

Berwick Academy

Behaviour Management Policy

Review Date	Reviewer	Review Completed	Adopted	Implementation
10 th September 2018	FGB	10 th September 2018	10 th September 2018	Pastoral Team

Introduction

Berwick Academy is dedicated to ensuring that our Academy supports the learning and wellbeing of students and staff. 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.

The Academy aims to encourage students to accept responsibility for their own behaviour. Promoting respect for others and highlighting the basic values of honesty, fairness, tolerance, and politeness are important aspects of school life. The establishment and maintenance of good order allows effective learning to take place and promote a positive ethos in the Academy. 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.

This policy outlines the expectations we have for students in terms of their behaviour, and sanctions that will be enforced should the policy not be adhered to.

This policy embeds the Academy's core values of Friendship, Learning and Respect.

Aims

The patterns of behaviour that we want in our Academy have to be taught just as thoroughly and as consistently as the rest of the curriculum. In Academies and schools, most of the time, most students behave appropriately. There will be occasions in our Academy when things go wrong, and an effective behaviour policy will help staff to deal with such situations.

The Education and Inspections Act 2006 introduced for the first time a statutory power for teachers and certain other staff to discipline students. Subject to the Academy's behaviour policy, a teacher may discipline a student for any misbehaviour when the student is:

- Taking part in an activity organised by and/or based at the Academy.
- Travelling to or from the Academy.
- Wearing the Academy uniform.
- In some other way identifiable as a student from the Academy.
- Misbehaving at any time, whether or not the conditions above apply, in a way that could have repercussions for the orderly running of the Academy; or posing a threat to another student or member of the public and in doing so adversely affecting the reputation of the Academy.

At Berwick Academy all teaching staff, including student teachers, have the right to impose a range of sanctions up to and including an after school detention should a student's behaviour warrant such a measure. The sanctions should be applied in accordance with the Academy's behaviour policy.

The use of this range of sanctions is extended to certain support staff who are in frequent contact with students – e.g. Teaching Assistants.

Other support staff – Administration staff, Technicians, Dinner Supervisors, Caretakers – have the right to impose sanctions up to and including a lunchtime detention (C3).

Regular visitors e.g. supply teachers, consultant teachers, to the Academy and outside agencies also have the right to impose sanctions up to and including a lunchtime detention, having first discussed the incident with a member of senior management.

Any member of staff, teaching or support, who feels that a student's disruptive behaviour warrants a sanction beyond their remit should seek the advice of senior management.

Only the Headteacher may recommend permanent exclusion. Fixed term exclusions may be imposed by members of the Senior Leadership Team and Heads of Year with the agreement of the Headteacher. Internal exclusions may be imposed by members of the Senior Leadership Team and Heads of Year. Further information regarding exclusions can be found in the Academy's exclusion policy.

The Assistant Headteacher (Pastoral) has the right to place a student in Isolation for a period not in excess of ten days should the student's behaviour warrant such a measure.

In accordance with the Education and Inspections Act 2006, the Academy reserves the right to impose sanctions, if warranted, on a student who is misbehaving while not on the Academy premises but who is under the charge of a member or members of staff, for example, a student who is misbehaving on an Academy trip. The range of sanctions would be up to and including an after school detention. If it was felt that a student's behaviour warranted a more serious sanction, the supervising teacher must discuss the matter with a member of senior management. All sanctions would take place on the student's return to the Academy.

Academy Code of Conduct for Students

At Berwick Academy we recognise that each member of the Academy community has a right to be treated with respect and to work in a clean, calm and safe environment. To help us achieve this aim, we expect our students to:

- Show respect for others by working sensibly in lessons and not disrupting the learning of other students.
- Show consideration for others by moving around the Academy quietly and carefully. This means:
 - Keeping to the left side of the corridor.
 - Opening doors for others.
 - Walking down the corridor, not running.
 - Entering and leaving the Academy by the correct doors.
- Discouraging bullying. This means for example.
 - Not punch, kick or spit at anyone.
 - Not join in name calling.
 - Not damage or steal another person's property.
 - Report incidents of bullying to a member of staff.
 - Never suffer in silence – if you are being bullied, speak to someone about it.

