



ARK All Saints Academy Behaviour policy

ARK ALL SAINTS is an academy with the highest expectations of its scholars, staff and parents.

Our vision is for all members of our All Saints family to be confident, responsible, successful and to live with integrity. This will enable our scholars to be well prepared for the next phase of their life whether that is to university or in pursuing the career of their choice.

‘You must be the change you want to see in the world’

Mahatma Gandhi

1 INTRODUCTION

We believe that every scholar wants to do the right thing and will do so most of the time. Our code of conduct outlines appropriate behaviours that will allow each scholar to be successful each day. The policy then goes on to look at how we will recognise scholar achievement and then what will happen if Scholars do not follow the academy’s behaviour expectations.

We believe that good and positive behaviour is achieved through relationships and an understanding of the impact that this has on individuals. At ARK All Saints we expect all Scholars to behave well, all the time. There are no excuses for poor behaviour. Behaviour rules will be applied consistently and professionally by staff who expect no learning time to be lost through having to deal with poor behaviour.

2 SCHOLAR BEHAVIOUR

The following will be included in the scholar passport (planner) to clarify what is expected.

2.1 Every day at ARK All Saints Academy:

- We expect scholars to behave 100% of the time in all parts of the academy and surrounding areas.
- This is a high expectation and we know that some of our scholars might find this difficult at times. This is how we help them get there.

3 ROUTINES THAT PREPARE SCHOLARS FOR OUTSTANDING LEARNING

3.1 In the morning:

- Care for your uniform by hanging it up at the end of the day and keeping it clean and well pressed.
- Pack your bag the night before with:
 - ✓ Folder (A4 and provided by the academy)
 - ✓ Passport (academy day book)
 - ✓ Calculator (Scientific)
 - ✓ Reading book
 - ✓ English Dictionary
 - ✓ Water bottle (must be AASA)
 - ✓ Spanish Dictionary
 - ✓ Pencil case (must be clear plastic)
- In your pencil case must be:
 - ✓ Green pen
 - ✓ Ruler (30 cm)
 - ✓ Eraser
 - ✓ Sharpener
 - ✓ Highlighter pen (x 2 colours)
 - ✓ Ink pen (blue or black pen /biro or fountain)
 - ✓ Pencil (x 2)
- Have breakfast

3.2 Outside the Academy:

- Remember that you represent the academy and everyone who attends it.
- Your behaviour must allow other members to live in our community in peace. Be mindful of others who are around you - we share our community with others.
 - ✓ walk sensibly along the streets and allow others to pass on the pavements
 - ✓ allow others to use public transport easily and quietly by not being loud or drawing attention to yourself
 - ✓ offer your seat where possible to an older person/mother with young children
 - ✓ do not play music on your mobile phones without headphones
 - ✓ wait quietly by the bus stop.
- Always be safe. Walk away from trouble and find help. If dark, stick to main streets.

- Do not bring friends or family to the academy to resolve difficulties. If there are issues talk to a member of staff.
- Do not encourage friends to meet you outside of the academy.
- Have respect for the academy's neighbours and be helpful and considerate in the local community.
- Make your way to and from Ark All Saints Academy quickly and do not congregate in large groups on the streets.

3.3 Outside the Classrooms:

- Walk and do not run other than in PE.
- Walk with purposefulness – directly to our next session.
- Walk with confidence and do not need to touch or hold on to others.
- Walk on the left.
- Lockers are to be used only at agreed times and can be searched by staff without prior notice or permission.
- Talk and do not shout.
- Allow any member of staff or adult to pass through a doorway before you.
- Hold doors open for others.

3.4 In Classrooms:

3.4.1 Preparing to enter the lesson:

- ✓ You need to enter every lesson ready to learn.
- ✓ You and your teacher are expected to greet each other on the way into lesson.

3.4.2 Get to work routine:

- ✓ Sit at the place your teacher has selected for you.
- ✓ Place your passport, pencil case, AASA water bottle and homework on your desk.
- ✓ Start the Do-Now.
- ✓ Read through and file any marked work.

3.4.3 During lessons, enrichment and intervention sessions:

- ✓ Give 100% participation.
- ✓ Make 100% effort.
- ✓ Ask for help when needed.
- ✓ Always speak in full sentences.
- ✓ Be an active listener.
- ✓ Celebrate the successes of others.
- ✓ See mistakes as steps on the road to understanding.
- ✓ Help maintain a supportive culture based on respect and teamwork.

- ✓ Use academy hand signals to communicate during lessons.
- ✓ Catch up with your learning when you are absent from school or behind in your work.

3.5 Exit routines:

- Pack up quickly and efficiently.
- Leave the classroom calmly and move to the next session quickly.

3.6 In assemblies, collective acts of worship and rewards ceremonies:

We expect 100% attendance from all scholars and staff to all assemblies and ceremonies. You may not believe in all aspects of the collective worship but as part of our community all members of our ARK All Saints community are expected to join in with aspects that they feel comfortable with. If unable to participate in any aspect, you are expected to act in a way that allows others to participate without fear of criticism or judgement.

