



# Manor Drive Secondary Academy

## ACHIEVEMENT AND BEHAVIOUR POLICY

**PRESENTED TO GOVERNORS DURING THE AUTUMN TERM 2022**

Date approved: <sup>1</sup>	8 December 2022
Date reviewed: <sup>2</sup>	
Date of next review: <sup>3</sup>	Summer 2025

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<sup>1</sup> This is the date the policy was approved by the meeting

<sup>2</sup> This is the date the policy was reviewed prior to its approval above

<sup>3</sup> This is the date as set by the policy review clause or the date approved plus two years

*This Behaviour Policy reflects DfE guidance and complies with Section 89 of the Education and Inspections Act 2006.*

## **1. Introduction**

- 1.1 Manor Drive Secondary Academy is totally committed to the concept that everyone within our Academy should feel safe, content and supported.
- 1.2 Order is paramount in any successful Academy and we will provide a structure which underpins effective teaching and learning. We will utilise the full range of sanctions, from verbal reprimand to permanent exclusion, to deal with situations on their merits. We will always be guided by the principle that no student should be allowed to compromise the safety or disrupt the learning of others.
- 1.3 We will recognise and celebrate achievement at all levels and we will strive to ensure that all students feel valued.
- 1.4 Our curriculum will support our aims by teaching students about their responsibilities and the consequences of the decisions they make.
- 1.5 We adopt a zero tolerance stance on all forms of bullying (see Anti-Bullying policy for Students). Incidents will be dealt with promptly and strongly.

## **2. Aims**

- 2.1 We will:
  - Insist on positive behaviour both in and out of school
  - Clearly state what is expected of students, staff and parents/carers
  - Provide guidance on rewards and sanctions
  - Encourage a culture of self-discipline and respect between students, staff and parents/carers
  - Strive at all times to keep students safe, valued and supported

## **3. Consultation**

- 3.1 Staff and students are regularly consulted about what constitutes positive behaviour. Students receive regular reminders and updates about rewards, rules and sanctions.
- 3.1 Other relevant policies/statements
  - MDSA Behaviour for learning principles, sanctions and classroom code
  - Code of conduct for teachers
  - Code of conduct for students
  - Anti-Bullying policy
  - Home/Academy agreement
  - Safeguarding
  - Exclusions
  - Physical Intervention Policy
  - Trips and Visits Policy
  - Sexual Violence and Harassment Between Young People Policy

#### **4. Student Conduct**

- 4.1 Students are expected to be polite and to show consideration towards peers and all other members of the Academy community.
- 4.2 Students, whether in or out of the Academy, are expected to have respect for themselves which will be manifested in high standards of behaviour, attitude and effort. They are also expected to maintain high standards of dress. Students must show respect for their environment in terms of both their own and others' property.
- 4.3 Students must show respect for others, their feelings, opinions, cultures and differences.

#### **5. Rewards**

- 5.1 Students will be rewarded both collectively and individually for adhering to the Academy standards and expectations. Rewards will be managed by the Headteacher and will be meaningful and age appropriate.
- 5.2 Some examples of our rewards are:
  - Praise by staff
  - Positive reward points
  - Celebration assemblies
  - Celebration breakfast / lunches
  - Early lunch passes
  - Certificates / trophies / medals
  - Prizes (vouchers etc)
  - Celebration days

#### **6. Sanctions**

- 6.1 Our sanctions will be reasonable and proportionate as we strive to maintain high standards at the Academy. Account will be taken of individual needs and the needs of others.
- 6.2 Sanctions will be used consistently and will be clearly communicated to both students and parents/carers.
- 6.3 The Academy has a range of sanctions which will be applied with varying degrees of frequency and severity.

Some examples are as follows:

- Verbal reprimand
- Email home
- Negative behaviour points
- Moving student seats
- Remove from lessons
- Telephone call to parents/carers
- Break/lunch/after school detention

- Subject / Tutor Report
- Internal Exclusion (part/full day)
- Part time timetable
- Fixed Term Exclusion
- Permanent Exclusion

6.4 In all cases of serious misconduct, both inside and outside of the Academy, the Senior Team or parents, may choose to make a referral to the Police or any other outside agency.