This is not an exhaustive list. Please see the Anti-Bullying policy for more details.
- Come prepared for the day wearing the appropriate uniform and bringing the necessary equipment. This means:
 - Tutors will carry out an equipment check each morning.
 - Bringing to the Academy pens, pencils, student planner and a bag large enough to carry A4 sized paper/exercise books. Following the Academy Uniform and Equipment Policy.
 - Not bringing valuable items to the Academy
 - Not bringing to the Academy anything which could injure/harm another student e.g. knives, drugs etc.
- Attend the Academy regularly and arrive in plenty of time for the start of lessons. This means:
 - Being punctual for registration and lessons.
 - Bringing a parental note to the Academy following an absence.

Six Step Behavioural Procedure

The Academy operates a six step procedure as a means of addressing the problem of poor behaviour. Students who repeatedly disrupt lessons will be moved up the steps. The procedure can also be used in response to a single incident.

Step 1 - applies to every student and entails the monitoring of every student's behaviour.

Step 2 - should a student begin to pick up an unacceptable number of negative reports, they will be moved on to the second step. At this stage parents/carers will be contacted and informed of the concern relating to their child's behaviour. The behaviour will come under closer scrutiny and parent/carers will receive a monthly printout of their child's behaviour record.

Step 3 – if the student continues to disrupt lessons, they will be moved on to step 3. This move will result in the student being referred to the Academy's Pastoral Liaison Group. This is the Academy's multi-agency forum, which meets to discuss those students with problems relating to behaviour, attendance, social and emotional difficulties, and bullying.

The Pastoral Liaison Group may refer a student to other outside agencies, such as the The Hub, or Social Services. The group may also recommend statutory assessment by the Academy's Educational Psychologist.

Parents/carers are invited to the meeting and where a referral has been made because of a student's poor behaviour, the group will establish an Individual Behaviour Plan (IBP) for the student. The student will be set a number of behavioural targets and the plan will run for approximately **eight** school weeks. A review will take place after **four** weeks, and a final evaluation after the end of the eight week cycle. Under exceptional circumstances a decision could be made by the Academy's Pastoral Liaison Group to extend the IBP for a further 4 weeks. Parents/carers will receive a copy of the plan, and will also be able to read the comments made at the review and evaluation stages. Parents/carers and the student will be asked to sign the IBP.

Step 4 – should the IBP be unsuccessful in terms of improving the student's behaviour then the student will be moved on to step 4.

The student will again be referred to the Pastoral Liaison Group, this time to establish a Pastoral Support Programme (PSP). As with the IBP, the student will be set targets and their behaviour will be monitored over a **twelve** week period.

A review (after 6 weeks) and evaluation (after 12 weeks) of the PSP will be carried out and parents/carers will receive copies of both. Parents/carers will be invited to the meeting.

Referrals to outside agencies will also be considered. At Step 4 the Academy will assess the need for early help intervention through a Hub Referral. Parents/carers and the student will be asked to sign the PSP.

Step 5 - should the Pastoral Support Programme fails to bring about an improvement in behaviour, the student will be moved on to step 5. The student will be placed in Internal Exclusion for a period of not less than five days if no previous placement has been made.

Step 6 - should the student continue to disrupt lesson, they will be moved on to the final step in the procedure. The student's SEN status will be reviewed. In accordance with the Academy's exclusion policy, a fixed term exclusion will be recommended if no previous exclusion has taken place. A student on Step 6 will receive a Final Warning from the Headteacher. Parents/carers will be informed that the warning has been given and will be invited to contact the Academy should any further clarification be needed. A new PSP may be established. If a student who has been

given a Final Warning continues to disrupt lessons on a regular basis then the Headteacher will consider a recommendation of permanent exclusion.

The Academy reserves the right to bypass any steps should a student's behaviour warrant such action. This could mean recommending a student's permanent exclusion in response to a single, serious breach of the Academy rules. For example, dealing drugs on the Academy premises would result in an immediate recommendation of permanent exclusion, irrespective of the step the student was on at the time the incident took place.

Movement on the step procedure is not one-way. If a student's behaviour improves over a sustained period of time, usually two terms, then the student will be moved down a step.

The Pastoral Liaison Group

The aim of the group is to adopt a multi-agency approach when dealing with students who are experiencing problems both in and outside of the Academy. The group meets on a monthly basis.

The forum is also used to establish and monitor Pastoral Support Programmes (PSPs) and Individual Behaviour Plans (IBPs). Information shared at the meeting is confidential to the members of the group.

The group comprises the following: Assistant Headteacher (Pastoral), SENDCo, the School Health Team, the Police Liaison Officer, Pastoral Mentor, Education Welfare Officer, Head of Year and the Pastoral Administrator.

