

REWARDS AND BEHAVIOUR

We believe that good conduct, effort and achievement should always be encouraged and recognised within the school community by staff and parents/carers alike. Praise is a regular and integral part of Academy life. Parents/carers and staff should endeavour to praise and reward whenever possible. Some of the many strategies used are:

- Celebration and praise of individuals, groups or year group
- Work display-classroom/whole Academy ethos
- House points
- Department rewards
- Parental contact for positive reasons eg postcards sent home
- Student responsibilities eg prefects, student council, peer mentors
- Assembly/public praise, celebration etc.
- Press - public celebration
- Annual KS4/KS3 commendations
- Headteacher commendations
- Attendance certificates
- Record of achievement
- Newsletters
- Academy website
- Star student awards

House points can be awarded by staff for progress or achievement. This may be in lessons or equally wherever students merit being rewarded for their positive choices. House points collected by students may be traded for rewards in the Academy such as vouchers. Students are consulted on the types of awards they value and want to be available.

CONSEQUENCES

Students who chose to break the Academy rules will receive a consequence as a result of their actions. Consequences for lessons and around school:

C1: First clear warning given to student and clearly explained. For disrupting teaching and learning in the classroom this will be written on the whiteboard.

C2: Second clear warning given to student and clearly explained. For disrupting teaching and learning in the classroom this will be written on the whiteboard. A C2 offence **may** result in a 5-10 minutes call back with the class teacher or member of staff. (Persistent C2 offenders may face departmental intervention, which could involve time with Leaders of Learning, detentions etc). Lateness to lessons or failure to bring equipment may result in a call back with the Tutor or class teacher. The conduct of students is monitored by tutors. Should this monitoring reveal concerns, parents/carers will be contacted proactively to address them.

C3: Following two clearly recorded warnings for disrupting teaching and learning in the classroom or failure to attend a 5-10 minute detention or inappropriate behaviour around-

school a student will be given an AFTER SCHOOL DETENTION. It is the responsibility of the student to record detentions in their planner when issued. As a courtesy the Academy will give at least 24 hours home notice. **It is the student's responsibility to inform parents/carers and attend the detention at the required time.** If a student misses or fails a detention they will be detained at the next after school detention without further home notice. If a student misses or fails the same detention twice they may be taught in the Academy Inclusion room for the fifth period of the day when they next attend school and complete their detention at the end of the day without further notice.

Around school misconduct or use of a mobile phone/ipod/headphones may result in a **C3 after school detention**, especially when reminders and warnings have not been heeded.

C4: Following further misbehaviour or inappropriate attitude, the student may be sent or escorted to the Leader of Learning for a calming down or reflective time. Students will be returned to lessons at the earliest opportunity, when deemed ready to fully engage in their learning. Further misbehaviour or inappropriate attitude in this setting may lead to time in the Internal Exclusion area.

When judged to be appropriate by the Senior Leadership Team the consequence of poor behaviour maybe restorative, eg, students dropping litter may be directed to pick litter for a period of time. In some cases the consequences will include the involvement of a Student Behaviour Board to address the impact of their poor choices on their peers.

C5: Immediate referral of the student to Internal Exclusion for a fixed period of time to be determined by Senior staff and Leaders of Learning. For serious classroom or around school offences such as violence, foul language, bullying or extreme rudeness. Home contact will be made for any C5 offences. An after school detention may also be part of this sanction.

C6: Further extended Internal Exclusion period following failure to complete set tasks, and/or inappropriate behaviour/attitude whilst in Internal Exclusion, with a support reintegration programme before returning to a certain subject lesson or lessons generally. This period will be extended until the student has demonstrated his/her readiness to rejoin the Academy community in a positive manner. Failure to respond positively in **Internal Exclusion** or any extreme misbehaviour in any setting could mean exclusion for a fixed amount of time determined by the Headteacher.

C7: Authorised by the Headteacher, a set time in Internal Exclusion for a fixed number of days for extreme misbehaviour or attitude. Parents/carers and Governors will be informed and parents/carers may be expected to attend a formal student reintegration meeting before the student returns fully to the Academy community.

C8: External exclusion for a fixed amount of time for very serious or persistent offences eg premeditated violence, threatening behaviour towards staff and/or students etc. Parent/carers, Governors and the Local Authority will be informed and parents will be

expected to attend a formal student reintegration meeting before the student returns to the Academy community.

C9: Student placement at the local Alternative Provision School, a managed move to another local school, or in very extreme circumstances, permanent exclusion.

A student behaviour report card, with specific targets for home and school to monitor, may be issued after C3 to C8 offences.

Homework completion will be monitored by staff. Failure to complete homework will lead to action to support the student such as contact home and compulsory attendance at Homework Club.

