



THE ACADEMY OF  
**ST FRANCIS**  
**OF ASSISI**

# **Behaviour for Learning Policy**

**2017-18**

<b>Review Period</b>	Annually
<b>Person Responsible for Policy</b>	Head of School
<b>Governing Committee</b>	Full Governing Body
<b>Date of Trustees Approval</b>	March 2018
<b>Date for Review</b>	March 2019

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## **Introduction**

Our distinct Christian ethos underpins every aspect of Academy life at St Francis of Assisi. It is an ethos which is felt, lived and experienced by all. The everyday life of our Academy is firmly rooted in unique key values, based on the Gospel message which provides hope for all.

## **Our Values:**

Our unique values are

- Respect
- Ambition
- Pride
- Happiness
- Peace and Reconciliation.

## **Objectives:**

- To ensure that all members of the school community are aware of the aims and expectations of the school in terms of behaviour and consistency;
- To encourage good, orderly behaviour and self-respect as well as respect for others, uniform, equipment and the environment;
- To provide consistent and effective support for staff and students;
- To provide clear guidelines to colleagues on the consistent use of rewards and sanctions;
- To promote a positive attitude to learning and provide a learning environment that enables students to realise their potential and make progress;
- To support students in achieving success and encourage patterns of good behaviour through a range of rewards;
- To deal with incidents of unacceptable behaviour with appropriate sanctions;
- To ensure that all students are treated equally and fairly with regard to rewards and sanctions;
- To ensure that students, parents and carers are aware of the rewards and disciplinary referral routes.

## **I. 'Success for All'**

At The Academy of St. Francis of Assisi our students are at the heart of everything we do. We strive to empower our students to ensure that they all reach their potential and that our mission 'Success for All' is realised. We expect the highest standards of behaviour. Our Academy is dedicated to Success for All and we firmly believe that every student has the right to learn and every teacher has the right to teach.

As a caring school we treat everybody with respect, are proud members of the school community and show peace and reconciliation to all. Any behaviour that disrupts learning or prevents progress for all is not in line with our values and staff will work quickly and effectively to help get students back on track.

Our students are expected to behave in a manner which does not bring the name of our school into disrepute, or threaten the health and safety of other students, staff or members of the public. This includes the journey to and from school and any school visits.

### **Key Members of Staff:**

Head of School	Mrs T Greenough
Executive Head of School	Mrs Pontifex
Assistant Headteacher	Mrs Cousineau
Pastoral Team:	
Designated Safeguarding Lead	Mrs Welsh
SENCO	Miss Riley
KS4 Director of Progress – Pastoral	Mr Loughnane
KS3 Director of Progress – Pastoral	Mrs Thompson
Yr. 7 Head of Year	Mr Docherty
Yr. 8 Head of Year	Mr Schofield
Yr. 9 Head of Year	Miss Williams
Yr. 10 Head of Year & Deputy Safeguarding Lead	Mrs Jones

Yr. 11 Head of Year

Lead Learning Support

Reconciliation Centre

Mr Docherty

Mrs Welsh

Mrs Melia

## 2. Expectations

### Uniform and Appearance

A high standard of personal appearance is expected of all students and anyone arriving at school in incorrect uniform will be loaned items from Student Services.

<b>Coats</b>	May be worn to and from school but must be put in lockers upon arrival. If carried around school, it will be removed and kept until the end of the day.
<b>Bag</b>	A school bag is compulsory. Small handbags and carrier bags are not allowed.
<b>Blazer</b>	Must be worn every day and to all lessons.
<b>Shirt</b>	Must be tucked into trousers or kilt.
<b>Tie</b>	Must be fastened to the neck.
<b>Shoes</b>	Plain black. Must be suitable for school and worn to and from school. High heels are not allowed. Trainers of any type are not allowed.
<b>Headscarves</b>	Girls may wear a headscarf for religious or cultural reasons. Headscarf must be plain navy or black.
<b>Turbans and Kipot</b>	Boys may wear a turban or kippah for religious or cultural reasons. They must be plain navy or black.
<b>Jewellery</b>	A watch is allowed. One pair of small stud earrings to be worn in the lobe of each ear allowed. Covering of other piercings with plasters is not allowed.
<b>Make- up</b>	Minimal make up which is not obvious is allowed. False tan, false eyelashes and nail varnish are not allowed.
<b>Hair</b>	Hair should be tidy. Unnatural hair colours (pink, green, two tone etc) or hair extensions are not allowed. Shaved heads or any form of hair marking is not allowed.

