

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 sanctions 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 and believe that in conjunction with behaviour boundaries and sanctions, 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 sanctions 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 will not use mobile phones without permission on the school grounds at any point once they are on the school site until 3.30pm. Should they do so a member of staff will confiscate the phone, it will then be placed in a locked cupboard, parents informed – parents will then need to collect the phone.

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 sanctions 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.

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.
- Health and safety equipment is only for use in emergency situations and should not be tampered with under any circumstances.
- Disobeying 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
 - Chewing gum
 - Weapons of any kind
 - Material that is inappropriate or illegal for children to have; such as racist or pornographic material

4.1 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. 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.

4.2 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.

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
- 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 sanction 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 sanctions

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline students. The Etonbury behaviour expectations and rewards poster is located at the end of this policy. Etonbury operates using the following disciplinary measures:

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 the next level should be used and appropriate sanctions put in place. If the student is unwilling to behave appropriately in the lesson there is the facility to use "On Call" which will result in support from the senior team- it could be used to offer support to improve the student's behaviour or to remove the student from the class.

Level 1:

If a student breaks the class rules then positive correction should follow. Correction should be non-threatening and should focus on addressing the primary behaviour only. Inappropriate behaviour may be inconsiderate treatment of other students or adults, abuse of property, inattention, name-calling or aggression.

Positive Correction

- Give a clear direction and remind the student of the relevant class rule.
- An individual approach where the teacher calmly and quietly gives a clear warning before any punishment takes place. React when you want to, not when the child wants you to.

Action: Praise the student if their behaviour immediately improves. Positive encouragement for doing the right thing, an individual approach helps. Log it on SIMS. It is appreciated that in some situations more than one warning is not appropriate on the grounds of health & safety. There are also offences that are so serious e.g. swearing, refusal to co-operate, willful defiance that you may wish to go to Level 3.

Level 2:

- Repeat the direction or question or re-state the rule.
- Reassert if the student is argumentative or direct the student to one side.
- Make it clear the behaviour is unacceptable not the student.
- Make it clear to the student that this is their second warning.

Action: Move the child, or sit them on their own, with the reward of moving back if behaviour improves. Talk to the child individually at a suitable point in your lesson.

Log it on SIMS as a Level 2.

Level 3:

Final Warning

- Remind student of consequence of not keeping to rule. Give final warning.
- Defer action until after the class if appropriate.
- Log as a level 3 in SIMS

Action: Log the level 3 in SIMS so that tutors and HOY can track behaviour.

The teacher may wish to give a 'time-out', e.g. 10 minutes with another teacher, Head of Department or Head of Year. If you do, make sure that you send the child with another student. **Do not send a student out / leave unattended.** The student can be placed in lunch detention- the teacher will inform them of this. The teacher should consider placing the student on subject report.

If the student continues to misbehave, then proceed to Level 4.

Level 4:

Call on-call. The student can then be removed from the room, spoken to and returned after with agreement of the class teacher. Or the student can be exited. **Exiting-** the purpose of the exiting procedure is to remove the student from a "no-win" situation and to avoid further confrontation. Students may be exited for persistent misbehaviour, but also for 'serious' offences such as open defiance, aggression or swearing.

Send a trusted student to Student Services to alert the member of ELT on duty. The member of ELT/pastoral team will remove the student from your lesson.

Action:

- The subject teacher logs the incident in SIMS as a level 4 incident.
- The subject teacher should arrange to meet with the exited student at a convenient time - this could be decided when the student is exited. The aim is to rebuild and repair the relationship. Support from the HOY is available as appropriate.
- HOY to share information with appropriate members of staff.

Additional Support and SLT Sanctions

When a student presents a more difficult challenge it may be necessary to employ other strategies. At this stage, a copy of this will be sent to the parents.

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.

Internal Exclusion within BEST

This gives a clear signal to disruptive students that there are finite boundaries to the scope of behaviour that will be tolerated and includes debarment during break / lunch times. Reinstatement will include a behaviour contract after a period of internal exclusion.

Action: There will be a referral to Governors and perhaps a referral to police / social services EHA referral. This sanction will involve sitting outside the Principal's / Associate Principal's office.

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 co-operate after the full range of sanctions and 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).

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

6.1 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.

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.

6.2 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.

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 (NOT skinny fit)/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 (NOT skinny fit) 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:

- Only Yrs. 7–11 wear navy blue blazers and the full uniform.
- Jumper is optional for years 7-11.
- Girls can wear grey trousers instead of the kilt style skirt if they wish.
- Girls won't wear a tie.

- Tie is clip on, so can't be worn incorrectly, for the boys.
- Shirts, blouses and trousers can be purchased at Tesco, Matalan, and Primark etc. We will make swatches of the grey fabric available for colour matching purposes.
- Yr. 5 & 6 wear jumpers and shirts/blouses, no blazer, tie for boys only. Grey skirts or trousers for the girls, grey trousers for the boys. No polo shirts.
- Black socks for boys, navy socks or tights for girls wherever worn. These can be purchased widely and cheaply, especially on-line.
- Black school shoes of a simple traditional style.

UNIFORM STANDARDS:

- No haircuts shorter than a Grade 2.
- No tramlines, designs, or extreme hairstyles.
- No unusual colouring, dyeing or highlighting.
- Hair should be tidy, of sensible length and safe for school type activities.
- 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.
- No facial piercings will be permitted.
- No body piercings are permitted.
- No tattoos, temporary or permanent are permitted.
- No ear expanders will be permitted.
- Plain coloured gold or silver ear studs are permitted. No more than two per ear lobe. No cut glass or diamante.
- No jewellery other than that of religious significance is permitted – and in that instance it should be worn inside the clothes and the Academy informed. This must be removed for PE lessons on safety grounds.
- Tasteful watches are permitted, and indeed encouraged.
- Shoes must conform to school standards – no trainers, boots, excessive buckles, canvas shoes etc.
- No "skinny fit" trousers.
- Skirts must be regulation length to the knee.
- No badges other than school approved badges are to be worn.
- Charity wristbands are permitted, but only a maximum of two at any time.
- Scarves in a plain blue, grey or black are permitted to and from school in cold weather.
- School bags must be robust and without any offensive or inappropriate imagery on them.
- Hoodies are no longer permitted unless by express permission for specific sporting teams, trips or events.

All items of clothing **MUST** be clearly marked with the student name. This will hugely reduce the amount of lost property that doesn't get returned quickly to owners.

The Etonbury Academy jumper is an integral part of the uniform, as such students are expected to have their jumper with them all year. During the summer term, or when weather is very warm, students will be instructed by staff if they do not need to wear the jumper. It is an expectation that unless otherwise instructed, a student will wear the Etonbury Academy jumper in all assemblies.

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.
- 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 9. 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, will 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 sanctions. 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. The rewards & behaviour poster is shown later in this policy.

There are a number of methods of rewarding students including:

- Praise
- 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**.



Team
Etonbury
Expectations

Above expectations Achievement points



Expected



Below expectations Levels and sanctions

