



Behaviour Policy

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A C A D E M Y

1. Arco Academy's Ethos and Objectives and Aims of the Behaviour Policy

Our aim is to empower our students to become the best version of themselves.

Our sports and educational programmes are designed to help students improve educational performance and the development of critical life skills including goal setting, discipline, teamwork, resilience, focus and hard work.

We want our students to leave Arco Academy as well-rounded individuals ready to return to mainstream education, better equipped for the future world of work and able to make a positive contribution to society.

We strive to create a safe and stress-free learning environment so our students can both develop as people and improve educational performance.

The appropriate behaviour of all our students is critical to us being able to achieve these aims.

Our Behaviour Policy aims:

- To support the ethos of Arco Academy in promoting positive relationships, fostering equal opportunity and raising attainment for all.
- To provide a safe, purposeful and professional environment enabling teachers to teach and all to learn, free from disruption, violence, bullying and any form of harassment or discrimination.
- To determine the boundaries of acceptable and unacceptable behaviour, the graduated responses regarding rewards and sanctions and how these responses will be fairly and consistently applied by all
- To ensure a range of early intervention strategies are in place to both support expected behaviour and challenge inappropriate behaviour, and help reduce the risk of both fixed and permanent exclusions.
- To encourage positive behaviour rather than only responding to inappropriate behaviour.
- To ensure that the disciplinary procedures seek to resolve concerns.
- To be used as a clear foundation for communication between staff, students and parents/carers.

2. Taking account of individual needs

The following groups of vulnerable students may at some point require the staff at Arco Academy to take account of their individual needs and circumstances when applying the Behaviour Policy:

- Minority ethnic and faith groups, travellers, asylum-seekers and refugees
- Students who need support to learn English as an additional language (EAL)
- Students with special educational needs
- Children looked after by the local authority
- Sick children
- Young carers
- Children from families under stress
- Any other students at risk of disaffection and exclusion

3. Arco Academy's Student Code of Conduct

Students are expected to conduct themselves in a professional, productive and positive manner. Respect and understanding must be shown towards other students, teachers, support staff, visitors and to the environment within which everyone is working. This includes the local community and other site users.

Students, parent/carers and staff are expected to familiarise themselves with the following guidelines for students:

3.1 Positive Behaviours

Arco Academy encourages students to:

- Take personal responsibility

- Be professional
- Complete class work to the best of their ability
- Be kind to others
- Be in the right place at the right time
- Help others
- Follow instructions first time

3.2 Equal Opportunities

Students are expected to adhere to all aspects of Arco Academy's Equal Opportunities policy and to play an important part in its effective implementation.

Policy extract: *“Arco Academy is committed to working towards becoming an equal opportunities institution in its intention, not to discriminate against any person on the grounds of race, colour, religion, gender, sexual orientation or disability and in its active promotion of respect and response to a full range of individuals reflecting the society in which it operates.”*

3.3 Behaviours that will not be tolerated

Arco Academy will not tolerate any of the following behaviours:

- Bullying – see Arco Academy's Anti-bullying Policy
- Cheating
- Rudeness
- Disrespect
- Dishonesty
- Discrimination or prejudice of any kind
- Harassment
- Swearing
- Disruptive behaviour
- Violence
- Vandalism including graffiti, tagging etc.
- Theft

3.4 Smoking, Drugs and Offensive Weapons

Arco Academy has a no smoking policy. Students should not bring cigarettes or lighters into the premises. If they are found smoking, these items will be confiscated, not returned to the student and parents/carers will be informed.

We have a zero tolerance policy of both drugs and weapons. Police will be informed in all cases of failure to adhere.

Failure to comply with any of the above rules may result in disciplinary procedure, which may result in your removal from the programme.

3.5 Attendance

Students are expected to attend on allocated days; if they are unable to attend they must contact their Key Worker or employer/training provider by 8am on the morning of expected absence. Any medical appointments etc. should be made outside programme times, where possible. If students have to be absent for an appointment - written evidence is required in advance.

