



**HERTSWOOD ACADEMY**

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**Behaviour Policy (Students)**

Author	Pastoral Committee
Governors' Committee	Pastoral Committee
Date of last review	14.05.18
Date of ratification by Governors	18.06.18
Date of next review	To be reviewed Summer 2020
Notes	



## HERTSWOOD ACADEMY Behaviour Policy and Code of Conduct

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### POLICY STATEMENT<sup>1</sup>

**This policy adheres closely to the aims of the school and, far from existing in isolation, complements other policies such as those relating to Teaching and Learning, Promotion of Racial Equality and Equal Opportunities, Attendance, Anti-Bullying, Substance Misuse, Special Educational Needs and Uniform.**

**In compiling this policy, we have considered the diversity of the make-up of our school community in terms of gender, race, special educational needs and socio-economic background etc.**

We aim to:

- Provide a positive environment in which students can develop personally, socially and academically
- Provide clarity for students, staff and parent/carers of the school's expectations
- Promote self-discipline and proper regard for authority among students
- Encourage good behaviour and respect for others and their property
- Prevent all forms of bullying and harassment of others
- Promote a standard of behaviour that reflects our commitment to the highest levels of social and academic achievement to all in the school and wider community
- Enhance the self esteem of all members of the school community in order to maximise each individual's full potential
- Promote a culture of mutual respect between staff and students

Hertswood has been effective in creating positive and harmonious relationships between staff and students by virtue of having placed the greatest emphasis on students' positive achievements whenever that is possible. All Hertswood staff play a part in ensuring that students have high expectations of themselves and a positive, albeit realistic, self image. Hertswood strives to be a community free of stereotyping and labelling.

Achievement in all years is recognised in the following ways:

- Reward Points

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<sup>1</sup> This policy has been informed by the DfE guidance on Behaviour and Discipline in schools 2013.



- Parents notified
- Letters of Commendation to parents
- Certificates of Commendation for excellent punctuality and attendance
- Subject Certificates
- Certificates for sports, teams and clubs
- Student of the month awards for effort, achievement and attainment
- Celebration evening /Assemblies
- School badges for achievements in sports and the arts
- Students' work on display
- Referral to Head of Department (HOD) /Head of Faculty (HOF)/Head of Learning (HOL) Assistant Headteacher (AH)/Deputy Headteacher (DH)/Headteacher (HT)

## **Reasons for awarding commendations**

- For excellent work, attitude, participation and behaviour of the student. The quality of the outcome or the effort invested in completing a piece of work should be considered in the award of a commendation. Sporting, performance and extra-curricular contexts, as well as the academic context, are appropriate for commendation awards.
- For service to the school or wider community such as a contribution to a parents' evening or fund-raising event.
- Improved attendance or 100% attendance given termly or, in the case of improving attendance, at suitable intervals.
- For acts of kindness, self-denial or selflessness



## HERTSWOOD ACADEMY CODE OF CONDUCT

Good personal conduct by students in and around the school is very important as it contributes to the health, safety and well being of all members of the school community.

1. We expect you to be at school and lessons on time.
2. Swearing and using foul or offensive language is totally unacceptable.
3. Act politely, respectfully and courteously to every member of the school community at all times whether inside or outside the classroom.
4. Ensure that you are in the correct uniform, your hair is a natural colour and have the correct equipment and books for your lessons.
5. Always do as you are asked when you are asked by an adult member of the school community.
6. Food and drink should only be eaten and drunk in the canteen areas.
7. Keep our environment clean and tidy.
8. Students are not to consume or be in possession of tobacco (including e-cigarettes and personal vaporisers), aerosols, dangerous weapons, including knives, alcohol, or illegal substances whilst at school, on the way to school or on school journeys/outings.
9. Chewing gum is not permitted in any part of the school.
10. Mobile phones should normally be switched off and kept out of sight during the school day. Exceptions may be permitted by staff for teaching and learning reasons. The school does not accept responsibility for loss or damage to student's property.
11. Students should not invite any member of the public into the school without the permission of a senior member of staff.
12. It is an offence, under the law, to falsely set off a fire alarm. To do so can cause injury or death to people in the building.
13. If you have to leave class you should have written permission in your Planner or an EXEAT pass.
14. You should remain on the school site during the day unless you have permission to leave from a senior member of staff or Head of Learning. If you leave the site you should sign out at the school office.
15. Appropriate use of the school's ICT facilities is clearly outlined in the contract that has been signed by all students and parents.
16. Fighting or 'play-fighting' is not allowed under any circumstances.
17. The school reserves the right to take any reasonable action as a result of breaking its rules and regulations by any student, when he/she is on or off site, for example to and from school, content posted on the internet and school trips. This includes taking sanctions up to and including permanent exclusion for students whose actions bring the school into disrepute and/or where there is a link between maintaining good behaviour and discipline among the student body as a whole.

