Behaviour and Rewards Policy

July 2019– July 2020

Sidney Stringer Academy
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Introduction

It is the Academy’s objective to aim for excellence in all aspects of Academy life. Nowhere will this be more apparent than in the way in which we all conduct ourselves: as students and as adults. Clearly, we expect everyone to behave appropriately and well, and to take full responsibility for their behaviour, demonstrating the qualities inherent in people of good character and the values of the school: respect; determination; integrity. Therefore, it is everyone’s responsibility to ensure that all students behave well at all times and that those values permeate the academy. All staff should be prepared to deal with issues that they come across, only referring to appropriate colleagues when necessary.

Aims of the policy

- To create a caring, supportive and purposeful learning environment in the Academy
- To clarify, demonstrate and exemplify that “good behaviour and discipline” are rooted in respect, integrity and determination to do one’s best at all time, thus ensuring success through the highest standards of behaviour towards each other and members of the academy community.
- To enable students to know how their contributions to Academy life add value to experience of all, and to encourage, support and motivate them in this through a variety of rewards in recognition of effort, hard work and good conduct.
- To ensure that all students are responsible members of the Academy community and to encourage them to take responsibility for their own actions.
- To ensure a fair and consistent response and treatment to both positive conduct and negative behaviour.
- To help develop proactive young citizens with an understanding and respect for the rules needed to live in a vibrant, successful and well-ordered community.
**Rationale / Principles of the Behaviour Policy**

Our Behaviour for Learning Policy is based on the following premises:

- All staff and students have a responsibility to create a positive environment and to maintain high standards of conduct at all times. In particular, teachers and tutors have a duty to maintain good order in their classrooms and should take steps to correct behaviour which does not conform to the values of the academy:

- Every member of staff has the duty to challenge and sanction students for actions, which they consider anti-social, dangerous and disruptive.
- Staff, students and parents / carers need to be aware of our standards and expectations:
  - Every student has the right to learn
  - Every teacher has the right to teach without interruption
  - Every parent / carer has the right to information about their child’s conduct, and are expected to work in partnership with the school to encourage high standards and expectations.

- Staff should always seek to model academy values when engaging with students.
- It is the responsibility of all staff to maintain a stimulating and purposeful learning environment for students. Assistant Heads, Heads of Department, House Heads and Senior Staff will support in this. [Staff should refer to the ‘Academy Guidance on the Promotion of Positive Behaviour’].
- It is more constructive to praise and reward rather than merely punish. Sanctions must always be fair and should be consistently applied. The lowest level of sanction appropriate to the misdemeanour, that effects change, should always be set.
- When sanctioning a student, it is the action / behaviour which should be criticised, and not the individual.
- Students should always be encouraged to accept reprimand and sanctions as part of their learning and in the context of developing good character.

In sending their son / daughter to Sidney Stringer Academy parents/carers undertake a commitment to support the academy in upholding its expectations.
The Stringer Way

In the classroom staff can expect students to...

- do as they are told, first time, every time
- arrive on time properly dressed and fully equipped
- enter when instructed in an orderly manner
- sit where they are told
- listen when the teacher or another student is speaking to the class
- ensure that mobile phones or music players are not seen or heard in any lessons without the permission of the teacher
- work hard and be considerate of others
- be polite and respectful at all times
- be determined to give of their best at all times, showing resilience when they face challenges.

Students can expect staff to...

- be courteous, consistent and fair
- prepare high quality lessons and give helpful feedback on their work
- be on time for their lessons
- listen, at the appropriate times, to students’ explanations of their behaviour
- recognise good work and conduct
- deal with inappropriate behaviour of other students

Around the academy site, students are expected to...

- be punctual
- be correctly dressed
- have their planners at all times
- wear their lanyard and ID cards with them at all times.
- show respect to the environment of the academy:
- respect people and property in words and actions
- move calmly around the site without shouting over balconies
- never leave the academy site or a lesson without permission

Students must remember that...

- extremes of hair fashion and make up are not appropriate
- chewing gum is not allowed
- litter must be put in bins
- jewellery is to be kept to a minimum. Small, plain studs or sleepers, one ring and one plain bracelet are allowed. Necklaces are to be worn inside the shirt and tie
- swearing and bad language are unacceptable (see appendix 4)
- smoking is not allowed on site or whilst arriving at, or leaving the academy

Students are expected to behave with respect and integrity at all times both during and outside of school hours, especially on the journey to/from the Academy. We reserve the right to take action when the behaviour of a student out of school hours may have a negative impact of the reputation of the academy.
WE EXPECT ALL ADULTS TO MODEL THE BEHAVIOUR WE EXPECT FROM STUDENTS

Consequences of unacceptable behaviour

It is important that all staff use a consistent and staged approach to apply consequences. This staged approach is essential to give students the opportunity to make the right choices. All stages should be followed in sequence unless a more serious incident occurs.

Stage 1 to be dealt with by the classroom teacher or form tutor or member of staff who witnesses inappropriate behaviour

Behaviour in this category might include:-

- minor disruption
- chatting in class
- mild answering back to staff
- overly boisterous behaviour
- not wearing uniform properly – Refer to Form Tutor
- late to lesson
- refusal to follow instructions
- non-completion of independent learning tasks/homework
- minor name calling
- bullying
- truancy – 1st offence
- dropping litter
- forgotten or incorrect equipment, including planner – Refer to Form Tutor
- eating in class

Sanctions include:-

- verbal warning- informing the student of the consequence of what will happen if instruction is not followed
- moving student to a different seat
- keep behind at end of lesson
- set a future detention
- contact parents
Stage 2 Departmental or House sanctions

This is where a stage 1 incident has not been resolved or needs further action.

