

**POLICY TITLE:                BEHAVIOUR POLICY**

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**STATUS:**                                  Statutory

**REVIEWED BY:**                          Assistant-principal (Behaviour & standards)

**DATE OF APPROVAL:**                      September 2019

**FREQUENCY OF REVIEW:**                  Annually

**DATE OF REVIEW:**                          September 2020

## **Introduction**

Etonbury Academy is dedicated to ensuring that our school environment supports learning and the wellbeing of students and staff through a strong sense of community cohesion. Cooperation, support, and respect are the foundations of our community and we work hard to provide a safe school where students feel included in every aspect of school life and comfortable to voice their opinions.

This policy outlines what we expect from all our students in terms of their behaviour, and the sanctions that will be enforced if this policy is not adhered to. It extends to all members of our school community and is written in line with our governing body's statement of behaviour principles. Good behaviour and self discipline have strong links to effective learning, and are vital for pupils to carry with them both during and after their school years.

### **1. Aims**

Etonbury believes that all pupils should be aware of the standards of behaviour that are expected of them, and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school built on trust and understanding, and that through the use of this policy we can support all of our students in developing a high level of social awareness. Our aim is to ensure that all our students leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life.

### **2. Standards of behaviour**

#### **2.1 School**

The school understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally, and will never denigrate students or colleagues. We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and consequences are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEN needs and disabilities as well as the additional challenges that some vulnerable students may face. Staff are trained to deal with behavioural strategies as part of their continual professional development, and are well informed of the extent of their disciplinary authority.

We work with parents to understand their children and their behaviour, we believe that in conjunction with behaviour boundaries and consequences, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. The school will report behaviour, good or bad, to parents regularly. We encourage parents to communicate with the school if they have a concern about their child's behaviour, and we will do as much as is possible to support parents as and when they need it. We promote good behaviour within the school curriculum and reminders of school

rules and expected standards of behaviour are up on walls in classrooms and situated around the school.

Staff are a constant presence around the school, in-between classes, during breaks in the school day, and at lunch times, to check that students are using the school grounds respectfully and behaving appropriately.

We recognise that where individual pupils are engaging in continuing disruptive behaviour this can be as a result of unmet mental health needs. If such needs are identified we will do all we can to ensure that the pupil receives appropriate support. We recognise our legal duties under the Equality Act 2010 in respect of students with SEN and/or disabilities. Whilst all students identified with SEN and/or disabilities are covered under this behaviour policy, we recognise that these students often require support which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available to all students. Advice will be sought from external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed. Please read the school's special educational needs policy for more information.

The school will take all reasonable measures to ensure the safety and wellbeing of all students and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of pupils' social, emotional and behavioural skills. For more information, see section 4 of this policy.

## **2.2 Students**

The school expects all of its students to show respect to one another, to school staff, and anyone else that they may meet. Incidents of bullying, denigration, or bringing intentional harm to other students or staff will not be tolerated. Pupils are ambassadors to our school even when off school premises, and we expect them to act accordingly. They are expected to obey school rules, listen, follow instructions by staff, and accept and learn from any consequences that they receive. This extends to any arrangements put in place to support their behaviour, such as pastoral support programmes or parenting contracts. School work and homework should be well presented, completed to a high standard, and handed in on time. Failure to hand in work on time will lead to disciplinary sanctions. If students are struggling to meet the requirements of their workload for any reason, they should discuss this with their tutor who will work with them to draw up a support plan. The school asks that pupils carefully read and then sign the **home-school agreement** to show that they have understood what is expected of them and acknowledge the responsibility that they have for their own behaviour.

Under no circumstances will illegal or inappropriate items be brought into school, and all students will respect and look after the school premises and environment. Students can use mobile phones in designated zones within the school and around the school grounds. Should

they use their mobile in a Red zone a member of staff may confiscate the phone, it will then be placed in a locked cupboard and parents/carers informed – parents/carers may then need to collect the phone in person.

The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in exclusion, depending on the circumstances:

- verbal abuse to staff and others
- verbal abuse to pupils
- physical abuse to/attack on staff
- physical abuse to/attack on pupils
- bullying (to the extent not covered above)
- indecent behaviour
- damage to property
- misuse of illegal drugs
- misuse of other substances including “legal highs”
- theft
- serious actual or threatened violence against another pupil or a member of staff
- sexual abuse or assault
- supplying an illegal drug
- carrying an offensive weapon
- arson
- unacceptable behaviour which has previously been reported and for which school consequences and other interventions have not been successful in modifying the pupil’s behaviour.

