



Salford City Academy

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Salford City Academy

Behaviour Policy

2020 – 2021



Document Owner:	Chris Leader
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Approved by:	Jenny Andrews

Approach to Behaviour

The Academy is committed to delivering a culture of respect linked with positive attitudes to learning. Salford City Academy believes that excellent behaviour should allow learning that is aspirational and allows students in the Academy to be the best they can be. As a school we have responsibility to teach our students values and good character. We will do this by rewarding excellent behaviour with praise and tangible rewards and by imposing consistent and clear sanctions for unacceptable behaviour. Students feel safe with boundaries and it is the job of all staff within the Academy to implement consistently applied routines and demonstrate high expectations in every lesson, every day. The Academy will be relentless in its expectations of the behaviour of our students. There may be rare times when parents do not agree with the chosen consequence. In such cases, while the Academy will be willing to discuss the matter, we hope that parents will nonetheless support the Academy's behaviour and disruption free learning policy.

Salford City Academy has at its heart a firm commitment to putting the needs of 'students first.' To ensure that students can be the best they can be it is vital that policies and practice within the Academy promote an environment conducive to learning, ensuring high academic achievement for all young people, irrespective of their differing needs. So that this is achievable students are asked to;

- Arrive in the Academy and at lessons punctually and prepared to learn. Students arriving late (after 8:40am) to the Academy will be required to undertake after school detention (45mins).
- Comply with the Academy uniform – failure to comply with the Academy's uniform policy will result in internal exclusion. All Academy uniform is available to be purchased or loaned from students services.
- Students that arrive on a bike must wear a cycle helmet or may be placed in internal exclusion.
- An Academy tie will be loaned in exchange for a personal item.
- All students are expected to arrive to the academy fully equipped with a bag, pencil case, 2 black pens, 2 red pens, pencil, rubber, ruler Calculator (Scientific), protractor and compass. An opportunity to buy equipment will be available every morning and throughout the day during social time.
- Students who fail to be equipped and purchase the right equipment will be placed in internal exclusion.
- Students are requested to adhere to standards commonly accepted by society; be polite and courteous.
- All students are expected to treat staff and others with respect. Students are expected to comply with reasonable requests or instructions made by staff on the first time of asking.
- Students are expected to have regard to their own safety and that of others.
- All students are expected to move purposefully and safely around the academy keeping to the left-hand side. Failure to do this may result in internal exclusion.
- All students are expected to arrive to lessons within 4 mins. Failure to do so may result in internal exclusion.
- Any antisocial behaviour by students inside or outside the building will result in internal exclusion.
- The Academy provides a secure and safe environment for students and all students are expected to remain on site throughout the Academy day. Students are expected to leave the Academy grounds at the end of the day (2.40pm) unless engaged in extra-curricular activities (4.00pm finish).

Mobile Phones and Electrical Devices

Students are **not allowed** to use mobile phones anywhere on the school site, including outside at break, lunch and after school.

A real focus for us as an Academy has been to ensure the very best climate for learning so that students are fully prepared for lessons and any distraction is eliminated. This decision has not been taken lightly and we have completed significant research into the action to investigate into what the main issues are.

1. Mobile phones should be 'switched off and away' at all times, any phone seen or heard will be confiscated, this includes phones on display in shirt pockets.

2. Phones that are confiscated will be placed in the school safe to be collected at the end of the day in the first instance, although should there be a second occurrence a call will be made home with the requirement for a parent/carer to collect the phone on their child's behalf.

3. The restriction is in place at all times while students are in the grounds of the school building, this includes when students arrive and leave at the end of the day. Phones should be away before students enter the school grounds and not accessed until they have left the site.

4. Should students wish to use their phone at the end of the day to contact parents with any concerns or for collection following enrichment after schools, students are asked to report to Pupil Services where a member of staff will allow them to call home.

Around the Building

Respecting Each Other – Calm, orderly, keeping to the left-hand side and moving purposefully between lessons and at break and lunchtimes is a sign of an Academy in which people are respectful of each other. Furthermore, lessons are more likely to have a prompt, focussed start if students have arrived in a calm manner, no running, no shouting, speaking politely, having good manners, ensuring everyone is safe and keeping to the left-hand side of the corridor. Failure to follow these rules or any anti-social behaviour will result in students being given referrals and placed in Internal Exclusion. Students are expected to be in their next lesson within 4 mins.

