


Academy Behaviour Policy



Monitoring Responsibility	Headteacher
Next Review Date	June 2023
Approval Body	CEdO
Date Ratified	14/11/2022
Approval Signature	

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Haven High Academy is dedicated to ensuring that our academy environment supports learning and the wellbeing of pupils 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 academy where pupils feel included in every aspect of academy life and comfortable to voice their opinions.

This policy outlines what we expect from all our pupils in terms of their behaviour, and the sanctions that will be consistently enforced if this policy is not adhered to. The policy applies in and out of academy time and premises. It extends to all members of our academy community. 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 academy years.

The policy is based on the good practice outlined in DfE guidance on behaviour and discipline and is in line with the duties set out in [sections 88-94 Education & Inspections Act 2006 (maintained schools)] [Schedule 1 to the Independent Academy Standards Regulations 2014 (academies)].

1. Aims

Haven High Academy 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 academy built on trust and understanding, and that through the use of this policy we can support all of our pupils in developing a high level of social awareness. Our aim is to ensure that all our pupils leave the academy with the key skills they need to continue to progress to the best of their ability in all areas of life.

2. Academy code of conduct

HHA Student Code of Conduct Policy can be found on the Academy's website -

<https://www.havenhighacademy.net/home/about/policies/>

The Behaviour for Learning Policy is owned and endorsed by the whole academy community

- There is a clear and simple Code of Conduct which allows for good behaviour to be celebrated and inappropriate behaviour to be challenged with appropriate sanctions in place
- There is an expectation that all students follow our values - PRIDE (Progress, Resilience, Integrity, Disciplined and Excellence), our core values are non-negotiable
- Clear channels of communication are vital in the pursuit of consistency and understanding
- Consistency and patience from staff are vital in all areas of successful behaviour management and teaching and learning
- Rewards, consistent application of routines, rules and sanctions are the responsibility of all staff

3. Standards of behaviour

3.1 Academy

The academy 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 academy must act responsibly and professionally and will never denigrate pupils or colleagues. We work hard to ensure that discipline is consistent across the academy 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 pupils 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 academy will report behaviour, good or bad, to parents regularly. We encourage parents to communicate with the academy 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 academy curriculum and reminders of academy 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 academy day, and at lunch times, to check that pupils are using the academy 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 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 pupils with SEN and/or disabilities. Whilst all pupils identified with SEN and/or disabilities are covered under this behaviour policy, we recognise that these pupils 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 pupils. A Pastoral Support Plan with associated Provision Map will be used for pupils whose SEN and/or disabilities cause them to display challenging behaviour. 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 Trust special educational needs policy and the Schools SEN Information Report for more information. These can be found on the website. <https://www.havenhighacademy.net/home/about/policies/>

The academy will take all reasonable measures to ensure the safety and wellbeing of all pupils 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 5 of this policy.

3.2 Pupils

The academy expects all of its pupils to show respect to one another, to academy staff, and anyone else that they may meet. Incidents of bullying, belittling, or bringing intentional harm to other pupils or staff will not be tolerated. Pupils are ambassadors to our academy even when off academy premises, and we expect them to act accordingly. They are expected to obey academy 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 plans or acceptable behaviour contracts.

Under no circumstances will illegal or inappropriate items be tolerated in school, and all pupils will respect and look after the academy premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in suspension or exclusion, depending on the circumstances, see Trust Exclusion Policy <https://www.havenhighacademy.net/home/about/policies/>:

- verbal abuse to staff and others
- verbal abuse to pupils
- physical abuse to/attack on staff
- physical abuse to/attack on pupils
- any form of 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 or other substances including “legal highs”
- carrying an offensive weapon
- arson
- unacceptable behaviour which has previously been reported and for which academy sanctions and other interventions have not been successful in modifying the pupil’s behaviour
- malicious allegations against staff
- racist, sexist, homophobic or other forms of discriminatory behaviour
- persistent truancy/lateness
- possession of items prohibited under the academy rules as set out in section 4

3.3 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-academy agreement** to indicate that they will respect and support the school’s behaviour policy and the authority of the academy staff. Building academy life into a natural routine – ensuring that your child is at academy on time, appropriately dressed, rested, and equipped – will encourage your child to adhere to academy rules and procedures.