An invitation is also sent out to the parents/carers of the student under discussion. The student will also be asked to attend the meeting. The meeting will proceed in the absence of a parent/carer or the student.

The majority of referrals to the group come from the Academy, and principally from the Assistant Headteacher (Pastoral), who has an overall view of behaviour within the Academy.

It remains, however, the right of any member of the group to make a referral. The referral is made to the Assistant Headteacher (Pastoral), who is responsible for sending out all relevant information to the group members. The list below is by no means exhaustive, but identifies the major criteria for referral:

- Students who appear very withdrawn; where there are significant deficiencies in terms of social skills.
- Truancy.
- Crime.
- Students who have received a high number of fixed term exclusions.
- Students likely to be a danger to themselves or others.
- An uncared for child.
- 'Nomad' children.
- Students who are depressed / anxious / underachieving.
- Students not responding to the SEN staged procedures.
- Drug involvement.
- Where there is a sudden deterioration in academic work and/or behaviour.
- When a PSP needs to be established for the student.
- When an IBP needs to be established for the student.

The Assistant Headteacher (Pastoral) will send out information to the members of the group. This information will include curriculum reports, attendance details and the student's behaviour record.

Head of Year (HOY)

Head of Year (HOY) plays an important part in monitoring the behaviour of students. HOY's will monitor the behaviour of all students in their Year. Concerns about the behaviour of individual students should be brought to the attention of the Assistant Headteacher (Pastoral). The Head of Year should consider a range of strategies, including disciplinary sanctions, when dealing with unacceptable behaviour. These strategies include:

- Withdrawal of privileges (end of term treats)
- Letters of concern.
- Referrals to SLT.
- Referrals to Pastoral Liaison Group.
- Placing a student on report.
- Recommending a student for placement in the Bridge.
- Parental contact (letters/telephone calls/meetings).
- Parental interviews.
- Use of outside agencies, e.g. Educational Psychology Service,
- Using the system of consequences.

Consequences and Rewards

At the Academy, we believe that consequences help to underpin the boundaries of acceptable behaviour, but they must not be seen in isolation. They are part of the Behaviour Management Policy which seeks to reward and encourage high standards of conduct and achievement. Indeed, a greater emphasis on rewarding positive behaviour may reduce the need for sanctions.

In each classroom there is a Classroom Discipline Plan, comprising Consequences and Rewards.

Consequences

- Rule Reminder: Name on the board.
- C1: Formal warning.
- C2: 10 minute detention (supervised by the subject teacher).
- C3: 20 minute detention (supervised by a faculty/subject rota).
- C4: 1 hour after school detention. (supervised by a rota of staff)

Rewards are as important as sanctions and we will reward students for good behaviour/work. The importance of rewarding students for good work and behaviour cannot be over-stressed. In our Academy, we will emphasise the positive!

Staff will issue rewards for the following:

- Attendance at an after school session.
- Attendance at an extra-curricular event.
- College student of the week.
- Community award.
- Competing in a Year sporting event.
- Completion of coursework.
- Contributing to an assembly.
- Equipment.
- Fundraising.
- Good academic work.
- Good behaviour.
- Good manners.
- Helping at an extra-curricular event.
- Litter picking duty.
- Meeting coursework deadline (KS4).
- Miscellaneous.
- Representing the Academy at a sporting event.
- Attendance awards.

The Academy uses a Reward System to celebrate and reward good behaviour from students.

Breaches of Uniform and Equipment Policy

- A student arriving out of uniform will be sent to the Quay by their tutor.
- Any student out of uniform is expected to bring a note from their parent/carer to explain why this has happened. A letter will be sent to the student's parent/carer to inform them that the breach of the uniform code has been recorded.
- A second breach of the uniform code, providing the student has brought in an explanatory note from the parent/carer, will result in another letter being sent home.
- Any further breach of the uniform code will result in the student being withdrawn from lessons and spending the day in Internal Exclusion. This will be recorded as an Internal Exclusion. Parents/carers will be informed of the action taken. This action will be taken even in cases where the student has brought in a parental note.
- Any student arriving at the Academy out of uniform and without a parental letter to explain why will spend the day in isolation. Parents/carers will be informed of the action taken
- Banned items of clothing e.g. hooded sweatshirts will be confiscated until the end of the school day.

In the event of a student arriving at the Academy repeatedly out of uniform - with or without a parental note - the Academy reserves the right to take further disciplinary action to address the problem. Sanctions may include: after school detentions, internal exclusions, recourse to the Academy's disciplinary step system and, in the worst cases, the use of fixed term and permanent exclusions.