Homework

Students who regularly complete homework to a high standard make more progress than students who don't. We are improving the way the academy sets, records and delivers homework across all subjects.

A homework timetable will be shared in September for each student. A centralised tracking and monitoring programme will be in place for students completing homework.

From September, all students will be given homework and all staff will have set completion dates. Students who fail to complete and hand in their homework on time will be given a 1 hour detention at the end of the day. Students who fail to complete their 1 hour detention will be placed in SLT Detention on a Friday.

Monday	Tuesday	Wednesday	Thursday	Friday
Year 11	Year 10	Year 9	Year 8	Year 7

SLT Detention runs every Friday for 1 hour and 30mins, students that fail to attend SLT Detention will be placed in Internal Exclusion the following day.

Health and Safety to and from School

A significant number of students travel to and from school on their bike. We are concerned that a large number of these students do not wear a cycle helmet. This is a serious risk to the health and safety of our students. Therefore, we will be enforcing that all students traveling to and from the Academy on a bike wear a helmet. Any student not wearing a helmet will be issued with a letter stating that until they wear a helmet, they will not be allowed to use their bike to and from the Academy. Should this happen a second time, your child will be placed in Internal Exclusion. We would appreciate your support over the summer holidays by ensuring that your child has a cycle helmet in preparation for the start of the September term.

We will be ensuring that students cycling to and from school do so correctly and safely by creating a passage. Parents who pick their child up at the end of school do NOT park on the road leading up to the Academy. The Academy car park is for staff only and must NOT be used by parents picking up their child at the end of the school day.

Behaviour Management - Disruption Free Learning System

This is based on the following principles:

- Every student has the right to learn in a disruption free classroom
- Teachers have the right to teach in a disruption free classroom
- Students are either in lessons learning or they are not
- Students arrive to lessons fully equipped
- Students will make excellent progress in all lessons, every day

The Academy does not tolerate disruption to learning or defiance; these behaviours can compromise the learning of other students or compromise the safety of students and staff. Students therefore have a responsibility to ensure that they conduct themselves in a safe and compliant manner that allows themselves and other students to be both safe and able to learn. Students have been consulted on what defines disruption to learning, defiance and lateness and they have come up with a list that students will receive warnings for (see appendix 1). To ensure that this happens, we have set up an Internal Exclusion Centre (IE), which will accommodate those students who disrupt learning. The following will happen:

- 1st Warning: The teacher will caution the student verbally, place the students' name on the board and ensure the student is reminded of expectations that are clearly displayed in each classroom. (see appendix 2 and 3)
- IE Referral: If a student disrupts learning a second time, the teacher will press the SIMS Emergency button and the student will be picked up by a member of staff and taken to IE. The student will then spend a full working day in IE (eg sent out P3, remain isolated until the end of P3 the following day) and remain in isolation that day to complete learning activities until 4pm, during which time a restorative meeting will be held between the student and the referring staff member after completing their end of day duty.

There are a number of things that will happen once a student has been sent to the Isolation Room. The following is a simplified version of the new binary behaviour process:

- IE staff will inform the parent/carer of the IE referral by text message, a follow up phone call will be made by the referring member of staff later that day to clarify the reasons for the IE referral.
- The student hands over their mobile phone
- The student completes a reflection sheet, SCA Values and 'The Salford Way'.
- Once the reflective sheet is completed the student is then given additional work to complete that is relevant to their ability.
- The internal exclusion referral is logged by the IE staff on SIMS and IE database sheet
- The student will finish at 4.00pm when sent to IE

If the student does not engage with any of the above expectations the parent or carer will be contacted and due to a breach in the behaviour policy the student will be given a Fixed Term Exclusion (FTE). This will result in the student completing the following day in Internal Exclusion.

Student that refuse to attend Internal Exclusion or cause disruption while in Internal Exclusion will be sent to a partnership schools Internal Exclusion. Failure to attend this will result in unauthorised absences which will lead to fixed penalty fines.

