

BEHAVIOUR & EXCLUSIONS POLICY

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Introduction

This Behaviour Policy applies to Folkestone Academy and all governors and staff of the Academy must abide by this policy, which has been adopted in accordance with and pursuant to the Child Protection Policy. If there is any question or doubt about the interpretation of this policy, the Executive Principal should be consulted.

Legal Framework

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- [DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy online.

Purpose of this policy

At Folkestone Academy our vision is to create a school community where children participate, succeed and are proud of their achievements. We actively promote British Values to prepare our children to become role models, thus preparing them for life in modern Britain. We aim to provide a safe, caring, well-ordered environment which is vital to effective teaching and learning.

To be successful, this behaviour policy requires the commitment and consistency of practice of all staff to ensure that learners know the standards expected of them. All members of the Academy are expected to help maintain an atmosphere conducive to learning, with courtesy and mutual respect as basic requirements.

For all pupils to achieve their full potential, a disruption free learning environment is required. This policy provides clear boundaries for acceptable behaviour, encourages our pupils to be law abiding and tolerant of others and also sets out the requirement for the physical and emotional safety of all members of the Academy's community. This policy also provides for a range of rewards to encourage good behaviour and also a system of sanctions and support for when behaviour is unacceptable.

This policy aims to provide a consistent approach to behaviour management and:

- Define what we consider to be Good Behaviour and Unacceptable Behaviour, including Bullying
- Summarise the Roles and Responsibilities of different people in the school community with regards to behaviour management
- Set out the Pupil Code of Conduct ie how pupils are expected to behave
- Describe the Academy's powers regarding Searching, Confiscation and the use of Reasonable force
- Outline our system of Rewards and Sanctions
- Outline the Uniform expectations (Y7-Y11) and the Dress Code for 6th Formers.

BEHAVIOUR

Good behaviour includes:

- Attending the Academy regularly and being on time each day
- Being an active and positive learner in the classroom and enabling others to learn
- Following staff instructions and accepting authority
- Being polite and courteous, treating others as we wish to be treated
- Being respectful to others' backgrounds and views and being tolerant of their opinions
- Wearing the correct uniform

Unacceptable Behaviour

Poor behaviour includes:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform

Committing any of the above offences can result in Detention, Isolation or Internal Exclusion.

Serious Offences include:

- Repeated breaches of Pupil Code of Conduct
- Persistent disruption of lessons
- Any form of bullying
- Serious verbal abuse
- Physical assault or abuse
- Indecent behaviour
- Sexual assault or abuse
- Vandalism and damage to property
- Arson
- Theft and selling on
- Fighting
- Smoking, alcohol or substance use

- Racist, sexist, homophobic or other serious discriminatory behaviour
- Possession of any prohibited items, including
 - Knives or weapons
 - Alcohol
 - Illegal drugs and associated paraphernalia
 - Stolen items
 - Cigarettes, tobacco and associated paraphernalia
 - Fireworks
 - Pornographic images
 - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

Committing any of the above offences can result in Internal Exclusion, Fixed Term Exclusion or Permanent Exclusion.

Bullying is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Details of the Academy's approach to preventing and addressing bullying are set out in our Peer on Peer Abuse Policy.

Bullying includes:

Type	Examples
Emotional bullying	Being unfriendly, excluding, tormenting
Physical bullying	Hitting, kicking, pushing, taking another's belongings, any use of violence
Discriminatory bullying, including that based on race, sexual orientation and disability	Taunts, graffiti, gestures, teasing
Sexual bullying	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal bullying	Name-calling, sarcasm, spreading rumours, teasing

Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites
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Being involved in bullying can result in Internal Exclusion, Fixed Term Exclusion or Permanent Exclusion.

Pupils with Special Educational Needs and Disabilities (SEND)

Pupils who have an identified additional need or Educational Health Care Plan (EHCP) are expected to follow this behaviour policy. Reasonable adjustments will be made for pupils as required following the advice of the Academy's SEND Department and external agencies.

Alternative strategies used to support the behaviour of pupils with additional needs will be reviewed at regular intervals.

ROLES AND RESPONSIBILITIES

The Governing Board is responsible for monitoring this behaviour policy's effectiveness and holding the principal to account for its implementation.

The Executive Principal is responsible for reviewing and approving this behaviour policy.

The Executive Principal will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific educational needs of particular pupils
- Recording behaviour incidents

Parents are expected to:

- Support their child in adhering to the pupil code of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the Head of Year or Progress Leader promptly

PUPIL CODE OF CONDUCT

All pupils are expected to take responsibility for their actions and their choices at all times. In addition to the general expectations. This Code of Conduct sets out expectations of our pupils in the classroom, around school and whilst travelling to and from the Academy.

