



A parent's guide to

Behaviour for Learning



Introduction

Here at the academy, we believe that good behaviour can be both taught and learnt. This guide has been written to help parents understand how the academy will reward positive and challenge negative behaviour from students.

We place a great deal of importance on our students developing the social skills they need to function as positive citizens. We know that the transition from childhood to adulthood is never smooth, and our staff know that their role as adults is to put in place boundaries to support and guide the students towards making the right choices.



Our expectations

We require all of our students to be **polite**, to be **positive**, to **participate** in all opportunities given to them and to **persevere** when things are difficult.

In addition, we have 10 clear expectations that all students must follow at all times. These are known as the **Petchey 10**:

1. We are here to learn and to work hard.
2. We are in the right place at the right time.
3. We follow instructions.
4. We are smartly dressed and equipped to learn.
5. We complete home learning and revision.
6. We communicate in the right way at the right time.
7. We are polite, respectful and kind.
8. We take pride in our work.
9. We take care of our learning environment.
10. We conduct ourselves safely.

Our code of conduct is based on these 10 simple rules, and is known in the academy as The Petchey Way.

Attendance & Punctuality

Good attendance is essential if students are going to achieve their full potential.

We set all students the challenge of attending every single day throughout each academic year, and we publically celebrate and reward all students who achieve this target. We expect a minimum of 96% attendance from every student.



How to report an absence

If a student is going to be away we ask parents to contact us before 8.15am on the first morning of absence to let us know the reason why and to give us details of the expected length of absence. If a student is ill, parents must call the Attendance Officer each morning.

Parents can report an absence by contacting 0207 275 1546 or by e-mailing absent@petcheyacademy.org.uk.

All students must arrive by 8.15am each morning and not a moment later! Students who arrive late, will be set a twenty minute late detention to be served during their morning break.



Medical or dental appointments

All non-urgent medical or dental appointments must be arranged for outside of academy hours.

If a student needs to leave school during the academy day, parents should write a note in their child's planner. Parents of students in Years 7, 8 and 9 must come to the academy to collect their child if they are leaving early.

Exceptional circumstances

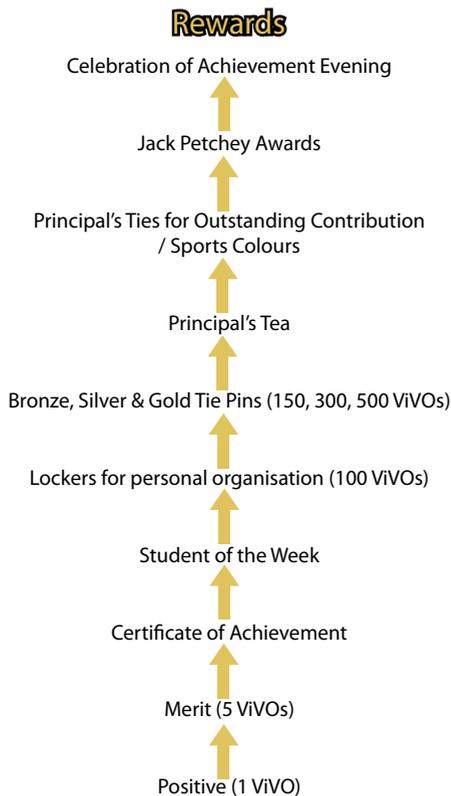
The academy does not authorise leave during term time except in the most exceptional of circumstances. Parents must write to the Principal for permission to remove their child from school during term time. The Principal reserves the right to refuse this permission and absences from the academy during term time could lead to your child losing their place at the academy.

If the academy has concerns about a child's attendance or punctuality we will invite parents to attend an attendance meeting at the academy. The academy works with the Hackney Learning Trust, and will fine or prosecute parents who fail to ensure their child attends school regularly.

Rewards

The academy operates a hierarchical rewards system that recognises achievement and celebrates success. We reward success in 7 areas: Effort; Behaviour & Manners; Contribution; Achievement; demonstrating the 7 Learning Powers; Quality of Work; and acting as a Petchey Ambassador. Students are awarded Positives and Merits for demonstrating these which are then turned in to house points.

We also offer bigger rewards and we look for opportunities in our weekly assemblies to celebrate the successes and achievements of our students.



Sanctions

The academy also operates sanctions to challenge behaviour which falls short of our expectations.

Rule Reminder

The first instruction when being challenged on poor behaviour is a “rule reminder”. The staff member will state the behaviour that they require to be followed (for example, no talking) and the student is expected to adhere.

Step 1: Negative (Verbal Warning)

Continued unacceptable behaviour will move onto Step 1: a verbal warning. This may be accompanied by other strategies designed to support the student, e.g. moving a child’s seat within the classroom to remove them from distraction.

Step 2: Detention (PALS - Petchey Additional Learning Session)

If a student continues to behave poorly within the classroom they will be set a detention. PALS are after school and last for 30 minutes.

Some behaviours are so disruptive, that the teacher may choose to issue a PALS immediately. In this case the student will not receive a rule reminder or step 1.

Break PALS

If a student arrives at the academy after 8.15 am they will be set a 15 minute break time or lunch time detention, which they will sit with their Assistant Year Lead.

All students will have the opportunity to drink water and to visit the toilet.

Step 3: On Call

Persistent disruption to the learning in the classroom. On reaching this level, a student is likely to have caused considerable disruption and it is important that they are removed from the classroom to allow learning to continue.

A student will be removed from a lesson in two situations:

- If a student disrupts a lesson to the point where the learning of others is severely affected.
- If a student commits a serious offence or risks the safety of others.

Sanctions

Permanent Exclusion

Fixed Term Exclusion

Internal Exclusion

Saturday Detention /
Leadership Detention /
Community Service Detention

On-Call (Removal from Lesson)

PALS or UGAS
(After School Detention)

Negative

Detentions

For more serious behaviour, academy staff may choose to set a:

Saturday Detention

Leadership Detention

Community Service Detention

These behaviours include persistent disruption in lessons, vandalism or damage to the academy, fighting or defiant or rude behaviour.

All sanctions are compulsory and students must attend.

Exclusion

In extremely serious situations, the Principal may make the decision to exclude a student. This decision can only be taken by the Principal, and is never taken lightly. Exclusion can either be internal, where a student is educated outside of their normal timetabled lessons in the Renaissance Centre, or fixed term, where a student is excluded from the academy site and must remain at home.

How we communicate with parents

The academy will always communicate sanctions to parents. This will usually be through a text message or formal letter. It is extremely important that the academy has the correct contact information for all parents so we are able to contact you.

Following instances of extremely poor behaviour parents will also be invited in to attend a meeting with academy staff. It is important that all parents attend these meetings to discuss areas of concern and to work together to create support plans that secure the necessary improvements from their child.

The academy always wants to work in partnership with parents and we aim to be as open in our communication as possible. Please don't hesitate to contact your child's academic tutor if you have any concerns you'd like to discuss.