## **7. Exclusions**

7.1 The Academy follows Government guidance on Exclusions. We aim to operate within the principles of fairness and natural justice whilst acknowledging the needs of our whole Academy community.

7.2 Parents/carers have the right to make representation to the Local Governing Committee about Exclusions and the Governors will consider all such representations.

7.3 Permanent Exclusion would always be considered in response to serious breaches of this Behaviour Policy and if allowing the student to remain in the Academy would seriously harm the education or welfare of others in the Academy.

## **8. Searching Students**

8.1 Academy staff can search students with their consent for any item which is banned under the Academy rules.

8.2 The Headteacher and staff (authorised by the Headteacher), have the power to search students or their possessions without consent, where they suspect the student has a prohibited item. These are:

- Knives / offensive weapons
- Alcohol
- Solvents
- Illegal drugs
- Stolen items
- Tobacco / cigarette papers
- Fireworks
- Pornographic images
- Any item that has been, or could be, used to commit an offence, cause personal injury or damage to property

(Please note this list is not exhaustive)

8.3 Searches will be carried out professionally and discreetly and in a manner as to minimise embarrassment or distress. Any search of a student will be carried out by a staff member of the same sex as the student. If possible, another member of staff will also attend.

## **9. Use of Reasonable Force**

- 9.1 In accordance with the Physical Intervention Policy, all Academy staff have the right to use reasonable force to prevent students:
- Committing an offence
  - Injuring themselves or others
  - Damaging property
  - Also, to maintain good order and discipline in the classroom/Academy environment
- 9.2 The Headteacher, and staff (authorised by the Headteacher), can use such force as is reasonable to search a student without consent for prohibited items which present a risk to the health and safety of other members of the Academy community.
- 9.3 When restraint is used by staff, this is recorded in writing and the parents/carers of the student will be informed. Force is never used as a form of punishment.

## **10. False Allegations Against Staff**

- 10.1 Where a student makes a deliberate false accusation against a member of staff, the Headteacher will consider what disciplinary action to take. When such allegations are made, appropriate support will be provided to the member of staff involved.

## **11. Parents/Carers**

- 11.1 The Academy expects parents/carers to sign the Home/Academy Agreement and are encouraged to work with the Academy to ensure that their children understand and contribute to the maintenance of a safe and secure Academy environment. We expect parents/carers to support us in ensuring that their children's behaviour does not impinge on the learning of others. Parents/carers are entitled to an explanation of actions taken by the Academy in terms of maintaining excellent behaviour and discipline in the Academy.

## **12. Internal and External Agency Support**

- 12.1 Students may be referred to appropriate external agencies to assist behavioural issues. This may be Peterborough Inclusion Service or CAMHS (Child and Adolescent Mental Health Service). An Early Help Assessment would be created to allow access to these services.
- 12.2 Parents/carers will be informed if a child is involved with an outside agency (unless there are known Child Protection issues).
- 12.3 Internal intervention may be through Pastoral staff or allocated NHS School Nurse.

## **13. Recording**

- 13.1 Most minor classroom issues do not have to be formally recorded as they are being dealt with as part of everyday classroom management strategies.
- 13.2 All other behavioural issues are recorded on the school MIS. All issues dealt with by Pastoral staff are formally recorded on the student's behaviour record. The data

provided lead to detailed analysis and reporting of behaviour in the Academy to Senior Team and Governors.

- 13.3 Decision making at the Academy is hierarchical.
- 13.4 Low level incidents are often dealt with by classroom teachers and Pastoral staff.
- 13.5 Any incident which leads to a tangible sanction (pastoral detention, behaviour report, exit from class, internal exclusion) are reviewed by Pastoral staff.
- 13.6 All incidents which lead to Fixed Term Exclusions are dealt with by the Senior Team. Re-entry meetings will be chaired by a member of pastoral staff or in more serious circumstances, the Pastoral Lead. Students at risk of permanent exclusion may involve a Governor re-entry meeting which will always involve a member of the Senior Team.