Behaviour in this category might include:-

- repeated disruption in class
- persistent refusal to follow instructions
- challenging the authority of a member of staff
- serious offensive language/minor physical assault (see also anti-bullying policy)
- vandalism
- truancy refer to Mediation Manager – 2 or more offences
- poor behaviour on the way to or from academy refer to House Head
- theft
- persistent refusal or failure to attend detentions

Unless specified, if the incident occurs in a lesson then it should be dealt with by the Subject Leader/Head of Faculty; if it occurs in registration time or out of lessons the matter should be dealt with by the House Head.

Sanctions might include:-

- placed on department or house report
- moved into a different class to work for a fixed period of time
- parents contacted by phone or letter
- departmental or house detentions
- writing a letter of apology
- withdrawal of privileges e.g. trip, playing for school team
- Community Service e.g. litter picking
Stage 3 Referral to a senior member of staff

If the following types of incident occur, the assistance of a senior member of staff must be sought immediately:

- use of obscene/offensive language towards a member of staff
- assault on a member of staff (see Appendix 5)
- serious assault on another student
- fights between students
- persistent bullying, sexual, racial or other harassment
- theft that has not been resolved by House Head or Subject Leader/Head of Faculty
- possession of a weapon*
- possession and/or supply of illegal drugs or alcohol *

*In such cases, the Police will be contacted.

Sanctions include:-

- parental contact/meeting
- senior manager report
- community service
- withdrawal of privileges
- detentions
- the reflection room
- Saturday detention
- fixed term exclusion
- Disciplinary Panel
- referral to the Police
- six week placement in another school
- placement in Alternative Centre for Education (A.C.E)
- supported transfer to another school or ELC
- permanent exclusion
The Reflection Room (see Appendix 3 for further details)

Purpose:

- To provide an area for students who are causing a major disruption in class, preventing the learning of others, necessitating the summoning of emergency rota staff
- To provide a working area for those students who are involved in the investigation of an incident or awaiting arrival of parent/carer
- Space is clearly limited and thus placements will be made judiciously

Placement in the Reflection Room

- Students will be placed in The Reflection Room only by House Heads, ALT or a member of staff on emergency rota.
- They will only be placed if the above criteria are met.

Saturday Detention (Sat DT) (see appendix 4 & appendix 5 Exclusions)

This is a serious sanction and is intended as an alternative to fixed term exclusion. It is expected that any student who has behaved in a manner, which would merit a fixed term exclusion, will be placed in Sat DT in the first instance. This is not a soft option, it is intended to ensure that the student realises the serious nature of the offence. In most cases, parents will be expected to attend a meeting with the House Head and/or senior member of staff.

Behaviour likely to result in Saturday Detention:-

- confrontational behaviour/obscene language towards students or staff including obscenity, offensive language, racist, sexist or homophobic language
- serious vandalism
- smoking
- disruption in the local community
- theft
- bullying
- repeated failure to attend detentions
- fighting/assault
- behaviour likely to bring the academy into disrepute
- balcony offence
- truancy – 4\textsuperscript{th} offence or more
Referral to Saturday Detention

- Assistant Principals should refer to the Principal/Senior Vice Principal if they believe a Saturday Detention appropriate.
- Telephone contact with parents is to be made by the House Head on the day of the offence or when any investigation is completed.

Fixed term exclusion procedures (up to 45 days per academic year)

**Behaviour likely to result in fixed term exclusion:-**

- Refusal to accept Saturday Detention.
- Persistent refusal to comply with the academy expectations.
- Behaviour, which potentially compromises the health and safety or other students/staff.

**Procedures**

- The Principal makes the decision to exclude for a fixed term, or in the absence of the Principal, it will be made by the Senior Vice Principal.
- Telephone contact is made immediately by the House Head with the parents.
- A letter is sent to the parents with an explanation of their rights, including their right of appeal, with a copy to the Chair of the Governing Body.
- House Heads will ensure that the student has work to do whilst excluded.
- The parents/carer and student must attend a formal re-integration meeting with the Principal before the student can return.
- The Academy will follow the guidance regarding exclusions issued by the Secretary of State at all times.
- The local authority is informed from Day 6 of any exclusion.
- If a student is excluded for more than 6 days, provision will be made for them to attend an alternative place of education, pending their return or further decision regarding their future.

**If a student has more than 3 fixed term exclusions in any one academic year they will meet with a representative of the Governing Body.**
Permanent exclusion

Permanent exclusion is the final step in the process of dealing with disciplinary offences when a wide range of other strategies has been tried and failed. It is not usually used, but can be, for one-off incidents. It is used in very serious cases of:

- violence, including threatened violence
- persistent, malicious, disruptive behaviour, including open defiance and refusal to agree with academy policies which prevents other students from learning or presents a health and safety risk to themselves and others
- selling/supplying drugs on academy premises
- physical assault upon a member of staff
- serious physical assault upon another student
- use/possession/supply of illegal substances
- possession of knives/blades
- actual, intended or threatened use of a potentially dangerous weapon/implement on the academy site
- posing a serious and/or repeated health and safety risk
- deliberately starting a fire
- sexual misconduct

For students known to be at risk of permanent exclusion, a range of measures may be implemented as appropriate:

- agreeing an individual behaviour plan / pastoral support plan with parents
- assessment of social, emotional and learning needs
- placement in the learning support centre
- allocation of a learning mentor or counsellor
- referral to outside agencies, as appropriate
- referral to Disciplinary Panel
- alternative curriculum options (e.g. part-time college provision)
- 6 week placement at another school
- referral to the Alternative Centre for Education (A.C.E)
- Supported Transfer to another school or Extended Learning Centre (ELC)
- interview with academy governor(s)

When recommending Permanent Exclusion, the Principal will be satisfied that all the following criteria are met:

- there has been a serious breach of the academy’s discipline policy
- there have been similar incidents in the past (unless this is a serious single incident)
- strategies have been used to support the student to change/improve behaviour
- if the student remained at the academy there would be serious harm to the education, welfare and safety of staff/students
Emergency Rota

This should only be called for more serious incidents when all other strategies have been used or are inappropriate. If you call for emergency rota you will be expected to record incident on SIMS behaviour management and follow up with the appropriate House Head or department head. It is there to support staff in an Emergency, not replace effective classroom behaviour management.

