


Academy Behaviour Policy



HAVEN HIGH

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Haven High Academy is dedicated to ensuring that our Academy 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 Academy where students feel included in every aspect of Academy life and comfortable to voice their opinions.

This policy outlines what we expect from all our students in terms of their behaviour, the support and interventions used to address poor 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 students 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 in Schools (2024) 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 believes that all students 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 students in developing a high level of social awareness. Our aim is to ensure that all our students leave the Academy with the key skills they need to continue to progress to the best of their ability in all areas of life.

This policy should be read in conjunction with the following:

- HHA Site Specific Arrangements for Safeguarding & Child Protection
- Trust Exclusion Policy
- ICT Acceptable Use Policy
- Parents Code of Conduct

These policies are all available on the Academy's website

2. Creating the right culture via the school values

There is an expectation that all students follow our values.

Vision: To provide an exceptional, aspirational and inclusive education, driven by ambition, where all members of our community can reach their full potential.

Mission: We are relentlessly ambitious for ourselves, each other and the community.

Values: We value effort, engagement and excellence

The expectations for students are shown in our brilliant basics.



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 students or colleagues. A response to behaviour may have various purposes including deterrence, protection and/or improvement. 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 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.

Expectations are clearly communicated through regular assemblies, pastoral messaging and tutor time. All students are issued with a student handbook which clearly states the expectations outlined in this policy. 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 Academy.

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

We recognise that where individual students are engaging in continuing disruptive behaviour this can be because of unmet needs. If such needs are identified, we will do all we can to ensure that the student receives appropriate support. The Academy will put in place general and targeted interventions for students who are experiencing difficulties in developing or sustaining appropriate behaviour to improve student behaviour and provide support. This could include additional and supportive interventions such as monitoring reports, increased frequency of parental liaison, bespoke mentoring and coaching intervention programmes, pastoral support hub, key staff relationship behaviour support checks in, check-up, check outs and referrals to external support agencies.

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. A Pastoral Support Plan and/or Provision Map will be used for students 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 Academy's SEN Information Report and the Trust SEND and Disabilities policy for more information.

The Academy will take all reasonable measures to ensure the safety and wellbeing of all students and staff and this includes protection from bullying and intimidation. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of students' social, emotional and behavioural skills. For more information, see section 5 of this policy.

Staff will receive regular training, development and support on behaviour which will include bespoke training on the needs of the students at the Academy, including matters such as how certain special educational needs, disabilities, or mental health needs may at times affect a student's behaviour. Where relevant, engagement with experts, such as Educational Psychologists and other support staff such as counsellors and Mental Health Support Teams, can help to inform effective implementation of this policy.

3.2 Students

The Academy expects all of its students to follow the brilliant basics which includes showing respect to one another, to Academy staff, and anyone else that they may meet. Incidents of bullying, belittling, intimidating or bringing intentional harm to other students or staff will not be tolerated. Students are ambassadors to our Academy even when off Academy premises, and we expect them to act accordingly. They are expected to follow 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 behaviour support plans and pastoral support plans. Academy 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 teacher who will work with them to draw up a support plan. The Academy asks that students carefully read 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 tolerated in Academy, and all students will respect and look after the Academy premises and environment.

3.3 Unacceptable behaviour

The following behaviours will not be tolerated this includes but is not limited to.

- Bullying including online bullying
- Child on child abuse, including sexual violence and sexual harassment
- Discrimination of any kind
- Verbal abuse towards anyone in the school community
- Physical violence
- Aggressive or threatening behaviour
- Disruption of a whole class
- Vandalism
- Theft
- Refusal to follow instructions from members of staff this includes defiance and walking away from staff
- Smoking/vaping
- Misuse of substances
- Repeated breaches of the school behaviour policy
- Misuse of Illegal substances
- Bringing into school prohibited items
- Arson
- Deliberate raising of false alarms
- Making malicious allegations
- Intimidation of staff or students
- Refusal to attend lessons

3.4 Parents

Parents play a big part in ensuring that their children are responsible for their own behaviour in the Academy. We ask that parents read, respect and support the Academy's behaviour policy, including academy sanctions, detentions and attending meetings.