While it is very important to maintain a high standard of uniform, the Academy recognises there will be times when a student will be out of uniform through no fault of their own. In such cases the Academy will exercise a degree of leniency.

If the Academy has spare items of suitable uniform available e.g. blazer, shoes (which will have been treated with a hygiene spray), ties etc refusal to wear these items instead of missing/inappropriate items will be treated as a refusal to follow a reasonable instruction.

Jewellery

- First breach – the item of jewellery will be confiscated and parents/carers contacted. The jewellery will be returned at the end of the day.
- Second breach – as above.
- Third breach – the item of jewellery will be confiscated and returned at the end of the day. Parents/carers will be contacted and informed that a further breach of the Academy rule will result in an internal exclusion.
- Fourth breach – the item of jewellery will be confiscated and returned at the end of the day. The student will receive another internal exclusion.
- Fifth breach – the item of jewellery will be confiscated and returned when parents/carers attend a meeting with a senior member of staff. The student will receive a two day internal exclusion.
- Sixth breach – the item of jewellery will be confiscated and the student will receive a fixed term exclusion. The jewellery will be returned when the student returns from the exclusion.

Piercings (including facial/nasal piercings) are not permitted. Any student with such piercings will be placed in Internal Exclusion until they are removed. Retainers in piercings are not permitted.

Non-Participation in PE

All students are expected to participate in PE lessons. Students who are ill or injured should bring a letter of explanation from the parent/carer. Students who arrive at the lesson without the correct kit and with no letter of explanation will have the following sanctions applied:

- **First breach – verbal warning.**
- **Second breach – C3.**
- **Third breach – an after school detention (PE Department)**
- **Any further breaches, the student will be given a one day internal exclusion.**
- **If the problem persists the student will receive further internal exclusions.**
- **A fixed term exclusion will be used in the worst cases.**

Students who fail to bring their PE kit will be supplied with one by the Academy. This kit is clean.

A student who fails to bring their PE kit but have a parental note to explain why will also be required to wear the PE kit provided by the Academy.

The lesson activities will be adjusted so that performance is appropriate for the individual, or they will be given a role as a coach/officiator so that progress can still be made. The only exemption to this rule is in cases where putting on a kit could aggravate a medical condition. If a student refuses to wear the kit provided by the Academy, the PE department should contact the Student Services Officer or a member of senior management. The punishment for refusing to wear PE kit supplied by the Academy is a one day internal exclusion.

If a student repeatedly misses PE lessons owing to a medical condition, parents/carers will be asked to provide a doctor's note to clearly establish that the condition is serious enough to warrant the student's non-participation in the lessons.

Mobile Phone/IPads/IPODs/MP3/Smart watches

- First breach – the mobile phone will be confiscated and the phone will be returned at the end of the school day.
- Second breach – the mobile phone will be confiscated. The phone will be returned at the end of the school day. A letter will be sent to the student's parent/carer.
- Third breach - the mobile phone will be confiscated, the student will be placed in isolation for the day. The device will be returned to the parent of the student.
- Any further breaches of this rule will result on other disciplinary sanctions being used. These sanctions will include after school detentions, internal exclusions and, if necessary, fixed term exclusions.
- If this rule is breached further, the Academy will consider a recommendation of permanent exclusion.

The Academy will take very seriously instances where a mobile phone has been used to film or photograph staff or students without their permission. In such cases the mobile phone will be confiscated and the student's parent/carer will be required to come to the Academy to collect it.

The student will be given a formal warning. Should the student be involved in another such incident, a two-day fixed term exclusion will be given and the student will be moved immediately to Step 6 of the Academy's Behaviour Management Policy, the final step prior to permanent exclusion. On the student's return to the Academy, he/she will be given a final warning by the Headteacher. A further breach of this rule is likely to result in a recommendation of permanent exclusion.

Confiscation of Inappropriate Items

There are two sets of legal provisions which enable staff to confiscate items from students:

- The general power to discipline enables a member of staff to confiscate, retain or dispose of a student's property as a punishment and protects them from liability for damage to, or loss of, any confiscated items.
- The power to search without consent for weapons, knives, alcohol, illegal drugs, legal drugs or medication that could result in harm, stolen items, energy drinks, tobacco and cigarette papers, electronic cigarettes and related paraphernalia fireworks, pornographic images, or any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury to, or damage to the property of, any person (including the student). Weapons and knives and extreme child pornography must always be handed over to the police, otherwise the Academy has the right to decide when and if to return the confiscated item.