We ask parents to work with the academy in support of their child’s learning, which includes informing the academy 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 academy 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 suspensions, parents are expected to provide appropriate supervision for their child during the first 5 days of suspension, ensure that their child is not present in a public place during academy hours without reasonable justification and, if invited, to attend a reintegration interview at the academy with their child.

4. Academy rules that apply at all times to all members of the academy community

Classroom rules

Arrive on time and be ready to learn

Be respectful

Listen to and follow instructions

Endeavour to complete your work

Expectations for learners around the Academy

- Learners must be in their form room and ready for morning registration at 8.45am.
- Learners must wear their academy uniform correctly at all times.
- Learners must walk around the academy sensibly and quietly and keep to the left.
- Learners must arrive on time for lessons.
- Learners must do as they are told by all staff – first time, every time.
- Learners must be polite and show respect for themselves and other people.

The Academy day ends at 3.25 pm for successful learners. Learners who may not have had a successful day will be expected to attend an after-academy correction until 4:30 pm. Persistent corrections or failure to complete corrections will result in parents being asked to attend a meeting with the Head of Year and/or a member of the Senior Leadership team. To avoid an escalation of poor behaviours, parents are strongly encouraged to work with the Academy and their child/children to prevent repeat occurrences.

- The following items are not allowed in academy under any circumstances:
 - Alcohol and drugs including “legal highs”
 - E-Cigarettes, Cigarettes, matches, and lighters
 - Chewing gum
 - Weapons of any kind or instruments/substances intended to be used as weapons
 - Material that is inappropriate or illegal for children to have, such as racist or pornographic material
 - Any article which a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)
- Gambling is not allowed on academy property.

4.1 Drugs

The academy will not tolerate drug use of any sort on academy property or during off-site academy activities. The academy 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. Pupils 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 without lawful reason could result in a permanent exclusion.

Non-prescription drugs

Some over-the-counter drugs can be harmful if misused. We advise that pupils should not carry these in school. If they need medication, they can go to the named first aider – Gemma Haynes (Marian Campus), Julie Dalley (Tollfield Campus).

Medication

We are aware that it may be necessary for some pupils to take medication during the academy day. Parents should make the academy aware of this in writing as soon as their child starts taking the medication. Further details around medication are set out in the ‘Supporting children with medical needs’ policy.

<https://www.havenhighacademy.net/home/about/policies/>

4.2 Alcohol

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

5. Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Haven High Academy wants to make sure that all pupils feel safe at academy and accepted into our academy 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.

Bullying can be verbal or physical, by person or by electronic, on-line, or written means and can be directed at both staff and pupils. The academy 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 academy 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 academy 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 whether suspension is appropriate in light of the circumstances.

Please see HHA Anti Bullying Policy for more details

6. Disciplinary sanctions

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline pupils. Haven High Academy operates using the following disciplinary measures:

Breaches of the Academy Code of Conduct referenced in Section (2):

In terms of classroom-based sanctions, four key phases have been identified. It is essential that all pupils, parents and teachers understand this framework and its consequences. At all times the intention of the policy is to support high level learning and prevent any disruption. This will ensure that every pupil has the opportunity to achieve. Each member of staff must seek to operate within the framework and apply the principles as set out below:

PHASE 1 – VERBAL WARNING (unrecorded)

It goes without saying that pupils must clearly understand the fact that they have received a warning and why they have been given it and that the words "VERBAL WARNING" are used by the member of staff. Students will stand up, receive warning, acknowledge and sit down.

PHASE 2 – REFLECTION (recorded on MiS as Behaviour Point 1)

A pupil who continues to fall below expectations after being given a VERBAL WARNING will be sent out of the classroom and will complete a reflection sheet. Once completed, the pupil will return to the classroom and the teacher will use positive strategies to ensure that learning continues successfully for all. This will result in a 4.30pm after academy correction.

PHASE 3 –REMOVED TO FACULTY LEADERSHIP (recorded on MiS as another Behaviour Point 1)

Where a pupil is persisting in disrupting the learning of everyone in the room, the teacher will move to PHASE THREE. The teacher will contact the front office and the Head of Year will remove the pupil to the Head of Faculty/Assistant Head of Faculty or alternative if on the Tollfield Campus. The teacher will provide work and the pupil will move on to the next lesson. This will result in a break 1 or 2 and 4:30pm after academy correction.