Rewards and Praise (see Appendix 5)

At Sidney Stringer Academy we believe that ALL students are motivated to learn by praise, reward and celebration of achievement. Students should always be commended for good behaviour. Staff should recognise students’ special achievements and share such information with other colleagues. Comments should also be logged on the student’s record in Sims.
Use praise to reprimand/consequences in the ratio of roughly 4:1. Positive behaviour will be reinforced by our Rewards system and through involving students in the Academy’s leadership / decision making processes.

The Stringer Way – Motivation Strategies to use

- Respect → Respect (give RESPECT and you will get RESPECT!)
- Private Praise – Postcards (also have in different languages for all students)
- Calls home – students say that this has a HUGE impact
- Department praise boards
- Awards Evenings that reward a large number of students for effort, achievement and involvement in academy life
- Quiet, personal praise at end of lesson
- quiet students- acknowledge and praise
- Fair distribution – ensure no neglected groups
- Certificates
- Competitions in class
- Exhibitions and display good work – in reception and other non teaching areas and outside of school
- Trips
- Showcasing evenings
- Dinner with principal or Governors
- House Student of the week
- House colours for representing school
- Recognising out of school success
- Regular updates and newsletters
- Student Praise website
- House points
- Show interest in family, life experiences and culture
- Informal classroom based celebration
- Stringer TV used to publicise excellence
- Photo displays of classes in action
• Individual end of term class rewards
• Ask what they are doing – show genuine interest
• Reinforcing good behaviour etc in your own houses – celebrate and be happy
• Celebration days
• Teachers sharing students attainment with other colleagues
• **Sell** the benefits of being responsible and contributing to the whole school
• Excellent work wall – students can change display
• Digital Projective work in key area in Academy
• Roll of Honour
• Praise postcards

**Links to other Policies and guidelines**

• Anti-bullying Policy
• Exclusion policy
• Attendance Policy
• Equal Opportunities Policy
• Teaching and learning Policy
• Safeguarding policy
• SEN and Inclusion Policy
• The Reflection Room Guidance
• Saturday Detention Guidance
• Uniform policy
• Truancy Guidance
• Punctuality Guidance
• Detention policy

**Policy Review Date: September 2021**
Appendix 1

Detentions
The following types of detentions are held at the academy:-

- Class teacher/Subject/Faculty- up to 30 minutes
- House Detention: up to 1 hour
- Academy Detention: 1 hour – held Monday-Thursday in Room 156
- Leadership Detention: 90 minutes (Friday 3.00-4.30pm) in Room 156.

• **Do not set whole class detentions.** They are not fair and you will not be supported if they do not all attend. Instead, identify key individuals that have been responsible.

• If you want to set a detention after school, you can keep a student for up to 10 minutes without prior warning to parents. However if there is a good reason as to why the student is unable to stay then you are advised to try and contact parents where possible and be flexible if needed

• If you issue a student with a detention, please write a note in the passport. It is the duty of the student to inform their parents once you have done this; you have now made a reasonable effort to inform them

• You must give at least 24 hours notice for a detention of more than 15 minutes.

• Students must be supervised at all times

• If parents inform us that there is a valid reason for the detention not to be served on that night e.g. care arrangements or transport issues then show a willingness to be flexible and rearrange to a different night. However, a mere inconvenience or disagreement with the penalty on the part of the parent is no excuse for non-attendance.

• You do not have to give 24 hours notice for a lunchtime detention. However, you do have to ensure that the student is given the opportunity to have lunch.

• Failure to attend a detention should lead to follow up with the student and an opportunity to resit it. Please inform parents that this has happened and record it on SIMS behaviour manager
Detention Procedure for Subject/Faculties

Faculty Level

Step 1:
Teacher set the detention and writes it in the student passport. If student fails to attend the detention, then teacher refers to Faculty/Subject for intervention.

Step 2:
Contact should be made home to discuss with parents. Faculty Detention issued with the support of the Faculty/Subject Head. Detention must be written in student passport. If Faculty/Subject Leaders have difficulty in making contact with home, discuss with House Heads for support. If detention clashes with a whole school detention, then the faculty/subject detention is rearranged. NB Whole school detentions are written in student Passports and the attendance at the detention will also be emailed to all staff on the night of the detention. Parents must be contacted before the next steps.

Step 3:
Student fail to attend faculty/subject detention, referral on sims to ‘refer to Detention Admin’ to escalate for an Academy Detention (ADT). Head of Faculty/Subject Leaders are responsible for writing the detention in the student’s passport.

Step 4:
Student fail to attend ADT then escalates to Leadership Detention (LDT).

Step 5:
Student fail to attend LDT will be expected to attend a meeting with the Pastoral Assistant Principal on which a discussion had and LDT reset.

Step 6:
Sat DT stages implemented

Additional notes:

Where there appears to be a persistent offender, it is important that teacher/faculty/subject head arrange to meet with parents.

The role of the House Head or Assistant Principal, for the House, will be to advise where appropriate and particularly have the overview of a student’s performance across all subjects. If there are concerns from several faculties then it would then be more appropriate for the House or Assistant Principal to meet with parents. It is therefore vital that House Heads are kept informed.