All absences must be substantiated by an appropriate note, phone call and/ or medical certificate; details will be noted in the students' personal files. Family holidays must not be taken during term time. Parents should note that some public examinations fall during Arco Academy holidays. Requests for term time absence due to student extra-curricular commitments can only be authorised in exceptional circumstances by a member of the SLT.

3.6 Time Keeping

Students are expected to develop the excellent timekeeping required in the competitive industries for which they are preparing themselves. Lateness may result in unauthorised absence or non-admittance to lessons. This will be noted in the students' personal files and may have a bearing on the minimum 96% attendance requirement. Punctuality is important after lunch and break time and students are expected to manage their own timekeeping.

3.7 Personal Organisation

Students are required to prepare themselves for their programme of study, be punctual and properly equipped for each session. Curriculum requirements and deadlines must be adhered to.

3.8 Dress Code

Students are expected to present themselves in a professional manner and hair and dress should be suitable to a working sports environment. Students may be sent home if dressed inappropriately. Hair should not be dyed. Jewellery must be removed if a member of staff is concerned about safety or appropriateness. Earrings should be limited to one per ear.

Our dress code enables students to be comfortable whilst enabling students to have their own individuality. Students should ensure that they are dressed appropriately for practical lessons and work placements, including wearing protective footwear when required.

3.8.1 Boys

- Trousers to be no lower than hip level
- Long sleeved White/ Navy/Black collared shirts, in the warmer months short sleeved White/Navy/Black collared shirts are allowed
- Black shoes, no trainers (unless it is for practical lessons)
- No offensive logos on tops and or t-shirts
- No hoods or hats are allowed in classrooms and sports hall at Arco Academy
- **PE Kits:** Plain navy blue/black Jogging bottoms/shorts/thermals and plain white/navy blue t-Shirts. Plain navy blue/black Jumper (no hoods).

3.8.2 Girls

- Pleated Navy blue/black skirts are to be of an acceptable knee length (at least knee length)
- Long sleeved White/ Navy/Black collared shirts, in the warmer months short sleeved White/Navy/Black collared shirts are allowed
- Black low heeled shoes, no trainers (unless it is for practical sessions)
- No low-cut tops
- No offensive logos on tops and or t-shirts
- No hoods or hats are allowed in classrooms and sports hall at Arco Academy
- **PE Kits:** Plain navy blue/black Jogging bottoms/shorts/leggings and plain white/navy blue t-Shirts. Plain navy blue/black Jumper (no hoods).

3.9 Personal Possessions

Students are advised not to bring valuables, expensive clothing or large quantities of cash to the Arco Academy premises as we cannot take responsibility for the loss of or damage to personal property and staff should not be asked to take responsibility for these items (including during practical activities such as Dance or PE). Lockers are provided for all students to store their personal property. Nothing should be left in the lockers overnight. A representative of Everyone Active will remove any items left overnight.

3.10 Mobile Phones

Mobile phones/MP3 players must be put in the phone drop box at the start of the day. If a student is then seen with their mobile phone/mp3 player (including headphones) during the day, they will be asked to leave the classroom and the

formal disciplinary process will begin.

3.11 Care for the Environment

Students are expected to take care of Arco Academy's environment and equipment. Misuse of the environment, equipment, computer network or Internet facilities is not acceptable and will result in disciplinary action. Students are expected to observe the requirements of all professional and designated learning areas. Eating or drinking is permitted only in designated areas. Vandalism, litter or graffiti are not acceptable.

3.12 Relationships with the community

Students are reminded that Arco Academy's location is in a residential area and our relationship with our neighbours is important. Students must therefore remember to be courteous and quiet and fulfil Arco Academy's high expectations when in the surrounding area and when on visits or trips. Failing to fulfil expectations in these circumstances will be considered in the same light as if on Arco Academy's premises.

Appendix 1 shows the information displayed on the notice boards showing the different levels of poor behaviour and related consequences.

4. Authority to Search Pupils

Staff authorised by Arco Academy have the legal power (DfE 2012) to search pupils or their possessions, without consent, where they suspect the pupil has a "prohibited item". Prohibited items are:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers.

