



Woodkirk Academy

# **STUDENT BEHAVIOUR AND DISCIPLINE POLICY**

**Reviewed and approved by the  
Teaching & Learning Committee  
on 15 November 2017**

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## **1. INTRODUCTION**

- 1.1. One of the main aims of Woodkirk Academy is to provide a stable and secure environment where students can flourish. To achieve this aim we need to create an ethos where good discipline and respect for others is what we expect and where students accept that good discipline is an expression of what society sees as acceptable behaviour.
- 1.2. Co-operation and trust between parents, students and the Academy is the best method of dealing with any problems which may arise; coupled with a pastoral care system where early intervention is the key to success.
- 1.3. In the vast majority of cases the professional skill of teachers can solve most disciplinary problems but these skills need to be used within an atmosphere where poor or unacceptable behaviour carries sanctions, in the same way that good behaviour is rewarded.
- 1.4. Our uniform policy and our positive behaviour system both play a vital role in creating a well organised and disciplined community. The former creates a unity of spirit where there is no distinction between students in terms of wealth or background and supports our belief that personal appearance does affect standards of behaviour and, therefore, academic performance. The latter is designed to reward good behaviour on a consistent basis across the whole Academy and to provide the framework where consistent sanctions are applied for poor behaviour.
- 1.5. Regular attendance and punctuality are also seen as an important facet of Academy discipline. Students who do not attend without authorisation are obviously putting themselves at risk and truancy is often a major indicator of disaffection or other problems. Parents have the primary responsibility to ensure that their children do attend. We treat unauthorised absence very seriously and are particularly concerned about parentally condoned absence.

## **2. WOODKIRK ACADEMY SCHOOL UNIFORM - MAINSTREAM**

### **2.1. Academy School Uniform/Dress**

- 2.1.1. The wearing of colour coded uniform/dress is fundamental to the creation of a unity of spirit in the Academy. There are then no distinctions of wealth or background between students; the uniform is attractive, practical and reasonably priced. There is no doubt that personal appearance does affect standards of behaviour and, therefore, academic performance. Parents are asked to support Academy policies on uniform and appearance. All items of the uniform are available from our approved supplier, Smart Uniforms, 1-3 Cheapside, Bradford Road, Batley WF17 5ND - telephone: 01924 442294.
- 2.1.2. Boys
  - 2.1.2.1. Plain dark grey or black polyester cotton trousers; must not have jean style pocket. Jeans or chinos are not allowed. Trousers should be full length and not worn on the hips. No visible logos or jean style studded pockets. Skinny trousers are not allowed.
  - 2.1.2.2. Plain light blue, grey or white shirt, not polo or sports shirts. Shirts must be worn tucked in and should, therefore, be a suitable length. Shirts must be worn buttoned to the neck.
  - 2.1.2.3. Compulsory year group academy tie which should be worn fastened to the neck with a single knot. The sewing on the tie should not be unpicked and must be worn as purchased.

- 2.1.2.4. Plain single colour, royal-blue V-neck year group pullover with academy crest. This must be worn at all times, unless permission is given to remove it. A coat/sweatshirt etc should never be worn in place of the jumper.
  - 2.1.2.5. Black full shoes, with no patterns, logos or decorative elements; not training or trainer style shoes or boots, no canvas or backless shoes. Shoes with black laces should be fastened appropriately. Bright coloured laces will not be acceptable. Walking boot style boot/shoes/laces are not suitable for school.
  - 2.1.2.6. Socks should be plain dark colours. Bright socks and patterned socks are not suitable. PE socks must not be worn outside of PE lessons.
  - 2.1.2.7. Apron for Art/Craft work and for Food Technology.
- 2.1.3. Girls
- 2.1.3.1. Plain black skirt; not denim material, **which must be no more than 5cm above the knee**. Very tight fitting, elasticated, tube style skirts are not appropriate for school and will not be allowed. The style of skirt worn should ensure that they remain at the appropriate length when walking and do not ride up the leg.
  - 2.1.3.2. Plain classic design (not jean style pockets) black trousers in polyester cotton; not jeans, chinos, or leggings. Trousers should be worn above the hips and must not be skin tight. They should not cling to the leg below the knee. No visible logos or jean style studded pockets.
  - 2.1.3.3. Plain light blue or white blouse with a collar; not aertex, polo or sports shirts. Blouse must be worn tucked in and should, therefore, be a suitable length. It should be fastened close to the neck at all times and above the base of the 'V' on the jumper. A white vest or t-shirt can be worn in inclement weather but must not be visible.
  - 2.1.3.4. Plain, single colour, royal-blue V-neck year group pullover with school crest. This must be worn at all times, unless permission is given to remove it. A coat/sweatshirt etc should never be worn in place of the jumper.
  - 2.1.3.5. School year group tie (optional).
  - 2.1.3.6. Natural, navy-blue or black tights, plain white socks or plain dark colours. Bright socks and patterned socks are not suitable. PE socks should not be worn outside of PE lessons. Socks must be plain colours and cover the ankles.
  - 2.1.3.7. Black full shoes with no elaborate patterns, logos or decorative elements. No canvas, backless or high-heeled shoes. No training or trainer style shoes or boots. Shoes with laces must be fastened appropriately. Laces should be black. Bright coloured laces will not be acceptable.
  - 2.1.3.8. Apron for Art/Craft work and for Food Technology.
- 2.1.4. All types of boot, high-heeled shoes, thick soled shoes, sling-back or backless shoes are not suitable for conditions at the Academy and must not be worn by either girls or boys. In bad weather students may come in appropriate boots (ie not fashion boots) but must change into shoes during the day.
- 2.1.5. Denim is not allowed in school
- 2.1.6. Jewellery, Make-Up and Hair
- 2.1.6.1. All students may wear a watch.
  - 2.1.6.2. Girls can wear one pair of small stud or sleeper earrings in the **lower lobe**, which must be gold or silver in colour.

- 2.1.6.3. Staff may confiscate other items of jewellery. These items may be made available for collection by an adult, at an agreed time between 8.50am and 3.00pm.
- 2.1.6.4. Make-up and fake tan is not allowed for any reason. The Academy retains the right to ask students to remove any make-up or false tan.
- 2.1.6.5. Hair style and length should be of a suitable style and such that it does not draw particular attention to the individual. Hair should be of one natural colour; girls and boys. Boys' hair should be no longer than their shirt collar, shaven or part shaven styles will not be allowed, even if the length is suitable (ie grade 3 or above). Contrasting hair lengths will not be deemed suitable for school and shorter hair at the side in particular, must be blended in. We do accept natural variation in hair colour but not as a result of hair being previously dyed.
- 2.1.7. The training shoe rule will be strictly adhered to and only students with previously agreed medical conditions and a medical letter will be allowed to wear plain BLACK training shoes or pumps. This includes the soles of the shoes.
  - 2.1.7.1. Grade 3 is the minimum acceptable length. Shorter styles will result in a student being placed in isolation.
  - 2.1.7.2. Girls' hair should be an acceptable style.
  - 2.1.7.3. Elaborately braided, beaded or extended styles are not deemed suitable for school. Hair extensions are not allowed.
  - 2.1.7.4. Facial piercings of any type, with the exception of girls' earrings, will not be allowed.
  - 2.1.7.5. Fake tans are not allowed.
  - 2.1.7.6. Tooth jewels must not be worn in school.
  - 2.1.7.7. Nail varnish and false nails are not deemed suitable for school due to health and safety reasons.
  - 2.1.7.8. Part shaven, totally shaven or painted eyebrows are not deemed suitable for school. False eye lashes are not allowed in school.
  - 2.1.7.9. Students who are not appropriately dressed for school (including jewellery and hair) may be sent home. Parents will be contacted and expected to return their son/daughter as soon as possible once the issue is rectified.
  - 2.1.7.10. Students who are not in full uniform will, in the majority of cases, be in isolation unless permission is given otherwise.
  - 2.1.7.11. **Students must be in full school uniform at all times. This includes travelling to and from school.**

## **2.2. Kit requirements for Physical Education and Games**

### **2.2.1. Years 7, 8 and 9 Boys**

#### **2.2.1.1. Outdoor kit:**

- (a) Royal blue reversible rugby shirt.
- (b) Royal blue shorts.
- (c) Royal blue football socks.
- (d) Football boots, ideally moulded. Metal studs and blades can be used but are not recommended.
- (e) Gum shields are recommended for rugby.
- (f) Shin pads are recommended for football.
- (g) No trainers on the 3G.

#### **2.2.1.2. Indoor kit:**

- (a) White polo shirt with blue trim.
- (b) Plain white shorts.
- (c) White socks.

(d) Suitable clean trainers.

2.2.2. Years 7, 8 and 9 Girls

2.2.2.1. Outdoor kit:

- (a) White polo shirt with blue trim.
- (b) Royal blue shorts.
- (c) Royal blue socks or white PE socks.
- (d) Suitable clean trainers.
- (e) Navy blue sweatshirt with Woodkirk logo.
- (f) Football boots, ideally moulded. Metal studs and blades can be used but are not recommended.
- (g) No trainers on the 3G

2.2.2.2. Indoor kit:

- (a) White polo shirt with blue trim.
- (b) Royal blue shorts.
- (c) Royal blue socks or white PE socks.
- (d) Suitable clean trainers.