Collecting students for detentions:
It is not the Academy policy to collect students for detentions as students should be expected to turn up on their own.
Writing Detentions in Passports:
Please ensure detentions are written in Passports as this:

- Reminds students
- Allows tutors/House Heads to monitor detentions
- Informs parents

SIMs
Please ensure detentions are recorded on SIMs
Appendix 2

Mobile phones/electronic tablets/computers and other valuables

- The Academy will accept **NO responsibility for loss or theft**. Students bring all valuables at their own risk and they should be kept in students’ possession or secured in their locker. Students should keep their locker code private to themselves and should not share their locker with anyone. If students have a problem with their locker they should report it to their Head of House without delay.

- Devices are not to be **SEEN** or **HEARD** during lessons unless a teacher has given specific permission. This includes headphones which should be kept out of sight.

- If a phone or music player is **seen or heard**, inappropriately, in a lesson then the member of staff is expected to confiscate it and return it at the end of the lesson. Staff should be flexible at the start of the lesson if the student is obviously putting it away in order to follow the rules.

- If this happens on more than one occasion then the device will be handed to the House Head and the student will be expected to collect it from the House Head at the end of the day.

- The House Head will lock it away for safety.

- If the House Head or House Assistant is unavailable then this can be given to the Assistant Principal for the House.

- If a mobile phone is given to the House Head/AP on more than 2 occasions on the third occasion we would expect parents to come and collect it. The phone will be locked away for safekeeping.

- Any student who refuses to hand it in will have to spend the day in the IER. They cannot return to lessons until the phone has been handed in to the HH or AP for a day.

- Any student using mobile phones in a way that upsets or intimidates other students or staff will be asked to give it to a member of staff and parents will be contacted by the House Head or Assistant Principal. Students will be sanctioned in accordance with peer on peer abuse policy.
Appendix 3

The Reflection Room (‘RR’)

Purpose:

• To provide an area for students who are causing a major disruption in class, preventing the learning of others.
• To provide a working area for those students who are involved in the investigation of an incident or awaiting arrival of parent/carer.
• Space is limited and thus placements will be made judiciously. Staff on emergency rota will decide whether a placement in the Reflection Room is appropriate.

Placement in the Reflection Room

• Students can only be placed in the Reflection Room by a member of ALT, House Head or staff on Emergency Rota.
• They will only be placed if the above criteria are met.

The following procedures should apply if students have to be removed:-

• Member of staff send a reliable student to subject office or reception to contact Emergency Rota on ext 5555.

Purpose of Emergency Rota:

• To support staff when a student’s behaviour becomes unmanageable
• To minimise further disruption to student learning
• To repair relationships between staff and students

Responsibilities of those on duty:-

• To collect the ER phone and clip board from the RR at the start of the lesson
• To be on patrol all the time (not to sit in an office/room)
• To be visible around the site, popping into lessons, going over to the EIC and down to PE
• To challenge/speak to students out of lessons
• To target hotspot areas
• If on rota P1 to go straight down to lates to support
• To escort students to the RR if the situation cannot be resolved*
  *work must also be sent with the student to the TOR
Key Points:

**THINK** – How is my intervention going to help the teacher when the student returns to the classroom?

**REMEMBER** - Always involve the member of staff in the discussion; let them maintain responsibility for the student’s behaviour.

**DO NOT** – React emotionally, **DO** – Respond strategically

**CREATE** - Positive moments when you are not on duty with our “challenging” students.

Questions to respond to challenging behaviour:

1. What has happened?
2. Who has been affected?
3. How have they been affected?
4. What needs to be done to make things right?
5. How can we do things differently in future? (Upon successful return to the classroom)

Recording information:

Even if a student is returned to the lesson the following information must be recorded on the clipboard:-

- Name of Student
- Tutor Group
- Year
- Period
- Subject
- Staff requesting ER
- Reason for removal
- Is it a double lesson – can they return?
- Outcome of ER - returned to lesson/RR or HH
- Name of staff on duty
FAQ:

What happens if I am absent?

If you are on emergency rota and you are absent or unable to attend please inform Cover that:

- It has been swapped and no cover is required
- It is unable to be swapped and cover is required

What do I do if a student refuses to come with me to the RR?

Give them 5 minutes, walk away and revisit. If the student is still not responding inform the House Head or a member of ALT.

What do I do if a student’s behaviour escalates upon my arrival?

- Caring Communication
- Awareness and Assessment
- Listening Looking & Learning
- Making Safe Judgements – request support if needed

Recording & Monitoring

Mediation Manager will complete the following:-

- Check staff member has sims student and send a reminder if not completed.
- Liaise with staff member and copy in Head of Faculty/Subject to ensure restorative conversation has taken place before returning to lesson.
- Monitor to ensure all restorative conversations have taken place.
- Once conversations have been had, Mediation manager should complete their section on the reflective sheet and file.
- monitor closely any student who is regularly being sent out of lessons and highlight this to PAP.
- Update RR log in Google Drive>Behaviour>ER & TOR and complete all the relevant fields.
Appendix 4

Saturday Detention

The purpose of Saturday Detention is for sanction, deterrent and rehabilitation. It is an alternative to a fixed term exclusion and is considered a very serious consequence. We want to reduce the number of exclusions while maintaining the impact and severity of the Saturday detention as a means to communicate the poor behaviour choices made by a small number of students.

House Heads should refer to House Assistant Principals (HAP) who will seek ratification for a placement from the Principal (CT) or Vice Principal (JF).

Saturday Detentions are held every week during term time (with the exception of the weekend preceding or following the half term break.

Saturday Detention commences at 8.45am till 12.00pm and are led by the Mediation Manager and supported by a member of the Academy Leadership Team.

Responsibility of House Heads

- Once a SAT DT has been approved. House Heads are responsible for contacting parents to inform of reasons and the date of the detention.
- It must be made very clear to parents/guardian of the seriousness of the sanction and what is expected at the detention.