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 and exclusion, parents are expected to provide appropriate supervision for their child during the first 5 days of the suspension/exclusion, 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.

Haven High Parent Code of Conduct

At Haven High, we strive to foster a supportive and collaborative learning environment. We acknowledge the critical role parents and carers play in their children's educational journey and value the strong partnership between home and school. This Code of Conduct outlines our expectations for all parents, carers, and visitors to ensure we maintain a positive, respectful, and safe community for everyone involved.

Core Principles

We kindly request all parents, carers, and visitors to:

- Uphold and promote our school's ethos and values.
- Acknowledge the importance of collaboration between parents and school staff in children's education.
- Lead by example through their conduct and communication.
- Utilise designated channels for school-related communication.
- Actively participate in their child's learning and personal development.
- Contribute to creating a secure and welcoming school atmosphere.

Expected Behaviours

To cultivate a constructive school community, we expect parents, carers, and visitors to:

- Interact respectfully with all members of the school community.
- Address any concerns directly with the school through appropriate channels.
- Adhere to and reinforce school policies and guidelines.
- Encourage their child to follow school rules and meet behavioural expectations.
- Work in partnership with school staff to support their child's education.
- Maintain the privacy and confidentiality of other families and staff members.
- Address their own child's misbehaviour, particularly in public settings, to prevent potential conflicts or hazardous situations.

Unacceptable Behaviours

The following actions are deemed inappropriate and may result in consequences:

- Engaging in disruptive conduct within school grounds
- Employing abusive, offensive, or vulgar language
- Exhibiting threatening or hostile behaviour towards any school community member
- Causing harm to or destroying school property
- Transmitting hostile messages through any medium (e.g., email, text, voicemail, social media)

- Consuming tobacco, alcohol, or illicit substances on school premises
- Bringing pets onto school grounds (excluding authorised assistance animals)
- Confronting or reprimanding other students.

Communication and Social Media Guidelines

We encourage open and respectful communication while recognising the impact of social media:

- Utilise official school communication channels for all school-related matters.
- Arrange appointments to discuss concerns with relevant staff members.
- Follow the school's established procedures for addressing issues.
- Exercise responsibility and constructiveness when using social media in relation to school matters.

Social Media Policy

While we recognise social media's potential for positive communication, we must address its misuse when it arises:

- Please refrain from posting defamatory, offensive, or derogatory content about the school, its staff, or any member of the school community on social media platforms.
- Avoid using social media to instigate campaigns or air grievances against the school, staff, or other parents/students, as this does not serve the best interests of our children or the broader school community.
- Direct any concerns through appropriate channels, not via social media.

In cases of inappropriate social media use:

- Parents/carers will be required to promptly remove any offending content.
- The school may report the content to the relevant social media platform, as all sites have clear policies against misuse.
- The school reserves the right to take further action, which may include limiting communication channels or access to school premises.
- In severe cases, the school may consider legal recourse to address the misuse.

Consequences of Breaching the Code

Violations of this Code of Conduct may result in:

- A formal warning
- Limited access to school premises
- Referral to appropriate authorities.
- In serious instances, the school may explore legal options to address persistent unacceptable behaviour or misuse of social media.

4. Academy rules

The Academy expects compliance with the rules as laid out in the Brilliant Basics, Corridor Rules and Mobile Device Rules. These can be seen below:



- Unauthorised absence from Academy will not be tolerated (please refer to **Trust Attendance Policy**)
- Please see the **Academy Device Policy** for further information regarding Mobile Devices and Electronic equipment.