2.2.3. Year 10

The compulsory kit for Year 10 is the same as Years 7, 8 and 9  
Any suitable plain navy, grey or black sweatshirt, tracksuit top and bottoms can be worn inside and outside.

2.2.4. Year 11

The compulsory kit for Year 10 is the same as Years 7, 8 and 9  
Any suitable plain sweatshirt, tracksuit top and bottoms can be worn inside and outside.

2.2.5. Examination Groups

Those who undertake PE examination classes and have purchased the recommended clothing for the course may wear it for core PE lessons.

2.2.6. School Teams and Clubs

Those students who represent the teams and clubs and have purchased the team clothing may wear it for core PE lessons.

2.3. Students are expected to take an active role in their PE lessons. This may include tasks such as officiating, evaluating and assisting: therefore, students must bring PE kit to all lessons even if excused from full participation.

2.4. All items of uniform/dress should be clearly marked with the student's name.

2.5. Outdoor clothing should not be worn in classrooms.

2.6. Parents are asked to provide cheaper rather than dearer items which can easily be replaced, as students are notoriously careless with equipment. Students without the appropriate footwear will be allowed to return to lessons if they are able to borrow suitable shoes from school.

**2.7. The Academy will have the final say on suitability with regard to any uniform issues.**

### 3. CODE OF CONDUCT FOR STUDENTS

- 3.1. The Academy expects high standards. In order to foster good social standards we recognise and encourage good behaviour and discourage inappropriate behaviour.
- 3.2. In common with other academies and schools, we have a number of sanctions that can be used if an individual's standards fall below those that we expect – see Appendices.
- 3.3. To help us maintain our standards we expect all students to consider the consequences of their actions and develop independent thinking.
- 3.4. In general, students are expected to:
  - 3.4.1. Dress sensibly and correctly by supporting the Academy dress code. Coats or other articles of outdoor clothing must not be worn in the classroom.
  - 3.4.2. Attend the Academy regularly. The only reasons for a student having time off should be if:
    - 3.4.2.1. they are ill;
    - 3.4.2.2. there is a serious family emergency; or
    - 3.4.2.3. they have an unavoidable appointment with an outside agency, for example doctor, dentist, hospital, interview etc.
  - 3.4.3. Arrive punctually, including all lessons.
  - 3.4.4. Refrain from eating or drinking in the classroom (except for bottled water, which is permitted).
  - 3.4.5. Avoid taking large bags into the classroom wherever possible. School bags should be a suitable size.
  - 3.4.6. Always work to the best of their ability.
  - 3.4.7. Never attempt to distract or annoy fellow students, as this usually causes a loss of valuable teaching time.
  - 3.4.8. Be prepared for lessons by making sure they have all the equipment necessary, for example writing materials, books, PE kit, calculators, cooking ingredients.
  - 3.4.9. Be polite, helpful and courteous towards all staff and visitors. Listen to instructions, as instructions are for the benefit of students.
  - 3.4.10. Continue to work as normal when visitors arrive in the classroom or if the teacher has to leave the room for any reason.
  - 3.4.11. Treat fellow students with respect, irrespective of their age, gender, race or disability.
  - 3.4.12. Always report any form of bullying to a member of staff via Tootoot, using the bullying box (or reporting online) or speak directly to a member of staff.
  - 3.4.13. Respect the Academy environment. Litter, vandalism and graffiti spoil things for everyone. Always use the litter bins provided, keep to paths to avoid damage to lawns and verges, do not mis-use or vandalise Academy property. Always report vandalism. We also expect students to respect their local community with regard to litter.
  - 3.4.14. Strictly follow Academy policy on alcohol and illegal substances.
  - 3.4.15. Not bring aerosols or deodorant sprays of any description to the Academy. Such items will be confiscated if found.
  - 3.4.16. Not smoke in and around school or on the journey to and from the Academy (including e-cigarettes and vaporisers).
  - 3.4.17. Not bring liquid tippex onto the site. It is potentially dangerous and can cause a great deal of damage to clothing and property. This will be confiscated if found.
  - 3.4.18. Not chew gum or bring it onto site. Chewing gum damages furniture, floor coverings and clothing. Having chewing gum on site will result in an immediate detention.
  - 3.4.19. Move around the Academy site in a sensible, calm and courteous manner.
  - 3.4.20. Always behave sensibly and courteously on buses to and from the Academy.
  - 3.4.21. Act at all times in a manner that will bring credit to both themselves and the Academy.



- 3.4.22. Remain in their class for the duration of the lesson unless instructed otherwise. Students will only be allowed to leave a class for medical reasons or on the direction of a teacher. Students seen out of class will be subjected to spot checks to establish authorisation of their absence from a lesson.
  - 3.4.23. Not bring mobile telephones to the Academy, even if switched off.
  - 3.4.24. Not make inappropriate use of the ICT facilities including websites. For further information see the Woodkirk Academy Online Safety Policy.
  - 3.4.25. Not ride bicycles on Academy grounds, with the exception of the All Weather Pitch. Students who put themselves at risk may be banned from bringing a bicycle to school (see the Bicycle code of conduct).
- 3.5. Specific classroom conduct is printed in every classroom, with consequences for poor behaviour alongside rewards for positive behaviour.

#### **4. CLASSROOM CODE OF CONDUCT**

- 4.1. There are four rules that apply to all lessons:
- 4.1.1. Always follow instructions the first time they are given*
  - 4.1.2. Always arrive with all the necessary equipment and books for your lesson. Students should have two pens, a pencil and a ruler as a minimum.*
  - 4.1.3. Raise your hand and wait to be asked before you speak.*
  - 4.1.4. Always get on with your own work and allow others to do the same.*
- 4.2. It is an Academy requirement that each student should have their planner with them at all times. Should a student not have their planner they must collect a yellow, day planner sheet from B17. This must be returned the following day at break time with the relevant information transferred into the planner. Students will be issued **one** planner sheet if they forget their planner. After this, they will be referred to the PSA until they have their planner. Failure to return the planner sheet the following day will result in the following sanction structure being applied:
- 4.2.1. 1<sup>st</sup> time: Warning
  - 4.2.2. 2<sup>nd</sup> time: 3 break and lunch detentions
  - 4.2.3. 3<sup>rd</sup> time: After-school detention
  - 4.2.4. 4<sup>th</sup> time: In the PSA until the planner arrives in school (phone call home)
- 4.3. Rewards for good work and behaviour in the classroom are listed below, alongside the consequences for poor behaviour. Academy policy states that a ratio of 3:1 in terms of positive/negative should be the aim of every teacher. We see positive recognition as the key to motivating students to succeed. Everyone likes to be praised and positive recognition increases self-esteem.

##### **Every lesson**

A minimum of 2 merits awarded by subject teachers

##### **Fortnightly**

Form Tutors to add merits and decrements to SIMS

Ongoing league table for each year group (merits initially)

Carry over merits to add

##### **Half-Termly**

Use of SIMS to make positive referrals to students

##### **Termly**

Postcards sent home by subject staff – 2 per class

Top 100 ACHBO scores – prizes at the start of each term (draw in assembly)

**Breakfast – Form reward - termly**

Highest average merit count for winning form in each year group

Breakfast during form time in the LRC

**Each OPT cycle**

All 1s and 2s with average of 1.5 or less – letter home to parents

All 1s – letter and phone call home

**Yearly**

Rewards Trip – top 50 in each year

51 to 75 - £10

76 to 100 - £5

Celebration assemblies

Awards ceremony

**Discretionary awards**

Includes phone calls home, emails home, notes in planners, texts, queue jump passes

**MERIT CERTIFICATES**

Certificates will be issued to students at the end of each term after merits have been counted. All students should inform their personal tutor when they have received enough merits to qualify for a certificate. These can then be issued for students to keep.

Bronze	75
Silver	150
Gold	250
Platinum	350
Year Tutor	400
Vice Principal	500
Principal	600

**CONSEQUENCES OF POOR CLASSROOM BEHAVIOUR**

1. Warning
  2. Decredit
  3. Note to Parents in Planner and second de-credit
  4. Detention
  5. Severe – Refer to senior member of staff on call
- Students will receive a warning if they arrive at their lesson without the proper equipment.** Students who continually fail to do so will be referred to their Year Tutor.

- 4.4. We view consequences/sanctions as a choice. If students know that certain behaviours will attract consequences and these consequences will be hierarchical, then they choose to be subject to the sanctions that follow.

**5. BEHAVIOUR ON THE WOODKIRK ACADEMY SITE**

- 5.1. The same high standards of behaviour are expected from students around the Academy. In particular, movement around the corridors and stairs should be conducted in an orderly and quiet manner.
- 5.2. Students are expected to refrain from entering any ‘out of bounds’ areas.
- 5.3. Students are expected to be polite to staff, visitors and each other.
- 5.4. Students who do not conform to expectations will be subject to sanctions as they are for classroom behaviour.