Screening, Searching and Confiscation

Staff can confiscate any item banned under the Academy rules, including mobile telephones or other electronic devices.

Staff can search a student for any item banned under the Academy rules, if the student agrees. The Headteacher and staff authorised by the Headteacher have the right to search a student or their possessions without their consent, where they suspect the student has certain prohibited items. The items that can be searched for are weapons, alcohol, illegal drugs, legal drugs or medication that could result in harm, stolen items, tobacco and cigarette papers, electronic cigarettes and related paraphernalia, fireworks, pornographic images, any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury to, or damage to, the property of any person including the student. Staff may seize any banned or prohibited item found as a result of a search and which they consider harmful to Academy community.

Screening

Though at present this is not in operation, nor are there plans to introduce such a system, the Academy can require students to undergo screening by a walk-through or hand-held metal detector, even if the student is not suspected of having a weapon. This can be done without the consent of the student. Were the Academy to introduce such a system, any member of staff can screen students.

If a student were to refuse to be screened, the Academy would have the right to refuse to have the student on the premises. This refusal would not constitute an exclusion and the student's absence would be treated as unauthorised.

Searching With Consent

Staff can search students with their consent for any item which is banned by the Academy rules. This would not require a formal written consent – it is enough for the member of staff to ask the student to turn out their pockets, or if the teacher can look in the student's bag, and for the student to agree.

If a member of staff suspects a student has a banned item in his/her possession, they can instruct the student to turn out their pockets or bag, and if the student refuses, the member of staff can apply an appropriate punishment as set out in the Behaviour Policy.

Searching Without Consent

Staff can search for knives, weapons, illegal drugs, stolen items, energy drinks, tobacco and cigarette papers, electronic cigarettes and related paraphernalia fireworks, pornographic images, any article that the member of staff reasonably suspects has been, or is likely to be, used to

commit an offence or to cause personal injury to, or damage to property. This also includes any item banned by the Academy rules which has been identified in the rules as an item which may be searched for. The person carrying out the search must be the same sex as the student being searched, and there should be a witness, ideally also the same sex as the student.

There is a limited exception to this rule. A teacher can carry out a search of a student of the opposite sex and without a witness present, but only where there is reason to believe that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

It is for the Headteacher to decide whom to authorise to carry out such a search. Verbal authorisation will suffice.

Staff, other than security staff, can refuse to undertake a search. The law states that Headteachers may not require anyone other than a member of the Academy security staff to undertake a search. Staff can be authorised to search for some items but not others; for example, a member of staff could be authorised to search for stolen property but not for weapons or knives.

Staff should only undertake a search without consent if they have reasonable grounds for suspecting that a student may have in his or her possession a prohibited item. The member of staff must decide in each particular case what constitutes reasonable grounds for suspicion. The powers allow staff to search regardless of whether the student is found after the search to have that item. This includes circumstances where staff suspect a student of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.

Searches without consent can only be carried out on the Academy premises or where a member of staff has lawful control or charge of the student.

During the Search

The member of staff conducting the search may not require the student to remove any item of clothing other than outer clothing, which means nothing next to the skin or immediately over a garment that is being worn as underwear. Outer garments include hats, shoes, boots, gloves and scarves. Possessions means any goods over which the student has or appears to have control – desks, bags. Under common law powers, Academies/schools are able to for any item providing the student agrees. If a student does not consent to the search then it is possible to conduct a search without consent but only for the prohibited items. A student's possessions can only be searched in the presence of the student and another member of staff. Reasonable force may be used by the member of staff conducting the search.

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, legal drugs or medication that could result in harm, stolen items, tobacco and cigarette papers, electronic cigarettes and related paraphernalia fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force cannot be used to search for items banned under the Academy rules.

After the Search

Staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a *with consent* search, so long as it is reasonable in the circumstances. Where any article is thought to be a weapon it must be passed on to the police.

With regard to items found as a result of a *without consent* search, the member of staff carrying out the search can seize anything they have reasonable grounds for suspecting is a prohibited item (knives or weapons, alcohol, illegal drugs, legal drugs or medication that could result in harm, stolen property, tobacco or cigarette papers, fireworks, pornographic images or articles that have or could be used to commit an offence or cause harm).

Alcohol should be retained or disposed of. Controlled drugs should be handed over to the police, unless there is good reason not to do so, in which case the drugs must be destroyed. In determining what is a good reason for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.