In partnership with the local Police, random body scanning and the use of police wands may take place on our site. If any prohibited items are found, police have the right to detain students and take them into custody.

5. Role of all Staff

All members of the Arco Academy staff are expected to uphold the behaviour policy. Staff are expected to model good practice in support of the behaviour policy by demonstrating:

- **High expectations:** they will help students understand the boundaries for attendance, behaviour and quality of work.
- **Early intervention:** they will intervene promptly to help to prevent further escalation of attendance, behaviour or underachievement. Staff will make students aware that when their behaviour does not meet expectations and will not be tolerated, and that action that will follow where required.
- **Identifying Issues:** they will investigate the reasons for a student's behaviour and seek additional support for the student where required.
- **Rewarding Achievements:** they will recognise and reward good behaviour, including achievements in attendance and attainment, through formal recognition, calls to parents, certificates and/or prizes.
- **Providing Additional Support & Time:** they will provide assistance with 'Learning to Learn' techniques, ensuring each student understands how to access the intended knowledge or skill expected.
- **Using Sanctions:** Arco Academy's staff will follow the agreed sanctions process, applying sanctions consistently to address behaviour concerns, attendance, lack of work, or other relevant concerns.

6. Role of Parents/Carers

Arco Academy asks for parent/carers' co-operation in meeting Arco Academy's expectations for students and will request to meet with them if the student's conduct, achievement, attendance or punctuality is considered unacceptable.

Parents/carers are asked to:

- Support expected behaviour through the re-enforcement of the behaviour expectations set by Arco Academy
- Participate in all Parents' Evenings to review student attendance, behaviour, progress and attainment.
- Participate in Parent Teacher Meetings to discuss any attendance, behaviour, progress or attainment concerns.
- Read, sign and return any letter forwarded to parents informing of any attendance, behaviour, progress or attainment concerns.
- Support Arco Academy's decisions in support of their child's education and welfare.

Parents/carers form a crucial partnership with us in the education of their children and have a right to information about their progress and behaviour.

7. Response to behaviour issues

7.1 Issues that will be dealt with by teaching staff

Members of the Arco Academy teaching staff will deal with the following in the first instance:

- Attendance and punctuality
- Manners and use of language (including body language)
- Respect to one and other
- Lack of equipment
- Lack of classwork or quality of classwork
- Lack of homework or quality of homework
- Maintaining expected behaviour in classes and around Arco Academy

If a student does not respond accordingly to a teacher's instructions or if the teacher has ongoing concerns the teacher will refer the situation to the appropriate member of the SLT.

7.2 Issues that must be referred to a member of the SLT

There are times when a staff member will need to refer a situation at hand directly to a member of the SLT. All staff should refer the following behaviour concerns:

- Use of obscene / offensive language
- Bullying of any form (including cyber/online bullying)- based on e.g. race, religion, sexuality, gender, disability,
- Intimidating, threatening or violent behaviour (emotional, psychological or physical)
- Fighting
- Theft – also to be logged at Main Reception by the student
- Vandalism
- Truancy
- Deliberate disobedience/defiance
- Smoking, drug or alcohol related concerns (including so called 'legal-highs')
- Possession of an illegal item related concerns
- Safeguarding concerns - to be referred to the designated safeguarding officer, logged through CPOMS (on the AP website)

7.3 Investigating behaviour concerns

A range of staff may be involved in investigating an incident, and the following guidelines, which are general and not exhaustive, are intended to ensure the investigation is conducted fairly:

- Identify the main witness(es) and the main students(s) involved/affected
- Ask students to write accounts of their version of events and sign and date them
- Where SEN or EAL students are involved, ensure they have any necessary support in writing their accounts
- Review and cross-check the accounts and investigate discrepancies or points that are not clear
- Consult with colleagues as necessary
- Decide on an appropriate course of action
- Contact parents/carers and give relevant/appropriate details of the incident and action taken/to be taken (it may be necessary for a meeting to take place)
- Parents/carers will be notified as and when appropriate, and may be asked to attend a meeting at Arco Academy.