## **6. BEHAVIOUR OUTSIDE OF WOODKIRK ACADEMY (INCLUDING OUTSIDE OF THE ACADEMY DAY)**

The behaviour of students off site on Academy business – for example on trips, sports fixtures, or work experience placements – is subject to our behaviour policy. This includes the journey to and from school each day. For behaviour outside school, but not on Academy business, we may apply our behaviour policy where there is a clear link between the behaviour and maintaining good behaviour and discipline among the student body as a whole. **Teachers have the power to discipline students for misbehaving outside of school, particular if this:**

- 6.1. Could have repercussions for the orderly running of the school (eg behaviour on social networks, assaults on fellow students).**
- 6.2. This poses a threat to another students or member of the public.**
- 6.3. Could adversely affect the reputation of the school.**

## **7. TRUANCY**

After it has been ascertained that a student has been truanting, the procedures will be:

- 7.1. Parents will always be contacted by letter or telephone.
- 7.2. At the discretion of the (Vice Principal (Behaviour & Safety)), parents may be invited to the Academy, to discuss the reasons for truancy and the possible remedy.
- 7.3. **All** students who truant will be expected to make up any time missed from lessons so that outstanding work can be caught up. This will usually take place via extra detentions and/or placement in the Pupil Support Area, dependent on the individual case.
- 7.4. All relevant information will be recorded in the student's behaviour record.
- 7.5. In cases of persistent truancy, the Attendance Team will also be involved and formal procedures may be initiated. Prosecution is likely to be the final result of these procedures.
- 7.6. Students who abscond from the school site, present a serious safeguarding risk and are likely to be excluded to the ALC.

## **8. DAILY REPORT**

- 8.1. Students involved in persistent low level disruption, or who are regularly failing in some other area of the Code of Conduct, for example failure to produce homework etc, will be placed on Daily Report.
- 8.2. The Daily Report system is aimed at targeted students from whom we expect particular standards to be upheld throughout the school day. This is achieved by setting individual targets. The Daily Report system also gives the students concerned the opportunity to break the cycle of disruption by giving them an 'excuse' to change in the light of peer pressure and peer expectation. Parents are also kept informed on a daily basis and, as a result, can play a major role in modifying patterns of poor behaviour.
- 8.3. Students placed on Daily Report will usually be expected to continue for a minimum of two weeks. In the vast majority of cases the Daily Report system is not used on a long-term basis. The failure of a Daily Report contract will usually lead to further sanctions being imposed (see sanctions section).

## 9. PUPIL SUPPORT AREA

- 9.1. The Pupil Support Area supports the pastoral work in school and is used to give students who have been involved in persistent disruptive behaviour the opportunity to modify this behaviour in a controlled setting. Students will be provided with work to complete by their class teachers and in addition, support and counselling is provided and, since its inception, the Pupil Support Area has proved to be very successful in both improving behaviour and reducing exclusion from school. The vast majority of contracted students are successfully re-introduced back into mainstream school via a carefully planned and monitored re-integration programme after following an individual pastoral support programme.
- 9.2. The Pupil Support Area is used as a short term measure and the length of time a student is referred to the PSA varies dependent on the circumstances. In the majority of cases, this will not exceed three school days at any one time.
- 9.3. The Pupil Support Area is also used for students who contravene the Academy Uniform Policy.

## 10. RESTORATIVE JUSTICE

- 10.1. Where we consider it appropriate, students will be given the opportunity to redress any harm or damage caused (for example, cleaning graffiti, litter picking, helping in the Dining Hall) as an alternative to exclusion.
- 10.2. Wherever possible, students who have had a disagreement or problem with other individuals will be brought together with a member of the pastoral team to try to resolve the issue amicably. This is often successful and prevents the need for other sanctions to be issued. The Safer Schools Police Officer (PC P Coates) may also be invited to mediate at such meetings where the school deems it would be beneficial.

## 11. HATE INCIDENTS/CRIME

- 11.1. Woodkirk Academy is determined to eliminate hate incidents of any form. In the case of all forms of racist behaviour where students are victims, the formal procedures adopted by the Academy will be strictly adhered to and all cases of racist behaviour or alleged racist behaviour will be investigated thoroughly. **All** students involved in any form of hate incident will be subject to serious sanctions and **all** proven incidents will necessitate parental involvement.
- 11.2. A hate incident is legally defined:  
  
*‘any incident, which may or may not constitute a criminal offence, which is perceived by the victim or any other person, as being motivated by prejudice or hate’*
- 11.3. Hate incidents may be based upon: homophobic/sexual orientation, race/ethnicity, religion/belief, disability / SEN, gender identity. Hate incidents can consist of: verbal abuse or insults for example, detrimental comments, abusive language and ‘jokes’ relating to race, religion, disability/learning difficulties, sexual orientation, gender identity; insulting gestures, abusive telephone calls, offensive messages.
- 11.4. A hate crime is legally defined as:  
  
*‘any hate incident, which constitutes a criminal offence, perceived by the victim or any other person, as being motivated by prejudice or hate’ (APCO 2005 definition)*

## 11.5. Academy Procedures

- 11.5.1. Where a student is subject to any hate incident from a fellow student(s):
  - 11.5.1.1. **All** cases will be officially recorded in the Hate Crime (“**HIRS**”) personal behaviour log (HIRS on SIMS).
  - 11.5.1.2. The victim(s) will be asked to record events in writing.
  - 11.5.1.3. **All** cases will be dealt with at Vice Principal (Behaviour & Safety) level via a formal interview. The Principal may also be present.
  - 11.5.1.4. Support will be provided for **all** victims. This is likely to involve the Safer Schools Police Officer.
  - 11.5.1.5. Parental complaints will **always** be investigated.
  - 11.5.1.6. Perpetrators of any form of hate crime will be subject to serious sanctions. Exclusion of perpetrators may be the likely outcome.
  - 11.5.1.7. Repeat offenders or perpetrators of serious incidents (assault, abuse, damage to property etc) are likely to be permanently excluded from the main school site.
  - 11.5.1.8. Where necessary, hate incidents will be officially reported to the police.
  - 11.5.1.9. Appropriate support will be offered to the perpetrators of hate crimes.
- 11.5.2. Where a member of staff is the victim of a Hate Crime with a student as the perpetrator:
  - 11.5.2.1. The student concerned will be formally interviewed by the Vice Principal (Behaviour & Safety) and/or Principal with parents present.
  - 11.5.2.2. The incident(s) will be recorded in the perpetrator’s personal behavior log (HIRS on SIMS).
  - 11.5.2.3. Exclusion of the perpetrator will be the likely outcome.
  - 11.5.2.4. Repeat offenders or perpetrators of serious hate crimes involving staff are likely to be permanently excluded or educated away from the main school site.

## 12. PHYSICAL ASSAULT

- 12.1. Cases of physical assault are becoming more common in society as a whole. The Academy will not condone **any form** of physical assault for any reason and when assaults occur the students concerned will always be subject to serious sanctions.
- 12.2. Academy Procedures
  - 12.2.1. All cases of physical assault will be recorded.
  - 12.2.2. Victims and perpetrators of assault will be requested to record events in writing.
  - 12.2.3. All cases of assault will be dealt with by Year Tutor and/or Vice Principal (Behaviour & Safety) level or above.
  - 12.2.4. Support will be provided for all victims of assault.
  - 12.2.5. Parental complaints will always be investigated and in-school interviews arranged whenever possible, most likely involving the Safer Schools Police Officer.
  - 12.2.6. Perpetrators of any form of physical assault will always be subject to serious sanctions such as a fixed term exclusion.

- 12.2.7. Serious assault, or repeat assaults, may result in the student being moved to another institution or permanent exclusion of the perpetrator.
- 12.2.8. Support will be offered to the perpetrators of physical assault as well as the victims.

**Please note – assault on another Woodkirk student outside of school will likely be dealt with by the school in the same way.**

### **13. ABUSE OF STAFF**

- 13.1. Any abuse of staff will not be tolerated. **All** students who **verbally abuse and/or threaten** staff will be subject to serious sanctions and **all** reported incidents will necessitate parental involvement. This may result in a fixed term exclusion.

#### **13.2. Academy Procedures**

- 13.2.1. **All** cases of abuse of staff will be recorded.
- 13.2.2. **All** cases will be dealt with by the Vice Principal (Behaviour & Safety) and/or Principal.
- 13.2.3. The following hierarchy of sanctions will be used, depending on the seriousness of the offence:
  - 13.2.3.1. Internal exclusion.
  - 13.2.3.2. Fixed term exclusion.
  - 13.2.3.3. Off site provision
  - 13.2.3.4. Permanent exclusion.
- 13.3. In cases of **physical attack, permanent exclusion** may result. The student will not be allowed back on the school site.
- 13.4. The above also applies to the abuse of staff via electronic means (for example, social networks).

#### **13.5. Malicious accusations against staff**

Any accusations against school staff which are found to be malicious will be subject to the Academy's disciplinary procedures. The most likely outcome will be exclusion from school, with the possibility of police involvement where appropriate. If proven, this may result in the student being educated at another institution away from the Academy site.

