



**Parkside Academy**  
An Outstanding School

# Behaviour Policy

**September 2018**

Review – September 2020

**RELATING TO**  
All Academies of the Advance Learning Partnership

Parkside Academy expects excellent behaviour from all of our pupils. We believe that behaviour which is good should be rewarded whereas behaviour which is less than good should have sanctions applied so that modification can be accomplished.

School and classroom responsibilities, which have been produced in consultation with pupils, define the standards of behaviour which are expected at Parkside Academy. They act as the principle source of reference for staff and pupils alike and are set out in the pupils' planners and displayed in all classrooms and corridors.

### Whole School Responsibilities

Everyone has a right to feel safe and feel respected. To achieve this, we have the following responsibilities:

- Follow adult instructions first time given.
- Arrive on time and fully prepared for the day.
- Complete all learning activities, to the best of your ability, without distraction or disruption.
- Show respect to all members of the Parkside community at all times.
- Respect your school environment and everything in it.

These expectations are intended to protect three basic rights for all:

- the right to learn
- the right to be safe
- the right to be respected.

The school pastoral system provides help and advice both to individuals and to groups to regulate behaviour. We have a highly experienced team of Pastoral Leaders who lead the form tutors in the day to day pastoral care of our pupils. The appropriate Pastoral Leader would usually be the first point of contact should a parent wish to raise any issue or concern.

In addition:

- The school's Inclusion Manager and Attendance Manager provide advice and support to individual pupils and families.
- The Bridge, our Inclusion Unit, provides support for pupils to improve behaviour and learning.
- The support provided by the Learning Support Department is designed to motivate pupils in their learning which in turn improves behaviour.
- The school will engage the support and advice of outside agencies to address behaviour problems and allied issues when needed.

### Restorative Approaches

Parkside Academy is committed to a 'Restorative Approach' to behaviour management which focuses on the harm caused rather than the rules broken. It shows equal concern and commitment to all those involved by allowing all the chance to have a say in what happens. RA recognises that the school is a community and its members have a responsibility to each other. A number of key staff, including Pastoral Leaders and Subject Leaders, have been trained to hold Restorative Conferences to look at ways to repair harm.

## Rewards

It is important to remember that behavioural standards at Parkside Academy are outstanding and that the majority of pupils go through their school life avoiding any sanctions.

Pupils respond to positive acknowledgement and it is intended that the Rewards System

- is inclusive, credible and motivational
- recognises and rewards genuine progress and achievement
- promotes positive behaviours and good citizenship

Tutors will be actively involved in the rewards process, both in monitoring and decision-making with Year Leaders overseeing the whole process.

## School Uniform and Dress Code

All pupils are expected to wear correct school uniform at all times.

At Parkside Academy, our priority is on outstanding education for all of our pupils. It is unacceptable for teachers to have to use valuable teaching and learning time debating with pupils whether or not they are wearing correct school uniform. To avoid such situations, which disrupt effective learning and can damage working relationships, **parents are expected to ensure that their children wear the correct school uniform and follow the school's dress and appearance code at all times.** (see appendix 1)

## Sanctions

On occasion, the behaviour of a minority of pupils may fall below the standard expected and, in these instances, a range of in-class sanctions may be applied.

All teachers and other staff in charge of pupils have the power to discipline. Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline pupils. Any behaviour which is anti-social, destructive, or disruptive or is in any way contrary to the ethos and authority of the school will be sanctioned to a degree relative to the seriousness of the behaviour.

At Parkside Academy, **all members of staff**, teaching and non-teaching, have the authority to verbally check any student who is breaking a school rule. If the incident requires more than a verbal check, a teacher should be informed and an appropriate sanction applied.

Pupils may be placed on **after school detention** – departmental or Year Leader- if all other sanctions have failed. We are not required to give 24 hours' notice for a detention but would always endeavour to do so by a note in the pupil planner, or a 'phone call. Parents are responsible for the safe transport home of their child following detentions; it is not a consideration for school that making such arrangements is inconvenient.

**If a child is persistently late to school without good reason, the school reserves the right to detain him/her for a short detention at the end of that school day. The school will inform the parent if it intends to begin this procedure with their child.**

Academies have a statutory right to use detention as a sanction both within and after normal academy hours (Education and Inspections Act 2006). Detention is used within our staged sanctions and can be given by all teaching and classroom support staff. If a pupil is placed on **break or lunchtime detention**, then no notice is needed but the sanction and the reason for it must be recorded on Sims. The pupil must be supervised by a member of staff during the whole time they are on detention.

**Detention is important to ensure good order and discipline and, by choosing to send their child to Parkside Academy, parents are agreeing with the use of detention as a sanction.**

#### Six Stages Procedure:

Pupils who persistently breach the rules, or who commit a serious offence, will be placed on a staged sanctions procedure by the Pastoral Leader. A range of mechanisms to monitor and modify pupils' behaviour will then be used.