4.1 Prohibited and Banned Items

- The following items are not allowed in Academy under any circumstances:
 - Alcohol and drugs, including legal highs
 - Jewellery including non-stud earrings, necklaces and bracelets
 - Vapes, cigarettes, matches, and lighters
 - Chewing gum
 - Weapons of any kind or instruments/substances intended to be used as weapons
 - BB guns, air guns, toy guns/water pistols, anything with a blade, anything designed to look like a weapon
 - Material that is inappropriate or illegal for children to have, such as racist or pornographic material
 - Any article that is likely to commit an offence or to cause personal injury or damage to a person or property
 - Dangerous chemicals
 - Sprays of aerosols of any kind (including deodorant, anti-perspirants, body sprays, aftershave, perfume or anything that emits a spray)
 - Unauthorised electronic or recording devices including smart watches
 - Fireworks or bangers
 - Rope or Cable Ties
 - Energy Drinks
 - Nuts
 - Oranges
 - Anything that has been fashioned into a dangerous item (For example sharpened stick or shard of glass)
 - Laser pens
 - 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 student)
 - Mobile phones are not permitted on the school premises and if they are seen or heard then they will be confiscated. Please see section 5.
 - 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 stance very seriously and will discipline any person found to be in possession or under the influence 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 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 students should not carry these in Academy. If they need medication they can go to a designated first aider.

Medication

We are aware that it may be necessary for some students 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.

4.2 Alcohol

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

5. Mobile Phone Policy - "See It, Hear It, Lose It"

5.1 Policy Statement

Haven High Academy operates a strict "See It, Hear It, Lose It" policy. Mobile phones must be switched off and out of sight from the moment students cross the blue line when entering the academy until they cross the blue line when leaving.

Rationale

Mobile phones disrupt learning, reduce student focus, and interfere with social development. Research shows that removing phones from the learning environment improves academic outcomes and student wellbeing. Our mobile phone-free environment:

- Creates calm, focused classrooms where students can fully engage with learning
- Encourages face-to-face interaction and development of social skills
- Protects students from cyberbullying and online safety risks during school hours
- Ensures equality regardless of students' access to technology
- Develops self-discipline and concentration skills essential for success

Implementation

The Blue Line System:

- Students must switch off phones before crossing the blue line at academy entrances
- Devices must be completely out of sight throughout the school day
- Policy applies during lessons, breaks, lunch, and all movement around the academy
- Students may only use devices after crossing the blue line when leaving the premises.

Consequences

First Offense

- Immediate confiscation by any staff member
- Device collected at end of school day
- Parents notified via ClassCharts
- 30-minute detention after school.

Second Offense

- Device confiscated for 48 hours
- Parent must collect device from academy office
- 30-minute after-school detention
- Meeting with Head of Year

Persistent Offenses

- Extended confiscation periods
- Device handed into HOY each day beyond the confiscation.
- Possible suspension following the academy behaviour policy

Refusal to hand in a prohibited item will result in suspension.

Emergency Contact

All emergency contact must go through the academy office. Parents should contact reception for urgent communication with students.

6. Child on Child Abuse including 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

TYPE OF BULLYING	DEFINITION
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Prejudice-based and discriminatory, including: <ul style="list-style-type: none">• Racial• Faith-based• Gendered (sexist)• Homophobic/biphobic• Transphobic• Disability-based	Taunts, remarks, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. Gender, race, sexuality)

Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber (online) - bullying	Bullying that takes place online, such as through social media, messaging apps or gaming sites

Sexual violence and sexual harassment are never acceptable and will not be tolerated. The Academy will act swiftly in response to instances of alleged child-on-child abuse and will follow its safeguarding policy, Keeping Children Safe statutory guidance and the DfE guidance on sexual violence and harassment between children. Risk assessments will be carried out and measures put in place while investigations into any reports continue. Please refer to the Academy's Safeguarding Policy for more information. Support will be provided to the reported victim and abuser. The outcome of the investigation may lead to sanctions being imposed in accordance with the terms of this policy.

Haven High Academy wants to make sure that all students 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 students. The Academy practices a preventative strategy to reduce the chances of bullying, and our anti-bullying stance is instilled in our curriculum and everything we do at the Academy. It is made very clear to students 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 or exclusion is appropriate in light of the circumstances.
- Consider if the perpetrator needs support or intervention

7. Disciplinary sanctions

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline students. Haven High has a clear behaviour process that is followed by all staff and is shown below.

