

1. Aims

- 1.1. This is the behaviour policy of Great Western Academy
- 1.2. The aims of this policy are as follows:
 - 1.2.1. to promote good behaviour amongst pupils;
 - 1.2.2. to actively promote and safeguard the welfare of pupils at the Academy;
 - 1.2.3. to ensure, so far as possible, that every pupil in the Academy is able to benefit from and make his / her full contribution to the life of the Academy, consistent always with the needs of the Academy community;
 - 1.2.4. to encourage pupils to accept responsibility for their behaviour;
 - 1.2.5. to set out the sanctions adopted by the Academy in the event of pupil misbehaviour.

2. Scope and application

- 2.1. This policy applies to the whole Academy.
- 2.2. This policy (together with other applicable Academy policies) applies to all pupils at the Academy and at all times when a pupil is:
 - 2.2.1. in or at Academy;
 - 2.2.2. representing the Academy or wearing Academy uniform;
 - 2.2.3. travelling to or from the Academy;
 - 2.2.4. on Academy-organised trips;
 - 2.2.5. associated with the Academy at any time.
- 2.3. This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:
 - 2.3.1. affect the health, safety or well-being of a member of the Academy community or a member of the public;
 - 2.3.2. have repercussions for the orderly running of the Academy; or
 - 2.3.3. bring the Academy into disrepute.

3. Regulatory framework

- 3.1. This policy has been prepared to meet the Academy's responsibilities under:
 - 3.1.1. Education (Independent Academy Standards) Regulations 2014;
 - 3.1.2. Education and Skills Act 2008;
 - 3.1.3. Children Act 1989;
 - 3.1.4. Equality Act 2010.
- 3.2. This policy has regard to the following guidance and advice:
 - 3.2.1. [Behaviour and discipline in Schools \(DfE, January 2016\)](#);
 - 3.2.2. Exclusions from maintained schools, academies and pupil referral units in England (DfE, September 2017);

Policy Owner	Miss K Hughes – Assistant Principal
Date of Last Review	March 2022
Date of Governor's Meeting	March 2022
Date of Next Review	March 2023

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- 3.2.3. [Use of reasonable force \(DfE, July 2013\)](#);
- 3.2.4. [Searching, screening and confiscation \(DfE, January 2018\)](#);
- 3.2.5. [Keeping children safe in education \(DfE, September 2019\)](#) (KCSIE).
- 3.2.6. School Uniform guidance for governing bodies, school leaders, school staff and local authorities (DFE, September 2013)

3.3. The following Academy policies, procedures and resource materials are relevant to this policy:
Acceptable use policy for pupils;

- 3.3.1. Anti-bullying policy;
- 3.3.2. Esafety policy;
- 3.3.3. Safeguarding and promoting the welfare of pupils policy;
- 3.3.4. Risk assessment policy for pupil welfare;
- 3.3.5. Special educational needs and disability policy;

4. Monitoring

This policy is requested to be reviewed in March 2023.

5. Publicity and availability

- 5.1. This policy is published on the Academy website.
- 5.2. This policy is available in hard copy on request.
- 5.3. A copy of the policy is available from Reception and parents/carers will be reminded of this on an annual basis.
- 5.4. This policy can be made available in large print or other accessible format if required.

6. Definitions

- 6.1. Where the following words or phrases are used in this policy:
References to **working days** mean Monday to Friday, when the Academy is open during term time. The dates of terms are published on the Academy's website. In the event that the application of this definition is likely to introduce excessive delays, due to intervening Academy holidays, the Academy's approach is to take sensible and reasonable steps so as to minimise any hardship or unfairness arising from such delays.
- 6.2. References to **Parent/Carer** or **Parents/Carers** includes one or both of the parents/carers, or a legal guardian.

7. Responsibility statement and allocation of tasks

- 7.1. The Great Western Academy Trust has overall responsibility for all matters which are the subject of this policy.
- 7.2. To ensure the efficient discharge of its responsibilities under this policy, the Great Western Academy Trust has allocated the following tasks:

(see table overleaf)

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Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Katie Hughes	As required, and at least termly
Monitoring the implementation of the policy	Katie Hughes/Graham Davis	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents/Carers) to consider improvements to the Academy's processes under the policy	Katie Hughes	As required, and at least annually
Formal annual review	Great Western Academy Trust	Annually

8. Promoting Good Behaviour

- 8.1. Pupils are educated about good behaviour through the operation of the Academy's curriculum, PSHE programme and the Academy's pastoral support systems. Pupils are encouraged to act responsibly and, through the operation of this policy, to accept responsibility for their behaviour.
- 8.2. The Academy believes that establishing a culture of praise and reward can be more effective than sanctions in motivating pupils. Rewards will be made frequently in order to encourage positive actions and contributions. The ways in which the Academy will reward good behaviour are set out in [Appendix 1 \(Ladder of Success\)](#).