Please see below script :-

Pastoral Script for Parental calls

Your child has been issued a Saturday detention by (name) Principal/Vice Principal.

The reason for the detention is (reason explained as per entry).

It is vitally important (student name) attends promptly by 8.45am to start detention at 9am. This sanction is in place of a fixed term exclusion so needs to be carried out in line with the Academy behaviour policy. If (student name) is late, they may be recorded as ‘missed detention’. Please note, there is limited staff on Saturday, therefore if you [student name] is late he/she may find it difficult to get into the school building. Should he/she arrive late and gain entry into school a phone call will be made to you, and your child will be sent home with a letter to confirm a fixed term exclusion on the Monday and appointment time to meet with the Principal on Tuesday.

We expect students to be prompt, in full Academy uniform and to bring a pen, passport and reading book. We expect students to follow instructions from staff. Failure to do so will result in parents being contacted and student sent home and be given a fixed term exclusion on Monday and appointment time for you to meet with the Principal on Tuesday.

We appreciate your support in this, as we endeavour to maintain the highest standards at Sidney Stringer.
Once conversation had with parent/guardian, House Heads should have conversation with the student involved, explaining the reasons and ensuring they understand the seriousness of the sanction and what happens should they decide not to attend/or are late. See Pastoral Script below:

**Pastoral Script for conversation with students**

*You have been issued with a Saturday detention for this Saturday. It has been authorised by (member of ALT) for (reason for detention). Your parents have also been informed.*

*You are expected to attend the Academy at 8.45am for a 9am start. If you are late, you may find it difficult to gain entry into the school building. Should you be able to get in you will not be permitted to stay and your parent/guardian will be contacted and you will be sent home. It will be logged as a ‘missed detention’. You will be issued with one day fixed term exclusion on Monday and a parental meeting with the Principal on Tuesday.*

*You should attend in full Academy uniform and bring a pen, passport and reading book to the detention. You will be expected to comply with staff instructions. Failure to do so will result in your parent/guardian being contacted and you will be sent home, fixed term excluded for Monday and have a parental meeting with the Principal on Tuesday.*

Are you clear about the expectations?

**Responsibilities of the Mediation Manager**

**Tasks to be completed by the Mediation Manager (‘MM’)**

**Authorisation received for Saturday Detention**

Update the Sat DT spreadsheet. This is found in J Drive:> Pastoral>Saturday Detention.

- Once authorisation has been given. Under the ‘Pending’ tab input all the columns.
- MM to email whole staff on who is expected to be in Sat detention by 10.30am on Friday.
- MM to see students on Friday to remind them about attendance to the detention and the expectations. See script.

**Friday Reminder Slip**

*You have a detention for (reason)*

*I expect you to arrive at the Academy at 8.45am for a 9:00am start. I will not accept you if you arrive after 8:45am. You must be on time, in full uniform with a pen, passport and a reading book. This is a requirement of this sanction. A Saturday detention is a serious sanction and we will treat it as a serious breach to our behaviour policy if you fail to attend or arrive late. Failure to attend/arrive late will result in you being excluded for 1 day on Monday and a parental meeting with the Principal on Tuesday.*
Are you clear on the expectation of you for Saturday? If you are not, please see your House Head before the end of school today.

On the Day

- Students are expected to arrive in reception by 8.45am
- Students are expected to be in full academy uniform – this includes tie and lanyard.
- Students should bring a pen with them.
- The Mediation Manager will meet students in reception at 8.45am. Students will be escorted to 16+ block at 8.50am.
- Lateness will not be tolerated. There is limited staff on Saturday, therefore students who are late may find that they are unable to enter the building. Should they be able to get into the building, contact will be made home and student will be sent home. Student will then be issued with a Fixed Term exclusion for the Monday.
- Once all students seated, Mediation Manager will register the students.

During the detention

- Students will be on separate tables where possible throughout the room.
- Each table will have a stopwatch and a reflection booklet.
- The Mediation Manager will instruct students of the protocol for the room to include:
  - No eating
  - No earpods/headphones
  - Phones switched off and not visible
  - No talking
  - No sleeping.
  - Consequence if they fail to follow the rules of the detention.
- Students may go the toilet at this point before the official start time of 9am.
- Students will be given 15 minutes to complete their reflection booklet.
- Mediation Manager will ask students to start their stopwatch – which will be a countdown to the end of their detention.
- If a student fails to comply with the detention protocol, their stopwatch will be stopped and only resume when they start cooperating.
- If there is substantial time lost due to poor behaviour, this time will be taken during social time on the Monday in the Reflection Room.
- If behaviour persists after warnings and removed to work in the office, the detention will be marked as a failed placement and student will be sent home.
- Students will be required to sit in silence and reflect on their behaviour. Students must put their hands up if they need to ask anything.
- Mediation Manager will take a register of those present.
- MM will email staffgrp of attendance.
• In the last hour, Mediation Manager with support from ALT if necessary, will discuss with each student the reason for their detention and give necessary guidance to avoid repeated offences.
• Towards the end of the detention the tables and stopwatches will be checked by staff any damage seen, will result in community service and cost to repair/clean.
• At 12pm, students will be escorted by a member of staff out of the school building.

**Lack of uniform /misbehaviour at the detention/Late to detention**
Parents/Guardian will be contacted and informed of failed placement with reasons.

Students will be asked to leave and will be issued with a Fixed Term Exclusion for the Monday.

**Script for sending home**

• **Your child (name) has arrived at the Academy late for their Saturday detention. They arrived at (time)....**
• **Your child {name_ has not met the expectations in the detention....**
• **Your child (name) has not arrived in full uniform ....**

They have therefore, been logged a ‘missed detention’ and will be returning home as explained by the pastoral team during the week.

