

Behaviour for Learning Policy



Statutory Policy	YES
SLT Lead/Author	AMH
Ratified by Local Board	
Next Review Date	11 January 2021

Contents

- 1: Aims
 - 2: Links with other Policies
 - 3: Definitions
 - 4: Bullying
 - 5: Roles and responsibilities
 - 6: Student code of conduct
 - 7: Rewards and sanctions
 - 8: Behaviour management
 - 9: Monitoring arrangements
-

Introduction

At The Burgess Hill Academy learning is at the heart of all policies. The purpose of this policy is to ensure that students, staff and parents/carers at The Burgess Hill Academy feel supported in creating a constructive and safe learning environment, and that our community develops a strong and consistent approach to rewarding and incentivising positive behaviours through a transparent and robust system of behaviour management.

Behaviour management is based on the principle of positive reinforcement of good work and behaviour, the mutual respect of staff and students and the use of consistently applied sanctions. This will not only encourage students to respect one another regardless of race or gender, to respect property and to respect adults, but it also enables students to be valued and rewarded for their achievements.

All members of the school community have the right to work within a safe, well ordered and supportive environment where effective learning can take place. Everyone is expected to behave in a responsible manner, showing consideration, courtesy and respect for other people at all times. Any action that does not allow teachers to teach, students to learn or is clearly disrespectful of people or property must be challenged.

1. Aims

The Burgess Hill Academy aims to provide the highest quality education where everyone can aspire to be 'Great Learners who believe in their best' By providing both a caring and disciplined environment we believe that students will feel happy, safe and able to maximise the learning experiences offered to them, without distraction or interference.

The implementation of this policy will:

- Encourage students to take responsibility for their own actions
- Outline how 'Great learners' are expected to behave
- Allow all students to develop academically, emotionally and socially
- Create a positive learning environment, outlining our system of rewards and sanctions
- Engender cohesive and consistent behaviour management by all staff
- Secure a safe environment in which students flourish

2. Links with other Policies

This policy should be read in conjunction with:

- Uniform Policy
- Home school Agreement
- Staff Code of Conduct
- Anti-bullying policy
- Race equalities policy
- Attendance policy
- SEN policy
- Exclusions procedures

3. Definitions

The Academy defines acceptable behaviour as that which promotes mutual respect, courtesy, cooperation and consideration from all students in terms of their relationships with other students within/outside the Academy, with staff and with visitors.

This is based on the following:

- The right of all students to have the best possible learning environment.
- The right for everyone at The Burgess Hill Academy to feel safe and cared for and be treated politely and fairly.
- It is the duty of everyone at The Burgess Hill Academy to care for each other and promote a good image of the Academy.
- The ability of everyone to take responsibility for their own behaviour and recognise the impact of their behaviour on others within the Academy and greater community

- Good communication with parents or carers, outside agencies and other schools.

The Academy has defined unacceptable behaviour as behaviour that causes others within the community physical and/or mental/emotional harm and/or behaviour that disrupts the learning community in the Academy.

This can include:

- Name calling
- Verbal abuse
- Threatening language or behaviour
- Intimidation
- Physical/mental/emotional abuse, bullying, cyber bullying and harassment, including racist, sexist and homophobic abuse
- Disobedience to staff
- Use of obscene language
- Use of drugs or smoking materials,(including e-cigarettes)
- Carrying an offensive weapon or any object that could be construed as dangerous or offensive.
- Disruption of lessons/ disruption to the learning environment
- Malicious accusations against school staff
- Malicious use of the internet social networking sites such as Facebook, misuse of the internet, (see Acceptable use Policy)
- Failure to comply with the Academy rules
- Any act which undermines the authority of staff
- Bringing a banned item into school, (See Appendix)
- Any act which undermines the Academies authority or reputation
- The sharing of views or opinions that could be considered to be extreme in nature, designed to cause alarm / distress or spread hate amongst groups within the Academy or community as a whole. (Linked to Prevent.)
- Theft
- Possession of items likely to cause injury or offense to themselves or others

4. 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

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting, blaming, shaming and verbally abusive behaviours
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
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-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

This is in conjunction with our Anti-Bullying policy. We also refer to the revised guidance on Peer on Peer abuse as set out in Keeping Children Safe in Education (2019). Any cases of Peer on Peer abuse will be addressed on a case by case basis

5. Roles and responsibilities

5.1 The Local Board

The Local Board is responsible for monitoring this behaviour policy's effectiveness and holding the Principal to account for its implementation.

5.2 The Principal

The Principal is responsible for reviewing and approving this behaviour policy.