9. Breaches of discipline

- 9.1. The Academy has pastoral support systems in place to assist pupils in managing their behaviour. A range of sanctions are available for those who breach the Academy rules and policies for behaviour and discipline. These are set out in [Appendix 2 \(Ladder of Consequences\)](#).

10. Parent/Carer Involvement

- 10.1. The Academy seeks to work in partnership with Parents/Carers over matters of discipline, and it is part of the Parents'/Carers' obligations to the Academy to support the Academy rules.
- 10.2. Parents/Carers will be informed as soon as reasonably practicable after it becomes clear that the pupil may face disciplinary action for a serious breach of discipline, unless the Academy is prevented from doing so by the police if they are involved.
- 10.3. Parents/Carers will also be notified of disciplinary sanctions for minor breaches of discipline and may be contacted to discuss the matter if it is considered appropriate to do so.

11. Safeguarding

- 11.1. If behaviour and discipline matters give rise to a safeguarding concern, the Academy's child protection procedures will be followed (see the safeguarding policy and procedures).

12. Record Keeping

- 12.1. All records created in accordance with this policy are managed in accordance with the Academy's policies that apply to the retention and destruction of records.
- 12.2. A record is kept of sanctions imposed for serious misbehaviour. The record includes:

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- 12.2.1. the name and year group of the pupil concerned;
- 12.2.2. the nature and date of the offence;
- 12.2.3. the sanction imposed and reason for it; and
- 12.2.4. the name of the person imposing the sanction.

12.3. This record is reviewed regularly by the Assistant Principal so that patterns in behaviour can be identified and managed appropriately.

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Appendix 1 – Ladder of Success

	When can this be awarded?	ACE points awarded	In addition to ACE points;	What can you reward for? (This is not an exhaustive list)
ACE points - Achievement	In class At social times In tutor times	1 ACE point standardly, but up to 3 at staff discretion	Verbal praise Written comments in books Stamps/Stickers Verbal or written contact with parent/carer	Excellent verbal contribution in class Asking fabulous questions High standard of work in class High standard of home learning Excellent report
ACE points - Care	In class At social times In tutor times	1 ACE point standardly, but up to 3 at staff discretion	Verbal praise Written comments in books Stamps/Stickers Verbal or written contact with parent/carer	Helping another student Helping a member of staff Contributing to the school community e.g. picking up litter, tidying, producing a display
ACE points - Excellence	In class At social times In tutor times	1 ACE point standardly, but up to 3 at staff discretion	Verbal praise Written comments in books Stamps/Stickers Verbal or written contact with parent/carer	Maintaining good attendance (awarded centrally each term for 97% - 100%) Participation in a House event Representing the school Demonstrating fantastic leadership skills Being a role model to others
ACcoladE	In class At social times In tutor times	5 ACE points	Postcard home (departments to stock these) Praise in assembly	Demonstrating outstanding Achievement Demonstrating outstanding Care Demonstrating outstanding Excellence
Bronze/Silver/Gold Star Badges	Assembly		Silver = tea and cakes with Principal Gold = further reward, to be confirmed	For Achieving 100/200/300 ACE points
Star of the Term	Assembly			Nominated 3 times per year by tutors for students who have stood out during that term. One per tutor group per term.
Letter home from Principal	Following reports, and other occasions as appropriate			Outstanding report showing sustained good progress Any single outstanding action recommended to Principal

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Appendix 2 – Ladder of Consequences