## 2.3 Parents

Parents play a big part in ensuring that their children are responsible for their own behaviour in school. We ask that parents sign the **home-school agreement** to indicate that they will respect and support the school’s behaviour policy and the authority of the school staff. Building school life into a natural routine – ensuring that your child is at school on time, appropriately dressed, rested, and equipped – will encourage your child to adhere to school rules and procedures.

We ask parents to work with the school in support of their child’s learning, which includes informing the school of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the school with staff or the headteacher to discuss their child’s behaviour and to adhere to any parenting contracts put in place.

In the case of exclusions, we ask that parents provide appropriate supervision for their child during the time that they are excluded from school and, if invited, to attend a reintegration interview at the school with their child.

We would also ask that the school is made aware of any changes in circumstances for example the main house in which a student resides, new emergency contacts or any significant changes in family situation. A change that you see as small may lead to a change in behaviour in school and we would appreciate regular contact with form tutors where change has occurred.

### **3. School rules that apply at all times to all members of the school community**

- Always be on time.
- Keep your appearance smart and tidy, and wear regulatory school uniform at all times to and from school.
- Rude, derogatory, racist or defamatory language will not be tolerated.
- Be considerate of your peers and the extended community. Do not run through hallways and corridors, do not shout out during lessons, or shout to one another in hallways & corridors, or when in public places.
- Be polite and respectful at all times. This applies to staff, other pupils, any visitors to the school, and to members of the general public.
- Take care of your environment, both on the school site and outside, and keep it tidy. Do not litter and do not vandalise property in any way.
- Unauthorised absence from school will not be tolerated. You must phone in by 9am if your child is absent
- Health and safety equipment is only for use in emergency situations and should not be tampered with under any circumstances.
- Disobeying any member of staff is not tolerated.
- The following items are not allowed in school under any circumstances:
  - Alcohol and drugs including “legal highs”
  - E-Cigarettes, Cigarettes, matches, and lighters
  - Weapons of any kind
  - Material that is inappropriate or illegal for children to have; such as racist or pornographic material

#### **3.1 Drugs**

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs and may involve the police. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

### **Prescription drugs**

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

### **Non-prescription drugs**

Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these in school. If they need medication they can go to the school nurse.

### **Medication**

We are aware that it may be necessary for some students to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication. Further details around medication is set out in the “Supporting Students with Medical Conditions” policy.

## **3.2 Alcohol**

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

**All of these rules also apply when travelling to and from school, while on school trips or Visit organised by the school.**

## **4. Bullying**

Etonbury wants to make sure that all students feel safe at school, and accepted into our school community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated, whether it is a one-off incident or an ongoing campaign. Each form in the school goes through the “Bully Free Form Status” programme in Year 5. In it, each member of the form signs a pledge that they will not bully, or stand by while bullying takes place.

Bullying can be verbal or physical, by person or by electronic, on-line or written means and can be directed at both staff and students. The school practices a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the school. It is made very clear to pupils what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the school will:

- take it seriously
- act as quickly as possible to establish the facts and share with parents and carers in a timely manor
- record and report the incident; depending on how serious the case is, it may be reported to the headteacher
- provide support and reassurance to the victim
- make it clear to the ‘bully’ that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It

is important that children who have harmed another, either physically or emotionally, redress their actions, and the school will make sure that they understand what they have done and the impact of their actions

- ensure that if a consequence is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used
- consider a fixed term exclusion in cases of repeated bullying.

## **5. Disciplinary consequences**

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline students. Etonbury operates using the following disciplinary measures in line with section 91:

Etonbury Academy advocates the use of a behaviour management system that is progressive and offers the students the opportunity to correct their behaviour. Should students fail to improve their behaviour then we will work with the young person and the family to turn around their behavior and create a successful

We firmly believe that reward is the best form of behavior management and we will work with the student council to offer rewards that students will want and create a culture of rewards rather than consequences.

