


Academy Behaviour Policy



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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, 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 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 in Schools (2022) 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 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.

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

These policies are all available on the Academy’s website

2. Academy code of conduct

There is an expectation that all students follow our values - PRIDE (Progress, Resilience, Integrity, Disciplined and Excellence), our core values and code of conduct are non-negotiable

IN GENERAL:	LUNCHTIMES:	IN CORRIDORS:
Always polite and considerate to others Always wear school uniform correctly Always report any broken or damaged property Always follow instructions first time	Always queue up in an orderly way Always put rubbish in the bin Always have good table manners	Always walk Always keep to the left Always hold doors open for staff and visitors Never block the way of others Never shout Never eat or drink

Always have our Conduct Card Always put litter in the bin Always queue up in an orderly way Never walk past litter Never smoke or bring illegal substances into school Never use violence or threatening behaviour of any kind Never take other people's belongings	IN ASSEMBLIES: Always attend on time Always pay attention Always participate respectfully Always come in and leave in silence	IN LESSONS: Always attend and be on time Never eat and only drink water from a clear bottle Always remain in our seat unless given permission to move Always work hard and do your best
	IN CO-CURRICULAR: Always attend and be on time Always bring the correct kit Always participate fully	TO AND FROM SCHOOL: Always be a good neighbour Always wear school uniform correctly

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. 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 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.

Expectations are clearly communicated through regular assemblies, pastoral messaging and tutor time.

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 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. The Academy will put in place general and targeted interventions for pupils who are experiencing difficulties in developing or sustaining appropriate behaviour to improve pupil 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, Headspace Inclusion Room reflection, key staff relationship behaviour support check in, check up, check outs and referrals to external support agencies.

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 and/or 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 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 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.

Staff will receive regular training, development and support on behaviour which will include bespoke training on the needs of the pupils at the Academy, including matters such as how certain special educational needs, disabilities, or mental health needs may at times affect a pupil'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 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, acceptable behaviour contracts. 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 pupils 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 pupils carefully read and then sign a **Home-Academy 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 tolerated in Academy, 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:

- 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 Academy. We ask that parents sign the **Home-Academy agreement** to indicate that they will respect and support the Academy’s behaviour policy, including ensuring appropriate use of digital equipment 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 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.

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

- Always be on time.
- Keep your appearance smart and tidy, and wear specified Academy uniform at all times to and from Academy.
- 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, or when in public places.
- Be polite and respectful at all times. This applies to staff, other pupils, any visitors to the Academy, and to members of the general public.
- Take care of your environment, both on the Academy site and outside, and keep it tidy. Do not litter and do not vandalise property in any way.

- Unauthorised absence from Academy 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 and defiance is not tolerated.
- 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
 - Unauthorised electronic or recording devices
 - BB guns, air guns, toy guns, anything with a blade, anything designed to look like a weapon
 - 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.
- **During school hours mobile phones should be turned off and remain in bags.**

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 Academy. If they need medication they can go to the named first aider – Gemma Haynes and Julie Dalley.

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.

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 Academy. 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 or exclusion is appropriate in light of the circumstances.

6. 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 Academy operates using the following disciplinary measures:

- Every pupil has a Conduct Card (see attached) which records signatures for breach of behaviour expectations as outlined in section 2 and records PRIDE house points.
- New Conduct Cards are issued every half term.
- Staff write signatures on conduct card and record it on school MIS.
- In lessons, pupils would be given a warning. If persisted, the conduct card is taken off them and put on the teacher's desk so they know the signature is next. Then a signature is given if breach of behaviour expectation is continued.
- If a conduct card is lost then a 45 min detention is sanctioned and a new one is purchased for £2, this is recorded on the MIS and signatures carried forward. Refusal to pay or if financial hardship is considered, then loss of conduct card will result in service to the school being sanctioned, e.g. litter picking.
- Detentions are carried out on the same day.

2 Signatures	10 minute detention after school on the day of the 2 nd signature.
4 Signatures	15 minute detention after school on the day of the 4 th signature
6 Signatures	20 minute detention after school on the day of the 6 th signature

8 Signatures	30 minute detention on the same day of the 8 th signature
10 Signatures	45 minute detention on the same day of the 10 th signature held centrally
12 Signatures	1 hour and 15 minute Headteacher's detention during the week. Form teacher will record the Headteacher's detention on MIS
16 Signatures	Second Headteacher's detention. Form teacher will record the Headteacher's detention on MIS

- A teacher or member of staff will not give more than one signature in a lesson.
- If a pupil is still breaching the behaviour expectations after receiving a signature, then the pupil will be removed to within the department (subject parking). The person they are subject parked with, issues a signature.
- If the breach continues, SLT call out which results automatically to spending one day in the pupil inclusion room.