### **14. OFFENSIVE WEAPONS**

- 14.1. Students **must not** bring onto the Academy site, or carry on the way to and from the Academy, any dangerous and/or offensive weapon. This includes knives, scissors, guns of any description (for example, air pistols, BB guns) or any item that we consider its purpose being to threaten or cause injury to a student or adult, including fireworks.
- 14.2. Any student caught in possession of any such item (whether used or not) is likely to be **educated off site or permanently excluded**. We will refer the incident to the Safer Schools Police Officer.
- 14.3. Senior staff, with the permission of the Principal, have the right to search for such items. The Academy retains the right to dispose of any such item. Although a last resort, such items can be confiscated using reasonable force.

## 15. SCREENING AND SEARCHING STUDENTS

There are two sets of legal provisions which enable Academy staff to confiscate items from students:

- 15.1. The **general power to discipline** enables a member of staff to confiscate, retain or dispose of a student's property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully (*Section 94 of the Education and Inspections Act 2006*). The legislation does not describe what must be done with the confiscated item and the Academy behaviour policy may set this out.
- 15.2. **Power to search without consent** for 'prohibited items' (*Section 550ZA (3) of the Education Act 1996 and Education Act 2011*) including:
  - 15.2.1. knives and weapons;
  - 15.2.2. alcohol;
  - 15.2.3. illegal drugs;
  - 15.2.4. stolen items;
  - 15.2.5. tobacco and cigarette papers;
  - 15.2.6. fireworks;
  - 15.2.7. pornographic images;
  - 15.2.8. tasers or other devices which omit a shock;
  - 15.2.9. any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and
  - 15.2.10. any item banned by the Academy rules which has been identified in the rules as an item which may be searched for.

## 16. POWER TO USE REASONABLE FORCE

- 16.1. Members of staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.
- 16.2. The Principal and authorised staff may also use such force as is reasonable given the circumstances when conducting a search without consent 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.
- 16.3. The Academy can also identify additional items in its school rules which may be searched for without consent. Force **cannot** be used to search for these items.
- 16.4. Any instance where reasonable force is used on a student will be officially recorded.

## 17. INTERNAL EXCLUSION

- 17.1. Internal exclusion seeks to avoid external exclusion by creating an in-school deterrent. Internal exclusion is used for infringements of the Academy behaviour policy.
- 17.2. Examples of behaviour for which students may normally be excluded or isolated for:
  - 17.2.1. Missing a detention without advance notification from parent of an acceptable reason for absence.
  - 17.2.2. Disruption of lessons.
  - 17.2.3. Truancy.
  - 17.2.4. Smoking.
  - 17.2.5. Fighting.

- 17.2.6. Verbal abuse of students.
- 17.2.7. Verbal bullying, including name calling.
- 17.2.8. Possession of a mobile telephone in school.
- 17.2.9. Failure to wear correct Academy uniform, including hair, make-up or jewellery etc.
- 17.2.10. Minor acts of vandalism.
- 17.2.11. Refusing to give their school planner to staff.

**This list is not exclusive or exhaustive.**

- 17.3. Where the above types of behaviours are, or become, more persistent and/or malicious or are deemed sufficiently serious, an **external exclusion** is the most likely outcome.
- 17.4. The Internal Exclusion Unit is based in the school bungalow (ALC). Students are referred there for a period of time, depending upon the incident and this prevents the need for a fixed term exclusion out of school. Although the length of time varies, like the PSA, this is intended as a short term intervention and the time spent in there at any time rarely exceeds three to five days. Students are supported by a male and female behaviour support worker and staff may also visit students to explain coursework etc. As part of the programme, students engage in reflection time during the last hour of the day to allow time for students to consider why they have been referred to the unit and what they can do to prevent a reoccurrence of the issues. The unit operates separately from the mainstream and students attend between the hours of 10.00 and 16.00 (15.00 on Fridays). The students must not access mainstream site except for medical emergencies or to sit public examinations. They must enter the school site via the main entrance. In the ALC, students must be in full school uniform and ensure their behaviour is appropriate otherwise additional time may be added. Students are expected to bring all their books and materials with them. All parents are informed of referrals via a telephone call from the Vice Principal (Behaviour & Safety) or Year Tutor, which is then followed up by a letter outlining the details of the referral. The student and their parent(s) is/are required to attend a meeting with the Vice Principal (Behaviour & Safety) towards the end of the exclusion period. Students are likely to be held in isolation until the meeting takes place.

## **18. EXTERNAL EXCLUSION**

- 18.1. A decision to exclude a student is only taken in response to:
  - 18.1.1. Serious breaches of the Academy Discipline Policy.
  - 18.1.2. The probability that allowing the student to remain would seriously harm the education or welfare of the student concerned, or the education or welfare of others in the school.
- 18.2. Exclusion can be for a **fixed period** or **permanent**.
- 18.3. The decision to exclude rests with the Principal. Senior members of staff dealing with an investigation will make a recommendation based on their enquiries through the Vice Principal (Behaviour & Safety).
- 18.4. Parents have a duty to ensure their children are not present in a public place during the first five days of any external exclusion.**
- 18.5. A student excluded for a fixed period of more than five days will receive full-time educational provision in the school's Internal Exclusion Unit from day six of their exclusion, or at another suitable institution.
- 18.6. Where a student is permanently excluded, the arrangement for the student to receive full-time education from day six of the exclusion is the responsibility of the LEA.



## 19. FIXED TERM EXCLUSION

- 19.1. Students may only be excluded on a fixed period basis for a maximum of 45 school days during the academic year. Most fixed term exclusions will be for one to three days. Longer exclusions can allow time to address the student's problems and, in some cases, consider other arrangements for his/her education.
- 19.2. Examples of behaviour for which students will normally be excluded for a fixed period are:
- 19.2.1. Defiance or disruption in the Pupil Support Area/Alternative Learning Centre.
  - 19.2.2. Incidence of repeated or persistent defiance, for example refusal to follow the instructions of staff.
  - 19.2.3. Threatening behaviour towards other students.
  - 19.2.4. Theft, or being an accomplice to a theft.
  - 19.2.5. Possession of an illegal drug (see Section 30).
  - 19.2.6. Vandalism resulting in significant damage.
  - 19.2.7. Repeated possession of a mobile telephone.
  - 19.2.8. Inappropriate sexual behaviour, including sexual harassment.
  - 19.2.9. Racist behaviour and other hate incidents.
  - 19.2.10. Serious incidents that happen off the Academy site, where there is a clear link between the behaviour and maintaining good behaviour and discipline among the student body as a whole
  - 19.2.11. Possession or use of fireworks on site (**permanent** exclusion may result; this being dependent on the individual incident)
  - 19.2.12. Trespass on the Academy site.

**This list is not exclusive or exhaustive.**

- 19.3. A re-admission meeting involving student, parent, Vice Principal (Behaviour & Safety) and other appropriate senior members of staff will take place usually on the day preceding re-admission. The meeting will review the reasons for the exclusion and consider the need for intervention to support the student's behaviour. The consequence of further exclusions will be explained. The student will most likely be kept in isolation until the meeting takes place.

## 20. PERMANENT EXCLUSION

- 20.1. The Academy will not normally permanently exclude students. When a student is deemed unsuitable to attend the Academy, either for a 'one-off' serious offence or because of a series of serious disciplinary offences, alternative provision will be sought. This may include a placement at another school or at an exclusion facility, such as Southway.
- 20.2. However, the Principal reserves the right to permanently exclude in exceptional circumstances when a very serious breach of discipline has been committed.

## 21. DISRUPTION OF LESSONS

Disruption of lessons by a small minority of students is a major cause for complaint in secondary schools. Any form of disruption, even at low level, affects the education of every other student in the group, by wasting teaching time and by distracting other students who would otherwise be on task. The Academy Classroom Code of Conduct is aimed at minimising disruption, but for students who choose to ignore this code then the full range of sanctions will apply. Breaking this cycle of disruption for the small minority of students involved is often difficult, but we have a duty to the hardworking majority and are determined to reduce this type of behaviour to a minimum. The Pupil Support Area is used for students who regularly disrupt the learning of other students. Further sanctions may be required for those who fail to respond appropriate to interventions.

## 22. SUPPORTING STUDENTS DISPLAYING CHALLENGING BEHAVIOUR

- 22.1. At Woodkirk Academy, we recognise that some students will struggle to manage their behaviour in school. As such, consideration is given to the individual needs of students at all times and we will work very closely with parents to support this. Some students will inevitably require further intervention which can be offered in school. This includes mentoring, PSA contracts, anger management support and life coaching.
- 22.2. Where appropriate, students will be referred to outside agencies to provide further intervention and support. This may involve agencies such as Social Care, MST, CAMHS and other appropriate services that can be accessed through Leodis Support Services or by other means.
- 22.3. Where multi-agency meetings are appropriate, interventions such as Early Help Assessments may also be put in place to support students and their families.
- 22.4. Where a student's behaviour gives cause to suspect that they may be suffering, or is likely to suffer significant harm, procedures will be followed as set out in the Leodis Academies Trust's Safeguarding & Child Protection Policy.

## 23. DEFIANCE

Outright refusal to carry out instructions from staff members is rare, but any instance of this type of defiance will be treated very seriously and isolation from lessons will be the likely result. More serious incidents may result in exclusion.