3.7 During lunchtime:

3.7.1 Use lunch time effectively:

- ✓ Fill your water bottle.
- ✓ Go to the lavatory.
- ✓ Meet with any member of staff to address any concerns.
- ✓ Complete any work or revision that is required.
- ✓ Say thank you to catering personnel.
- ✓ Clear tables, wipe up any spillages and maintain an orderly environment at all times.
- ✓ Only play ball games in the allocated areas.
- ✓ Follow all school rules to maintain a calm and pleasant environment for all.
- ✓ Do not gather in large groups.
- ✓ Keep hands and feet to yourselves at all times.
- ✓ If any difficulties arise you are expected to find the nearest staff member and ask for assistance.

3.8 Respect for yourselves and your environment:

- Help keep teaching rooms pleasant, clean and tidy areas for yourself and others to work in.
- Always be 'ECO' aware.
 - ✓ shut down PCs and any electrical items, do not leave them on standby.
 - ✓ never, ever drop litter and indeed help pick it up/remind others of their duty to keep the environment clean and tidy.

- Never, ever indulge in graffiti.
- Only eat in the dining hall, never in corridors.
- Remember fizzy drinks, chewing gum and sweets are banned from the academy.
- Do not shout – we are a non- shouting academy.

4 PRAISE AND REWARDS

4.1 Rewards:

Rewards are our way of enabling scholars to recognise when they do things well. This is our way of celebrating when our scholars show confidence, responsibility, act with integrity and are successful. We want our scholars to be model citizens and so will reward these aspects as a way of promoting our values and intentions. Rewards enable us to recognise developing talents.

The reward system centres on the awarding of House points.

House points will be based and awarded on the 4 core values of ARK All Saints Academy:

- Confidence
- Success
- Integrity
- Responsibility

Any scholar who earns 5 House points (one must be for community) will be awarded a commendation certificate.

House points are recorded in the ‘Passport’ in the form of a sticker.

For example, House Points may be awarded for:

- Strong oral contributions (Confidence)
- Helping another scholar (Responsibility)
- Strong test/homework performance (Success)
- Being honest (Integrity)

Vice/Assistant Principals and Directors of Learning can award a Silver House point for anything above and beyond the normal House point. This will lead to a commendation certificate.

Likewise the Principal will award Gold House points for strong support for the ethos of ARK All Saints Academy, representing the Academy in some way or to scholars sent to her for special recognition (particularly for excellent academic achievement).

4.2 Living the vision around the Academy (Community House points):

Teachers are entitled to award a scholar a Community House point for demonstrating kindness, thoughtfulness or selflessness.

Examples of this type of behaviour might be:

- Picking up litter, maintaining the school environment.
- Helping another scholar if lost/stuck.
- Helping a visitor.
- Assisting staff with open evenings/school events.
- Contribution to local community - voluntary work, reading at local primary school etc.

4.3 House Awards:

The House system fosters a sense of belonging and healthy competition. All House points/commendations generate House points for the relevant house. Scholar attendance generates House points for the relevant house. Inter-House competitions also generate House points and contribute to the overall House awards at the end of the year.

4.4 Rewards programme and House points:

The following points system applies to all Houses:

4.4.1 For any House Competition:

- ✓ 1st Place 1000 points
- ✓ 2nd place 500 points
- ✓ 3rd Place 250 points
- ✓ 4th place 100 points

Should more than one House entry for a competition be fantastic, the House can only earn one rank / one set of points - in other words you can never clean up and come first, second and third.

4.4.2 Scholar awards (awarded only by the Principal) can also earn points for their House:

- ✓ Gold House point 50 points
- ✓ Silver House point (awarded by SLT, Heads of House and Head scholars) 30 points
- ✓ Commendation (4 House points + one Community House point) 20 points

Overview of rewards	Autumn	Spring	Summer
Half-term	<p>Commendations</p> <p>Silver House points: Maths competitions Morning reading 100% attendance</p> <p>Gold House points: House Art Competition</p>	<p>Commendations</p> <p>Silver House points: Maths competitions Morning reading 100% attendance</p> <p>Gold House points: House music Competition</p>	<p>Commendations</p> <p>Silver House points: Maths competitions Morning reading 100% attendance</p> <p>Gold House points: House debating Competition</p>
End of term	<p>Commendations</p> <p>Silver House points: Maths competitions Library competition Citizens of the term Morning Reading Scholars who are on their target level in their EBAC subjects. 100% attendance</p> <p>Gold House points: Scholars who are above their target levels in their EBAC subjects. House Fundraising Competition Attendance Sports Music Subjects: Progress and excellence. a) English b) Maths</p>	<p>Commendations</p> <p>Silver House points: Maths competitions Library competition Morning Reading Citizens of the term Scholars who are on their target level in their EBAC subjects. 100% attendance</p> <p>Gold House points: Scholars who are above their target levels in their EBAC subjects. House Drama Competition Attendance Sports Music Subjects: Progress and excellence. a) Science b) History c) Geography d) Drama e) Music</p>	<p>Commendations</p> <p>Silver House points: Maths competitions Morning Reading Library competition 100% attendance</p> <p>Gold House points: Subjects: Improvement and excellence. a) DT b) Art c) MFL d) PE e) Computer Science f) RE</p> <p>Sports day winners</p>