The Principal will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

5.3 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular students
- Recording behaviour incidents on Class Charts both positive and negative

The senior leadership team will support staff in responding to behaviour incidents.

5.4 Parents

Parents are expected to:

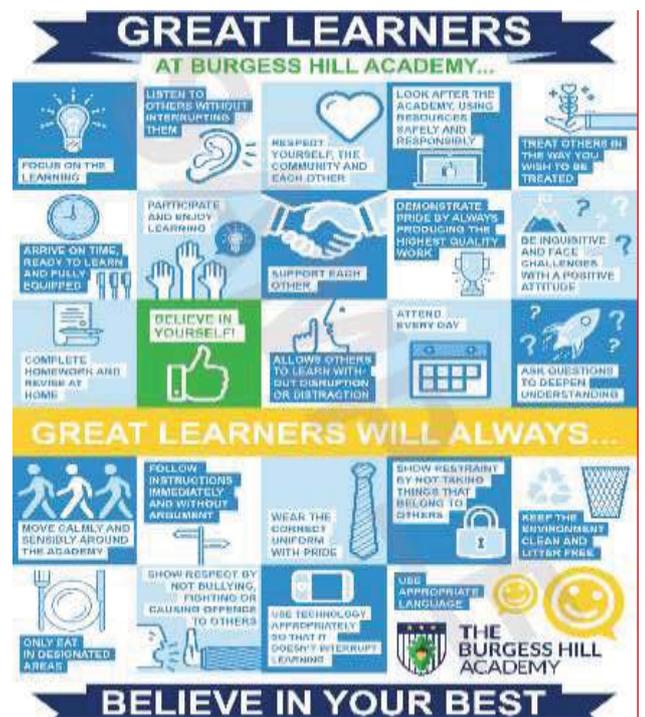
- Support their child in adhering to the student code of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher or pastoral team when required

6. Student code of conduct

At The Burgess Hill Academy we have the expectation that all students are Great Learners and to achieve this students are expected to:

Students are expected to:

- Behave in an orderly and self-controlled way
- Show respect to members of staff and each other
- In class, make it possible for all students to learn
- Move quietly around the school
- Treat the school buildings and school property with respect
- Wear the correct uniform at all times
- Accept sanctions when given
- Refrain from behaving in a way that brings the school into disrepute, including when outside school



7. Rewards and sanctions

At The Burgess Hill Academy we use Class Charts. Class Charts is an online system which teachers use to track achievement and behaviour throughout the school day. Each child and parent have a unique code to access the system and track the students' progress. You will be able to use Class Charts to keep track of your child's behaviour, view attendance records, access their weekly timetable, view assigned homework tasks and track scheduled detentions.

At the Academy we strongly believe that praise is the key to the success of every student's well-being. Our aim is to increase self-esteem and raise achievement by rewarding adherence to the Academy's minimum standards of behaviour. We recognise and promote good and improved behaviour by students through a system of recognition and rewards.

7.1 List of rewards and sanctions

Positive behaviour will be rewarded with:

- Praise
- Class Chart points
- Letters or phone calls home to parents
- Rewards in the rewards store on Class Charts

Students will always be given a chance to consider their behaviour. They will be encouraged and helped to make apologies to other students or staff they may have offended; show they

can keep to the Academy rules; or make suitable restoration. The Academy uses a range of sanctions to deal with inappropriate behaviour by students these may include:

- Misdemeanours/Conduct concern. These are warnings for infringements of our basic behaviour code, e.g. incorrect uniform, littering, swearing etc. Three warnings in a week will result in a sanction
- Patrol Call - Is the removal of a student from a lesson for behaviour that disrupts the learning and teaching of others
- Restorative Justice (when appropriate)
- Verbal reprimand
- Working in student support for a period of time Referring matters to the student support leader
- Communication with parents/carers; Parent meetings
- Referral to external agencies where necessary
- Detentions and loss of social time during and after school hours
- Community Service – including litter picking etc.
- Referring the student to a senior member of staff
- Agreeing a behaviour contract
- Putting a student 'on report'
- Internal Fixed Term exclusions – alternative day 10-4pm
- External Fixed term or permanent exclusion
- Managed move to another school

7.2 Off-site behaviour

Sanctions may be applied where a student have misbehaved off-site when representing the Academy, such as on a school trip or on the way to or from school. Students must take pride when wearing the Academy uniform and be positive role models within our wider community.

7.3 Malicious allegations

Where a student makes an allegation against a member of staff and that allegation is shown to have been malicious, the Principal will discipline the student in accordance with this policy.