Repeated referrals to IE indicate that the student is struggling to access mainstream education, this will lead to a referral for assessment of needs through a number of different agencies to ensure appropriate adjustments can be made to encourage future inclusion in mainstream lessons. Year Leaders will oversee referrals and will ensure that communication is maintained throughout the process with parents/carers and the student

Through intervention and support the Academy will address the needs of students with additional needs such as:

- Special Educational Needs through the SENDCO
- Children Looked After
- Vulnerable Children or Children on the Child Protection Register

Fixed Term Exclusions

Salford City Academy is an inclusive Academy which means that every effort is made to ensure that students are kept in the Academy and learning. Fixed term exclusion (FTE) is used in the case of defiance and/or persistent wrong doing. Students may be excluded from the Academy for a fixed period at the discretion of the Principal / Vice Principal.

Students may be excluded for:

- Failing to attend IE
- Any incident that compromises the physical or emotional well-being of any of the Academy staff, students or visitors.
- Any students involved in aggressive behaviour either physically or insighting/supporting/promoting aggressive behaviour
- Persistently disrupting the learning of other student's
- Failure to meet objectives detailed on the Report Card
- Intimidation/ bullying of others
- Persistent defiance
- Damaging Academy property or the property of others. In these cases, the cost of any damage will be placed with the parent/carer and the police may be informed
- Theft
- Possession of illegal or controlled items (including chemicals, drugs, weapons)
- Students may also be excluded for other single serious incidents that occur off-site while on Academy trips or visits or while students are out of school hours, representing the Academy by wearing Academy uniform. All exclusions are made at the discretion of the Principal.

Students will be provided with work to complete during the exclusion period. During this time, they should not be seen in a public place and are not allowed on site. Parents/cares are responsible for the safety of their children during times of fixed term exclusions and the Academy will not be held responsible for any incident that occurs during such sanction periods.

Reintegration from exclusion

Students returning from a fixed-term exclusion will receive a reintegration with their Inclusion Leader, Behaviour Manager or SLT Member and parents/carers. This is a restorative and constructive process that enables discussion about the nature of the exclusion and any other contributory factors as well as any additional support that may be beneficial from home, the Academy or external agencies to prevent further exclusions.

Managed Moves (outgoing)

In very rare cases where it appears that despite supporting a student with every possible level of intervention to correct their behaviour, the opportunity of a managed move will be considered. During this process, parents/carers and students will be invited to discuss a move to another school in the catchment. Often a fresh start at another establishment can be the key to supporting a student. A managed move is managed by the relevant Year Leader and the senior member of staff in charge of Behaviour and Safety across the Academy. A managed move is typically introduced as a 6-week probationary period during which parents/carers, students, the relevant Year Leader and the relevant staff member from the receiving school meet regularly to monitor the progress of the intervention. The receiving school reserve the right to fail a managed move with relation to their own terms and conditions. If a managed

move is deemed a failure, the student may return to the Academy either on a full / reduced timetable allowing slow re-integration back into mainstream or the Principal may sanction a permanent exclusion.

Managed Moves (incoming)

At the Academy we pride ourselves on our abilities to support all students with their education. This includes our willingness, post-exploration of circumstances, to offer students from other schools a fresh start at our establishment. As above, a managed move probationary period may last up to six weeks. If successful, based on criteria agreed through consultation with relevant parties, a student may be offered a full time place at the Academy.

Permanent Exclusions

The decision to exclude a student permanently is a serious one and will only be considered as a last resort. There are two main types of situations in which permanent exclusion may be considered:

The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying.

The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or single serious incident which may include, but is not exclusive to; intimidation, bullying or serious assault, or bringing into the Academy drugs, knives, weapons, or fireworks, controlled or illegal items.

Exercise of Discretion

In reaching a decision, the Principal will always look at each case on its own merits. In considering whether permanent exclusion is the most appropriate sanction, the Principal will consider the gravity of the incident or series of incidents, whether it constitutes a serious breach of the Behaviour Policy and the effect that the student remaining in school would have on the safety, welfare and education of other students and staff.

Role of The Governing Body

In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Governors' Discipline Committee when it meets to consider the Principal's decision to exclude. This committee will require the Principal to explain the reasons for the decision and will look at appropriate evidence, such as the student's record, witness statements and the strategies used by the School to support the student with difficulties prior to exclusion.