	Consequence	Behaviour
Level 1	<p>Staff to <u>intervene</u> in the event of a Level 1 incident. Where possible, staff will have a positive learning conversation with the aim of supporting the student to change their behavior/make a better choice. Strategies include</p> <ul style="list-style-type: none"> • A range of non-verbal signals to a student • Brief, positively-phrased words reminding students of expected behaviour • Clear warning that behaviour is impacting the learning of others and will lead to escalation unless changed • Removal from the classroom for a short period; clear terms for reintegration established, including strategy such as a change of seating <p>Confiscation of mobile device/headphone wires- to be collected from reception by a parent/carer</p>	<p>Any of the following:</p> <p><i>In and around lessons</i></p> <p>Chewing gum/dropping litter (also made to pick up) Talking out of turn/lack of attention Arriving late to a lesson without good reason Running/minor messing about Lack of courtesy/unkindness/unkind comments to other students/staff Not getting on with work/poor work Using laptop for other than current learning task Not bringing equipment/reply slips etc. to lesson/tutor time Interfering with other students' work/possessions Poor behaviour in the corridor/social space (including offensive language)</p> <p><i>Social times</i></p> <p>Not responding appropriately to staff Not respecting other people or their property Running and/or shouting in corridors Chewing gum Dropping litter Use of poor language Wearing uniform incorrectly</p> <p><i>Mobile Technology</i></p> <p>Mobile technology (other than learning devices) including headphone wires, visible or heard within the school building</p>
Level 2	<p>Break or lunch detention run by member of staff whose expectations were not met, or by Head of Year/House in case of non-lesson based issues</p>	<p><i>In and around lessons</i></p> <p>Repeated incidents of level 1 behaviour after interventions have taken place Removal from a lesson to work with other staff</p>

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	Staff will also take steps to offer support	<p>Social times Minor scuffles Repeated name-calling Targets not met whilst on report Two or more lates in a week to lessons</p> <p>Homework not satisfactorily completed</p>
Level 3	<p>Same-day after school detention, 5.30pm daily (4.10pm Friday), run by senior staff</p> <p>Payment for damage if relevant</p>	<p>Any of the above repeated Poor behaviour when removed from a lesson Poor behavior during staff detention or failure to attend staff detention Truancy - missing a lesson or leaving a lesson without authorisation Rudeness to staff/visitor Persistent disruption of lesson/unsafe behaviour Poor behaviour whilst on report Bullying behaviour (i.e. sustained and malicious) Smoking (including e-cigarettes) on school premises or in uniform Dangerous physical behavior Use of racial, homophobic or sexual insults Serious disobedience/defiance of school authority Poor behaviour in the community Poor behaviour on a school trip Refusal to hand over mobile technology when requested Damage to property of school or student</p>
Level 4	Contact with parents and additional afterschool detentions	<p>Set by HOH/SLT following non-attendance at L3 or disruption whilst in L3</p> <p>Level 3 offences where, after investigation, behaviour is deemed to warrant a more serious sanction</p>
Level 5	Contact with parents, internal isolation (including alternative social times) and same day SLT afterschool detention	<p>Any of the above (levels 1-4) repeated</p> <p>Persistent poor behaviour whilst on report</p> <p>Level 4 offences where, after investigation, behaviour is deemed to warrant a more serious sanction</p> <p>Failure to attend SLT detention after contact with parent</p>

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		Repeated incidents of (or continued) poor behaviour after level 4 sanctions
Level 6	Fixed Term Exclusion 1-45 days	<p>Continued/Repeated incidents of poor behavior following Level 3 and/or Level 4 sanctions</p> <p>Abusive language towards or in direct response to a member of staff; abusive reference to a member of staff</p> <p>Offensive and/or lewd behaviour</p> <p>Persistent bullying after Level 3 sanction, or a serious incidence of bullying</p> <p>Theft</p> <p>False allegations against a member of staff</p> <p>Smoking (including e-cigarettes) on school premises or in uniform (repeat offence)</p> <p>Being in school in possession of or under the influence of alcohol</p> <p>Being in school under the influence of illegal drugs</p> <p>Vandalism involving actual damage</p> <p>Violence against another student/causing harm</p> <p>Action that endangers students, staff or visitors</p> <p>Persistent truancy</p> <p>Bringing the School into disrepute</p> <p>Serious disobedience/defiance of the school's senior leadership team</p> <p>Serious misuse of personal or school technology which contravenes the student guidelines</p> <p>Distributing/sharing material on social media that brings the school into disrepute</p> <p>Serious threatened violence against another student or member of staff</p> <p>Sexual, homophobic or racial assault</p>
	Student may be refused permission to attend future school trip(s)	Serious incidence of poor behaviour on a school trip
Level 7	Permanent Exclusion	<p>Repeated incidents/continued poor behaviour after fixed term exclusion</p> <p>Criminal behaviour</p> <p>Bringing an offensive weapon in school and/or possessing it (<i>Offensive Weapons</i> are defined in the Prevention of Crime Act 1953 as 'any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him')</p> <p>Possessing or supplying an illegal drug</p> <p>Physically attacking or injuring a member of staff</p> <p>Fight or violence against another student leading to serious harm</p>

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	Aggravated sexual, homophobic or racial assault Arson
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