Your child will now be excluded on Monday for one day – please note your child should remain at home and not be out on the streets between school hours. The Principal would like to meet with you on Tuesday. We have the following available time slots.

**Procedures if failed placement**

• Mediation Manager must contact parents before sending any students home.
• MM must inform parents of the reason for failed placement and inform, student will now be fixed term excluded for 1 day on the Monday.
• MM should explain that a meeting with the Principal will be required on the Tuesday and ask them for their availability noting CT’s available slots.
• MM will give student the exclusion letter to take home.
• If parents are not being cooperative, MM should refer to the ALT member
• If parents are unable to attend meeting on Tuesday, student will be permitted to return to school, but will remain in the Reflection Room until meeting agreed. (discuss)
• Once meeting held, SAT DT will be reset.
**Failure to attend detention**

- Mediation Manager will contact parents/guardian and inform them student will now be fixed term excluded and arrange suitable meeting time on Tuesday. Discretion may be used if parents have contacted the school with a valid reason.
- Mediation Manager will email the agreed appointment times to Head’s PA and copy in PAP, HH, HAP & HA.
- Where Mediation Manager is unable to make contact with parents, she will include this in the email.
- House Heads will be responsible for picking up student first thing on Monday morning for student to be excluded.
- House Heads will update the Mediation Manager on outcome of sending student home and that meeting has been arranged with parents.
- Whilst House Heads are contacting home, student will not be permitted to go to lessons and will be held in The Reflection Room until a decision has been made.
SAT DT STAGES

1st DT: Parental Meeting with HAP & HH

2nd DT: Parental Meeting with PAP & HH

3rd DT: Parental Meeting with VP- Inclusion & HH (PAP if involved)

Discussed at RAM for support

4th DT: Parental Meeting with Principal, HAP & HH (PAP if involved)

Warning issued

5th DT: Behaviour Route:

- Disciplinary Panel
- 6 Week Placement
- ACE
- Supported Transfer

- Minutes MUST be taken at all meetings and saved in student electronic files.

- Previous minutes and any update of support from discussions of RAM must be mentioned at this meeting

- At all stages, please confirm with NZA that meeting has taken place.

- Reset detentions do not count as an additional DT.

DISCIPLINARY PANEL

In the event that a student’s behaviour continues to be of concern despite being on report to HAP/PAP, then a student can be required to attend a Disciplinary Panel meeting. The panel will comprise the Headteacher, the Senior Vice Principal, the Assistant Principal (Pastoral) and two local police officers. Students will be asked to account for their behaviour record and will be informed formally of future action should there not be improvement. (see Appendix 9)
Appendix 5

Uniform (for more detailed information please see Academy uniform policy)

- If a student is inappropriately dressed, parents/carers will be contacted and asked to bring appropriate clothing to school, or if appropriate student sent home to change. This will be authorised only by House Head/Assistant Principal.

- If this is not possible then students will be offered the opportunity to borrow the appropriate items. These items will have been washed and will be clean.

- If a student refuses this then they will be expected to work in the Reflection Room until the correct uniform is available.

- The academy will do whatever it can to support families with obtaining the correct uniform.

Smoking

- Smoking is not allowed on the site. All incidences MUST be recorded on the behaviour management system
- All students caught smoking will result in a Saturday detention.
- At all stages advice and support to quit offered by Medical Assistants and School Nurse.

Balcony

- Students must not throw any items over the balcony. There are 4 floors and anything thrown could cause serious damage to another person.
- Any student caught throwing any object or involved in an incident where something goes over the balcony will have to complete a detention.
- Any students using the staircases and balconies inappropriately, including sliding down the bannisters or leaning over balconies without feet firmly on the ground, will be referred for a Saturday detention.
**Fighting**

- There is to be no fighting in the academy. It can cause injury and we have effective systems in place to support students who have any problems. Students must go to their Tutor or House Head if they need help.
- Any student involved in a fight will be expected to complete a Saturday Detention.
- If the fight is outside school they will be expected to complete a LDT & SAT DT.
- In all cases we expect parents to come to school to meet with the House head and Assistant Principal as soon as possible.
- The academy reserves the right to vary the length of sanctions as deemed to be appropriate.

**Swearing**

- Swearing is unacceptable in the academy and is sanctioned accordingly.
- Any incident of swearing must be recorded on SIMS
- 1st offence letter home
- 2nd offence – Academy Detention
- 3rd offence will be issued with a Leadership Detention.
- 4th offence – Saturday Detention
Appendix 6

Rewards

Software to record rewards: SIMS

Negative sims behavior: known as Sims.

Positive achievement points: known as House Points

Rewards will be based on the net points (Difference between Sims and Achievement points) known as Total House Points

Rewards will run from September – End of Summer 1

How to earn House Points

House Points are given for the following:

- Integrity (these could be issued by Prefects)
- Determination (these could be issued by Prefects)
- Respect (these could be issued by Prefects)
- Excellent classwork
- Excellent participation (in class/tutorial)
- Excellent effort
- Stringer Challenge
- Enrichment
- Sporting representation
- Pastoral (supporting/representing the House)
- Outstanding academic achievement
- Promotional points

- Bonus points at end of each term for: [earning 5 House points]
  - 100% attendance
  - 0 behaviour points
  - Stringers scholars
  - Enrichment bonus for attending 20 sessions
  - 1 million words read for AR

Limits on House Points - It is expected that staff will reward students giving regard to the above criteria and not undermine its value.
Prizes and Milestones

Ultimate Prize – End of Year Trip (JUNE/JULY)

Eligibility

- Stringer Scholars: 6.5 effort score on at least 2 occasions (does not have to be consecutive).
- Most improved students (1 per House chosen by House Team including Post 16).
- Role Model:
  - 97 %+ attendance
  - No lates recorded
  - No sims recorded
  - Have at least 10 House points.
- Completion of Stringer Challenge
- Reached Platinum level in House Points

Milestones

Half Termly

- Recognition of students:
  - Tutor groups nominate 1 student per tutor group. HH pick 3 students and they receive:
    - hot chocolate and cookie
  - Highest House point earners per House:
    - names/photos placed on Wow Wall and Tannoy announcement and on screens.
    - 1 week?
    - All names placed on a Roll of honour board
  - Current Leader of the House League announced.