This will include placing a pupil on a staged report which will be monitored by an appropriate member of staff. The first level of reporting is to tutors but may then move through 'stages' of report depending upon the level of concern, as follows:

- Pastoral or Subject Leader
- Assistant Headteacher
- Pupil Support Programme
- Deputy Headteacher

Each report will state targets and sanctions and parents are expected to monitor and sign the report on a daily basis.

If a pupil's behaviour improves on whatever stage he/she is placed, the pupil will be moved down to a lower stage or removed from the system. The school reserves the right to 'bypass' any stage or stages should a pupil's behaviour be deemed serious enough to warrant such a move.

#### The Bridge:

The Bridge is the school's Behaviour Unit where pupils who breach school rules may be educated separately from the mainstream school.

The Academy operates a policy of applying fixed term in-school exclusions, usually of several days, as a consequence of serious breaches of the Behaviour Policy. Days in the Bridge begin at 8.55am and end at 2.50pm although, on occasion, an extended internal exclusion may be given for serious breaches of the rules when the day will end at 3.50pm. It is the responsibility of the parent to provide transport home for their child

#### Fixed term exclusion

This must be agreed by the Headteacher and represents a serious punishment for those pupils who have been guilty of serious misconduct or who have failed to respond to the school's behaviour mechanisms.

Parents will be informed of the fixed-term exclusion. A named school secretary – Mrs S Emmerson – will ensure that administration procedures are followed. A fixed term exclusion should be followed by a meeting with a Pastoral Leader before the pupil can return to classes. In most cases, a fixed term exclusion will be followed by time in the Bridge.

The Governors of the school must review any fixed term exclusions that would result in a pupil being excluded for more than 15 days in any one term or missing a public examination. Governors must also

review any fixed term exclusions that would result in a pupil being excluded for more than 5 school days but not more than 15 school days in any one term, only where the parent has expressed a wish to make representations.

### Permanent Exclusion:

Permanent exclusions are very rare and the decision to exclude a child permanently is a serious one. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies that have been tried without success. It may, however, be appropriate to permanently exclude a child for a serious first or “one-off” offence. The Headteacher decides to exclude a pupil taking into account all the circumstances, the evidence available and the need to balance the interests of the pupil against those of the whole school community.

### Pupils with SEN:

Pupils with a statement or with particular educational needs are expected to follow the Academy’s Behaviour Policy and comply with all sanctions. Where behaviour is incurring a risk of exclusion, all appropriate support agencies will be contacted and every reasonable step will be made to ensure the needs of the pupil is being supported. Fixed term and permanent exclusion, however, is still a possibility if serious misbehaviour occurs.

### Searching Pupils:

School staff, as designated by the Headteacher, have the power to search pupils if there is reasonable suspicion of the possession of banned, illegal or offensive items. [Apprentices etc. Bill 2009]. ‘Reasonable suspicion’ would be:

- if an item has been seen by staff
- if something, not necessarily identifiable, has been seen by staff
- a pupil is seen by staff behaving suspiciously
- a report has been made by reliable child/children
- rumours in context are felt likely to be accurate.

### Confiscation and disposal:

Under Section 90 of the Education and Inspections Act 2006 and Part 2 of the Education Act 2011, the Academy has the right to confiscate, retain or dispose of a pupil’s property and protects the Academy from the liability of loss or damage.

The Headteacher has the power to direct designated staff in their right to confiscate a pupil’s possession if the item in possession is in breach of a school rule.

- Any item may be seized if it is in relation to an offence
- Staff must hand over to the police any item relating to an offence
- Alcohol/cigarettes may be disposed of, as injurious to health.

Other items may be retained or disposed of, according to regulations.

**Parents are reminded that the school cannot accept responsibility for items lost, damaged or stolen such as i-pods, mobile 'phones, i-watches, MP3 and MP4 players etc as they should not be brought to school..**

## Drugs

Disciplinary sanctions will be imposed on pupils involved in drug-related incidents on the school premises or during off-site school activities. The school regards the issue of drugs as being extremely serious and is determined to do all in its power to ensure that the school is 'drug-free'.

**Consequently, pupils WILL BE PERMANENTLY EXCLUDED if they are selling or passing of drugs to others.**

They are also likely to be permanently excluded if they are in possession of drugs.

## Regulating Pupils' Conduct Outside of the School Premises

Teachers have a statutory power to discipline pupils for misbehaving outside the school premises. The Headteacher **may** choose to discipline a pupil for:

any misbehaviour when the child is

- taking part in any school organised or school related activity
- travelling to or from school
- wearing school uniform or is, in some other way, identifiable as a pupil at the school

misbehaviour **at any time** that

- could have repercussions for the orderly running of the school
- poses a threat to another pupil or member of staff
- could adversely affect the reputation of the school

## Use of Force/Restraint

In very rare and extreme circumstance, teachers and other staff may need to restrain a pupil. Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil);
- causing personal injury to, or damage to the property of, any pupil (including the pupil himself); or
- prejudicing the maintenance of good order and discipline at the school, whether during a teaching session or otherwise.

The power may be used where the pupil (including a pupil from another school) is on school premises or elsewhere in the lawful control or charge of the staff member (for example on a school visit). There is no legal definition of when it is reasonable to use force. That will always depend on the precise circumstances of individual cases.