## 24. MOBILE TELEPHONES/ELECTRONIC DEVICES

### 24.1. Years 7 to 11

- 24.1.1. Mobile telephones have proved to be a source of constant disruption. Staff waste valuable time dealing with issues such as theft, losses, texting during lessons and lessons being disrupted by call tones and vibrations. There are also increasing concerns surrounding text bullying and taking mobile phones in to public examinations, which is **strictly forbidden**. **Mobile telephones are, therefore, prohibited in school for Years 7 to 11.**
- 24.1.2. Any devices with the capability of recording footage or sound and taking photographs are prohibited. This includes ipods, MP3 players and SMART watches (this list is not exhaustive).
- 24.1.3. Academy Procedures:
  - 24.1.3.1. All mobile phones found on the Academy site will be confiscated. These will only be returned to an adult by appointment **at the end of the next day (3.00pm)** following its confiscation or later. If a phone is confiscated on a Friday, it will not be available for collection until the following Monday at 9am. Phones will not be returned before the end of the following day, **without exception**.
  - 24.1.3.2. On the first occasion, the student will receive an internal exclusion.
  - 24.1.3.3. Any student who breaches the mobile phone policy **more than twice** will have their phone kept for two working days. This means that phones confiscated on Thursday will not be returned until Monday at 3pm and if on Friday, not until Tuesday at 3pm.
  - 24.1.3.4. Students who persist in bringing mobile phones on site may be subject to an external exclusion.
  - 24.1.3.5. The Academy retains the right to search for phones if a student is suspected of having one in their possession. Students who refuse a

search will be sanctioned appropriately. Students who refuse to hand their phone over and leave the school site will be subject to further sanctions **(they will remain in isolation until the phone is returned to school.)**

## **25. THEFT**

- 25.1. Theft of property, either belonging to the Academy or to other students or staff will not be tolerated. In any proven cases of theft serious sanctions will apply, with exclusion the probable outcome.

### **25.2. Academy Procedures**

- 25.2.1. **All** incidences of theft will be recorded.
- 25.2.2. **All** incidences of theft will be dealt with at Vice Principal (Behaviour & Safety) level or above.
- 25.2.3. **All** cases of reported theft will be investigated and will include parental involvement of both the perpetrator and the victim. Please note the Academy is not obliged to investigate mobile phone theft.
- 25.2.4. Outside agencies will be involved if this is appropriate, for example police, social services, probation service.
- 25.2.5. Where victims of theft, or the parents of victims, involve the police the Academy will co-operate fully in any investigation.
- 25.2.6. Theft will result in time in isolation as a minimum and may well result in exclusion.
- 25.2.7. **Students should hand any valuable items into a member of staff where theft may be a risk, for example PE lessons. If bags are left during lunchtime, for example, students should ensure valuable items, such as watches, are kept with them.**

## **26. VANDALISM/DAMAGE**

- 26.1. Vandalism or causing damage to property will not be tolerated and any students who are involved in acts of vandalism or causing damage to Academy property will be subject to serious sanctions. Acts of wilful damage or vandalism are likely to result in exclusion. Students will be expected to meet the costs of any damage they cause. This includes graffiti in the school planner, in which case students will be expected to purchase a new one (£4.50).

### **26.2. Academy Procedures**

- 26.2.1. **All** acts of damage to property or vandalism will be recorded.
- 26.2.2. **All** acts of damage to property or vandalism will be dealt with at Vice Principal (Behaviour & Safety) level or above.
- 26.2.3. **All** reported cases will be investigated and parents involved.
- 26.2.4. Outside agencies will be involved if this is appropriate, for example the police etc.
- 26.2.5. The Academy may seek reparation where serious damage occurs.
- 26.2.6. Any acts of vandalism are likely to result in isolation as a minimum.

## **27. LITTER**

- 27.1. We work hard to make sure our school is clean and safe. We expect students to respect the school environment and make sure all litter is put in a bin.
- 27.2. Any student who is caught dropping litter will be required to assist in tidying the school site during breaks and lunchtimes, equipped with a fluorescent jacket and litter grab. Any student, over the age of 14, who repeats the offence may be referred to the local Environmental Enforcement Officer. Under legislation introduced in 2005 under the 'Clean

Neighbourhood and Environment Act' people guilty of dropping litter could be issued with a fine or three hours of community service on a Saturday morning. This includes the journey to and from the Academy or anywhere wearing the Academy uniform.

## **28. BEHAVIOUR ON SCHOOL BUSES**

Poor behaviour on school buses has become a major problem for most secondary schools and we are determined to minimise this problem. All school sanctions will apply to poor behaviour on school buses, including **exclusion**. Poor behaviour is likely to result in the student being banned from school buses for a period determined by the Academy. Repeat offenders are likely to be permanently banned from using the school buses. Sanctions also apply to users of public service buses.

## **29. LEAVING SITE WITHOUT PERMISSION : YEARS 7 TO 11**

29.1. The Academy has a strict policy concerning students leaving the school site. **All** students should be on the site at **all** times during the school day, unless there is a specific reason for leaving, for example a doctor's appointment etc. Students are **not** allowed, under any circumstances, to leave the school site to use local shops etc at lunch time or morning break.

29.2. Academy Procedures:

29.2.1. If a student needs to leave the school site they must have written permission from a parent. The only exception to this would be when a member of the senior staff gives permission in an emergency, or where parental permission has been arranged by telephone.

29.2.2. An Exit Permit requesting permission must be filled in by the student and signed by a member of the pastoral team before the student leaves the school site. This must be handed in at Student Services directly before leaving.

29.2.3. A Police Pass should be collected from Student Services on leaving, to avoid problems with police truancy patrols.

29.2.4. Any students leaving site without permission will be subject to school sanctions, which may be isolation and/or supervised lunch and break times. This may also result in an ALC exclusion.

## **30. TRESPASSING ON ACADEMY SITE**

Trespassing on school sites is a major problem nationally. We have been able to avoid most of the problems associated with this but are still subjected to instances of criminal damage, vandalism and nuisance. Our students are notified that they should not enter the school site except on official school business, or to take part in events that are part of our community lettings programme. Any students who choose to ignore this will be subject to serious sanctions, particularly where criminal damage and vandalism are involved. Abuse of staff or creating a nuisance at official events, for example Open Evenings, concerts, productions etc, will be treated very seriously and could result in **exclusion**.

## **31. MISUSE OF DRUGS**

31.1. The misuse of drugs by school-age children has become a serious problem, both locally and nationally. A 'Drug Awareness' module is part of our PDS programme and the school, supported by the Governing Body, believes that drug-awareness education and a firm and consistent policy for dealing with students involved in drug related incidents have become a necessity.

- 31.2. Drugs referred to in this policy include both legal and illegal forms. Legal drugs include alcohol, tobacco and solvents sold over the counter and prescribed drugs (however by virtue of the age of our students, acquisition of these substances over the counter, would be illegal). Illegal drugs such as cannabis, ecstasy, heroin, crack/cocaine and LSD are prohibited under legislation. Drugs referred to include both classified drugs and legal highs, for example Mephedrone.

### 31.3. Drugs and the Law

- 31.3.1. The Misuse of Drugs Act (1971) governs the manufacture and supply of controlled drugs for legitimate medical use. It, therefore, creates offences of unlawful manufacture, possession and supply.
- 31.3.2. Drugs controlled under the Act are classified according to toxic effect, ie hard drugs (heroin, cocaine etc), soft drugs (cannabis).
- 31.3.3. Possession of hard drugs can lead to a prison sentence – maximum penalties are severe.
- 31.3.4. It is an offence to knowingly allow anyone on your premises to produce, sell or **give** illegal drugs, even if they **only offer** to supply the drug.
- 31.3.5. If anyone is found in possession, on your premises, of what you think is an illegal drug you should inform the police and hand it in without delay.
- 31.3.6. The Act allows you to take possession of an illegal drug to prevent someone else committing an offence provided that you hand it to the police.

### 31.4. Signs of taking drugs

- 31.4.1. Sudden mood changes.
- 31.4.2. Unusual outbreaks of temper.
- 31.4.3. Lack of appetite.
- 31.4.4. Bouts of drowsiness.
- 31.4.5. Unusual smells on clothes etc.
- 31.4.6. Disregard for physical appearance.
- 31.4.7. Unusually dilated or constricted pupils.
- 31.4.8. Sores around the mouth or nose.
- 31.4.9. Suddenly losing interest in friends, sport etc.
- 31.4.10. Possession of unusual powders, tablets, capsules, hand rolled cigarettes.