Termly
Badges will be awarded as soon as student reaches the milestone, but there will be a special recognition in Assembly each term.

Badges awarded under the following categories:

**Key Stage 3**

- **House points** are cumulative: so at the point of cut-off if student has earned more than one badge, they will be given both badges.

- **Students will receive** the following:-

  - **Bronze (60)**
    - Badge – awarded in Year Assembly
    - Postcard sent home

  - **Silver (120)**
    - Badge – awarded in Year Assembly
    - Postcard sent home

  - **Gold (180)**
    - Badge – Awarded in assembly by PAP
    - Postcard sent home

- **Platinum (240)**
  - Badge –
  - Postcard sent home

- **Diamond: top% of the Academy**

- **Bronze: 60 HP**

- **Silver: 120 HP**

- **Gold: 180 HP**

- **Platinum: 240 HP**

- **Diamond: top% of the Academy**
Sidney Stringer Academy Behaviour and Rewards Policy

- Fast track pass to lunch for the next half term
- Free entry to any Stringer House entertainment
- Stair Pass

- **Platinum (240)**
  - Badge – Awarded in assembly by Principal
  - Certificate
  - Postcard sent home
  - Voucher up to £10

- **Diamond (Top % of the Academy)**
  - Honour Badge for blazer: – Awarded by Head
  - Certificate
  - Postcard sent home
  - Eligibility to go to End of Year Trip
  - Voucher or gift experience up to the value of £40

**Key Stage 4**

As Key Stage 4 have less classes, students will need to collect the following House Points to achieve their rewards:

- **Bronze: 40 House Points**
- **Silver: 80 House Points**
- **Gold: 135 House Points**
- **Platinum: 180 House Points**
- **Diamond: top % of the Academy**

Awards to be given as and when student meet the threshold.

Each week HH will receive the names of students who have reached a milestone.

Additional formal recognition will be made at the end of each term.
Students will be asked to clear all their badges from their blazers but will be permitted to keep the highest awarded badge.

In addition:-

**Term 1 (Autumn)**

- Picture of all the winners for the term – on the Wow wall and Board.
- Student with the highest no of House points - special recognition – 1 per House(voucher- JD Sports/any. How much - £5
- Highest House Point Earners per year group for this term:
  - Awarded House Excellence Badge
- Role model – criteria as above awarded  3 House points (Pastoral).
- Current Leader of the House League announced.

**Major Prize:** Silver and above at the penultimate week of Autumn Term : Pizza Party.

**Term 2 (Spring)**

- Picture of all the winners for the term – on the Wow wall and Board.
- Student with the highest no of House points - special recognition – 1 per House(£5 voucher
- Highest House Point Earners per year group **for this term only:**
  - Awarded House Excellence Badge
- Role model – criteria as above and gain 3 merits (Pastoral).
- **Major Prize:** at Gold and above as at the penultimate week of Spring 2: Go APE or similar activity.

**Term 3 (End of Year (June)**

- Picture of all the winners for the term – on the Wow wall and Board.
- Student with the highest no of House points - special recognition – 1 per House (voucher- JD Sports/any. How much - £5?
- Highest House Point Earners per year group **for this term only:**
  - Awarded House Excellence Badge
- Role model – criteria as above.
- **Major prize:** End of Year Trip – see above criteria. Cut off date: penultimate week of end of Summer 1.
Recognition of Stringer Scholars

- Required to obtain 6.5 effort and above.
- Award to be given after each Progress Day
- Award: badge, £10 voucher and Hot chocolate and cookie with HH (this could be with all Houses together and the Head to visit)
- Students who meets the criteria on two occasions will be eligible to go on End of Year Trip.

Year 11 Promo:-

- Eligibility for free ticket at Prom – Top 5 with most House points - 1 per House.

- Eligibility for discount of £5
  - Completion of revision card showing attendance of at least 60 revision sessions in core subjects

Post 16

- Separate rewards system led by Post 16 Team.
House League Table

Will run from July (Sports Day to Summer Term 1 (May).

Based on the following:-

- Attendance
- Punctuality
- Behaviour
- AR
- House Competitions
- House points (total conduct points).

Each week the House League will be updated and publicised on the one designated screen and Website.

At the end of year (May) there will be a trophy for the best House for the following categories:-

- Attendance
- Punctuality
- Ethos
- AR

House Championship Cup & House Treat – for the house with the most points overall all categories.

Special winners assembly (50 students from each House) to announce the winners of each category and overall.
Appendix 7

Assault on Staff

In the unfortunate event of any member of staff being subject to any inappropriate physical altercation with a student, the member of staff is asked to do two things:

• send one email marked PRIORITY in subject box to HH; AP; PN; JF; CT, explaining exactly what happened.

• record on SIMS under relevant offence

JF will then speak with the member of staff and ensure that the matter is investigated and followed up.

The HH will ensure that the student is picked up urgently upon receipt of email and s/he should not be in circulation until the situation is resolved. A full statement will be taken from the student and sent to JF who will co-ordinate the matter.

Action will include a meeting between student, parent/carer and CT, JF and, if possible, PN. JF will ensure that this is arranged.

Appropriate sanction will be applied.