### Equipment

It is essential that students have the correct equipment each day so that they are ready to learn.

<b>Bag</b>	A school bag is compulsory. Small handbags and carrier bags are not allowed.
<b>Stationery</b>	All students must have a pen, pencil and ruler in their bags.
<b>PE Kit</b>	This must be brought into school on relevant days.
<b>Planner</b>	These are issued at the start of each year and must be carried by students at all times. They should be put on the desk at the start of each lesson. Students must record homework in them and parents/carers and form tutors should sign them once a week. Replacement planners can be bought from Student Services at the cost of £2.

## **Travelling To and From School**

**Attendance:** All students are expected to be in school every day.

**Punctuality:** Students can arrive at school from 8am. Students must be in registration or assembly by 8.45 am or they will receive a late mark. Any student who is late will receive a lunchtime restorative session.

**Permission for students to leave school:** Students are only allowed out of the Academy with signed permission from SLT.

**Travelling to and from school and school trips:** Students are ambassadors of the Academy. At all times they are expected to model the values of the Academy.

### 3. Rewards

Students have the opportunity to be recognised for living out our values, for their attitude to learning and excellent attendance and punctuality to school. Students can be awarded on a daily, weekly and half-termly basis.

#### Attitude to Learning (ATL) Grades:

##### In Lessons:

Each lesson a student will be marked present with a grade 2. During the lesson students have the opportunity to be awarded a grade 1 for working beyond expectations.

##### Head of School Award:

Staff will nominate one student per year group for the 'Head of School' award each week. Students will meet the Head of School on a Friday morning for their award which will also be celebrated in the 'Book of Excellence' at the front of school.

##### Every Half Term:

DOPs will award the top three students in each year group with a certificate and voucher during year group assemblies. Students with a specific amount of Grade 1 ATL may also receive a bronze, silver or gold star badge. In addition to this the top 50 students from across the school will go on a trip each term.

#### ATL Grade Criteria:

- Grade 1** I have displayed an outstanding attitude to learning and made excellent progress
- Grade 2** I have displayed a good attitude to learning and made good progress
- Grade 3** My effort and attitude to learning require improvement
- Grade 4** I have displayed a poor attitude to learning and made very little progress

#### ATL Star Badges Criteria:

Bronze Star Badge

Silver Star Badge

Gold Star Badge



**Whole School Assemblies:**

The student with the most grade 1s in each year will be recognised at the whole school assembly each term. Their parents/carers will receive a letter of recognition, a photo will be printed in the newsletter and posted on the school website.

**Departmental Rewards:**

Each department also has a range of rewards for students linked to ATL. These include:

- ATL Grades on SIMS
- Stickers and Stamps
- Postcards of praise
- Letters home
- Positive telephone calls to parents
- Certificates of achievement/effort/progress

**Attendance & Punctuality Rewards:**

Students will be awarded by their HOY and DOP half-termly at year group assemblies.

The form with the best attendance and punctuality each half term will receive a breakfast of croissant and hot-chocolate during form time.

Forms with the best attendance and punctuality will also be awarded at whole school assemblies each term.

## 4. Consequences

### The Three Cs

The Three Cs Policy allows students a chance to stop, reflect on their behaviour and make the right choice.

#### **C1 – Chance to Make The Right Choice.**

The teacher will inform the student of the concern and give them a chance to make the right choice.