### 31.5. Academy Procedures

- 31.5.1. Staff must **always** refer any suspicions concerning misuse of drugs to a senior member of staff. **All** such reports will be investigated at Vice Principal (Behaviour & Safety) level or above.
- 31.5.2. Any student suspected of being in possession of drugs will be searched. Although not preferred, this can be done by force if necessary. Any searches will involve PC Coates whenever possible.
- 31.5.3. **All** students found in possession of illegal drugs or what is thought could be an illegal drug **must** be reported to a senior member of staff.
- 31.5.4. With the authority of the Principal, staff have the right to search and confiscate if they suspect anyone is in possession of such items.
- 31.5.5. In any cases where misuse of drugs is suspected parental involvement **will** be necessary.
- 31.5.6. The police will be involved in **all** cases of misuse of drugs.
- 31.5.7. All students involved in drug related incidents will be subject to **exclusion**, in some cases permanent. This may involve the student being educated at another institution.
- 31.5.8. **All** students involved in the **supply** of illegal drugs may be subject to **permanent exclusion**. As a minimum, they will be educated at another institution. **Passing drugs onto another student is classed as supply.**

## **32. SMOKING**

### **32.1. The Academy has a no smoking policy for the whole of the school site.**

- 32.2. It is now widely accepted that smoking is a major cause of several potentially fatal diseases. It is also widely accepted that the large majority of smokers begin the smoking habit while of school age. Other important issues, including secondary smoking and the question of social acceptability have further highlighted the smoking problem.
- 32.3. We believe that we must take a positive stance against smoking and this will be highlighted in assemblies, PSHE lessons and Form Tutor time. We will make all students and parents aware of this stance and the importance we attach to our non-smoking policy and the sanctions that will apply.

### **32.4. Academy Procedures**

- 32.4.1. **All** students caught smoking in or around school premises or on the way to and from school will be seen by the appropriate Vice Principal (Behaviour & Safety) and counselled about the dangers of smoking and informed of the sanctions which will be applied.
- 32.4.2. **All** parents of offenders will be notified by letter and offenders will be subject to school disciplinary measures.
- 32.4.3. Persistent offenders may be subject to internal and/or external exclusions if the previous measures fail. All parents of repeat offenders will be asked to visit school for a meeting.
- 32.4.4. **All** incidents will be recorded in the student's record.
- 32.4.5. The above sanctions also apply to e-cigarettes, vaporisers or other nicotine related equipment and to any student who has smoking items in their possession, for example lighters, tobacco. Students who are caught with smokers are likely to be subject to the same school sanctions.
- 32.4.6. Staff have the right to either retain or dispose of tobacco, cigarette papers and lighters. This also applies to e-cigarettes and vaporisers.
- 32.4.7. Further support will be offered to students who smoke, for example external agencies.

## **33. INAPPROPRIATE SEXUAL BEHAVIOUR**

Woodkirk Academy will not tolerate any acts of sexual abuse or sexual assault. Parents will be involved in all such cases, which may also be referred to the police and other outside agencies, for example Social Care (Child Protection). The exclusion procedures will be initiated in all such cases. Consideration will be given to **permanently excluding** any student responsible for carrying out such an assault. This includes inappropriate sexual behaviour that may occur via the internet or other electronic means. Support will be offered to both victims and perpetrators.

## **34. SEXUAL HARASSMENT**

- 34.1. Any cases of sexual harassment or alleged sexual harassment will be investigated thoroughly. **All** students involved in sexual harassment will be subject to serious sanctions including exclusion and all proven incidents will necessitate parental involvement.

### **34.2. School Procedure**

- 34.2.1. **All** cases of sexual harassment will be recorded.
- 34.2.2. The victim(s) will be asked to record events in writing.
- 34.2.3. **All** cases of sexual harassment will be dealt with at Vice Principal (Behaviour & Safety) level or above, as well as PC Coates.
- 34.2.4. Support will be provided for all victims and perpetrators of sexual harassment.

- 34.2.5. Parental complaints will always be investigated.
- 34.2.6. Perpetrators of any form of sexual harassment will always be subject to serious sanctions.
- 34.2.7. Serious or persistent sexual harassment is likely to result in the exclusion of the perpetrator(s).
- 34.2.8. Outside agencies will be involved if this is appropriate for example police, social services, child protection etc.
- 34.2.9. This includes inappropriate sexual behaviour that may occur via the internet or other electronic means.

### **35. HEALTHY SCHOOL POLICY – ENERGY DRINKS**

- 35.1. Energy drinks (Lucozade, Red Bull, Powerade etc) and drinks with a high sugar content (Coca-Cola, Fanta etc) are not to be brought onto school premises, a measure which is in line with the majority of schools nationally. A variety of studies have been published recently which highlight the fact that the stimulants (for example caffeine and high levels of sugar) that are contained within energy drinks can cause loss of concentration, anxiety and irritability among students.
- 35.2. Furthermore, as our school has ‘Healthy Schools Award’ status, the governors and staff believe that allowing energy drinks is contradictory to the aims and objectives of our policy. We are extremely conscious that some of our students have become part of a culture where energy drinks are consumed as part of their everyday diet. Water is freely available to all students at break and lunchtimes.
- 35.3. Any student found in possession of energy drinks will have them confiscated. If open, the drink will be poured away and unopened cans may be collected by parents if they so wish.
- 35.4. Sections 34.1 to 34.3 also applies to Sixth Form students.

### **36. SIXTH FORM**

All sections of this policy apply to the Sixth Form, with the following exceptions:

#### **36.1. Behaviour**

- 36.1.1. All instances of attendance, progress and behaviour will be recorded on the School Information Management System (SIMS) by any relevant adult in the Academy.
- 36.1.2. For positive behaviour and conduct, students may receive letters of rewards/emails home, vouchers and other rewards (see Appendix B).
- 36.1.3. For negative behaviour, students will follow sanctions of increasing severity.

#### **36.2. Responsibilities**

Sixth Form students must recognise their responsibility in acting as ambassadors to the Academy and be positive role models at all times, including in the area of school dress. We believe that dress plays a valuable role in contributing to the ethos and values it represents and in setting an appropriate tone for behaviour and attitude. See Appendix C for details of the Learning & Conduct Agreement. See Appendix D for details of the Sixth Form professional dress policy.

#### **36.3. Technology**

There are strict rules concerning the use of phones/electronic devices, **including no making or receiving calls or texts and taking photographs or videos during lesson time or in the Sixth Form Centre**, and the acceptance that students who do wish to bring phones will

do so at their own risk. Students are only allowed to use their mobile phones in the Sixth Form Centre, these should not be visible outside of this area. Sanctions will apply for any students breaking these rules. Students must also be aware that mobile phones and digital music players are not allowed in public examination rooms and cancellation of all entries can result if this strict rule is ignored. See Appendix E for the Technology Policy and Appendix F for the Personal Devices Policy.

#### **36.4. Leaving site without permission**

36.4.1. Students should be on the school site at all times up until 12.25pm unless there is a specific reason for leaving. If this is the case written permission is required from a parent and an Exit Permit must be completed. Students are allowed off site in the afternoon if they have a study period. In all instances, students should ensure that they scan in and out at all times.

36.4.2. Academy Procedures:

36.4.2.1. If a student needs to leave the school site they must have written permission from a parent, or verbal permission has been sought from the parent by the Year Tutor.

36.4.2.2. An Exit Permit requesting permission must be filled in by the student and signed by an Assistant Year Tutor, Year Tutor or Vice Principal before the student leaves the school site. This must be handed in at Student Services directly before leaving. A Police Pass should be collected if required.

36.4.2.3. Students returning later should report to Student Services before going into lessons.

36.4.2.4. Students should scan out if they leave the site early when they have **finished all lessons** on a particular day.



## PASTORAL SANCTIONS

**A Detentions Failed to Attend**

- 1<sup>st</sup> Friday night detention and 1 extra detention - note in planner.
- 2<sup>nd</sup> Friday night detention and 1 extra detention, 5 breaks and lunchtime detention – phone call home.
- 3<sup>rd</sup> PSA for 3 days minimum and until all detentions are cleared (detention every night) – phone call home
- 4<sup>th</sup> Start a behaviour contract – meeting with parents
- 5<sup>th</sup> Fixed term internal exclusion. Return to PSA to complete all detentions owing after exclusion.
- 6<sup>th</sup> Fixed term exclusion in the ALC. Return to PSA to complete all detentions owing after exclusion.

Subsequent occasions – further sanctions will be decided by the Principal and may result in an external exclusion.

Parenting contract may also be started with possible use of external agencies (parent support).

**Friday detention** – students who fail to attend a Friday detention will be kept in the PSA for the following week and kept back on the following Friday after school.

**B Detention numbers**

- 10 The student will be referred by the Form Tutor to the appropriate Year Tutor. Parents to be contacted via e-mail or phone call. Student to be placed on daily report.
- 15 Purple target report to start and teaching staff made aware. Parents to be contacted and meeting arranged with the Year Tutor.
- 20 Parental meeting to be arranged with Year Tutor and Vice Principal (Behaviour & Safety).
- 25 Student behaviour contract to start (parents to attend contract meeting) with mentor input.
- 30 Parenting contract to start with possible external agency support.

**C Decredit numbers**

- 10 The student will be referred by the Form Tutor to the appropriate Year Tutor. Parents to be contacted via e-mail or phone call. Student to be placed on daily report.
- 20 Purple target report to start and teaching staff made aware. Parents to be contacted and meeting arranged with the Year Tutor.
- 30 Parental meeting to be arranged with Year Tutor and Vice Principal (Behaviour & Safety).
- 35 Parents informed by Year Tutor.
- 40 Student behaviour contract to start (parents to attend contract meeting) with mentor input.
- 50 Possible parenting contract to start with possible external agency support.

