



# ARCHWAY ACADEMY STUDY PROGRAMME BEHAVIOUR POLICY



# Policy Statement

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 are the basis of good behaviour.

## Principles

We seek 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
- promoting early intervention
- 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 students can achieve

## What do we expect of pupils?

- To arrive at school on time, ready to learn and bring 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 acceptable behaviour**

#### The Points System

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

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. Pupils who have 12 points 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 at the end of each month also have the opportunity of winning the Student of the Month Award, an award which comes with a £10 voucher, a certificate and the display of the student's name. Having 12 points does not automatically guarantee winning this award, tutors consider other factors before they choose the winner. Only those students with 12 points 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 and comes with a voucher.

### References

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

### **Consequences for unacceptable behaviour**

#### The disciplinary procedure

There are three stages when it comes to the disciplinary procedure:-

- 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 they will be suspended, the duration will be decided by the Head of Department depend on the severity of the misconduct.



- Immediate Suspension or Exclusion– there are 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 students or staff.

In such cases a critical incident report is logged and the parents/carers are informed of the suspension and invited to a meeting with the management. The learner is not allowed to return to the premises until the matter is resolved. If the behaviour warrants it, the police might be involved.

- Exclusions are handled by the Executive Managing Director.

## Searching

- School staff can search a pupil for any item if the pupil agrees (The ability to give consent may be influenced by the child's age or other factors).
- Headteachers 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.

Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used:
  - to commit an offence, or
  - to cause personal injury to, or damage to the property of, any person (including the pupil).
- Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

## **Confiscation**

- School staff can seize any prohibited item found as a result of a search. They can also seize any item, they consider harmful or detrimental to school discipline.

## **Schools' obligations under the European Convention on Human Rights (ECHR)**

- Under article 8 of the European Convention on Human Rights pupils have a right to respect for their private life. In the context of these particular powers, this means that pupils have the right to expect a reasonable level of personal privacy.
- The right under Article 8 is not absolute, it can be interfered with but any interference with this right by a school (or any public body) must be justified and proportionate.
- The powers to search in the Education Act 1996 are compatible with Article 8. A school exercising those powers lawfully should have no difficulty in demonstrating that it has also acted in accordance with Article 8. This advice will assist schools in deciding how to exercise the searching powers in a lawful way.

## **What to do if you have a complaint**

### Grievance Procedure

The aim of the complaints procedure is to ensure that all students and staff feel that they are treated fairly and respectfully. Any student who feels unhappy with the way they have been treated by any member of staff, student or any other member of Archway Academy should be encouraged to make a complaint. Employees, parents/guardians/carers of students, neighbours of the college or in fact members of the public who feels they have been treated unfairly are also encouraged to make a complaint.

- Complaints can be made formally or informally, verbally or in writing. Anonymous complaints will be considered; although this complaints procedure will not be followed for anonymous complaints.
- It is preferable, both for the person making the complaint and the one against whom the complaint is made, that the complaint is taken up at the time of the problem and resolved by the parties concerned, informally.
- Students are encouraged to approach any member of staff about any matter with which they are not happy. All staff members are committed to the individual care and support of students.
- There will be occasions, however rare, when formal procedures will be required.



- Any member of Archway Academy wishing to complain should obtain and complete the appropriate complaint form from the office and return it to the office manager.
- Archway Academy has established a simple procedure to ensure that all members feel they are encouraged to complain if they are unhappy about any aspect of education life.
- All complaints will be treated in the strictest confidence. In the first instance the Deputy Head of the School will record the complaint and investigate the matter within 5 working days.
- All complaints will be taken seriously and the complainant will be informed of the outcome, giving reasons for the decision, within a further 5 working days from the investigation being completed. All complainants have a right to appeal if the outcome is not to their satisfaction. Appeals can be made in writing to

**Mr Jim Ryan**

**Executive Managing Director**

**Archway Academy Ltd**

**86 Watery Lane Middleway**

**Bordesley**

**Birmingham**

**B9 4HN**

- If an agreement has not been reached by both parties, then the complaint can appeal in writing to the school or agency that referred the pupil to Archway Academy.
- This procedure attempts to provide a level of treatment over and above the minimum required by law.

### **Responsibility for implementing this policy**

The responsibility for implementing this policy lies with the management and all staff of Archway Academy. Pupils, during induction are introduced to the behaviour which is expected of them and they play a part in the implementation of this policy as well.