To be judged lawful, the force would need to be proportionate to the consequences it is intended to prevent. The degree of force should be the minimum needed to achieve the desired result. Use of

force could not be justified to prevent trivial misbehaviour. However, deciding whether misbehaviour is trivial also depends on circumstances.

The use of force in any circumstances will be examined and documented by the school.

## **Appendix 1: School Uniform, Dress and Appearance Code**

All students are expected to wear correct school uniform at all times.

Students attending this school benefit from its reputation and we expect students to help to maintain that reputation by their high standards of behaviour and appearance, both in school and in the local community. Parents whose children are allocated places here are expected to support the school policy on uniform.

At Parkside Academy, our priority is on outstanding education for all of our students. It is unacceptable for teachers to have to use valuable teaching and learning time debating with students whether or not they are wearing correct school uniform. By ensuring students are in correct uniform, it will ensure such situations which disrupt effective learning and damage working relationships can be avoided.

**Parents are expected to ensure that their children wear the correct school uniform.**

### **The standard school uniform is as follows:**

**Black Blazer:** with school badge attached to the left breast pocket.

**Plain black trousers:** plain black, full length, smart trousers with a zip. Please note that the following are **not acceptable:** casual or fashion trousers including jeans or any trousers in a jean cut, leggings, jeggings, combat trousers, low-slung or skin tight etc. (i.e. trousers should be loose at the calf and ankles). Only narrow, unobtrusive black belts are acceptable; no fashion belts or large buckles are allowed.

**Plain black skirt:** we do not recommend skirts for school wear as they tend to be short and impractical. However, if students wish to wear them, plain black skirts of knee length with opaque black tights are acceptable (Note: no tube skirts, lycra skirts, fashion skirts etc. and no footless or patterned tights).

**White shirt:** plain white formal school shirts, to be tucked in to trousers/skirts. It is an expectation that top buttons will be fastened.

### **Parkside school tie**

**Black school shoes:** plain black, sensible shoes (with no other colours or logos). No trainers, canvas shoes, casual shoes or boots such as Rockports, Timberland, Uggs etc. No shoes with large decorations such as Vivienne Westwood bows, hearts and buckles. If students arrive with incorrect footwear, they will be expected to borrow school shoes.

**Sweatshirts/sweaters** (Optional): black, v-necked sweatshirt, a black v-necked tank top or a black v-necked sweater, each with the Parkside logo may be worn. No other sweatshirt, sweater, cardigan, or jumper should be worn. **Hoodies are not allowed.**

**Equipment list:** All students will need a pen, pencil, ruler, scientific calculator and a suitable bag to carry books, equipment, P.E. kit etc. **A planner** will be provided at the start of the year but replacement planners will have to be paid for by students. Mobile phones are not allowed as substitutes for calculators.

**Jewellery:** the only jewellery allowed is one small set of gold or silver ear studs and/or a wristwatch. Inappropriate jewellery will be confiscated.

**Hairstyles:** hair should be tidy, clean and suitable for a working environment, e.g. no hair dyed in unnatural colours; no hairstyles representing cults/gangs e.g. Mohican, Goth etc.; no hair shaved or lined or dyed in strips, patterns, initials etc. Long hair must be tied back for practical subjects.

**Make-up:** if used at all, should be light, discreet and not excessive. We discourage the use of 'fake tan'. Coloured nail varnish, wrapped, acrylic and gel nails are not allowed.

**Piercings and tattoos:** facial and visible body piercings are not allowed. Covering up piercings with plasters is not a solution – please do not arrange piercings to coincide with term dates as students will be asked to remove inappropriate studs in line with policy.

Tattoos are illegal under the "Tattooing of Minors Act, 1969".

**School bag:** it is expected that all students will carry a school bag with their equipment in, this should be big enough to hold an A4 file/book

### **P.E. Kit:**

#### **Compulsory items for all years, boys and girls:**

- Parkside polo shirt
- Plain black tracksuit bottoms, plain black shorts or sports leggings (Parkside branded leggings are available)
- Plain black or black/amber hooped socks
- Sports training shoes; traditional style, not plimsolls.

#### **Optional items:**

- Parkside outdoor top – no other outdoor top may be worn instead
- Parkside base layer

#### **Recommended for contact sports:**

- Shin pads
- Studded boots – not metal studs
- Mouth guards
- Head guards

P.E. lessons continue to be taught outdoors throughout the winter so an outdoor top (note: **not** the uniform sweatshirt) and/or base layer are strongly recommended.

We would suggest that students have their name in P.E. kit to ensure it is easily identifiable. Students are expected to wear kit when unwell or injured as they are still part of the lesson.

All jewellery must be removed during P.E. lessons. This includes ear studs.

Parents are reminded that the school cannot accept responsibility for items lost, damaged or stolen from changing rooms and around school, such as Ipods and mobile phones.

*Requests to vary the school uniform due to religious beliefs and ethnicity will be considered by the Governing Body.*