### **THE ETA WAY**

#### Behaviour for Learning

PREVENTION - In place before a lesson begins

- Seating plan, changed every half term
- Have a well-planned lesson in place
- Meet and greet at the door, one foot in one foot out
- Have an activity/task ready for entry
- Have a routine for equipment borrowing
- Have a routine for lateness (not address at the start taking away learning time)
- Have a routine for receiving student responses
- Dismiss on the door, seated, row by row
- Countdown 3,2,1 used across the school for consistency

ACTIONS for low-level disruption – Have you tried? Informal stage

- Layering your responses
- Non-verbal communication.
- Verbal warnings using language of choice
- Redirection - Tactically ignore - Take up time
- Praising the positive behaviour of others

- Move seats
- Individual 'discussion' at the end of lesson and apology received
- Note in planner in KS3
- Have back to set a target at break/lunch/end of school (informal) (logged)
- Planned use of department 'buddy system' (logged)
- Telephone call home to raise 'initial concerns' (logged)

**FORMAL STAGE** - Once ALL Strategies/Actions have been attempted

**Staff member, Form Tutor and HoY require a meeting and a formal target set, parents informed.**

(10 minutes with the student) parents informed by phone call from the staff member that has move the process to formal

2 formals = lunchtime detention (HOY detention 15 minutes)

4 formals = after school detention (SLT detention 30 minutes)

6 formals = parent meeting with form tutor including report card

**REMOVAL** - Only for

- Swearing at teacher
- Fighting
- Repeated failure after take-up time to follow instructions
- Health and Safety concerns

### **Additional Support and SLT consequences**

When a student presents a more difficult challenge it may be necessary to employ other strategies. At this stage parents/carers will be invited in for a meeting with a member of the pastoral team, HoY, or a member of SLT.

#### **Counselling, EHA and Pastoral Support Program**

Teachers are able to apply a range of counselling skills to help modify a child's behaviour or to re-establish a working relationship. This may be undertaken with the form tutor, a mentor chosen by the student, Pastoral Support Officer or brought in services from external agencies.

**Action:** Invite parents and counseling support from BEST or the LA in to set up a Pastoral Support Programme. It is important to recognise the point at which a referral to a professional may be appropriate.

#### **Fixed Term or Permanent Exclusion**

To exclude a student from school attendance is not just to be seen to be for the benefit of the student in question but for the sake of the safety and education of other students. Few single acts would lead to exclusion from school – it is more likely to be a step reached after



all other disciplinary strategies had been applied. However students who refuse to cooperate after the full range of consequences and/or counseling have been applied must be made to realise that membership of the school community involves them meeting our expectations.

**Action:**

Referral to appropriate Student Referral Units.

Fixed Term exclusion, notifying parents, and Governors / LA if greater than 5 days.

Re-admission contract and pastoral support program followed. Permanent Exclusion (subject to appeal).

Consequences are adapted relating to the seriousness and frequency of the behaviour.

## **5.1 Searching and confiscation**

Following guidance set out by the Education and Inspections Act 2006, our members of staff are authorised to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize items in the possession of students that are illegal, or banned by the school. It is our first priority to ensure that students are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other students or themselves will be taken off students without notice.

A teacher or someone who has lawful control of the child can search a pupil **with their permission** to look for any item that the school's rules say must not be brought into school. Principals and other members of staff authorised by them have the power to search a pupil **without the pupil's consent** if they suspect they are in possession of 'prohibited items'. Prohibited items that can be searched for without consent include:

- knives or weapons
- alcohol
- illegal drugs
- "legal highs"
- stolen items
- e-cigarettes, tobacco and cigarette papers
- fireworks
- pornographic images
- articles that have been or could be used to commit an offence or cause harm.
- Mobile phones used in a Red Zone

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this.

Any cigarettes and e-cigarettes confiscated in school will be destroyed.

## **5.2 Use of force**

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student);
- causing personal injury to, or damage to the property of, any student (including him or herself); or
- prejudicing the maintenance of good order and discipline at the school or among any students receiving education at the school, whether during a teaching session or otherwise.

Etonbury- does not encourage the use of force and it will be used very rarely in special circumstances. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

All staff at the school have the authority to use force when reasonable, and this extends to any other person whom the head has given the responsibility to be in charge or in control of the students. Staff can also use this power when they are lawfully in charge of students but off the school premises – i.e., on a school trip.

Following serious incidents involving the use of force, the school will speak to the parents concerned. It is up to schools to decide whether it is an appropriate occasion to report the use of force to parents.

Such serious incidents involving the use of force will also be recorded by the school.