PHASE 4– REMOVAL FROM HEAD OF FACULTY (recorded on MiS as a Behaviour Point 2)

Should the pupil continue to disrupt, the HOY will remove the pupil and send pupil to Inclusion Room.

EMERGENCY REMOVAL (recorded on MiS as a Behaviour Point 4)

In extreme cases, eg a fight in the classroom or swearing at a member of staff, a pupil will be removed by the Head of Year and sent as an EMERGENCY REMOVAL to Inclusion Room.

Additional detail on consequences:

- Repeat offences may lead to a correction until 6.00 pm, parents will only receive a phone call to advise about a 6.00 pm.
- To avoid an escalation of poor behaviour, it is an expectation that parents work with the Academy and their child/children to prevent repeat occurrences.
- Two or more removals within a 3-week period from the same subject will result in a Faculty meeting with parents to draw up an action plan to help resolve the problem. This will be a minuted meeting and recorded on the MiS.
- In the case of a removal the teacher will meet with the student in the correction room to resolve issues.
- Failure to complete a 4.30 p.m. correction could result in a supervised lunch, 6pm correction or-being isolated the next day until 4:30. Persistent corrections or failure to complete corrections will result in parents being asked to attend a meeting with the Head of Year and/or a member of the Senior Leadership team.
- For pupils who continue to incur behaviour points daily, more stringent measures will be taken and may include inviting parents in, to a Pastoral Support Meeting to support the pupil in avoiding disruptions in the future.
- The use of the Inclusion room and external suspensions will be used to correct behaviour that does not fit with our values of PRIDE and will follow with appropriate restorative work.
- Complete unsatisfactory classwork or home learning at break, lunch or at the end of the day.
- 4pm correction eg for repeated non completion of home learning to be completed by faculties
- 4.30 correction eg for disrupting learning, late to school
- Supervised lunch eg for non-compliance, late to lessons
- Community service eg for inappropriate behaviour
- Letter of apology eg for inappropriate behaviour
- Report/contract to Heads of Year/SLT eg for persistent poor attitude to learning or poor behaviour
- Phone calls/meetings with parents eg for persistent poor attitude to learning or poor behaviour

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

6.1 Searching and confiscation

The Education and Inspections Act 2006 authorises our members of staff to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize items in the possession of pupils that are illegal or banned by the school. It is our first priority to ensure that pupils are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other pupils or themselves will be taken off pupils 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. Headteachers 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 an academy will be destroyed.

6.2 Use of force

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

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

Haven High Academy 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 academy have the authority to use force when reasonable, and this extends to any other person whom the headteacher has given the responsibility to be in charge or in control of the pupils. Staff can also use this power when they are lawfully in charge of pupils but off the academy premises – i.e., on an academy trip.

Following serious incidents involving the use of force, the academy 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.

7. Attendance

Regular attendance at the academy is required by law, and Haven High Academy takes attendance very seriously. There is a register taken twice daily and at the start of each lesson, and disciplinary/appropriate 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 academy support systems that could help. More information can be found in the school's **attendance procedures and the Trust attendance policy**.

8. 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 pupils and reduces the risk of distraction in lessons.

The standard uniform is as follows:

Years 7 -8	
Trousers	Black tailored school uniform trousers, slim fit are acceptable not skin tight- no jeans, lycra, leggings, jeggings or skinny trousers. Trousers must be wide enough to cover the top of the shoe.
Skirt	Black, knee length tailored school uniform skirt. No elasticated skirts.
Shirt	White long or short sleeved shirt with a collar and buttons to the neck
Tie	Haven High Academy tie
Jumper	Black V necked jumper with HH logo
Socks	visible black socks
Footwear	Flat, plain, smart ALL BLACK securely fitted SHOES that can be polished.
Year 9 - 11	
Trousers	Black tailored school uniform trousers, slim fit are acceptable not skin tight- no jeans, lycra, leggings, jeggings or skinny trousers. Trousers must be wide enough to cover the top of the shoe.

Skirt	Black, knee length tailored school uniform skirt. No elasticated skirts.
Shirt	White long or short sleeved shirt with a collar and buttons to the neck
Tie	Haven High Academy tie
Jumper (optional)	Black V necked jumper with HH logo
Blazer (compulsory)	Haven High Academy blazer
Socks	visible black socks
Footwear	Flat, plain, smart ALL BLACK securely fitted SHOES that can be polished.

