



ARCHWAY ACADEMY INDEPENDENT SCHOOL
BEHAVIOUR POLICY



Introduction

The management and staff of Archway Academy believe that good behaviour is necessary for effective teaching and learning to take place. At Archway Academy we believe that respect for self and others is the basis of good behaviour.

Guiding Principles

Archway Academy seeks to create an inclusive and caring environment for our pupils by:

- promoting desired behaviour and discipline;
- promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect;
- ensuring equality and fairness of treatment for all;
- encouraging consistency of response to both positive and negative behaviour;
- implementing early interventions;
- providing a safe environment free from disruption, violence, bullying and any form of harassment;
- encouraging a positive relationship with parents and carers to develop a shared approach which involves them in the implementation of the school's policy and associated procedures;
- promoting a culture of praise and encouragement in which all pupils can achieve.



What do we expect of pupils?

- to arrive at school on time, ready to learn;
- bring with them any allocated protective clothing to wear in the vocational area;
- to be punctual for lessons including those lessons after the morning and afternoon breaks;
- to refrain from bringing any drugs or attending school under the influence of drugs;
- to respect their peers and Tutors and demonstrate this by being polite and considerate and behaving in a manner which does not affect the process of learning;
- to respect their learning environment by keeping it clean and free of graffiti.
- to switch off mobile phones during class and refrain from playing music out loud in common areas;
- to engage in learning by actively taking part in planned activities;
- to speak to a member of staff or follow the grievance procedure if they are bullied, harassed or discriminated against in any way.

What do we not accept in the school

- a lack of respect for peers and Tutors;
- bullying, harassment, discrimination;
- violent behaviour;
- vandalism;
- any other behaviour which affects the learning process in a negative way.



Rewards for good behaviour

The Points System

The Points System is used to promote good behaviour at Archway Academy by rewarding good behaviour and empowering pupils.

How does it work?

- each pupil is assigned 12 points when they enrol;
- at the end of every month pupils who have 12 points are rewarded therefore each pupil should aim to keep their 12 points by maintaining good behaviour;
- pupils can lose or gain points depending on how well they behave. Mentors/Tutors are responsible for monitoring pupil behaviour, awarding or removing points, keeping an up to date record of each pupil's points and passing the records to the Receptionist for display every week. The number of points gained or lost is decided by the Tutor or Mentor;
- pupils lose points due to negative behaviour, absence or lateness. When this happens their Tutor/Mentor can give them the opportunity to gain these points back by demonstrating good behaviour or completing specific tasks. Pupils can continue losing points beyond 0;
- pupils gain points due to good behaviour, attendance and punctuality. If a pupil who has 12 points demonstrates good behaviour for which the Tutor/Mentor would normally award points, they can be awarded stars e.g. 12*, 12**. The points cannot go higher than the number 12;
- pupils who have 12 points (or 12 points and stars) at the end of each month will be rewarded by taking part in an outreach activity. The list of pupils who have earned the outreach reward will be compiled on the day before the outreach and any points gained or lost after 12.30pm on that day will not be taken into account. Any pupils who are late on the day of the outreach event will not be allowed to take part;
- pupils who have 12 points (or 12 points and stars) at the end of each month also have the opportunity of winning the Student of the Month Award, an award which comes with £10 cash, a certificate and the display of the student's name. Having 12 points (or 12 points and stars) does not automatically guarantee winning this award, Tutors/Mentors consider other factors before they choose the winner. Only those pupils with 12 points (or 12 points and stars) can be considered for the Student of the Month Award.



Student Awards

As mentioned above, the 'Student of the Month' award is used to promote good behaviour, is linked to points. Certificates for good attendance are offered for pupils who maintain above 90% attendance for a month.

STARs

Pupils can receive a Silver Star leading up to a gold star for exceptional behaviour for attendance or work completed. The Tutor/Mentor will complete a tracker recording the pupils' name. At the end of the term the student with the most stars will receive a prize.

References

Pupils are constantly reminded that good behaviour leads to good references which are crucial when seeking employment.

Consequences of unacceptable behaviour

The disciplinary procedure

The disciplinary procedure has three incremental stages:

- Verbal Warning - given for unacceptable behaviour;
- Written Warning - given if pupil continues to behave in an unacceptable manner despite the verbal warning;
- Suspension - if pupil continues to behave in an unacceptable manner despite the written warning. The pupil will be suspended, the duration of which will be decided by the Head of Department or Head of School, depending on the severity of the misconduct;
- Immediate Suspension or Exclusion - there a certain types of behaviour that will lead to an immediate suspension, including: bringing drugs to the premises; violent or threatening behaviour; bullying; vandalising school property or any other behaviour that threatens the safety of pupils or staff.



In such cases, a critical incident report is logged and the parents/guardians/carers are informed of the suspension and invited to a meeting with the management. The pupil is not allowed to return to the premises until the matter is resolved. If the behaviour warrants it, the police or external agencies might be involved. Exclusions are managed by the Executive Managing Director.

Paying for Damages

If a pupil wilfully damages school property they will receive the appropriate consequence as detailed above. In addition to that they or their parents/guardians/carers will be asked to pay for repairing or replacing the damaged property.

What to do if you have a complaint

Any complaint or grievance in relation to the above policy, procedure and its implementation should be raised through the Complaints, Compliments and Comments procedure.