7.4 Recording behaviour concerns

Staff should use professional judgement on whether an incident should be recorded. Where matters have been resolved, this may not be necessary. However, all of the following must be recorded:

- Use of obscene / offensive language
- Bullying of any form - based on e.g., race, religion, sexuality, gender, disability, (including cyber/online bullying)
- Intimidating, threatening or violent behaviour (emotional, psychological or physical)
- Fighting
- Theft – also to be logged at Main Reception by the student
- Vandalism
- Truancy
- Deliberate disobedience/defiance
- Smoking, drug or alcohol related concerns
- Possession of an illegal/banned item related concerns (including so called 'legal highs')
- Safeguarding concerns – to be referred to the designated safeguarding officer

Staff should be factual in their accounts, avoid extraneous comments or value judgements. A copy should be filed in the student file and go to the appropriate member of the SLT.

8. Disciplinary process

The following steps will be taken to address poor behaviour:

8.1 Poor attendance

If a student fails to attend more than three times in a month, an attendance letter will be sent to parents/carers and a copy will be sent to the partner school. This will be a warning that unless steps are taken to improve attendance the student will be asked to attend a meeting with the school and Arco.

8.2 Failure to adhere to the Arco Academy Code of Conduct

8.2.1 Refocusing Meeting

If students do not follow the Code of Conduct despite support from their Key Worker, a refocusing meeting will be called. This will involve the student, their parent/guardian, their Key Worker and a representative from their school. It is an opportunity to address issues, look at what is going wrong, look at ways the student can be supported, put in preventative measures to stop things going wrong in the future and set measurable goals that will be reviewed. A date for reviewing those goals will be set at the meeting and if they have not been met then students may face further disciplinary action.

8.2.2 Verbal Warning

This is the first stage of the disciplinary process, which could lead to students being removed from Arco Academy. This route is usually taken when students are not prepared to work with us to improve their progress, or an incident occurs which warrants it e.g. not returning to training for the afternoon session. The school will be informed when a verbal warning is given to a student.

8.2.3 Written Warning

Two written warnings will be issued before students are dismissed. Copies of the letters will be sent to the partner school. If an incident warrants it, a written warning may be issued before a verbal warning. It is highly likely that a refocusing meeting would occur as a result of any written warnings issued.

8.2.4 Dismissal from Arco Academy

After two written warnings or a serious incident it is highly likely that a student will be removed from the programme. A meeting will take place with their Key Worker and the school and a decision will be taken over your future on the programme. If a student takes significant steps to improve after receiving written warnings they may be given a last chance to achieve the goals that have been set for them.

In the event of gross misconduct, such as stealing or violent behaviour, students may be dismissed from the programme regardless of whether they have had previous warnings or not. Once dismissed, students will be expected to return any belongings to Arco Academy.

9. Relevant Policies

This policy should also be read in conjunction with:

- Safeguarding policy
- Anti-bullying policy



Appendix 1

Levels of Poor Behaviour

The higher the level the more serious the consequences

Level 1 Behaviours

- Not following the class rules
- Arguing with a teacher Not completing set work
- Using an electronic device during lesson time without permission
- Cheating
- Misuse of the computer
- Bad language
- Saying unkind things to others
- Leaving class without permission

Level 2 Behaviours

- Hiding people's property
- Fighting
- Spitting
- Serious misuse of the computer
- Bullying
- Damaging School
- Getting into people's personal space to cause distress
- Verbal abuse towards staff

Level 3 Behaviours

- Assaulting a member of staff
- Carrying a weapon
- Assaulting a class mate
- Persistent bullying

Consequences of Poor behaviour

The higher the level the more serious the consequences

Level 1 Consequences

- Meeting during break or lunch with teacher
- Item confiscated
- Work sent home
- Computer privileges reduced
- Letter sent home showing language used
- Communication home
- Time taken off break and/or lunch

Level 2 Consequences

- After school detention
- Internal exclusion
- Meeting with victim to repair the relationship
- Bill home to parents if property can not be fixed with the caretaker
- Loss of break and/or lunch time
- Computer privileges taken away

- Community service

Level 3 Consequences

- Exclusion
- Internal exclusion
- Meeting with parents