The Governors will review the Principal's decision within 15 school days of the date of the Principal's decision to exclude.

Statutory Guidance on Exclusions can be found at: www.education.gov.uk

What is Disruption?

- Talking inappropriately
- Shouting out
- Arguing with students or staff
- Throwing objects
- Poking / prodding
- People arriving late
- Stopping learning
- Getting out of seat
- Distracting people who are working
- Whistling/making sounds for attention
- Lack of equipment

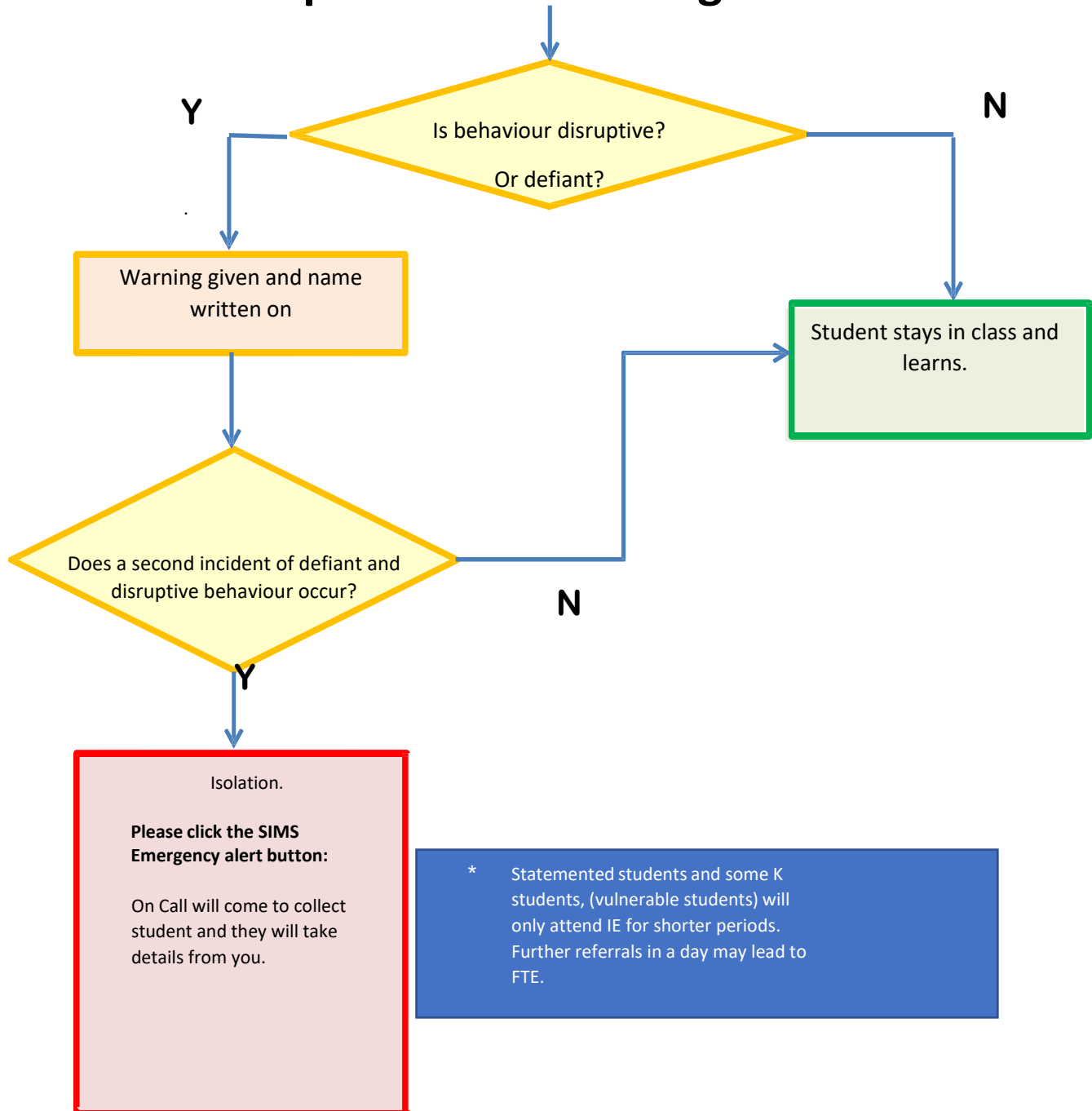
What is Defiance?