General Expectations

Pupils are expected to:

- Behave in an orderly and self-controlled way
- Show respect to members of staff and each other
- In class, make it possible for all pupils to learn
- Move quietly around the school

- Treat the school buildings and school property with respect
- Wear the correct uniform at all times
- Accept sanctions when given
- Refrain from behaving in a way that brings the school into disrepute, including when outside school

Classroom Expectations

Pupils must:

- Enter the classroom promptly when invited by the member of staff
- Sit in their allocated seat and begin the 'Remember' task immediately
- Sit silently whilst the register is taken.
- Listen in silence whilst the member of staff leading the lesson speaks.
- Be a positive and active learner, responding positively to the learning activities and others in the classroom
- Answer questions when prompted by the teacher
- Avoid calling out
- Avoid disrupting any other pupil's learning.

If a pupil fails to meet any of the above expectations they are given an informal verbal warning and the member of staff will briefly explain to the pupil how to improve their behaviour. The second time during a lesson that a pupil fails to meet these expectations they will receive a formal written warning and their name will be noted on the whiteboard. After this point, if a pupil fails to meet the classroom expectations, an 'on-call' request will be made and a member of the Senior Leadership, Pastoral or SEND teams will visit the classroom. The on-call member of staff will liaise briefly with the teacher and the pupil will either be taken to Isolation or given guidance on how to continue successfully for the remainder of the lesson. If the pupil is taken to Isolation, they will attend detention until 4pm on that same day to allow for a 'Behaviour for Learning' conversation with their teacher and to support improved behaviour in the next lesson.

Expectations around the academy site

During transitions between lessons pupils must walk calmly and with purpose around the Academy site. Pupils who arrive late for lessons without a valid reason will receive a detention. To avoid congestion we operate a one way system, which includes 'up' and 'down' staircases and walk on the left of the walkways. Disrupting the learning of others through noise around the building is unacceptable and will be sanctioned.

During social times pupils are expected to follow the code of conduct and behave safely, with no over-physical play. Food is to be eaten in the designated areas only.

Expectations travelling to and from the academy

As ambassadors for the Academy, pupils are expected to demonstrate a high standard of conduct on the journey to and from the home each day.

Pupils are expected to:

- Arrive at and leave the Academy in full uniform
- Use the pedestrian crossings where possible to cross the road safely.
- Use the cycle lanes/pedestrian zones safely.
- Take any litter home and dispose of it properly.
- Respect our neighbours, all local residents and members of public transport staff

SEARCHING, CONFISCATION AND THE USE OF REASONABLE FORCE

Searching for Possessions and Confiscation

It is our first priority to ensure that pupils are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other pupils or themselves will be taken off pupils without notice.

Following guidance set out by the Education and Inspections Act 2006, Academy staff are authorised under the general power to confiscate, retain or dispose of a pupil's property, so long as it is reasonable in the circumstances. All staff may search a pupil's possessions with their consent if they suspect they have any items that are banned in the Academy.

Certain members of staff authorised by the Executive Principal have the power to search pupils or their possessions, without consent, where they suspect the pupil has:

- Knives and/or weapons
- Alcohol
- Drugs or stimulants of any kind
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any paraphernalia associated with the above
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

The legislation sets out what must be done with prohibited items found as a result of a search. Drugs, weapons and knives and extreme or child pornography will always be handed over to the police otherwise Parents/Carers will be expected to collect in person all other confiscated items that have not been destroyed.

The Education Act 2011 allows for staff seizing an electronic device if they think there is good reason to do so.

During the school day, Mobile Communication Devices must be switched off and kept out of sight. Phones, tablets, gaming devices and smart watches are included in this rule which also applies to headphones.

If a device is seen during lesson time or around the Academy, it will be confiscated and can be collected from Student Services at 3.30pm that day. If a detention is awarded as part of the confiscation, the item can be collected at 4pm.

If a pupil refuses to hand over the device, they may be sent to Isolation.

Power to use reasonable force

The legal provisions on Academy discipline also provides members of staff with the power to use reasonable force to prevent pupils committing an offence, disrupting school events, trips or visits, injuring themselves or others or damaging property, and maintain good order and discipline in the classroom.

REWARDS AND SANCTIONS

Rewards are used regularly to:

- Motivate and encourage pupils.
- Recognise achievement.
- Promote a culture of achievement and hard work.
- Underpin and promote the characteristics of being a successful learner
- Foster a healthy atmosphere of competition between individuals and year groups.

The scope for pupils to be rewarded is diverse and areas for celebration include attendance, punctuality, academic progress/achievement, extra curricular participation and positive community behaviour. Positive behaviours are logged onto the Academy's behaviour management system in order to formally record pupils' achievements as learners in the classroom and members of the school community.

Rewards across all year groups will include certificates, postcards, phone calls, emails home and special events. The specific rewards allocated in each year group will vary according to the age and interests of the pupils.

There is a range of sanctions and support for poor behaviour:

Pastoral Support

Raising Standards Leads (RSL), Heads of Year, Progress Leaders and Form Tutors will use the report system to support pupils in improving their behaviour. The aim of the report system is to set targets and remind pupils of areas for improvement.

Detention

Lunchtime and after school detentions are set for pupils following general poor behaviour both inside the classroom and around the school. In addition, pupils who are late for school will be set a detention. During the detention, the pupil can be given the opportunity to meet with members of staff who will support their improved behaviour in the future.