**D Late to school**

Students who are late to Period 1 must register in the Main Hall.

If you arrive after 9.20am, the register will be coded with a 'U' and is an unauthorised absence for the whole morning. Parents will be informed by letter of legal action if this continues.

2 lates per week: after-school detention issued.

3 lates per half term (random lates): detention issued in last week of half term.

6 lates per half term: PSA registration for 5 days, detention after school on the late day.

10 lates per half term: PSA registration for 5 days, detention after school on the late day and 2 hour Friday detention.

Pastoral staff will monitor lates to lessons during the day – Year Tutor to liaise with Vice Principal (Behaviour & Safety) to determine sanction.

Senior staff have the right to refer a student for PSA registration at any time if they see fit.

**E Truancy**

Students who truant from school or from lessons will be sanctioned by the relevant Vice Principal (Behaviour & Safety) as appropriate. Sanctions will depend on the severity and the individual circumstances. Students who truant will make up time after school as appropriate. Students who abscond from the school site are likely to be subject to exclusion.

**F Uniform- Including Jewellery, Hair and Make-up**

Incorrect uniform-hair – appropriate sanctions will be applied by the relevant Vice Principal (Behaviour & Safety). Parents to be contacted by Year Tutor.

All students to be referred to the appropriate Year Tutor/Vice Principal (Behaviour & Safety).

Uniform alerts will be issued in a student's planner if they are not appropriately attired during the school day.

Students not appropriately attired for school are likely to be held in isolation. Students who repeatedly contravene the Academy's Uniform policy may be sent home in order for the issues to be rectified by parents. Students will be expected to be returned to school by parents once the issue is rectified.

## **G Weekly Report**

- 1<sup>st</sup> Persistent poor comments – detention(s) at Year Tutor/Vice Principal (Behaviour & Safety) discretion. Year Tutor/Vice Principal (Behaviour & Safety) to make final decision.
- 2<sup>nd</sup> Continual poor reports refer to Vice Principal (Behaviour & Safety) for further sanctions – probable behaviour contract.

## **H Students refusing to hand over planner**

- 1<sup>st</sup> occasion – 1 day in PSA
  - 2<sup>nd</sup> occasion – 3 days in PSA
  - 3<sup>rd</sup> occasion – 5 days in PSA
  - 4<sup>th</sup> occasion – 3 days internal exclusion
  - 5<sup>th</sup> occasion – 3 days fixed term exclusion
- Further sanctions to be decided by the Principal and may result in a fixed term exclusion out of school.

## **J Uniform Sanctions**

Please issue a detention when a student receives 5 notifications on their uniform alert page. Wearing jewellery and make up should also be included in this category. The person issuing the fifth alert should enter the detention electronically on SIMS and in the student planner.

Refer any student who has 10/15/20 alerts to the relevant Year Tutor. Parents will be informed and action taken.

Further sanctions will be applied to students who continually contravene the uniform policy. This may well result in isolation, but those who persist may be sent home to parents each time and expected to return once the issue is rectified.

## **K Mobile phone** (does not re-start at the beginning of the academic year)

- 1<sup>st</sup> 2 day internal exclusion in PSA & phone call home.
- 2<sup>nd</sup> 3 day internal exclusion in PSA and phone call home.
- 3<sup>rd</sup> 3 day internal exclusion in PSA and phone call home.
- 4<sup>th</sup> and 5<sup>th</sup> –fixed term exclusion in Exclusion Unit and parental meeting on return.

Further sanctions to be decided by the Principal and may result in a fixed term exclusion out of school.

Confiscated phones (1<sup>st</sup> and 2<sup>nd</sup> offence) will be held by the school for 1 working day and available for collection no earlier than 3pm on the following day. From the 3<sup>rd</sup> offence onwards, phones will be held by the Academy for 2 full working days. Phones confiscated on a Friday will not be available until 3pm on the following Monday (Tuesday 3pm if third offence). Phones can only be collected by a parent or other appropriate adult.

## **L Smoking**

- 1<sup>st</sup> 1 day in PSA, counselling from Pastoral Staff, letter home and 5 break and lunchtime detentions.
- 2<sup>nd</sup> Parental phone call + 2 days and detentions in PSA
- 3<sup>rd</sup> 3 days in the PSA. Parental meeting and school nurse referral if accepted. Social time removed.
- 4<sup>th</sup> 3 day internal exclusion in the ALC. Parental meeting and social time removed.

Further sanctions to be decided by the Principal and may result in a fixed term exclusion out of school.

Students caught smoking inside school premises will be excluded to the ALC as a minimum.

## **M Students going off site – break/lunchtime**

Possible exclusion to the ALC/PSA

Loss of breaks and dinners – length of time to be determined by Vice Principal (Behaviour & Safety) or Year Tutor.

Repeat offenders – time in PSA.

## **N Students leaving PSA**

To be seen by Vice Principal (Behaviour & Safety)/PSA staff after internal exclusion – number of days to be determined by Principal and Vice Principal (Behaviour & Safety).

Repeat offenders to receive fixed term exclusions as determined by the Principal and Vice Principal (Behaviour & Safety).

## **P PE kit Sanctions**

- |   |   |
|---|---|
| 1. Warning  | 2. Decredit   |
| 3. Note to parents in planner   | 4. Detention and letter home. Year Tutor involved   |
| 5. PE detention on Friday and phone call home from Head of Department | 6. Friday PSA detention and phone call home from Year Tutor   |
| 7. Parental meeting with Year Tutor                                   | 8. PSA for three days   |
| 9. Refer to Vice Principal (Behaviour & Safety)                       | 10. The Academy reserves the right to determine further sanctions for persistent offenders as determined appropriate by the Principal and Vice Principal (Behaviour & Safety) |

**Please note: Students failing to attend a Friday PE detention will attend a Friday main school detention and be expected to attend the next Friday PE detention.**

**Dependent on an individual's circumstances, the Vice Principal (Behaviour & Safety) may choose to apply additional sanctions. An example may be when a student has repeated similar defiant behaviours over a considerable length of time**

## APPENDIX B

### COMMENDATIONS

**Staff:** Commendations do not mimic the lower school merits system and should **only** be awarded for instances where a student's behaviour, attitude to learning or progress is particularly worthy of commendation.

\* Please see the Sixth Form Administrator & Liaison Officer to collect your reward \*

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DRINK VOUCHER

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DRINK & SNACK VOUCHER

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£3 "JAN'S" VOUCHER

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£5 "JAN'S" VOUCHER

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£10 "LOVE 2 SHOP" VOUCHER

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£15 "LOVE 2 SHOP" VOUCHER

## The Sixth Form @ Woodkirk Academy

# Learning & Conduct Agreement

It is the expectation that students will comply with all points in this agreement. This is to benefit all members of the Academy, our partners and our neighbours.

### Key:

SFPT	Sixth Form Pastoral Team
ST	Subject Teacher
AT	Attendance Team

## Student Agreement

### Learning and Progress

I understand that I must:



• Attend all lessons on my timetable	<input type="checkbox"/>
• Complete all work missed due to absence	<input type="checkbox"/>
• Keep my files and notes organised	
• Attend as many 'master it' sessions as possible	
• Pursue all courses with a positive attitude to learning	<input type="checkbox"/>
• Be aware of, and make a conscious effort to attain, my target grades	<input type="checkbox"/>
• Have my Personal Organiser and relevant subject material available daily	<input type="checkbox"/>
• Accept criticism positively and use it as vehicle for self-improvement	<input type="checkbox"/>
• Respond appropriately, in red ink, to marking and feedback in all subjects	<input type="checkbox"/>
• Notify my ST, in advance, if I am unable to meet a deadline	<input type="checkbox"/>
• Spend independent study periods undertaking academic work	<input type="checkbox"/>
• Respect the right of other students to work without interruption or distraction	<input type="checkbox"/>
• Spend 4-5 hours of independent study time per course every week	<input type="checkbox"/>
• Limit any part time work to a maximum of 12 hours per week	<input type="checkbox"/>
• Remain behind, without prior notice, until 4pm as and when required	<input type="checkbox"/>
• Consult a member of the SFPT regarding any personal issues arising from or affecting my work without delay	<input type="checkbox"/>

### Attendance & Punctuality

I understand that I must:



• Abide by the Attendance – InVentry System Policy	<input type="checkbox"/>
• Aim to achieve 100% attendance, with 96% as the minimum	<input type="checkbox"/>
• Ask a parent to contact the AT to notify them of non-attendance on the first day of illness	<input type="checkbox"/>
• Attend all lessons/form/PT punctually (be there for the <b>start</b> of lessons)	
• Provide legitimate documentation and complete a 'Prior Notification of Absence' form in advance of known non-attendance, e.g. hospital appointment, driving test, work experience.	<input type="checkbox"/>
• Consult the SFPT if needing to leave site (e.g. due to illness)	<input type="checkbox"/>
• Not arrange unauthorised activities during Academy hours, e.g. holidays, driving lessons, GP/dental appointments	<input type="checkbox"/>
• The Academy will have the final say on the legitimacy of any absence	<input type="checkbox"/>
• Absences during mock or final exams <b>will not</b> be authorised	<input type="checkbox"/>