**It should be noted that the School will not tolerate negative language or actions towards another member of the community and in particular regarding a person's disability, gender, sexual orientation, race or religion. Neither will it tolerate any kind or means of aggressive behaviour, threatening behaviour, verbal or physical abuse of any member of the school community, involvement in drugs related incidents, possession of dangerous weapons or deliberate**



damage to school property. The consequences for breaches of such rules will be severe up to and including permanent exclusion from school.

Property prohibited by law or by the school rules may be searched for and confiscated. The police may confiscate any property prohibited by law.

**Prohibited items include:**

- **Knives and weapons**
- **Alcohol**
- **Illegal substances, including drug paraphernalia**
- **Stolen items**
- **Cigarettes, tobacco and cigarette papers**
- **Fireworks**
- **Pornographic images**
- **Any other item/article that has been or is likely to be used to cause an offence, cause personal injury or damage to property**

This list is not exhaustive, but indicates the severity of such items and the fact that these items can affect the discipline and well-being of the school community

**Promoting good behaviour**

The emphasis at Hertswood is always to praise rather than punish. The development of positive relationships between staff and students is essential in this process. All staff at Hertswood recognise the necessity of reinforcing that which is positive. There are times, however, when students will act inappropriately, and it is essential that they are clear about the measures that will be taken to deter them from a repetition of such behaviour. The same measures are also designed to encourage a consideration of the effect of their behaviour on other members of the school community.

**Guidelines for the Reinforcement of Positive Behaviour**

**At Hertswood we use a Consequence System to address inappropriate behaviour. The table below is a useful guide as to which sanction might reasonably be expected by a student should they choose to contravene the academy’s Code of Conduct and Consequence System. Behaviour points are refreshed at the beginning of each academic year.**

<b>C1</b>	<p>A student who behaves inappropriately will be issued with <b><u>a first warning</u></b> - Consequence One (C1) by the class teacher or support staff. These verbal warnings will not to be centrally recorded but should be noted by the class teacher e.g. on the board, in notebook etc. Teachers will be calm and decisive in giving a warning to a pupil. Examples of where a C1 can be communicated to a student are;</p> <ul style="list-style-type: none"> <li>• Interrupting e.g. talking whilst teacher is talking, making comments to other pupils which cause them to react</li> <li>• Shouting out</li> <li>• Behaving inappropriately e.g. moving around without permission</li> </ul>
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	<ul style="list-style-type: none"><li>• <b>Jeopardising the learning of others</b></li></ul>
<b>C2</b>	<p>If a student persists in jeopardising the learning of others by <b>disobeying instructions</b> or behaving inappropriately then a <b>second</b>, final warning is issued, and a tick will be made against their name on the board (if in class). A C2 will be centrally recorded on GO4SCHOOLS (G4S).</p> <ul style="list-style-type: none"><li>• Refusal to follow instructions of a teacher or other adult</li><li>• Failure to complete, satisfactorily, classwork, homework or coursework.</li><li>• Interrupting e.g. talking whilst teacher is talking, making comments to other pupils which cause them to react</li><li>• Shouting out</li><li>• Uniform contravention</li><li>• Equipment</li><li>• Behaving inappropriately e.g. moving around without permission</li><li>• <b>Jeopardising the learning of others</b></li></ul> <p><b><i>The issuing of C2 gives a student the choice and chance to make the final, right, decision</i></b></p> <p><b><i>A tariff system will apply on G4S for a C2 which HOLs will monitor.</i></b></p> <ul style="list-style-type: none"><li>• <b><i>C2 = 5 points on Go 4 Schools. HOLs will monitor over time</i></b></li><li>• <b><i>25 points = 30 minute HOL detention</i></b></li><li>• <b><i>50 points = 1 hour HOL detention</i></b></li><li>• <b><i>75 points = Lose break &amp; lunch for 1 week</i></b></li><li>• <b><i>100 points = C3</i></b></li></ul> <p><b><i>C3 and C4 are dealt with at leadership level therefore no tariff will apply to these consequences.</i></b></p>
<b>C3</b>	<p>If a student does not meet the expectations for a <b>third time</b> they will be removed from the lesson to be 'parked' by the Head of Faculty.</p> <p>A C3 will be centrally recorded on G4S with a statement from the member of staff and one from the student involved.</p> <p>A C3 or C4 could be given due to an escalation of warnings, (C1, C2 etc.) or may jump straight to this category due to the severity of the incident (see automatic C4 behaviours below):</p> <p><b>C3 or C4 after escalation of warnings in classrooms</b></p> <ul style="list-style-type: none"><li>• Jeopardising the learning of others</li><li>• Repeated refusal to follow instructions of a teacher or other adult</li><li>• Rudeness e.g. chatting back to a teacher or other adult, talking whilst teacher is talking, making comments to other students which cause them to react</li><li>• Continual shouting out</li><li>• Inappropriate behaviour e.g. moving around without permission,</li></ul>