#### **C2 – Make the Right Choice – Reflection Time.**

Teachers will make their expectations very clear and explain the student has 2 minutes reflection time to make the right choice otherwise there will be a consequence. The teacher will then walk away from the student.

#### **C3 – If the student fails to meet the teacher's expectations, a consequence will be issued.**

#### **Consequences may include:**

- Moving a student to another seat
- Asking the student to remain behind at the end of the lesson for Restorative Practice (RP)
- Asking the student to return at break time or lunch time for RP
- Calling for Subject Leader support
- Calling for Senior Leader support
- Phone call home to parents/carers
- Discussing the matter with the students form teacher/HOY

#### **Debits:**

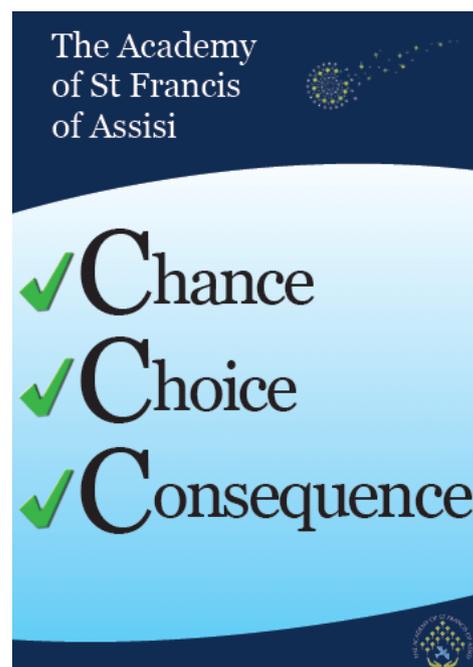
Debits (behaviour points) will be given for breaches of discipline. Parents/carers will be given regular updates when students have received debits and invited into the Academy to discuss their child's behaviour. Written referrals will be objective and not subjective. They will clearly detail the incident that has occurred and the action taken. Under the Freedom of Information Act, parents/carers have the right to request to see these documents.

#### **Attitude to Learning Grades 3 and 4:**

HOY will monitor registers regularly throughout the day for persistent grade 3 and 4 ATL grades. HOY will intervene as and when needed e.g. internal truancy, persistent SLS calls. Students who are a persistent cause for concern will be discussed at daily briefings and interventions put into place.

#### **Progress Reports:**

Any student placed on report must have a meeting with the form teacher and HOY to ensure expectations are clear. Parents/carers must be informed of the report and sign the report daily to ensure communication is clear. Reports that have not been completed fully or signed will result in a consequence. All students on report must report to the allocated staff member at the end of the day