SUBSTANCE MISUSE

For the purpose of the Academy the taking/use of substances listed below will be referred to as substance misuse:

Volatile (sniffable) substances (eg petrol, alkyl nitrites, butane, aerosols); over-the-counter medicines (eg Paracetamol, cough medicines); prescription medicines (eg tranquillisers, amphetamines, anabolic steroids); alcohol, tobacco, other legal drugs (eg caffeine), legal highs, illegal drugs (eg cannabis, heroin, LSD, or ecstasy).

The Academy works to try to prepare for the world in which they will live and will do all possible to prepare, inform and educate young people about the possible consequences of drugs use. We are committed to the health, safety and well-being of members of the Academy community and we will actively pursue a policy of “protection for everybody”.

We believe and support the following educational aims in respect of substance use and misuse:

- To enable students to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills
- To provide relevant information about substances.
- To increase understanding about the implications and possible consequences of use and misuse.
- To widen understanding about related health and social issues, eg sex and sexually transmitted diseases, crime, HIV, AIDS and hepatitis (in conjunction with Sex Education/Health Education Policies).
- To seek to minimise the risks that users and potential users face.
- To encourage positive dialogue and learning through inter-active teaching within safe classroom boundaries eg PSHCE lessons.

a) Incident Response

The Academy will consider each substance misuse incident (suspected or actual) individually and recognises that a variety of responses will be necessary to deal with incidents. This may

involve searching of lockers or asking students to turn out bags, pocket contents etc. If there is any suspicion of wrongful intent with regard to substances etc, the Academy will consider very carefully the implications of any action it may take. It seeks to balance the interests and welfare of the students involved, other Academy members and the local community. Engaging and cooperating with a support agency is expected when deemed necessary by the Academy. Permanent exclusion is seen as a last resort as it may only transfer the problem, but serious consequences may be deemed the best way forward by the Governors' Disciplinary Committee.

b) Actual/Rumoured

In instances involving substance misuse, possession of or supply of (either actual or rumoured) parents/carers will be informed at the earliest opportunity by the Headteacher. The Academy and the parents/carers can then work together to support the young person involved.

c) Disclosure

If a student wishes to disclose any information regarding substances, either personally or regarding others they should inform a teacher. Staff will never guarantee a child absolute secrecy and the boundaries of confidentiality will be made clear to a young person before he/she is encouraged to disclose information. The whole school community recognises the need to deal sensitively with any issues related to children and their families and will not disclose information to any individual or agency without first considering the health and safety of the student.

d) Smoking

The Academy maintains a no smoking policy within the building or on the Academy site. The Academy takes the smoking of cigarettes or e-cigarettes (or associating with smokers) by students very seriously, either on the Academy premises or whilst travelling to and from school. Smoking offences will mean a minimum consequence of a fixed term in the Internal Exclusion area (C7).

e) Police

Where it is suspected that substances are taken or sold on the premises, details regarding those involved, as well as any relevant information, will normally be passed to the Police Liaison Officer or appropriate agencies.

OFFENSIVE WEAPONS

Any student who brings an offensive weapon onto the academy site will receive a minimum consequence of an exclusion (C8) the duration of which will be decided by the Headteacher. The police will be notified in these instances. The Academy will consider each incident (suspected or actual) individually and recognises that a variety of responses will be necessary to deal with such incidents. This may involve searching of lockers or asking

students to turn out bags, pocket contents etc to ensure that all members of the academy community remain safe.

EXCLUSIONS

In line with Department for Education guidance only the headteacher of the academy can exclude a pupil and this must be on disciplinary grounds. A pupil may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently.

Parents or carers will be notified in the first instance by telephone by the headteacher or deputy headteacher. Parents or carers will also be communicated to in writing of the decision to exclude, reason for the exclusion, the duration and when the reintegration meeting will be held.

Following a fixed period exclusion the reintegration meeting will be held between the headteacher, student and parent. In this meeting there will be a discussion around any causal factors and possible intervention in order to reduce the need for a subsequent exclusion

Parents and carers have the right to make representations about the exclusion to the governing board. Details about this are given in the exclusion letter.

In line with DfE guidance the behaviour of a pupil outside of the academy can be considered grounds for an exclusion.

All children have a right to education. The academy will take reasonable steps to set and mark work for pupils during the first five school days of an exclusion; and alternative provision must be arranged from the sixth day.

A decision to exclude a student permanently (C9) should only be taken:

- in response to a serious breach or persistent breaches of the academies behaviour policy; and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the academy.

A copy of the DfE guidance is included at the end of this document for reference.

CONTACT DETAILS

The acting headteacher Mr S Yalden is the point of contact for serious behaviour incidents involving members of the academy community. syalden@looe.cornwall.sch.uk is a monitored email address that can be used to contact the academy out-of-hours in an emergency. Alternatively parentcontact@looe.cornwall.sch.uk or enquiries@looe.cornwall.sch.uk can be used for regular queries.