- Having to be asked more than once
- Arguing about a previous warning
- Refusing or not attempting to work
- Pupils refusing to come into classrooms
- Stubbornness – not doing anything they should be
- Refusing to do as asked
- Not listening to the teacher

What is Lateness?

- Not arriving to school on time in the morning (after 8.40am)
- Not arriving to lessons on time
- Not taking the quickest route to lesson
- Waiting for friends/walking friends to lessons
- 3 min rule

Disruption Free Learning Flowchart



Appendix 3

**CLASSROOM
RULES**

RESPECT

LEARN **HELP**
THE SPACE **EACH OTHER**

DO **THE RIGHT**
THE **THING**

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ALWAYS **TIME**
BE ON

NEVER **DO**
GIVE UP

IN AND ON **YOUR**

ASK **TASK** **BEST**

QUESTIONS

WORK HARD

Appendix 4

Warnings given for the following	Immediate referral to the IE
<p>Lateness Low-level disruption Calling out Off-task chatter Talking over a teacher (or after a countdown) Distracting others Bickering or unkindness Rudeness Physical contact Refusal to follow instructions Shouting Refusal to work Throwing an object Leaving seat without permission Eating in class (including chewing gum) Use or sound of mobile phone / headphones (all confiscated) Damaging equipment or property Swinging on chair Turning around on seat Failing to sit up straight and pay attention Head on the desk or in your arms Not facing the speaker</p> <p>Anything that slows down learning</p>	<p>Questioning why a warning has been given Fighting Play fighting during social time Abusive or offensive language Dangerous or violent behaviour Highly disruptive behaviour Truancy on or off-site Inappropriate hair cut (or hair colour) or lack of uniform trainers, trousers, skirts. Refusing to remove unacceptable piercings (tongue or nose).</p> <p>Anything that is dangerous or causes risk</p> <p>Two days in isolation until 3.45pm</p> <ul style="list-style-type: none">- Refusing to go to isolation when instructed.- Smoking including being in the presence of someone when smoking.- Walking away from a member of staff

DISRUPTION FREE LEARNING

Warnings given for the following	Immediate referral to the IE
<p>Lateness Low-level disruption Calling out Off-task chatter Talking over a teacher (or after a countdown) Distracting others Bickering or unkindness Rudeness Physical contact Refusal to follow instructions Shouting Refusal to work Throwing an object Leaving seat without permission Eating in class (including chewing gum) Use or sound of mobile phone / headphones (all confiscated) Damaging equipment or property Swinging on chair Turning around on seat Failing to sit up straight and pay attention Head on the desk or in your arms Not facing the speaker</p> <p>Anything that slows down learning</p>	<p>Questioning why a warning has been given Fighting Play fighting during social time Abusive or offensive language Dangerous or violent behaviour Highly disruptive behaviour Truancy on or off-site Inappropriate hair cut or lack of uniform trainers, trousers, skirts. Piercings (nose studs)</p> <p>Anything that is dangerous or causes risk</p>



Appendix 5

COVID 19 Behaviour Policy Updates

Student Uniform and Equipment

Full Academy uniform should be worn, students do not have to wear PE Kit for PE

Student Behaviour

It is important to maintain the high behaviour standards we set at Salford City Academy. Students will be welcomed back with huge positivity and an assumption they will follow the clear guidelines the Academy will have in place and adhere to the social distancing rules set out by the Academy and the Government .

Time will be dedicated to explaining to students what they can and cannot do under the new ways of working in the Academy. Expected behaviour needs to be explicitly taught to both staff and students. We will not leave this to chance or wait for misbehaviour to occur when students return. Senior leaders will provide a clear written script for staff to read to returning students and train staff in how they expect them to approach behaviour norms. This guidance will include practical expectations such as how to wash hands, how to walk down corridors and how to act in public spaces between school and home. Using official [Public Health England](#) images and messaging will help remind pupils that these expectations are critical for maintaining public health.

