



Behaviour & Student Disciplinary Policy

This policy is to help promote good behaviour whilst outlining the sanctions for pupils who begin to misbehave.

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1) *Expectations*

- Young people sign a Student Conduct Agreement when they enrol at New Level Academy.
- Young people are expected to abide by the terms of this Agreement during their time at the school. This includes abiding by the rules concerning the following:
 - o Attitude to staff
 - o Attitude to other students
 - o Completion of class work
 - o Correct uniform
 - o Mobile phones and other restricted items only if these items are brought out during class (i.e. condoms, prescription medicines, lighters)
 - o Banned items (i.e. alcohol, illegal drugs, over-the-counter medicines, weapons)

2) *Strategies*

a) Classroom

- Teaching staff should develop and use their own reasonable and effective strategies to manage behaviour in their classes.
- It is reasonable for a staff member to ask a student to leave a lesson if they continue to misbehave after 2 warnings.
- During each lesson, one member of staff should be working in the corridor to re-engage any student who is asked to leave. This could take the form of a

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five-minute break to calm down, refocus and return to class; or working outside the class for the duration of the lesson.

b) Break and lunch times

- Each staff member has a break or lunch duty once a day.
- All staff should support duty staff in enforcing the rules (see below).
- Students may need to be barred from a recreational activity/area for a set period, or instructed to sit quietly with a member of staff in a separate area until the end of break time.

Staff are encouraged to call parents/carers if they feel that this would help a student to improve their behaviour.

3) *Rules*

These rules are displayed in both classrooms and both main recreational areas.

- 1) Sit at your desk at the start of the lesson
- 2) No swearing or insults
- 3) Respect one another
- 4) Follow instructions first time
- 5) Food and drink are only available in the kitchen at breakfast, break and lunch time
- 6) The school day starts at 9am and finishes at 3.15pm
- 7) If you arrive on time and finish all work, you may be able to leave at 2.30pm at staff's discretion

The Mobile Phone and Uniform policies are also displayed around the building.

4) *Consequences for extreme or continuous negative behaviour*

The following list of behaviours that could lead to a fixed-term exclusion is not exhaustive and senior staff may implement fixed-term exclusions at their discretion.

- New Level Academy operates a zero tolerance policy for violence. Assaulting other students always results in a fixed term exclusion of at least half a day.
- Refusing to hand in a mobile phone or other restricted items always leads to the student being barred from the site until they are willing to comply with this rule, either by handing in the item for safekeeping until the end of the school day, or leaving it at home. They will be marked O (unauthorised absent) while barred.
- New Level Academy does not admit students who appear to be under the influence of alcohol or drugs onto the premises - unless sending them home would put their safety at risk. In this case, the ideal scenario is for a parent/carer to come and remove them. If this is not possible, the young person will work in isolation for the day and will not receive any reward points.

Parents/carers are always informed of fixed-term exclusions, unauthorised absence and behaviour contracts by phone and by post.

Referral schools/partners are always informed of fixed-term exclusions, unauthorised absence and behaviour contracts by email. Any relevant social workers, youth workers etc. should be CCd in.

Parents/carers may be asked to accompany their child to school for a meeting before readmission can take place.

The following interventions can be used to target continuous low-level disruption, or repeated negative behaviour that would not warrant a fixed-term exclusion on its own.

- Students who routinely violate the Student Conduct Agreement will be asked to sign a Behaviour Contract, addressing the specific rules they are in the habit of breaking.
- Breaking a Behaviour Contract three times will lead to a fixed-term exclusion of up to five days.
- Calling parents/carers, referral partners, social workers etc. in for a meeting may be used as a strategy to prevent poor behaviour from escalating to the point of a Behaviour Contract or exclusion.

Recognising and rewarding positive behaviour

New Level Academy operates the following positive points system:

- Students may earn up to 3 points per lesson for positive behaviour and engagement.
- Students may up to 3 points per day for positive behaviour at break times.
- Students may earn up to 3 points per day for arriving before 9.10am.
- Students may earn one point per day for wearing correct uniform.

The student achieving the highest number of points in a day will receive the lunch of their choice the next day - up to a value of £6 (double the usual cost of a student lunch).

Any student achieving 700 or more points in a term will be allowed to participate in a school trip.

Staff are encouraged to inform parents/carers of notable incidents of positive behaviour, or continuous patterns of positive behaviour.

5) Recording all behaviour types

- All staff should use the Behaviour Spreadsheet on OneDrive to record positive and negative incidents.
- The Office Administrator must back up this spreadsheet at least once a week to prevent loss of data.
- Any positive or negative phone calls home should be recorded on the Call Log.