When establishing the facts in relation to an incident of poor the Academy must apply the civil standard of proof, i.e., 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt'.

The school will also take into account Joint enterprise, which can mean that if more than one student is involved in the same incident, irrelevant of the role they played, all students will receive a sanction.

- In lessons, students would be given a warning (Chance). If persisted then a second warning is given (Choice) If the misbehaviour continues a final warning (Consequence) is given. This is when the description of the behaviour is recorded on Classcharts so parents are aware and the Head of Year team can monitor the individual's behaviour. If a child continues to disrupt learning after these three stages they are removed from the class into another class and a 30-minute detention is issued.
- If a student truants a lesson, then they will take to their lesson and issued a 30-minute detention after school. If a student refuses reasonable requests from staff, then a suspension from school will be considered. Repeated truancy could lead to suspensions from school or permanent exclusion.
- Detentions are carried out on the same day at the end of the day.
- Students who are not following the uniform policy will be asked to rectify it and a negative behaviour point will be issued on to Classcharts.
- Students who are out of bounds within the school grounds will be told to move back to an appropriate area and a negative point will be issued on to classcharts.

The Blue Line

At the student entrances to the academy there is a painted blue line. This is the threshold of the school and marks the point where mobile phones should be turned off and out of sight. This applies to when students are entering the site and up until the point that they cross the blue line again at the end of the day. In addition to putting away mobile phones students can expect the following at the blue line.

- Be greeted by staff including senior staff each morning
- To have their equipment checked including pencil cases that should include a pen, pencil, ruler, red pen and rubber.
- To make sure that they are wearing their full uniform and wearing it correctly.
- To be checked for their timetable.
- They may be asked to answer some questions about their recent learning.

The gates will close 5 minutes before the start of lesson 1 and a warning bell will be blown to indicate to students that they need to make their way to their first lesson.

Any student arriving after the gate has closed will need to enter the school via reception and they will receive a detention that day for being late to school.

Level 1 (in lessons behaviour strategy)

- **Chance Choice Consequence** in lessons:

Level 2 (detention sanctions)

- Truancy = 30 minutes afterschool
- Faculty removal = 30 minutes afterschool
- Late to lesson = 30 minutes afterschool

- Confiscation = 30 minutes afterschool
- Late to school = lunch detention on the same day
- SLT/HOY detention = 60 mins
- Failure to complete 3 pieces of homework = 30 mins
- Headteacher detention = 60 mins (Friday)
- Saturday detention once per half term

Level 3 (use of Pupil Support Room)

- If a student receives 2 removals in one day they will be placed in the Student Support Unit for a period of time
- If a student fails to attend an after-school detention, then they will be placed in the Student Support Unit the following day and expected to complete the missed detention at the end of that day.
- If there is an incident that is deemed more serious than a detention but is not significant enough for an external suspension then a period of time in the SSU may be used as an opportunity to reflect on behaviours. This is used at the discretion of SLT/HOY.

Level 4 (Suspension from school)

- Use of fixed term suspensions for serious incidents of poor behaviour including refusal to carry out reasonable requests from adults.
- Any student who shows repeated poor behaviour in the SSU will be suspended and the day will be repeated.
- Any student with repeated SSU placements may be suspended.
- These will usually be between ½ and 5 days and a reintegration meeting and short time in the SSU will be completed before returning to normal classes.
- Repeat behaviours may result in escalation to suspension.

Level 5 (Pastoral Support Plan)

- If a student receives a number of suspensions a Pastoral Support Plan will be considered.
- Parents invited into school to set up a PSP with the behaviour mentor and HOY. SEND screening takes place and Early Help is offered. Referral to BOSS and Lincs PRT if appropriate.
- Students will not have access to rewards trips at the discretion of the HOY/SLT. A list of these students will be kept and regularly updated.

Level 6 (external support)

- Consideration to be given to managed move or alternative provision

Level 7 (permanent exclusion)

- Permanent exclusion from school due to continued or repeated poor behaviour.

For more information on our use of suspensions and exclusions, please refer to the **Trust Exclusion policy**.