	throwing pens or paper across room
<b>C4</b>	<p>If a student does not meet the expectations for a <b>fourth time</b>, they will be removed from lessons and may face internal or external exclusion, up to and including <b>permanent exclusion</b> (please see information below regarding permanent exclusion)</p> <p><b>A C4 must be entered on G4S.</b></p> <p><b>C3 or C4 after escalation of warnings in classrooms</b></p> <ul style="list-style-type: none"><li>• Jeopardising the learning of others</li><li>• Refusal to follow instructions of a teacher or other adult</li><li>• Rudeness e.g. chatting back to a teacher or other adult, talking whilst teacher is talking, making comments to other students which cause them to react</li><li>• Continual shouting out</li><li>• Inappropriate behaviour e.g. moving around without permission, throwing pens or paper across room</li><li>• Failure to complete, satisfactorily, classwork, homework or coursework.</li></ul> <p><b>Automatic C4 around the school or in class</b></p> <ul style="list-style-type: none"><li>• Jeopardising the learning of others</li><li>• Refusal to follow instructions from a teacher or other adult</li><li>• Persistent contravention of uniform standards e.g. no blazer, inappropriate footwear, consistently not wearing uniform correctly</li><li>• Rudeness to staff</li><li>• Deliberately offensive language directed at an individual e.g. swearing etc.</li><li>• Swearing at staff</li><li>• Intimidating/threatening/aggressive behaviour</li><li>• Truancy</li><li>• Bullying</li><li>• Tampering with fire equipment</li><li>• Racist or Homophobic or Sexist abuse</li><li>• Theft, Graffiti or Vandalism</li><li>• Smoking and/ or the possession of cigarettes, lighters, alcohol, illegal drugs</li><li>• Fighting</li><li>• Carrying a weapon</li></ul>

### Permanent exclusion

A decision to exclude a student will be taken in response to a serious breach of the academy's Behaviour Policy or when persistent poor behaviour continues to harm the education or welfare of students or staff in the school.



A decision to exclude a student permanently is a serious one. It will be the final step in the process for dealing with disciplinary offences following a wide range of other strategies, which have been tried without success. It is an acknowledgement by the academy that it has exhausted all available strategies for dealing with the student and should normally be used as a last resort.

There will be exceptional circumstances where, in the Headteacher's judgement, it is appropriate to permanently exclude a student for a first 'One off' offence. These might include:

- Refusal to accept the authority of the school
- Persistent disruptive behaviour
- Aggressive behaviour, threatened or actual violence towards a member of staff
- Aggressive behaviour, threatened or actual violence towards another student
- Unfounded serious allegations made against a member of staff or a member of the school community
- Arson, attempted arson or fire-starting
- Sexual abuse or sexual assault against a member of the school community
- Supplying an illegal drug
- Possession/use of knives or weapons in school
- Serious or continued vandalism
- Continued bullying
- Continued behaviour which is deemed racist, against disabilities, against, religions or religious belief, sexist, or against sexual orientation
- Bringing the school into disrepute
- Persistent tampering of fire equipment

This list is not exhaustive, but indicates the severity of such offences and the fact that such behaviour can affect the discipline and well-being of the school community

The school will inform the police where a criminal offence has taken place. We will also consider whether or not to inform other agencies, e.g. Social Services, Youth Offending Teams, etc.

Only the Headteacher can exclude a student. In the absence of the Headteacher, this responsibility will be delegated to the Deputy Headteacher.

Hertswood Academy will adhere to the guidance provided by the DfE 'Exclusion from maintained schools, Academies and pupil referral units in England'