Students and staff need to understand what was previously classed as a minor behaviour misdemeanour, is now more serious and will be sanctioned as such under the new system. Any student caught deliberately acting maliciously in relation to social distancing measures put in place by the school (coughing, spitting, restrictions on teaching bubbles) will be sent home immediately from school and a parental meeting arranged. A fixed term exclusion may be used for students whose actions deliberately risk the health and safety of others in the school.

If a student fails to adhere to the rules set out by the Academy **in the classroom during a period of teaching**, then the Disruption Free Learning process will continue;

- A verbal rule reminder should be issued by the member of staff in the first instance and the student's name written clearly on the whiteboard.
- If a second reminder is necessary (in the same lesson) then the member of staff will contact (email on call) the On Call member of staff and the student will be removed from the classroom with immediate effect.
- Students will then be taken to IE for the rest of the timetabled day to work independently.
- A member of the Inclusion staff will contact home and explain to parents the behaviour that has led to the removal.
- If the student then fails to amend their behaviour in IE or refuses to attend, that student will be sent home for the remainder of the day. These are not normal times and students acting irresponsibly or without due regard for others health and safety must be sanctioned.
- Students will not be sent home without parental permission. If permission cannot be secured, a separate office for each bubble of students will be used and the student can subsequently remain in school until they are due to go home.

Fixed term exclusion will not be used for students who are inadvertently failing to follow social distancing rules. Fixed term exclusion can be used if students are deliberately and maliciously failing to follow newly devised social distancing rules, verbally abusive towards staff, physically violent or present a significant danger to themselves or others (running around the school and refusing to follow any instruction set by staff being one potential example). Any exclusion should be across the days that a student is expected in school where a reduced timetable is in operation. It may also be appropriate for Headteachers to uninvite these students into school due to the risks they present (this would be for a fixed period and under constant review).

If a student fails to follow the rules set out by the Academy during a period of unstructured time (break, lunch or walking on corridors), then:

- A verbal warning will be issued by the member of staff on duty.
- A further verbal warning in the same period of break or lunch will result in a member of senior staff being called. Parents will be contacted by a member of staff and a decision taken on whether that student is able to re-engage safely with the classroom teaching offer.
- If not, then the student will be sent to IE to work independently for the remainder of the timetabled day.
- Failure to attend the reflection room will see the student sent home for the rest of the day with parental permission.

Similar to the classroom, fixed term exclusion will not be used for students inadvertently breaking social distancing rules during unstructured times. Those students who deliberately and wilfully break social distancing rules during unstructured times will likely lead to them being fixed term excluded. The Health and Safety of staff and students is an absolute priority.

Any student sent home will not be allowed to return until a parent – student and senior member of staff reintegration meeting has taken place. Students will be sent home for the shortest time possible with a reinteraction meeting being held within the next 48 hours, undertaken by SLT/ behaviour manager and will all follow a script as defined by the Designated Safeguarding Lead. During the reintegration guidance will be given to students about why social distancing measures are necessary in school.

If during the reintegration meeting, the senior member of staff is not convinced that the student is willing to follow the new health and safety rules in place at the Academy then they will be asked to leave the Academy and work from home (on the remote work that has been set) until further notice.

IE

The Academy will follow Government guidance for Social Distancing in Internal Exclusion. IE will be divided into sections to ensure that students do not mix. No equipment will be shared, and students will have staggered finished times.

A deep clean of IE and students' places will occur at the end of the day and when a student leaves for the day.

Managed Moves

There will be no new managed moves or supported transfers until further notice. Students that are currently on Managed Moves or Supported Transfers will remain on at their host schools.

Start Times and Base Areas

To ensure that students don't mix with other year groups, we will have a specific area for them to meet at each morning from 8am. These areas are detailed below:

Year 11	3G Pitch
Year 10	Main Yard
Year 9	Sports Hall – Basketball Court for Roll Call (8:45)
Year 8	Sports Hall – Main Yard for Role Call (8:45)
Year 7	Main Canteen – Basketball Court for Roll Call

BASE AREAS

Year 11	Irwell Building	Irwell Toilets
Year 10	Technology	Technology Toilets
Year 9	Science/F16, F22, F23	Science Toilets
Year 8	English	English Toilets
Year 7	Maths	Student Services Toilets

All other parts of the Behaviour Policy will remain