

PENRICE ACADEMY – STUDENT POLICY

BEHAVIOUR MANAGEMENT: SANCTIONS

Review Date: July 2019

Penrice Academy has a clear system for rewarding student's achievements (see 'Rewards Policy'). When students do not manage to reach the high standards we expect, we use a clear system of consequences to manage behaviour. This system applies to behaviour both in and out of the classroom.

Aims

- To create an environment conducive to learning
- To ensure behaviour is managed consistently and fairly
- To provide a framework of 'actions equals consequences'
- To enable behaviour to be tracked by staff, students and parents

Consequences

Step 1 Warning. No warning is given for incorrect uniform, no planner or for the use of mobile phones or other electronic equipment.

Step 2 **Behaviour point recorded on SIMS** - student informed
Follow up action agreed and recorded in planner
10-minute detention with class teacher or tutor (break time)
Behaviour 'Points' recorded

Step 3 (could be Step 1 if incident requires)

- Student removed from lesson and sent or escorted to HOD
- Note in planner sent with student and additional information completed by HOD
- Faculty detention recorded in planner (afterschool)
- Room 1 used at discretion of HOD and HOY
- Behaviour 'Points' recorded

Step 4 (could be Step 1 if incident requires)

- Leadership Team called to remove student
- Leadership Team detention issued and written in planner. Parents informed by letter of date and time of detention.
- Further action depending on incident
- Behaviour 'Points' recorded

Once a conduct slip is issued, it must be followed by the appropriate consequence. Points are recorded on students' records and parents are informed via the progress app. Form tutors receive a weekly update on student' behaviour and achievements.

The Conduct Slip looks like this:

		1 point	
CI	Late		
	Planner		

1 point offences are recorded by the teacher on SIMS and the 10 minute detention and offence are written into the student planner.

	Incorrect Uniform / Appearance	
	Chewing	
	Shouting Out	
	Off Task	
	Inappropriate use of ICT	
	Inappropriate language	

STUDENT CONDUCT SLIP

Student Name.....

Tutor Group..... Date.....

Subject..... Staff.....

Time: Registration P1 P2 P3
 1st Break 2nd break
 After school School trip

HoD / HoY 2 POINTS	Answering Back	
	Mobile Phone / MP3	
	Throwing	
	Leaving Room	
	Not Following Instructions	
	Affecting the Learning of Others	
	Inappropriate use of ICT	
	Failure to attend Level 1 Detention	
	Other	

Leadership Team 3 POINTS	Abusive Language	
	Fighting	
	Bullying	
	Damage to Property	
	Theft	
	Aggressive Behaviour	
	Refusal	
	Confrontational	
	Truancy	
	Failure to attend Level 2 or 3 Detention	
	Inappropriate Use of ICT	
	Other	

Action Taken: (written in planners)

30 min detention with Learning Lead – Date.....

30 min detention with Head of Year – Date

1 hr - Leadership detention - LT called – initials

Additional Comments re: Other.....

Tracking

Tutors are given a weekly report detailing the number of points (and merits) issued and the reasons. Tutors will talk through any issues with students and discuss what is going

wrong. Where a tutor is concerned about a pattern of behaviour, parents may be telephoned by the tutor and the Head of Year informed.

Heads of Year and Head of Department will monitor the number of points issued and take action with parents to improve the behaviour of students in their Year group or Learning Team.

Behaviour out of School

Penrice Academy aims to develop each student to be a responsible citizen. Penrice Academy has a power to discipline any misbehaviour out of school or in cyberspace when a student is:

- taking part in any school-organised or school-related activity or
- Travelling to or from school or
- Wearing school uniform or
- In some other way identifiable as a pupil at the school.

Penrice Academy is likely to use the full range of consequences and sanctions including exclusion; where a student's misbehaviour at any time, whether or not the conditions above apply:

- Could have repercussions for the orderly running of the school or
- Poses a threat to another pupil or member of the public or
- Could adversely affect the reputation of the school

Report Card

Students will be placed on report at the discretion of Head of Year. This sanction is used if there is a pattern of poor behaviour, a serious incident, or may be at the request of parents. The Report Card is based on attitude to learning. Students are given clear targets for their behaviour and teachers are asked to sign the report card at the end of each lesson. Parents are also asked to monitor the Report Card. The purpose is to monitor a student's performance in the Academy. After a period of time (usually two weeks) and if the student's behaviour improves, the students will be taken 'off report'.

Conduct Slip Tariff (runs over a term)

If students accumulate a number of points during a term, then further action is taken.

10 points	Parents/ carers telephoned by tutor – Report card issued
20 points	1 day isolation in College. HOY meets parents
30 points	2 day isolation HOY + Leadership Team meet parents
40 points	1 day internal exclusion HOY + Leadership Team meet parents, pastoral support plan
50 points	1 day external exclusion HOY + Leadership Team + Behaviour contract
60 points	3 day external exclusion Principal + AP meet parents + Governors disciplinary committee

Cumulative Tariff (runs over a year)

If students accumulate significant numbers of points over a longer period of time, then further action is taken.

20 points	Parents/ carers telephoned by tutor
40 points	HOY meets parents
60 points	HOY + Leadership Team meet parents. Further action as appropriate.

Clean Slate

At the end of each academic year, students are given a 'clean slate'. Points are not 'carried over'. If a student fails to attend a detention at the end of a term, the detention is re-scheduled for the following term.

How Detentions are set and used

General Principles

- Detentions are given to individual students- not to a whole class
- Detentions should take place as soon as possible after the incident

Level 1 Sanctions- 10 minute detentions

Take place under the supervision of the class teacher/ tutor at break or lunchtime, ideally in a classroom. The time is used to discuss and agree how behaviour needs to change OR students are given a worthwhile activity. These detentions are recorded in the student planner. Failure to attend a 10 minute detention results in a referral to the HOY/HOD and an additional 2 Behaviour Points.

Level 2 Sanctions- 30 minute detentions (HOD/HOY)

Take place after school on a set day - HOD Friday, HOD - Tuesday. These are recorded in the planner and wherever possible we try to give a minimum of 24 HOURS NOTICE. We provide a worthwhile activity. These detentions are used for Level 2 sanctions or failure to attend 10 minute detention. Failure to attend a HOY/HOY detention results in an additional 3 Behaviour Points.

Leadership Team Detentions

Take place everyday 3.00 – 4.00pm in Room1. These are used as a Level 3 sanction or failure to attend HOD/HOY detention. Parents are informed by standard letter (we try, wherever possible to give a minimum of 24hours notice) via Mrs S Harrison (Head of Room 1). Students are required to bring suitable work.

NB: Failure to attend a Leadership Team Detention results in a one-day isolation in the Academy with a Leadership Team detention. This sanction is given on the next day that the student is in school.

When detaining students, we always try to ensure they have time to eat/drink before their next lesson. We try never to detain students at 3.00pm without prior notice to parents.