Please refer to our safeguarding policy/statement of procedures for dealing with allegations of abuse against staff for more information on responding to allegations of abuse.

The Principal will also consider the pastoral needs of students accused of misconduct.

8. Behaviour management

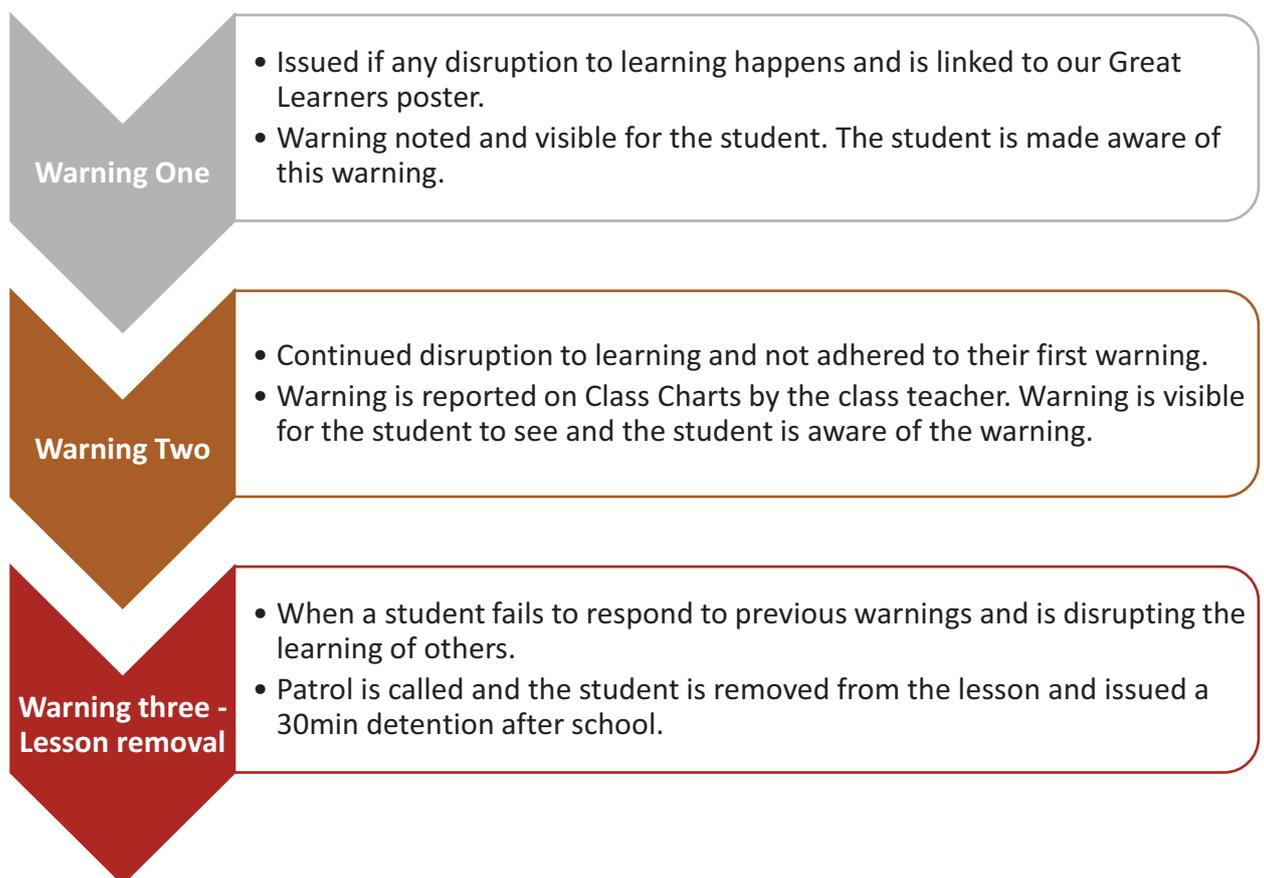
At The Burgess Hill Academy we use our Great Learners poster to create a consistent approach and a positive environment for everyone.

8.1 Classroom management

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

- Create and maintain a stimulating environment that encourages students to be engaged
- Display the Great Learner poster in their classroom and make reference to it throughout lessons.
- Develop a positive relationship with students, which may include:
 - Greeting students in the morning/at the start of lessons
 - Establishing clear routines
 - Communicating expectations of behaviour in ways other than verbally
 - Highlighting and promoting good behaviour
 - Concluding the day positively and starting the next day afresh
 - Using positive reinforcement



Incidents of a slightly more serious nature will be dealt with by the Behaviour Support Manager and Senior Leadership team. For example: Aggressive or intimidating behaviour or if others are at risk of harm. The incident will be recorded on Class Charts by the class teacher and sanctions set by our Pastoral HUB Team. The Pastoral team will monitor students through Class Charts and an escalating scale of sanctions will apply. For example:

- We may be sent to The Pastoral Hub in response to serious or persistent breaches of this policy. Students may be sent to the The Pastoral Hub room during lessons if they are disruptive, and they will be expected to complete the same work as they would in class.