Where they find other substances which are not believed to be controlled drugs, these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs'. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.

Stolen items should be delivered to the police unless there is good reason not to do so, in which case they should be returned to the owner. With regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks).

Where a member of staff finds tobacco or cigarette papers, electronic cigarettes and related paraphernalia they may retain or dispose of them. As with alcohol, this means that the Academy can dispose of tobacco or cigarette papers as they think appropriate but this should not include returning them to the student.

Fireworks found as a result of a search may be retained or disposed of but should not be returned to the student.

If a member of staff finds a pornographic image, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police.

Where the article that has been, or could be, used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of.

Where a member of staff finds an item which is banned under the Academy rules, they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.

Any weapons or items which are evidence of an offence must be passed to the police as soon as possible.

Where the person conducting the search finds an electronic device they may examine any data or files if they think there is good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so. In determining a good reason to examine or erase data or files, the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the Academy rules. If inappropriate material is found on the device, it is up to the member of staff to decide whether they should delete that material, retain it as evidence (of a criminal offence or breach of

Academy discipline) or whether the material is of such seriousness that it requires the involvement of the police.

Telling Parents/Carers and Dealing with Complaints

The Academy are not required to inform parents/carers before a search takes place or to seek their consent to search their child. There is no legal requirement to make or keep a record of the search. The Academy will inform the individual student's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so. Complaints about screening or searching should be dealt with through the Academy's complaints procedure.

Out of Bounds

Students found in out of bounds areas will be given a C3 (duty staff detention).

Swearing

Any student who is heard swearing will receive an after school detention (C4).

Swearing at a member of staff will result in a minimum of an Internal Exclusion.

Leaving the Academy Premises

- Any student who leaves the Academy premises without permission will receive a C4 one hour after Academy detention.
- After two breaches of this rule, the student will be given a one day internal exclusion.
- Subsequent breaches of this rule will lead to further internal exclusions and fixed term exclusions.

Lunchtime Arrangements

- Students in other year groups who wish to leave the premises at lunchtime will need permission from the Academy. Parents/carers of these students should contact the Headteacher, so that a meeting can be arranged to discuss this matter.
- The Academy will not hand out temporary lunch passes, except in the case of an emergency.

Smoking

This is a non-smoking site, a rule which applies to staff and students alike. This ban also applies to e-cigarettes. There will be serious consequences for any student who chooses to breach the no-smoking rule. Any student found smoking in school or travelling to school will serve a fixed-term exclusion.

Failure to Arrive at a Detention:

- A student who fails to arrive at a C2/C3 detention will be given one warning and the students' parent/carer will be contacted. The C2/C3 detention will be rescheduled. If the student again fails to attend the C2/C3 detention, they will receive an after C4 detention.
- After two missed after school detentions, the student will be given a one day internal exclusion.
- After three internal exclusions for failure to arrive at a detention, the student will receive a fixed term exclusion.
- The above sanctions also apply to students who **repeatedly** (i.e. on more than 2 occasions) fail to attend registration/assembly. However, the Academy accepts that there may be occasions when a student has a legitimate reason for failing to attend registration/assembly.

Truancy

Internal Truancy i.e. the student has been present in a school session but does not attend a lesson/leaves a lesson with permission/lessons/leaves the site before the end of a school session.

- C3 detention to catch-up missed learning.
- After two incidents of truancy, the student will do a C4 after school detention.
- After three incidents of truancy, the student will be given a one day internal exclusion.

Alcohol

- Any student who brings alcohol on to the Academy premises will receive a fixed term exclusion.
- If the student brings alcohol on to the Academy premises a second time, a recommendation of permanent exclusion will be made.
- Any student who 'spikes' the drink of another student with alcohol will be permanently excluded.

Weapons

- A student bringing a weapon on to the Academy premises is likely to be permanently excluded. A judgement will be made as the level of threat the weapon itself represents to the health and safety of the other students. Weapons include knives, darts, guns of any description, including air pistols and BB guns.
- In all cases of a weapon being brought on to the Academy premises, the police will be informed.

Illicit Substances

- The priority in all incidents relating to the use of illicit substances is the health and safety of the student.
- First incident (use or possession): five day fixed term exclusion.
- Second incident (use or possession): permanent exclusion.
- First incident (supplying): permanent exclusion.
- In all cases the police and the student's parents/carers will be informed.
- The details of all incidents relating to illicit substances should be entered in the Drugs File and a copy should be given to the Academy's Drugs Coordinator.