Other sanctions include:

- Fixed term suspensions
- Parents coming into lessons to sit with their child
- Punishment fitting the crime: litter picking, cleaning graffiti off desks, other forms of service to school
- Pupils put on report (behaviour contract) where they have to report to Head of Year at the end of school day. This overrides the conduct card for time pupil is on report.

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.

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 Academy. 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 Academy's rules say must not be brought into Academy. 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'. Before using reasonable force to conduct a search the member of staff should consider whether conducting the search will prevent the pupil harming themselves or others, damaging property or from causing disorder. 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.

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

Before any search takes place, the member of staff conducting the search should explain to the pupil 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 pupils and staff with support from the designated safeguarding lead (or deputy). The headteacher will ensure that a sufficient number of staff are appropriately trained in how to lawfully and safely search a pupil who is not co-operating, so that these trained staff can support and advise other members of staff if this situation arises.

When conducting a search pupils 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 will keep records of all searches. Records will include:

- the date, time and location of the search,
- which pupil was searched;
- who conducted the search and any other adults or pupils 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 pupil 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 e-cigarettes confiscated in 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 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 pupils. Staff can also use this power when they are lawfully in charge of pupils but off the Academy premises – i.e., on a 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.¹

Such serious incidents involving the use of force will also be ²recorded by the Academy.

7. 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 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 **Trust Attendance Policy and the Academy specific Attendance Procedures**.

8. 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 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.
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 polishable shoes

¹ This mirrors the DfE advice on reasonable force (2013). However, section 93A of the Education and Inspections Act 2006 will make reporting any use of force to parents mandatory (in the context of maintained schools). This provision is not yet in force and no enactment date has been announced. Nevertheless, schools may consider it good practice to always notify parents of any instances where reasonable force has been used against a pupil.

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.
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 polishable shoes

Jewellery: one pair of **PLAIN** stud earrings and a watch permitted only. No nose studs.

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 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
- 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 pupil's offsite conduct

Pupils 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 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 Academy/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 Academy-organised or Academy-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 Academy.

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 pupils, 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 pupils to achieve. Thus, they will receive credit for achievement throughout the academy in all contexts by giving PRIDE (house) points.
- 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 pupils for:
 - Effort in lesson
 - Demonstrating PRIDE values
 - Demonstrating enterprise skills
 - Attendance and punctuality to lessons
 - Completing home learning
 - Other positive behaviours
- PRIDE points (house points) will be recorded on the Conduct Card and will be collated towards the House Team.
- Pupils will be able to cash in their PRIDE points for a variety of items at our PRIDE POINT shop.
- A pupil of the week will be nominated by each faculty.
- 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 – 100 Points
Silver Certificate	Senior Leadership Team 1 – 300 Points
Gold Certificate	Senior Leadership Team 2 – 500 Points
Platinum Certificate	Headteacher
Diamond	Special Commendation “above and beyond” by the Chief Executive Officer – 800 Points
- At the end of the academic year pupils 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 pupils.
- The Academy has 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. Child-on-Child Abuse

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.


12. 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 the **Trusts Complaints Policy**.

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

CONDUCT CARD

PRIDE



TIMETABLE

	8.45-9.00 FORM / ASSEMBLY	Period 1	Period 2	Period 3	Period 4	LUNCH	Period 5	Period 6	CO-CURRICULAR/Clubs
MON									
TUES									
WED									
THU									
FRI									NO SCHOOL

CONDUCT SIGNATURES

Home Learning	Initials	Date																		
Low Level Disruption in lessons	Initials	Date																		
Uniform and equipment infringement	Initials	Date																		
Punctuality	Initials	Date																		
Attitude to learning	Initials	Date																		
Misbehaviour out of lessons	Initials	Date																		
Misbehaviour out of lessons	Initials	Date																		

Name: _____
House: _____ Class: _____
Card Number: _____ Date of Issue: _____

HOUSE POINTS

Effort in Lesson	
Initials	Date

PRIZE Values	
Initials	Date
Enterprise Skills	
---	---
Initials	Date
Attendance & Punctuality	
---	---
Initials	Date
Home Learning	
---	---
Initials	Date
Other	
---	---
Initials	Date