside agencies, where appropriate</li> <li>Managed move to another school</li> <li>Referral to appropriate Support/Mentoring Programme</li> <li>Restorative programme offered and mediation between staff and or student</li> </ul>

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## **BEHAVIOUR AND DISCIPLINE POLICY 2018/2019**

### **1. Bullying**

#### **Principles**

Bullying in any form is a direct contravention of the aims and values of the College and is always treated seriously.

#### **Procedures**

The College **Anti Bullying Policy** outlines the rationale and procedures. All Bullying incidents should be logged via CPOMS.

### **2. E-safety incidents**

#### **Principles**

E-safety is of paramount importance and we strive to achieve safe online behaviour by all stakeholders of the College. With staff, students and parents enjoying a growing online presence, we recognise that our support and strategies to promote safe online behaviour has to be both pragmatic, responsive and well informed. In order to ensure that this is possible we have a CEOP trained E-Safety Lead within the College who is also a member of the Safeguarding Team. Training for staff, students and parents is provided on annual basis.

#### **Procedures**

The College E-safety Policy outlines the rationale and procedures. All E-safety incidents should be logged via CPOMS.

### **3. Electronic Devices incidents**

#### **Principles**

The Electronic Device Policy offers clear guidance to staff, parents and students on the use of mobile phones and all other electronic devices during College hours. Students are not permitted to use their mobile phone during College hours. In the case of an emergency, students can communicate with parents via the Key Stage Offices. If a phone is seen or heard, it will be confiscated. On the second occasion of this happening, parents/ carers will be asked to collect the device. Students bring these items to College at their own risk. It is the responsibility of students who bring mobile phones to College to abide by the guidelines outlined in this document.

#### **Procedures**

The College Electronic Device Policy outlines the rationale and procedures. All Electronic Device incidents should be logged via CPOMS, and if a device is confiscated, this will be logged using the Mobile Phone device log.

### **4. Racist Incidents**

#### **Principles**

The Stephen Lawrence Enquiry Report defines a racist incident to be 'any incident which is perceived to be racist by the victim or any other person'.

**Senior member of staff responsible for this Policy: AFE/CFT**

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Examples of racist incidents include:

- Refusal to co-operate with others;
- Racist remarks or jokes;
- Assault;
- Promotion of racist materials;
- Racist graffiti;
- Name calling.

#### **Procedures**

If such an incident should occur it should be dealt with by the Head of Year/Assistant Principal in the appropriate manner. All racist incidents should be logged via CPOMS.

## **5. Drugs Policy**

### **Principles**

The College ensures that all members are informed of the nature and effects of drugs through its Drugs Education Programme. All members of the College have the right to be educated in a community where neither the use nor the passing of drugs is tolerated. Each situation is thoroughly investigated and any subsequent action takes into account the need to balance the seriousness of the incident, the needs and circumstances of the individual and the need to ensure that the College remains a drug free community. This includes College trips and visits. Referrals to external agencies will be made if needed to support this.

### **Definitions**

**In terms of this Policy drugs include the following:**

- Controlled substances (e.g. Amphetamines, Cannabis, Cocaine, Ecstasy, Heroin, LSD, Magic Mushrooms);
- Prescribed or medicinal drugs that are improperly used;
- Drugs which interfere with a student's ability to learn (e.g. alcohol, solvents);
- Drugs which have a harmful effect on health (e.g. tobacco);
- Drugs which are misused to enhance performance (e.g. steroids).

The College **Drugs and Alcohol Misuse Policy, Drugs Education Policy** and **Drugs Related Incidents Policy** outline the rationale and procedure.

## **6. Uniform**

### **Principles**

The College has a uniform which:

- Ensures that students are appropriately and sensibly dressed for College;
- Encourages pride in self and in membership of the College;
- Prepares students for adult life where there are codes of dress;

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- Promotes inclusivity and equality.

#### Procedures

It is the responsibility of **all staff** to ensure that the students are wearing the correct College uniform. It will be checked by Tutors during morning registration and by staff throughout the day.

A failure to wear uniform in accordance with the **Uniform Policy (as set out in the Student Planner)** is treated in the same way as any other breach of discipline.

#### Commendations

All Departments have systems to recognise particularly good work or effort in their subject. Departments have systems working towards commendations, postcards, stamps, stickers, etc. Commendations are recorded in Student Planners to inform the Tutor and parents of noteworthy work or attitude. Policies supporting the College Behaviour Policy are:

- Anti-bullying
- Racism
- Drugs
- Child protection
- Uniform
- Restraint
- Electronic Device Policy
- E-safety Policy
- Acceptable Use Policy

#### References include:

DfE

Use of Reasonable Force

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

Behaviour and Discipline in Schools

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

<https://www.gov.uk/government/publications/school-exclusion>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

The Government's former expert adviser on behaviour, Charlie Taylor, has produced a checklist on the basics of classroom management. Teachers can use it to develop between five and ten essential actions to encourage good behaviour in pupils.

<https://www.gov.uk/government/publications/good-behaviour-in-schools-checklist-for-teachers>

**Senior member of staff responsible for this Policy: AFE/CFT**