Detentions after school;

The Burgess Hill Academy have same day detentions and Class Charts will inform parents of the detention that is set via email. In negotiation with parents, the Academy may deem that special consideration may be given in regards to a student's safety and 24hrs notice will be given for any detention.

Non-attendance at detentions will result in one of the following (dependant on individual circumstances)

- Leadership detention
- Internal exclusion
- External exclusion

Internal Exclusion

This sanction is used for serious persistent disruption to the learning of others or for an isolated incident that puts at risk the wellbeing of themselves or the others in our community.

If this happens then a member of the pastoral team will come and remove the student from the classroom and evaluate the next steps for the student. This will result in either a short break out of the lesson or an internal exclusion depending on the nature of the disruptive behaviour. Students will be withdrawn from lessons and work in The Pastoral Hub area of the school.

Parents will also be informed of their child's internal exclusion and be expected to support their attendance and contrition. During the period of isolation the student may be expected to write a letter of apology to the staff member that gave the sanction.

Please note:

Repeated failure to complete after school detention will result in parents being called for a meeting and the students will be given one final chance to complete their detentions after school.

A second failure to complete after school detention will result in time in isolation depending on how many detentions have accumulated in the interim.

Failure or refusal to complete internal exclusion will similarly result in a fixed term exclusion (FTE).

An accumulation of fixed term exclusions can result in the decision to remove the student from the Academy permanently.

8.2 Physical restraint

In some circumstances, staff may use reasonable force to restrain a student to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- **Always be used as a last resort**
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents

8.3 Confiscation

Any prohibited items (See Appendix) found in students' possession will be confiscated.

We will also confiscate any item which is harmful or detrimental to school discipline.

Searching and screening students is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

8.4 Student support

The school recognises its legal duty under the Equality Act 2010 to prevent students with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the student.

The school's special educational needs co-ordinator will evaluate a student who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a student, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

8.5 Exclusions

The decision to exclude a student from the Academy is a very serious matter and it will never be taken lightly. However, the Principal and Governors reserve the right to exclude a student in the following circumstances:-

(a) In response to a serious breach of the Academy's Behaviour Policy (b) If allowing the student to remain in the Academy would seriously harm the education, safety or welfare of the student or others in the College.

The Principal will issue a fixed term exclusion. During this time any student who is on a period of exclusion is prohibited to come back onto school grounds and is expected to be at home with parents/carer during school hours. Students will be expected to complete work as outlined in the exclusion letter. This work will be required when the students returns for their reintegration meeting with the principal or other member of senior leadership team.

*The Academy will involve outside agencies including the police and social services if they feel the child's behaviours are a safeguarding concern. For any issues of violence towards another student, the offending students could have the incident reported to the police. Any further incidents could result in permanent exclusion from the Academy.

Permanent Exclusion

It should only be considered to be a serious one off incident if it is an incident without precedent. A serious one-off incident is for cases where the young person involved has no or very few prior behaviour incidents.

If the young person has a history of challenging/concerning behaviours and then there is an out of character or very different type of serious incident, then it would still be considered a cumulative exclusion as there are ongoing needs/behaviours leading up to that different incident. If the Principal needs to reference prior behaviours, needs and strategies in setting the context for the case for exclusion, then the exclusion is cumulative.

9. Monitoring arrangements

This behaviour policy will be reviewed by the Principal and the Local Board on a cycle. At each review, the policy will be approved by the Principal.

Uniform – Information

Boys:

The Burgess Hill Academy blazer*

The Burgess Hill Academy navy jumper*

Plain white shirt

The Burgess Hill Academy grey trousers*

Belts should be plain black with a small plain buckle

Black or white socks

Formal black shoes that can be polished

The Burgess Hill Academy Tie*



Girls:

The Burgess Hill Academy blazer*

The Burgess Hill Academy navy jumper*

Plain white shirt

The Burgess Hill Academy grey trousers or skirt*

Belts should be plain black with a small plain buckle

Black or white socks (no higher than knee length) or plain black or natural tights

Formal black shoes that can be polished

The Burgess Hill Academy Tie*



*In the interests of consistency and ensuring that the appearance of the uniform remains one of pride rather than fashion, these items will have The Burgess Hill Academy Logo and will only be available through our registered suppliers.

