

# **Behaviour, Discipline and Rewards**

## **Introduction**

1. This policy covers Behaviour, Discipline and Rewards and includes the Academy's code of conduct for students.
2. This document should be read in conjunction with the Academy's Exclusions and Appeals policy, the Student Handbook, the Academy's Anti-Bullying Policy and the Academy's attendance policy
3. The Academy's belief statement is that:
  - a. everyone should give their best;
  - b. everyone is capable of significant achievement;
  - c. everyone's achievements should be recognised and celebrated.
4. As a consequence of this belief statement, the Academy will recognise and celebrate achievement and encourage determination and enthusiasm across pursuits.
5. Notwithstanding the Academy's commitment to celebrating achievement the Academy will foster an environment where student motivation is intrinsic. This is to say that motivation will largely come from the pleasure of the activity itself or the sense of satisfaction in working on or completing an activity.
6. It is the responsibility of the Head Teacher to delegate responsibility for the monitoring and upholding of this policy and its protocols.

## **Code of Conduct (Behaviour) and Expectations**

7. To participate fully in the life of the Academy and to participate actively in arranged activities, including those which are part of the Academy's Tutorial and Enrichment programmes.
8. To meet all coursework, assignment and homework deadlines and to ensure all academic work is of the highest possible standard.
9. To attend, and be punctual to all timetabled lessons, seminar sessions, tutorial activities, mentoring meetings, directed study periods and enrichment activities.
10. To attend additional classes as reasonably requested.
11. To not eat or chew gum during lessons nor to use a mobile phone or wear headphones during lessons, unless specifically allowed by the teacher in charge.
12. To provide early notification of absences, apart from in exceptional cases.
13. To understand that the Academy will work closely with students and their families to avoid persistent absenteeism (defined as attendance lower than 90%).
14. To return all documentation promptly

15. To comply with the Academy's dress code and wear an ID badge unless directed not to.
16. Not to smoke on the Academy's premises
17. Not to possess or consume alcohol or drugs, understanding that exclusion may result.
18. To understand and take responsibility for behaviour and to treat all staff and fellow students with respect and courtesy
19. To accept that any type of bullying, including the inappropriate use of social media, will not be tolerated.
20. To comply with the Academy's e-safety policy.
21. To respect the Academy's environment at all times and to take responsibility for leaving communal areas (e.g. the Common Room) clean and tidy.
22. To drive with care and consideration and park only in the designated areas, subject to permission from the Academy's senior staff.
23. To not work in a paid job for more than six hours per week during the Academy's term time
24. To understand that persistent infringements of the Code of Conduct will result in sanctions that could ultimately jeopardise one's place at Chapelton Academy.

### **Rewards**

25. As our expectations are high (including an expectation of intrinsic motivation) the formal rewards system is employed where expectations are significantly exceeded.
26. Students who demonstrate outstanding conduct with regard work ethic, effort, significant improvement or achievement in academic or non-academic disciplines will be eligible to be considered for the Academy's termly or annual awards.
27. The Academy's house and student governance system determines the system of student leadership positions i.e. "The Student Executive Committee". The operation of this system is detailed in the annual Student Handbook.
28. Senior staff will work with the Academy's Student Executive Committee to design any extrinsic rewards that will be awarded
29. Responsibility for working with the Student Executive Committee lies with the Academy's Senior Leadership Team and any extrinsic rewards must be appropriately budgeted for.
30. The system for promoting good behaviour is under constant review and, at the discretion of the Head Teacher may be modified or altered at any stage and, in exceptional cases, without notice.

### **Disciplinary Procedures and Sanctions**

31. Sanctions may be issued for a number of reasons including any breach of the code of conduct but typically sanctions will be related to the following issues
  - a. Attendance
  - b. Punctuality
  - c. Failure to meet deadlines
  - d. Poor Attitude
  - e. Inappropriate Behaviour
  - f. Bringing the school into disrepute
32. The Academy's staged disciplinary procedure may be employed if an informal discussion cannot resolve the issue.
33. The detailed staged disciplinary procedure can be found in the Academy's *Exclusions and Appeals Policy* but is summarised here
  - a. Stage one: Verbal warning (by any member of staff, including possibly the student's tutor)
  - b. Stage two: Behavioural meeting with Tutor and possible deployment of behavioural contract
  - c. Stage three: Meeting with senior staff and involvement of parents/guardians, including stage 3 agreement
  - d. Stage four: A formal "Stage 4" disciplinary meeting with senior staff and parents/guardians (appeals can be made in accordance with the *Exclusions and Appeals* policy)
34. In some cases, behavioural issues may be so serious that immediate exclusion is sought without recourse to the staged procedure, further details of this can be found in the Academy's *Exclusions and Appeals* policy.
35. The Academy will make reasonable adjustments for managing behaviour which is related to a student's disability. Where expulsion needs to be considered, the Academy will ensure that a disabled student is able to present his or her case fully, where their disability might hinder this.
36. In a similar the Academy will make reasonable adjustments for managing behaviour which is related to a student's social, emotional or mental health difficulties or need.
37. Any use of restraint by staff will be reasonable, proportionate and lawful. Restraint will be used only when immediately necessary and for the minimum time necessary.

Signed by *SRuston & DNicholson*

Agreed by TGB – April 2014

Reviewed by	Governing Body
Last Reviewed	August 2016
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