#### **14. College Trips and Visits**

- 14.1 Behaviour on Academy visits will be dealt with in line with this Policy. Consistent poor behaviour may lead to non-participation in any Academy trips or visits, subject to discussion between appropriate staff (Pastoral Lead, parent/carer, Senior Team). See Appendix 1.

#### **15. Review**

- 15.1 The Headteacher and the Senior Team will evaluate this Policy by collecting, analysing and discussing all behavioural data by age, gender, ethnicity, Pupil Premium, SEN. The discussion will be a regular agenda item in Senior Team meetings.

- 15.2 The Governors will review this policy in line with the procedure for policy review.

- 15.3 Date for Review  
If no other reason for review, this policy will be reviewed every three years by the Governors.

## **Appendix 1**

### **1.0 STUDENT BEHAVIOUR PRIOR TO TRIPS AND VISITS**

- All students attending trips/visits must show they can be trusted to behave and follow instructions given to them by staff. Where there is concern over a particular individual's ability to behave or follow staff instruction prior to the trip/visit, the Academy reserves the right to stop that student attending the trip/visit.
- Information held by the Pastoral Lead will be used to determine whether a student should or should not be allowed to attend a trip/visit.
- If a deposit or any other payment is made in respect of any particular trip/visit or activity and a student's behaviour is such that, having regard to the Academy's policies on behaviour and discipline, the student is refused permission to participate then all such payments shall, unless otherwise agreed, be retained by the Academy to defray costs, expenses and any losses relating to that planned event.

### **2.0 IN THE EVENT OF A BEHAVIOUR INCIDENT ON A TRIP/VISIT**

- The trip/visit Leader will make the decision as to the appropriate action initially and will use their judgement as to whether they should contact the on call member of Senior Team for further support and advice.
- In the event that parents/carers need to be contacted about the incident this will likely be by the on call member of Senior Team following discussion with the trip/visit Leader.
- It may not be possible for the trip/visit Leader to speak directly to parents/carers as the priority will be ensuring the safety and smooth running of the trip/visit.
- It may be appropriate to isolate a student from the rest of the group. Any such student will be supervised by a member of staff.
- It may be appropriate to confiscate mobile devices from students.
- Written statements from students will be taken whenever possible.
- Written statements will also be completed by staff on return to the Academy.
- All action taken will be in the interests of keeping all students safe and to try and ensure the incident does not lead to any further issues.
- Following serious behaviour incidents on a trip/visit a full investigation will take place on return to the Academy and the Academy may impose further sanctions, including exclusion if appropriate.

### **3.0 SENDING A STUDENT HOME FROM A TRIP/VISIT DUE TO POOR BEHAVIOUR**

If a student's behaviour threatens safety; brings the trip/visit party into disrepute, or makes the continuation of the trip/visit impossible, it may be required to send the student home. The course of events should be:

- The trip/visit Leader will have been in contact with the on call member of the Senior Team regarding the issue. Trip/visit leader takes the decision that the student should be sent home and informs a member of the Senior Team on call. Agreement from the Headteacher will be needed.
- If both unavailable then the on call member of the Senior Team will have to be in agreement.
- Trip/visit leader or member of the Senior Team contacts parents/carers of student to explain their decision and arrange for transport home.
- Transport home will normally occur in one of three ways:
  - a) Parent comes and fetches the student – the easiest method, and recommended for UK trips.
  - b) If air transport is available, parent agrees to meet student at airport. Ticket is purchased by parent and arrangement made for ticket to be collected at airport. Student is accompanied to airport by Academy staff and checked in as an 'unaccompanied minor'. Staff may leave student once he/she has passed through passport control into the departure lounge.
  - c) If the parent refuses or is unable to meet the student, they will have to be accompanied back to the Academy by a member of staff. The parent will be asked to pay for the transport of the student and the two-way travel of the member of staff.
- As soon as is possible, the trip/visit Leader should prepare a written report detailing the behaviour and the return home arrangements.