The academy uniform should be worn by all pupils in year 7 through to year 11. Pupils who come in without the correct academy uniform on will usually be sent home to change or the correct uniform provided to them. The Academy will seek to support all families with uniform where there are financial issues and will ensure that pupils are not penalised due to these circumstances.

Please note:

- One pair of plain gold or silver ear studs and one ring may be worn
- Facial jewellery is strictly forbidden
- Students should seek to maintain a neat and tidy appearance including hairstyles not wearing excessive make-up.
- No nail varnish
- All students need to have a bag for books etc
- Please make sure all items are clearly marked with the student's name
- Coats/jackets must not be worn in the building

PE Kit:

- Plain black shorts or black tracksuit bottoms
- House colour PE top.
- Plain House colour sweat top (no hoody tops)
- Plain red football socks (for outdoor wear)
- Trainers (non marking sole) (no plimsolls)
- Football boots
- Shin pads strongly recommended

9. Regulating pupils' offsite conduct

Pupils who are caught or known to have been misbehaving on the way to or from school, near the academy premises or where it would be considered reasonable to impose sanctions for behaviour outside academy e.g., cyberbullying, will be

disciplined by the school. This also applies to pupils who break academy conduct during work experience, academy trips, or extended academy activities such as sports events, or any event where poor behaviour might jeopardise the chances of future pupils participating.

Any off-site misbehaviour could result in sanctions. The academy will take into consideration:

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

10. Rewards policy

Haven High Academy believes that it is important to encourage good conduct throughout the academy by rewarding good behaviour and celebrating the success of all its learners in all areas of academy life, and to ensure that personal effort, commitment and achievement is acknowledged, rewarded and recorded.

Aims

- Rewards increase the motivation of all learners, encouraging their self-esteem, aspirations and enjoyment of learning.
- The practice of giving rewards assists the academy in increasing and maintaining the quality of teaching and learning.
- The giving of rewards encourages all learners to achieve. Thus, they will receive credit for achievement throughout the academy in all contexts.
- The system of giving rewards supports the role of the tutor in celebrating success and helps to facilitate the awareness of achievement by other members of staff and parents.
- Every member of staff will praise learners for good or improved work and effort using the following system.
- Rewards support and promote good behaviour and should be used alongside the sanctions policy.
- A "House Team" wall celebrating success will be displayed on the Academy corridors.

Reward System

- Throughout the year all staff will use praise – this may be verbal during a lesson or recorded in a written format on work. All faculties will award postcards celebrating success within their subject areas.
- Throughout the year, all staff will be able to issue PRIDE Points for positive contributions to the day. In addition, a learner of the week is nominated by each faculty.
- Throughout the year, learners will automatically be awarded Pride Points for full attendance and a positive day on the Academy's MIS.
- Throughout the year, learners will be able to earn PRIDE Points for their House Team.
- Students will be able to cash in their PRIDE points for a variety of items at our PRIDE POINT shop.
- At the end of each full term, certificates will be awarded for effort, progress, most improved and achievement during celebration assemblies. Certificates will be awarded as follows:

Bronze Certificate	Head of Year
Silver Certificate	Senior Leadership Team 1
Gold Certificate	Senior Leadership Team 2
Platinum Certificate	Headteacher
Diamond	Special Commendation “above and beyond” by the Chief Executive Officer

- Learners are able to earn daily, weekly and termly rewards for example, badges, “front of the queue” in the canteen, pizza/film afternoon, academy discos, top table at lunch, celebratory lunch with the Headteacher, etc. At the end of the academic year learners with the highest number of PRIDE Points will be entered into a prize draw to receive vouchers in the final assembly. At the end of the academic year trophies will also be awarded for a variety of achievements.
- The Academy will celebrate learner success by hosting an End of Year Celebration for successful students.
- The Academy has introduced a “House” system based on British Values that link into our core values of PRIDE. They are Turing House, Fry House, Pankhurst House, Franklin House and Peel House. The “House” system will also give the opportunity for all students to be part of an inclusive rewards system which aims to promote competitiveness, working collaboratively, success and achievement.

In the interest of motivating learners as much as possible it is anticipated that the rewards will evolve and develop in response to student voice.

11. Complaints

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

<https://www.havenhighacademy.net/home/about/policies/>

This policy will be reviewed annually