JF will convene RJ between student and member of staff, if appropriate.

The student should NOT be in circulation, at all, until the matter has been fully concluded and RJ has taken place.
Appendix 8

ACADEMY GUIDANCE ON PROMOTING POSITIVE BEHAVIOUR

Stay calm and in control. Speak as politely to students as you would a class of adults.

Give students dignity and choice. Give students choices, e.g. “You can either stop disturbing others or you can move”

Avoid making them choose between impressing their friends and following your instructions. Talk privately to students misbehaving so that they are able to make the right choice without losing face.

Talk as quietly as possible. If you talk loudly, students will take this as a sign that they are being loud and will then become louder. You will have more presence if you talk more quietly so that they have to be quiet to hear you. The quieter you are the more respect and control you have as well as appearing to be more confident and in charge. Being quiet with students makes it hard for them to become angry with you.

Assume compliance and appear shocked at all violations of rules. Vary your tone of voice when you reprimand. If you use the same tone as when you are teaching, then it will be perceived that behaving badly is not unusual.

Use four times as much praise as criticism. Praising students who are on task, giving of their best, is a subtle way of letting others know that their behaviour is not of the expected standard.

Use positive language and “Thank you”.

Follow up incidents as soon as possible and definitely the same day. If students know that they will not get away with things they will stop trying to do so.

Don’t assume that students will remember your rules from one lesson to another – make it as easy as possible for them by reminding them and reinforcing positive conduct.

Do not threaten what you cannot deliver. Think carefully before you administer consequences-it will be you who has to follow things up. If you threaten detention every night of the week and cannot do it then don’t use it as a sanction.
See things through. Whatever consequences you set you need to ensure that they take place. If you issue a sanction and then do not implement it will undermine your authority and blur boundaries and expectations for students. When a student responds positively to a reprimand/sanction and this is demonstrated in improved behaviour, ensure that the student is aware that you have noted this and is praised.
Sidney Stringer Academy Behaviour and Rewards Policy

Appendix 10

Searching, Screening and Confiscation

Sidney Stringer Academy adheres to ‘Searching, Screening and Confiscation: Advice for Schools’ (2018) in its policy of Searching, Screening and Confiscation.

Searching

• School staff can search a pupil for any item if the pupil agrees.

• The Headteacher, or 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;
  - stolen goods;
  - illegal drugs;
  - tobacco and cigarette papers;
  - fireworks;
  - pornographic images;
  - any article which the member of staff believes has been used, or is likely to be used, to commit an offence or cause injury to another person or the student his/her self;
  - any item banned by school rules which has been identified in the rules as an item which may be searched for.

• If a member of staff suspects a student has a banned item in his/her possession, they can instruct the pupil to turn out his or her pockets or bag and if the pupil refuses, the teacher can apply an appropriate punishment as set out in the school’s behaviour policy.
• The member of staff conducting the search must be the same sex as the student being searched and there must be a witness (also a staff member) and, if possible, they should be the same sex as the student being searched.

• A member of staff can carry out a search of a student of the opposite sex without a search than outer clothing.

• ‘Outer clothing’ means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but ‘outer clothing’ includes hats; shoes; boots; gloves and scarves.

• The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

• ‘Possessions’ means any goods over which the student has or appears to have control – this includes lockers and bags.

• A condition of having a locker is that the student consents to having it searched for any item whether or not s/he is present.

• If a student does not consent to a search, it is possible to conduct a search without consent but only for the ‘prohibited items’ listed above.

• Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force cannot be used to search for items banned under the school rules.

Confiscation

• Academy 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.

• Where any article is reasonably suspected to be an offensive weapon it must be reported to the DSL and passed to the police.

• The academy can dispose of alcohol as is considered appropriate but this should not include returning it to the student.
• If controlled drugs are found it should be reported to the DSL without delay. The DSL will then either pass to the police at the earliest opportunity or dispose of them, whichever is considered to be appropriate.

• Other substances which are not believed to be controlled drugs can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, ‘legal highs’.

• Where stolen items are found, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the person thinks that there is a good reason to do so.

• Where a member of staff finds tobacco or cigarette papers they may retain or dispose of them but should not return them to the student.

• Fireworks found as a result of a search may be retained or disposed of but should not be returned to the pupil.

• If a member of staff finds a pornographic image, they may dispose of the image unless they have reasonable grounds to suspect that its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be reported to the DSL and delivered to the police as soon as practicable.

• Where an article that has been (or is likely to be) used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of.

• Any weapons or items which are evidence of an offence must be passed to the DSL and then to police as soon as possible.

Electronic devices

• Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspect has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police.
• In determining a ‘good reason’ to examine or erase the data or files the staff member should reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.

• If an electronic device that is prohibited by the school rules has been seized and the member of staff has reasonable grounds to suspect that it contains evidence in relation to an offence, they must give the device to the DSL who will pass it to the police. Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an extreme pornographic image, should not be deleted prior to giving the device to the police.

• If a staff member does not find any material that they suspect is evidence in relation to an offence, and decides not to give the device to the police, they can decide whether it is appropriate to delete any files or data from the device or to retain the device as evidence of a breach of school discipline.

• Instances of ‘sexting’ should be reported to the DSL and action taken in line with the Academy Safeguarding Policy.

• The academy should inform the individual student’s parents or guardians where alcohol, illegal drugs or potentially harmful substances are found.

Screening

• The academy can require pupils to undergo screening by a walk-through or hand-held metal detector (arch or wand) even if they do not suspect them of having a weapon and without the consent of the pupils.

• If a student refuses to be screened, the school may refuse to have the student on the premises.

• If a student fails to comply, and the school does not let the pupil in, the school has not excluded the student and the absence will be treated as unauthorised. The pupil should comply with the rules and attend.