Hair

Hair must be worn in a style that, in the judgement of the Academy, is appropriate for a formal uniform situation.

Shaved patterns, hair extensions, extensive braiding* or beading are not acceptable.

Unnatural or extremes of colour, caused through dyeing, tinting or bleaching, are not acceptable.

Hair should be worn in a tidy manner; long hair should not obscure the face. Hair should be tied back as appropriate for various lessons and activities such as PE and science.

Make-up

Years 7, 8 and 9: no make-up must be worn.

Years 10 and 11: light, discreet and natural looking make-up only.

No false nails or eyelashes, nail extensions or nail polish to be worn.

Jewellery

One stud only is permissible per lower ear lobe. No other jewellery is permissible this includes rings and bracelets. If seen then they will be confiscated.

Students presenting with any form of facial piercing (including nose and tongue piercings) will be instructed to remove the items and they will be confiscated.

Only Academy approved badges such as those for prefects and student council members may be worn.

Other

Coats and fashion sweatshirts should not be worn inside the Academy and if seen will be confiscated.

Skirts must not be rolled up.

Substances

- Smoking is not allowed on the Academy premises or while travelling to and from the Academy.
- No cigarettes, electronic cigarettes, lighters or matches should be brought to the Academy.
- No intoxicating substances should be brought into the Academy.
- There should be no aerosols in the Academy.
- There should be no chewing gum in the Academy.
- Canned drinks/energy drinks should not be brought in to the Academy.

Valuables

- MP3 players, iPods/iPads, personal stereos, cameras and computer games should not be brought into the Academy or they will be confiscated.
- Mobile phones are not allowed to be used during the school day, unless directed to by staff to support learning. If mobile phones are seen then they will be confiscated.

- No expensive equipment should be brought into college, except for the purposes of study and only with prior specific permission.

NB Students with extreme uniform infringements or persistent issues should be referred immediately to the Pastoral team.

Basic Expectations

Students- Non Negotiable

Non Negotiable	Explanation	Sanction
Uniform	Uniform checks are the responsibility of tutors. During form time send students to the pastoral hub where necessary for the correct attire. Coats are not allowed to be worn in the building. If a student arrives to a lesson inappropriately dressed please challenge the student.	Logged on Class Charts and negative points given. Persistent issues will result in a detention.
Ready to Learn	Students are expected to arrive on time, fully equipped and ready to learn for each lesson. Equipment checks are the responsibility of Tutors. Students can buy equipment on class charts with their points. Tutors should encourage this (where possible) when students do not have the correct equipment. If a student arrives to a lesson without equipment, please provide equipment and record on Class Charts.	Logged on Class Charts and negative points given.
Punctuality	Students should be on time for lessons. Lateness should always be recorded on Class charts	Logged on Class Charts and negative points given. Persistent issues with punctuality will result in punctuality report.

Presentation of work	Work should be presented in a manner which reflects the best of a student's ability.	Warnings given by the class teacher. Logged on Class Charts and negative points given.
Homework	Students will complete their homework on time and should be rewarded for doing so.	30min same day detention after school. Logged on Class Charts and negative points given.
Food and Drink	<p>Inside the building, food and drink (other than water) should only be consumed in designated eating areas (Hall & area outside the hall).</p> <p>Students may not take hot food from the hall.</p> <p>All staff should challenge students eating outside of designated areas.</p>	<p>Logged on Class Charts and negative points given.</p> <p>Persistent issues will result in a detention at break or lunchtime.</p>
Mobile Phones, headphones/air pods and hoodies/sweaters.	<p>Students will not use a mobile device inside the school. Mobile devices should be switched off and in bags unless being used in lessons as part of a planned activity. If a student uses their mobile phone during the school day it will be confiscated and placed in the pastoral hub.</p> <p>Headphone and hoodies/sweaters are not allowed in school. If they are seen they will be confiscated.</p> <p>Refusal to follow an instruction regarding a mobile phone, headphones or hoodies/sweaters should be treated as defiance – If this is the case, the item should be confiscated and</p>	<p>Confiscation.</p> <p>Logged on Class Charts and negative points given.</p>

	placed in the Pastoral Hub until an agreed time and collected by the student at the end of the day. Persistent or repeat offenders could have further sanctions.	
Students out of lessons	Students will not generally be given permission to leave lessons. In an emergency a student may only leave the classroom with the permission of the class teacher and only one at a time.	Discussion with student for their reason for being out of lessons.