## **6. Attendance**

Regular attendance at school is required by law, and Etonbury takes attendance very seriously. There is a register taken twice daily and at the start of each lesson, and disciplinary action will be taken against any pupils who are discovered to be truanting or are repeatedly late. Parents or carers will be contacted to discuss possible reasons and school support systems that could help. More information can be found in the school's **attendance policy**.

## **7. Uniform and appearance**

Effective teaching and learning needs proper organisation, and this starts with a smart and tidy appearance which helps to instil discipline and pride in appearance in students, and reduces the risk of distraction in lessons. All uniform can be bought online by following this link <https://www.totalclothingshop.co.uk/etonbury>

The standard uniform is as follows:

## YEAR 5 AND YEAR 6

BOYS' UNIFORM	GIRLS' UNIFORM
Etonbury jumper (with badge) White button neck shirt (long or short sleeved) Etonbury tie Grey trousers/shorts Plain black or navy socks Black leather shoes	Etonbury jumper (with badge) White open neck blouse Grey trousers or skirt Navy knee high socks/tights (White ankle socks optional Summer term) Black leather shoes

## YEAR 7 AND ABOVE

BOYS' UNIFORM	GIRLS' UNIFORM
Etonbury blazer Etonbury jumper (optional) White button neck shirt (long or short sleeved) Etonbury tie Grey trousers Plain black or navy socks Black leather shoes	Etonbury blazer Etonbury jumper (optional) White open neck blouse Etonbury skirt or Grey trousers Navy knee high socks/tights (White ankle socks optional Summer term) Black leather shoes

## PE KIT

BOYS	GIRLS
Etonbury Polo shirt Navy Blue shorts Etonbury reversible outdoor top Navy Blue socks (knee high) Trainers Football boots (astro turf boots are not suitable) Navy blue tracksuit bottoms (optional) Baselayer of any colour (optional) Gum shield Shin pads	Etonbury Polo shirt Navy blue skort or shorts Etonbury reversible outdoor top Navy Blue socks (knee high) Trainers Football boots (astro turf boots are not suitable) Navy blue tracksuit bottoms (optional) Baselayer of any colour (optional) Gum shield Shin pads

## SOME KEY POINTS YOU ALSO NEED TO KNOW:

- **Jewellery of any description is not encouraged and is not practical for many reasons. One ring and one pair of small, plain stud or sleeper size earrings and a watch are the only items allowed. All Jewellery must be removed for PE activities and is brought into school entirely at the student's own risk.**

- **Nose studs and all other types of piercing are not allowed.**
- **Students will be required to remove any items of jewellery which contravenes this code; they may be confiscated until parents collect them from school.**
- Hair should be the students' natural colour, with no extremes in style such as shaved patterns in the hair. In addition, there should be no extreme highlighting, e.g. red, pink, blue, etc , or 'dip-dyed' hair.
- Make-up should be minimal and discrete – foundation, concealer etc. No eyeliner or coloured lipstick. A small amount of mascara or lip gloss is allowed, but this must not be abused.
- Shoes must conform to school standards – no trainers, logos, Dr Marten style boots, excessive buckles, canvas shoes etc.
- No leggings or denim are permitted.
- Skirts must be regulation length to the knee.
- No badges other than school approved badges are to be worn.
- Hoodies are not permitted unless by express permission for specific sporting teams, trips or events.

I have added some frequently asked questions as an appendix to this letter which may also answer any queries you have.

Thank you all very much in advance of your anticipated support and understanding. I wish you an enjoyable summer break.

## Frequently Asked Questions about uniform (FAQs)

### **What happens if I cannot send my child into school with correct uniform despite making every attempt to do so?**

If for any reason an item of uniform is damaged and cannot be worn, a note from a parent or carer must be provided and shown to the Form Tutor or Head of Year. We will expect a date to be given for when the replacement will be purchased.

Students are also expected to wear loan items (blazers, ties) if requested. Any parent experiencing severe financial hardship should contact the Head of Year.

### **I would like my child to be able to express their religious identity.**

Etonbury Academy is not a single faith school. Single faith school alternatives exist within the locality for those who feel strongly about this. We do not allow significant alterations to uniform or hairstyles. The exception is headwear which is important to more than one religion, and is permitted.

### **My child has a medical condition that makes wearing uniform hard.**

Upon presentation of medical evidence and following discussion with the Head of Year, adjustments may be made to accommodate students with medical issues. Wherever possible, we would seek alternatives that allow for the student to feel as comfortable as possible whilst not standing out significantly from peers.