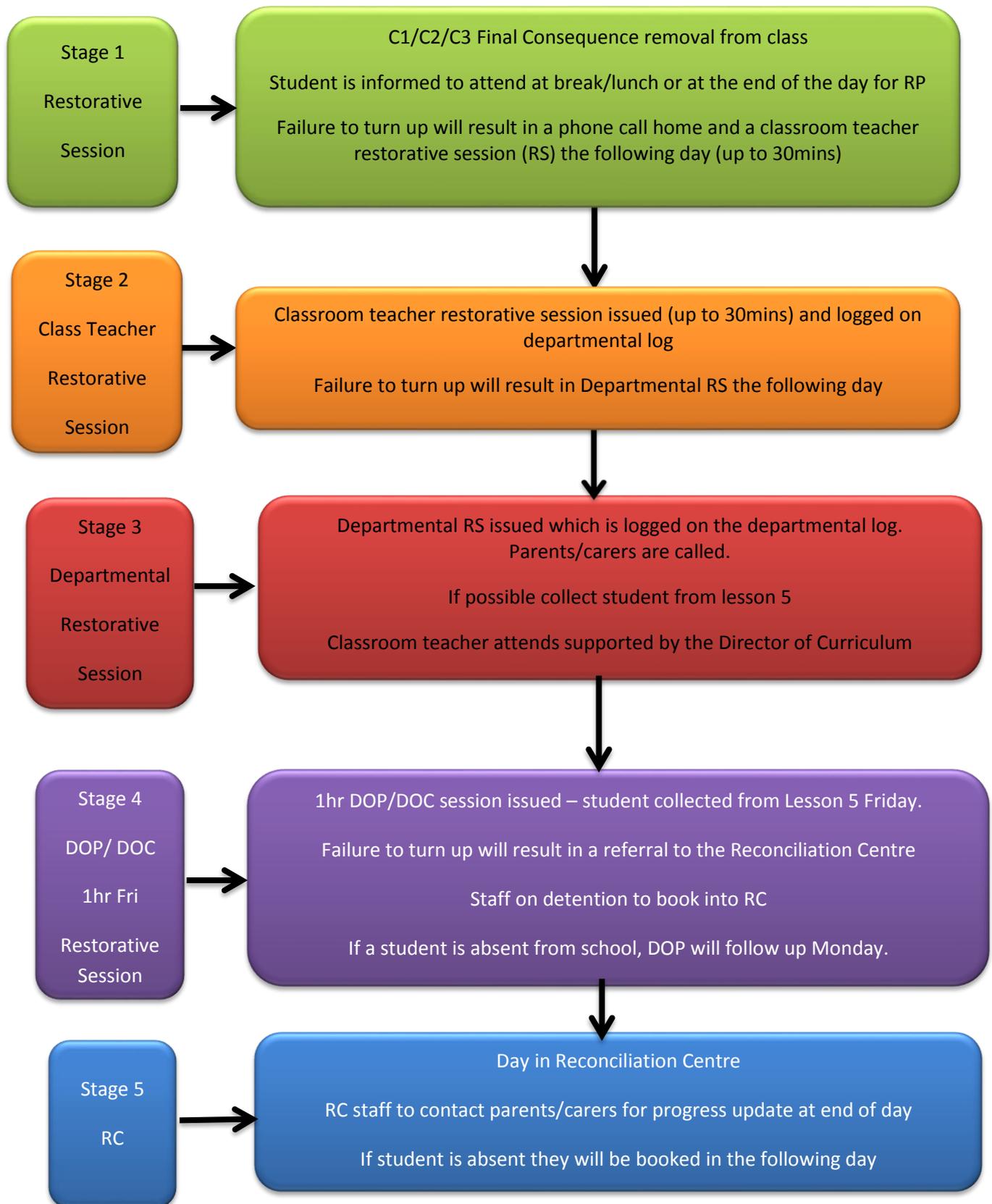
for a daily reflection. If a student loses or fails to complete their daily report it will be recorded on SIMS, a sanction will be given that day and parents informed. Any student who fails stage 4 will be referred to the Governor Behaviour Panel.

Stage 1	Form Teacher Report
Stage 2	Head of Year Report
Stage 3	Key Stage Director of Progress Report
Stage 4	Assistant Head of School Report

### **Restorative Practice:**

By adopting restorative practices we aim to create a healthy and supportive environment that helps young people grow and make positive changes in their lives. Restorative practices approach challenging behaviour and conflict in a different way focusing on building and repairing relationships rather than managing and controlling behaviour. Becoming a restorative school is not a soft option, it does not replace punishment but gives students and staff the opportunity to 'put things right.' By becoming a restorative school we commit to dealing with conflict in a different way, see conflict as a part of life and see its potential for learning new skills.

**Restorative Sessions:**



## **5. The Reconciliation Centre**

The Reconciliation Centre is an alternative to fixed term exclusion.