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

7.1 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 students that are illegal or banned by the Academy. 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 student **with their permission** to look for any item that the Academy's rules say must not be brought into Academy. The Executive Headteacher, Head of School and other members of staff authorised by them have the power to search a student **without the student's consent** if they suspect they are in possession of any prohibited items. Before using reasonable force to conduct a search the member of staff should consider whether conducting the search will prevent the student harming themselves or others, damaging property or from causing disorder. Prohibited items can be searched for without consent.

Staff will take into consideration the age and needs of students being searched or screened. This includes the individual needs or learning difficulties of students with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a student has a disability.

Before any search takes place, the member of staff conducting the search should explain to the student why they are being searched, how and where the search is going to take place and give them the opportunity to ask any questions

The headteacher will oversee the practice of searching to ensure that a culture of safe, proportionate and appropriate searching is maintained, which safeguards the welfare of all students and staff with support from the designated safeguarding lead (or deputy).

When conducting a search students must not be required to remove any clothing other than outer clothing. 'Outer clothing' any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots or scarves). Staff may use a metal detecting wand to support with searches.

Staff will keep records of all searches. Records will include:

- the date, time and location of the search
- which student was searched
- who conducted the search and any other adults or students present
- what was being searched for
- the reason for searching
- what items, if any, were found and
- what follow-up action was taken as a consequence of the search.

The designated safeguarding lead (or deputy) should be informed of any searching incidents where the member of staff had reasonable grounds to suspect a student was in possession of a prohibited item or if they believe that a search has revealed a safeguarding risk without delay.

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. Guidance on what to do with particular confiscated items can be found in the latest DfE guidance on searching, screening and confiscation.

Any cigarettes and vapes confiscated in Academy will be destroyed.

7.2 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 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 Academy or among any students receiving education at the Academy, 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 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 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 Academy 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 Academy. See *Trust Use of Reasonable force and Physical Intervention Policy*.

8. Attendance

Regular attendance at 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/action will be taken against any students 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 **Trust Attendance Policy and the Academy specific Attendance Procedures**.

9. Uniform and appearance

Effective teaching and learning requires proper organisation, and this starts with a smart, tidy and natural 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:

All Years	
Trousers	Black tailored school uniform trousers, slim fit is acceptable, not skintight. 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.
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 HHA logo.
Blazer (compulsory)	Haven High Academy blazer
Socks	Black socks.
Footwear	Flat, plain, smart ALL BLACK securely fitted footwear.

Jewellery: one pair of **PLAIN** stud earrings and a non-smart watch permitted only. No nose piercings, necklaces, rings or bracelets.

The academy uniform should be worn by all students in year 7 through to year 11. Students who come in without the correct academy uniform will be subject to the sanctions as described in section 6 if not corrected straight away.

PE Kit:

- Plain black shorts or black tracksuit bottoms
- PE top.
- Plain 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

10. Regulating student's offsite conduct

Students who are caught or known to have been misbehaving on the way to or from Academy, 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 Academy. This also applies to students 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 students 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 students.
- the extent to which the behaviour has repercussions for the orderly running of the Academy/or might impose a threat to another student or member of staff.
- whether the misbehaviour was on the way to or from the Academy or the student was taking part in any Academy-organised or Academy-related activity; and
- if it was at a time when the student is in some other way identifiable as a student of the Academy or might be expected to act as an ambassador for the Academy.

11. Rewards

Haven High believes that it is important to encourage good conduct throughout the academy. We reward good behaviour and celebrate the success of all learners in all areas of academy life. We reward for our core values of Effort, Engagement and Excellence. On student conduct cards, positive actions are recorded, and positive points are added to the MIS system. The school monitors the positive awards on a regular basis and seeks opportunities to celebrate and reward this behaviour.

12. Complaints

The Academy has a standard complaints procedure. We encourage parents to take complaints or concerns to a relevant staff member or a formal complaint to the Head of School. 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 the Raising a Concern page on the school's website which also has a link to the **Trusts Complaints Policy** for escalated complaints.

[This policy will be reviewed annually.](#)