### **Why don't you allow certain hairstyles or fashion items in school?**

We would like to cultivate an atmosphere where individuality and depth of character are expressed through academic and social creativity rather than appearance. Although allowing children to follow trends might seem harmless, it can have negative consequences for those children who cannot afford the latest fashion items or whose parents maintain stricter control over appearance. Many parents do not wish to send their children into an environment where the latest superficial and costly trends are permitted. The associated pressure to copy these can be a source of unnecessary anxiety, conflict with peers and family and, sadly, bullying. We also believe strongly that the tradition of uniform cultivates a stronger feeling of community, togetherness and high standards. The presentation of the students also reflects the reputation and standing of the school in the wider community.

### **Appearance doesn't affect learning, why are you doing this?**

We disagree with this statement. Dressing formally is part of a learning process in readiness for adult life which is why we have a dress code for staff. Regardless of which career or pathway our children chose, they will benefit from understanding that formal environments require a different standard of dress than informal environments. School is a formal environment. Our collective experience of working in many different schools and over many

years, has demonstrated that poor academic outcomes generally go hand in hand with a wider culture of low expectations and poor conduct. We do not think this is good enough for our children.

### **What will happen if my child refuses to follow the school's expectations?**

We will contact you so that you can put in place the required support from home. In school, choosing not to follow our simple guidelines regarding uniform and hairstyle will initially result in the loss of social time for the student. Year Teams will decide upon further action if the matter cannot be rectified in the short term. You will be informed of the concern and of the action being taken.

Should there be continued refusal to meet our expectations, sanctions will be put in place.

### **There are other students in the school with extreme hairstyles/uniform issues, what is happening to them?**

We try hard to be consistent in our approach but there will always be occasions when issues are not immediately brought to our attention. Simply because a student has not yet been challenged, does not mean an item of fashionwear or a particular hairstyle has become acceptable.

### **What do I do if I don't agree with your policy on hair styles or fashionwear?**

We would hope that by choosing the Etonbury to educate your children, you will have already considered this prior to enrolment. However, if you feel the application of our policy in individual circumstances has been unfair or unreasonable (outside of the policy), then you can write to myself asking for a meeting. We have set out our expectations clearly. We feel they are reasonable and have communicated them clearly to all parents in this letter.

## **ENSURE ALL CLOTHING AND EQUIPMENT IS CLEARLY NAMED**

### **Procedure for lost uniform/PE kit.**

- All named items of uniform/PE kit will be sent back to the student via the school office
- All unnamed items of uniform/PE kit will be held for a period of 6 weeks in lost property, at the front of school office and put on display on the final day of each half term. After this point it will become part of the hardship fund.
- Parents are welcome to view lost property at any time

The school uniform should be worn by all students in year 5 through to year 11. Students who come in repeatedly without the correct school uniform on may be sent home to change.

## 8. Regulating student's offsite conduct

Students who are caught or known to have been misbehaving on the way to or from school, or near the school premises may be disciplined by the school. This also applies to students who break school conduct during work experience, school trips, or extended school activities such as sports events, or any event where poor behaviour might jeopardise the chances of future students participating.

Any off-site misbehaviour could result in consequences. The school will take into consideration:

- the severity of the misbehaviour;
- the extent to which the reputation of the school has been affected;
- the effect such an action may have on the other students;
- the extent to which the behaviour has repercussions for the orderly running of the school/or might impose a threat to another student or member of staff;
- whether the misbehaviour was on the way to or from the school or the student was taking part in any school-organised or school-related activity; and
- if it was at a time when the student is in some other way identifiable as a student of the school or might be expected to act as an ambassador for the school.

## 9. Rewards policy

Etonbury believes that it is important to encourage good conduct throughout the school by celebrating and rewarding good behaviour. During this academic year this will be a focus of the school and we will look to develop further rewards with our students through the student council, parent consultation and staff consultation.

There are a number of methods of rewarding students that are already in place these include:

- Praise Texts
- Merits
- Achievement stickers
- Additional lunch time
- Positive phone calls & emails home
- Positive comments in the student diary
- Non-school uniform days

## 10. Complaints

The school has a standard complaints procedure. We encourage parents to take any complaints or concerns to a staff member or the headteacher, and the school will do everything in its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see our **complaints policy**