Pupils who do not attend their regular detention will be expected to attend the Senior Leadership Detention on a Friday until 5pm or the Executive Principal's Detention on a Saturday morning.

Isolation

Pupils may be placed in Isolation if they are removed from their learning after an on-call request. In addition to this, a member of the Senior Leadership Team or a pastoral leader can place a pupil in Isolation following poor behaviour. In addition, this may be used as a sanction for a pupil who has failed to complete their detention successfully. The Isolation Room may also be used in conjunction with a Fixed Term or Internal Exclusion and as part of the reintegration process for pupils returning into school after an exclusion.

Internal Exclusion

Pupils may be placed in Internal Exclusion following a serious offence or following repeated poor behaviour. In addition, this may be used as a sanction for a pupil who has failed to complete their Isolation successfully. The Internal Exclusion Room may also be used as part of the reintegration process for pupils returning into school after a Fixed Term Exclusion. A meeting with parents/carers takes place as part of the reintegration process from an Internal exclusion.

Fixed Term Exclusion

This sanction is used for pupils who are involved in serious unacceptable behaviour. A meeting with parents/carers takes place as part of the reintegration process from a Fixed Term Exclusion. Reasonable adjustments are considered before a pupil with an EHCP or a Child In Care receives a Fixed term Exclusion. The SENCO/Designated Teacher are consulted and their advice sought before a decision is taken.

Permanent Exclusion

Permanent Exclusion is rare and follows an extremely serious incident or repeated serious breaches of the Pupil Code of Conduct. Reasonable adjustments are considered before a pupil with an EHCP or a Child In Care receives a Permanent Exclusion. The SENCO/Designated Teacher are consulted and their advice sought before a decision is taken.

UNIFORM (Years 7-11)

Compulsory Items

- Grey blazer with Academy logo
- Black Tank top with Academy logo
- Black trousers with Academy logo or Black Academy skirt
- Folkestone Academy tie
- Long or short sleeved white shirt or blouse with a collar (according to personal preference). The shirt must be worn tucked in at all times. Sleeves must not be rolled up and the top button must be fastened.
- Plain black formal leather shoes (maximum heel height of 1 inch)
- Plain black socks
- School bag or rucksack, large enough to carry equipment and sports kit.

Optional Items

- Black jumper with Academy logo (no other jumper may be worn)

Compulsory Sportswear

- Sports shorts with Academy logo
- Sports polo with Academy logo
- Academy sports socks

Optional Sportswear

- Track pants with Academy logo (no other track pants may be worn)
- Black sports hoodie with Academy logo (no other hoodie may be worn)
- Sports skort with Academy logo (no other skort may be worn)
- Sports leggings (no other leggings may be worn)

Not permitted

- Trainers, unless participating in sporting activities
- Canvas or suede shoes
- Boots that rise above the ankle
- Sandals or any shoe with an open toe or open back
- Body or facial piercings (other than those listed above)
- Acrylic nails
- Permanent or temporary tattoos
- Make-up unless it is worn discreetly

Sixth Form Dress Code

In the Sixth Form students must dress formally, as if for professional or formal office work. Sixth Form students' clothes must be smart, modest and safe. Students must avoid displaying extremes of fashion.

Boys

Leather shoes
Smart trousers
Formal jacket or blazer
Collared shirt
Tie

Girls

Leather shoes (no high heels permitted for health and safety reasons)
Skirt (with tights)/Dress/Trousers (skin-tight dresses, skirts and trousers, including leggings are not permitted)
Formal jacket or blazer
Blouse or shirt
Trousers must be smart and plain. Jeans, tracksuits, leggings, cords and casual trousers will not be allowed.
Skirts and dresses should be of modest length, no shorter than just above the knee. Skin-tight clothing is not suitable for school.
Shoes must be appropriately practical and sensible. Heels of medium height, if robust, are acceptable. Stilettos, trainers, open-toe or open back shoes, canvas shoes, flip-flops, slides and Ugg- type boots will not be allowed.

ADDITIONAL PERSONAL ITEMS (All year groups)

Expensive Personal Items should not be brought onto the Academy site or be taken on a school visit. Responsibility for any such item(s) remains with the owner. The Academy is not insured for loss, damage or theft of students' personal possessions.

Hairstyles All Academy students are expected to wear their hair in a smart and tidy style, as they would be expected to within a business environment. Extreme hairstyles such as Mohican, back-combed styles and patterns shaved into hair are not permitted. If dyed, hair must be natural in colour. Boys in Y7-Y11 should be clean shaven.

Piercings If students have their ears pierced they can wear plain studs or small sleepers only in the earlobe. In addition a single plain nose piercing is permitted in the side of the nose.

Medical Alerts Students who wear a medical alert bracelet or necklace are permitted to wear the alert but items must be worn under the uniform. The nature of the alert must be communicated to the Student Wellbeing Officer and the pupil's Head of Year. During PE lessons all alert items must be removed for health and safety reasons and given to PE staff for safekeeping.