### **Aims:**

- To improve student behaviour through Restorative Practices
- To allow time for pupils to reflect upon the consequences of their behaviour
- To ensure that student learning can continue during the sanction
- To allow students to reintegrate back into school

### **Procedures:**

- Students may only be referred to the RC by SLT/DOP/HOY
- Parents/carers will be informed beforehand and informed of progress at the end of the day
- Disruption or non-co-operation may result in immediate fixed term exclusion
- Students will have all PEDs, drinks/food, coat, bag removed and stored in a locker until the end of the day
- Students must remain in the RC all day including during break and lunch times
- Students must follow all expectations as laid out in the RC
- Students must remain in the RC until 3pm every day.

## 6. Exclusion

Whilst we do not wish to exclude any child from our school, sometimes this may be necessary both in terms of fixed-term exclusion and in exceptional circumstances, permanent exclusion. In some exceptional circumstances it may, in the Head of School's judgment, be appropriate to permanently exclude a child for a first or 'one off' offence. The school endorses and works within the guidance contained within the Liverpool Social Inclusion system for New Protocol and Negotiated Transfer. These protocols may be used as an alternative to fixed-term and permanent exclusion from school for those students who seriously breach this behaviour policy.

### **Student with Persistent Behavioural Concerns Procedures:**

Form Teacher	RP meeting with Student – Barriers to Learning Log in SIMS - Contact Parents – Parental Meeting Stage 1 Report
HOY	RP meeting with student Log on SIMS - Contact Parents – Parental Meeting PSP and Stage 2 Report
DOP	RP meeting with Student Log on SIMS - Contact Parents – Parental Meeting Review PSP –liaise with behaviour support and or SENCO Pastoral Support Plan/SSC/NT Stage 3 Report
Assistant Head	RP meeting with Student Review all interventions put into place to date and investigate Further interventions or alternatives Log on SIMS - Contact Parents –Meet with parents to discuss seriousness of situation – discuss possibility of New Protocol Behaviour Panel Meeting arranged Stage 4 Report
Head of School	Log on SIMS - Contact Parents –Meet with parents

Head of school & Executive Head Behaviour Panel

Continue to monitor Stage 4 Report

No improvement: New Protocol/Permanent Exclusion depending on individual circumstances

Any student who fails to have their report completed, signed or loses it will have a consequence.  
This will also be recorded on SIMS and contact home will be made.

## **7. Additional Information**

### **Positive Handling Strategies:**

Under Government guidelines all members of staff have a legal power to use reasonable force to prevent students committing a criminal offence, injuring themselves or others or damaging property, and to maintain good order and discipline. It is no longer acceptable for schools to have a 'no contact policy'. At St. Francis of Assisi we have worked hard to place support structures in place to help create a calm, orderly and supportive climate. As a result instances of physical restraint are very rare.

### **Powers to Search:**

Schools are not required to inform parents/carers before a search takes place or to seek their consent to search their child. Head teachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a 'prohibited item'. (DFE Searching, screening and confiscation, February 2014)

### **Confiscation:**

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline. Water may be consumed in lessons with the permission of the class teacher. Any other drinks other than those sold in the dining hall at break or lunch time will be confiscated. Any other prohibited item found shall be confiscated and not returned.

### **Mobile Phones:**

Mobile phones should not be visible anywhere on school property. If seen they will be confiscated and locked in Student Services. Student services will contact home. Parents/carers can collect the mobile from school at the end of the day from the main office.

### **Bullying:**

Bullying because of race, sex, religion, accents, disability or any other feature, is not acceptable in the Academy and will always be challenged immediately. Incidents will be reported so that patterns of behaviour can be detected, dealt with in accordance with the Anti-Bullying Policy and parents/carers will be informed.

## **8. Associated Resources and Legislative Links**

### **Associated Resources:**

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

<https://www.gov.uk/government/publications/school-exclusion>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

### **Legislative Links:**

Education Act 1996

School Standards and Framework Act 1998

Education Act 2002

Education and Inspections Act 2006

School Information (England) Regulations 2008

Equality Act 2010

The Education (Independent School Standards) (Amended) (England) Regulations 2014

Education Act 2011

Schools (Specification and Disposal of Articles) Regulations 2012

The School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012