### Behaviour & Conduct

I understand that I must:



• Role model appropriate behaviour at all times, including travelling to and from the Academy	
• Follow all instructions given by a member of staff immediately	<input type="checkbox"/>
Abide by the Dress Policy to avoid sanctions being imposed	<input type="checkbox"/>
• Wear my ID badge visibly (on the lanyard provided, around the neck) at all times to avoid sanctions being imposed	<input type="checkbox"/>
• Adhere to the Technology Policy	<input type="checkbox"/>
• Engage positively with the Community Contribution initiative	<input type="checkbox"/>
• Respect Academy property and report damage immediately	<input type="checkbox"/>
• Follow the Behaviour Policy for the Academy	<input type="checkbox"/>

### E-Conduct

I understand that I must:



• Abide by the rules of the Student Desktop and 'Bring Your Own' policies	<input type="checkbox"/>
• Not post images of the Academy; post images/video footage of staff, students or visitors; or make reference to the Academy name without prior written consent from the Principal or delegated staff	<input type="checkbox"/>
• Not abuse printing privileges or waste resources	<input type="checkbox"/>

### Progression Into Year 13

I understand that my place in Year 13 is at risk if I do not:	<input checked="" type="checkbox"/>
• achieve my target grade in all subjects.	<input type="checkbox"/>
• have more than 96% attendance.	<input type="checkbox"/>
• attend all lessons on return from study leave in June 2016/2017 irrespective of whether I am planning to drop a subject in Year 13.	<input type="checkbox"/>

### General

I understand that I must: ☒

• adhere to the Sixth Form Learning and Conduct Agreement with regard to attendance, deadlines, underperformance and behaviour.	<input type="checkbox"/>
• recognise that enrichment activities are vital in demonstrating many skills and attributes, which will help in applying for university courses, apprenticeships and employment.	<input type="checkbox"/>
• not order food deliveries or consume 'take-aways' anywhere on the Academy premises.	<input type="checkbox"/>
• not use fire doors as a means of entry or exit unless in the case of an emergency only.	<input type="checkbox"/>
• not use the grass areas under any circumstances for leisure purposes during Academy time.	<input type="checkbox"/>
• only play ball games or other recreational activities on the all-weather pitch/tennis courts at break and lunch periods.	<input type="checkbox"/>
• take responsibility to keep the Academy safe and secure.	<input type="checkbox"/>
• be responsible for my own valuables. As such, I will not bring unnecessary items or large amounts of money into the Academy.	<input type="checkbox"/>
• report any anti-social behaviour.	<input type="checkbox"/>
• not park on Academy premises or in the local area that may cause complaint	<input type="checkbox"/>

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Dress Policy

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### Acceptable dress

Dress should be suitable for our community. Students are allowed to wear any colours as long as the following are applied:

*'Are my clothes'?*

S – Sensible?

M – Moderate?

A – Appropriate?

R – Reasonable?

T – Tasteful?



### Academy ID badges must be worn at all times

(on the lanyard provided, around the neck)

### The Academy does not permit:

- Logos that demonstrate political allegiances.
- Vest tops.
- Low cut tops.
- Midriffs on view.
- Sports/leisure wear.
- Backless shoes, e.g. flip-flops.
- Ugg boots or similar style boots.
- Shorts.
- Underwear on view.
- Facial piercings.
- Spacers, plugs or scaffolding.
- Visible tattoos.
- Outdoor wear to be worn in lessons or indoor communal areas.
- Extreme hairstyles.
- Hats worn on site.
- Ripped t-shirts jeans or trousers
- No neon colours



### The Academy has final say on suitability!

## The Sixth Form @ Woodkirk Academy

# Technology Policy

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1. Phones must only be used for work purposes during independent study periods.
2. Students must gain permission from the pastoral staff if an urgent phone call is needed.
3. Phones/iPods/mp3s and all similar items may be used in the **Sixth Form area only during social time. Earphones must not be worn around the Academy site.**
4. Phones/iPods/mp3s and all similar items **must not** be used in the LRC.
5. Students take full responsibility for the security of their technology, including theft or loss.
6. Students must be aware that all forms of communication must be within the parameters of the law. For example, comments of a derogatory nature made on Twitter, will be referred to the police.
7. Teaching staff may allow mobile phones to be used for learning purposes. This is at their discretion and students must wait for this permission to be granted. At any other time, phones **must be on silent** (non-vibrate) mode when in the classroom.

### Sanctions

1. Any student who is not using their device as detailed above will have it confiscated. Failure to hand the phone to a member of staff will result in more severe sanctions.
2. A confiscated device will be returned to the student, between 3.00pm and 5.00pm the next working day. Parents will be informed. If this occurs on a Friday it will not be returned until Monday 3.00pm at the earliest.
3. Any subsequent misuse of technology will mean that a **parent** must collect the device from Student Services between 3.00pm and 5.00pm on the next working day. Students **cannot** collect their own phone at this stage. If this occurs on a Friday it will not be returned until Monday 3.00pm at the earliest.
4. Any further infringements will be deemed as serious. In this instance, students will no longer have the right to bring their phone onto Academy premises.

Name of student: \_\_\_\_\_

Form: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent)

J Barton, Principal:  \_\_\_\_\_

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Woodkirk Academy

## SIXTH FORM BRING YOUR OWN DEVICE POLICY

### **RATIONALE**

*Sixth Form students have access to a limited number of private study periods during which they have the opportunity to focus on coursework, homework tasks and assignments. As the nature of exam courses change and more materials are made available in digital form, students are increasingly required to use and to produce materials in digital form to aid learning. Woodkirk Academy recognises that giving Sixth Form students the opportunity to use personal ICT devices in school will benefit their learning. This policy facilitates and supports the use of personal ICT devices in school to aid student learning. Sixth Form students are expected to use personal ICT devices in accordance with this policy and must sign a declaration agreeing to be bound by the additional school rules and requirements set out in this policy before they will be permitted to use personal ICT devices in school.*

### **GUIDANCE FOR ACCEPTABLE USE OF PERSONAL DEVICES**

- The use of personal ICT devices falls under **Woodkirk Academy's Acceptable Use Policy** to which all students must agree, and with which they must comply.
- The primary purpose of the use of personal devices at school is **educational**. Using the device for personal reasons should only take place after permission has been given from a teacher or other member of staff.
- There are no secure facilities provided at school to store personal ICT devices. **Students therefore take responsibility for the safety and security of their personal ICT device at all times.**
- Use of personal ICT devices during the school day, in lessons, is at the discretion of teachers and other staff. Students must use devices as directed by them.
- The use of a personal ICT device must not distract teachers or other students and must not disrupt class or Private Study areas. Playing games, listening to music, text messaging, making personal phone calls or other non-school work related activities are not permitted in learning areas. **They are only permitted in the Sixth Form Centre.**
- If devices are used during lessons they **MUST** remain visible on desks at all times and only be used with the permission of the teacher or other member of staff.
- Students shall make no attempts to circumvent the school's network security.
- Students shall not distribute pictures or video or any other material relating to students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting images or videos online).
- Students must check their personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects. Particular attention should be paid to the power lead (lead not frayed; plug correctly fitted and containing the correct fuse rating), the keyboard (all keys present; no bare metal exposed), the screen (free from flicker and damage) and the device battery (able to hold a charge). Any personal ICT device that has obvious Health and Safety defects should **not** be brought into school.

## **LAPTOPS**

- Sixth Form students are permitted to use Guest WiFi for their personal devices. This Guest WiFi connection is filtered by the 'Student' Internet filtering policy.
- Students must not tamper with any IT hardware or cause damage or fault. Students causing damage or faults to IT systems will be subject to the Academy's student disciplinary procedure. At the very least, the use of personal laptops will be prohibited.
- Students wishing to use their own laptop in school can log on to the school's Guest WiFi and must do so wirelessly. It is a requirement to log on to the WiFi using the (PC) system log on details. **Under no circumstances must a student attempt to log on to the school network through an Ethernet cable.**
- Students are strictly forbidden from connecting their personal laptop to the school's network or hardware devices by any means. This could include the removal of hardware such as the 'mouse' and connecting this to a personal laptop. It should be understood that a student's laptop must always remain completely isolated from any school equipment.
- Should a student attempt to connect a personal laptop to the school's network, the Academy's internal security systems will block any access and alert the Head of Sixth form to such a breach. A student may use the electric points to charge a personal laptop, however they must not unplug school devices (PCs etc) to provide this power.

## **SCHOOL LIABILITY STATEMENT AND DISCLAIMER**

Students bring their personal ICT devices to use at Woodkirk Academy **at their own risk**. Students are expected to act responsibly with regard to their own devices, **keeping it up to date via regular anti-virus and operating system updates** and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

### **Woodkirk Academy is not responsible for:**

- Personal devices that are broken while at school or during school-sponsored activities.
- Personal devices that are lost or stolen at school or during school-sponsored activities.
- The maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- The insurance of any item. Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal ICT device in the event of loss/damage to the device.

**Students must abide by the Acceptable Use Policy – see Appendix**