Assembly Award	House points
Most improvement - Persistence - number of sub levels in each subject	150
Academic excellence in each subject - highest level	150
Most improvement in Reading	150
Reader of the Year	150
Civitas badge for most contribution to ARK All Saints Academy and to the community	250
Scholars with 100% attendance for the year	150
Scholars on or above target in all subjects	250
Sportsman/woman of the Year	200
Scholar with most commendations	150
Scholar Mentor	50
House Attendance	1000
House Academic Achievement for whole year	1000
House Sports	1000
Overall House Cup	-

4.5 Rewards and commendation assemblies:

At the end of each term there will be a commendation assembly for each year group to acknowledge the successes of our scholars and the commendations they have received.

At the end of terms 2, 4 and 6 there will be a “Rewards Assembly”, which not only recognises the special achievements of scholars but also celebrates the winners of the House Competitions and overall House Winner.

5 ON-GOING SUPPORT FOR SCHOLARS WHO NEED HELP DEVELOPING POSITIVE BEHAVIOUR FOR LEARNING

Scholars have many starting points - we need to meet them where they are and support them in their development.

There are several ways we will support scholars:

- Daily reports
- Rewards
- Inclusion through smaller working groups
- Internal support through the inclusion team
- External support through agencies
- Scholar-led groups such as scholar voice
- Restorative justice

Sanctions at ARK All Saints Academy should enable scholars to learn and change the way they behave.

5.1 Ten Minute Time Out

Sometimes scholars need time to reflect and settle away from their peers to prevent their behaviour from escalating. In these circumstances staff are able to issue a ten-minute time out card. The scholar should then make their way to their reception area.

5.2 Detentions

At ARK All Saints we believe that relationships are key. Detentions will be held after school or at lunch time and will involve the scholar, the staff member who set the meeting and if necessary the Director of Learning.

Whole class detentions will be a rare event and only sanctioned under exceptional circumstances by a member of the SLT.

If a scholar fails to alter their behaviour accordingly we will need to escalate the sanction and try alternative measures.

5.3 The Re-Focus Room

If a scholar needs to leave their current learning area they must be sent with appropriate work to the agreed re-focus room. The re-focus room is a timetabled lesson which has a desk at the back of the class for the scholar to sit at and work.

5.4 Saturday academy ‘community service’ – only to be issued by SLT

On some occasions of defiance scholars need an intense session with a member of SLT and their parent. This session consists of the following:

- Explanation of why the behaviour is unacceptable and why the punishment is needed.
- Discussion of why the defiance occurred.
- Apology – repentance and acceptance.
- Restitution – putting things right.
- Forgiveness – fresh start.

Examples of behaviour that might require a Saturday community service are: chewing gum, bringing friends to the academy, graffiti, consistently failing to bring necessary equipment, bringing the academy’s name into disrepute.

Parts 1 - 3 should take around 20 minutes. Part 4 will be a physical activity that matches the original defiance such as cleaning tables of chewing gum, cleaning tables, picking up litter.

We believe that through this physical activity parts 4 and 5 are achieved.

6 SERIOUS INCIDENTS

Incidents of a very serious nature (normally those that would be reported to the police) must be reported to the Principal. The academy works in partnership with the police through our School's Police Liaison Officer. The academy may inform the police when any offence of a criminal or anti-social nature has taken place. The academy is obliged to give the police any evidence of a criminal act discovered in the course of a search under the Violent Crime Reduction Act. This may include drugs. The academy will fully cooperate with any police investigation, on request, regarding one or more of our scholars.

6.1 Definition of a serious incident

Bullying
Fighting
Abusive or threatening behaviour
Damage to property or theft
Drug taking or associating with drug taking
Alcohol use
Actual or threat of violence and assault
Drug dealing or associating with drug dealing
Offensive weapons

6.2 Physical Violence

The academy will not tolerate any acts of violence or physical aggression. In any incident involving physical violence, a record will be kept in the file of the victim as well as in the file of the perpetrator. The victim's parents will be informed of the steps taken to deal with the matter. Where appropriate the Principal may refer the use of physical violence to the police. Where both parties are held to be culpable, a note of the incident and the action taken will be recorded in both files. Normally all parties involved in a physical altercation will receive the same sanction.

6.3 Restraint/Use of Force

The school does not advocate the use of restraint of scholars. An underlying principle of this policy is to create an ethos where it should not be necessary.

Only in exceptional circumstances will physical intervention be used:

- To prevent scholars from committing a criminal offence
- To prevent scholars from injuring themselves or others
- To prevent scholars from causing damage to property, including their own property
- As a last resort, when all other strategies have proved ineffective, in preventing a scholar from engaging in behaviour which disrupts the good order and discipline of the academy

7 EXPECTATIONS FOR THE CONDUCT OF PARENTS

At ARK All Saints Academy we believe that forming strong partnership between parents/carers and the academy is vital in supporting scholars in demonstrating exemplary behaviour. We work closely with parents/carers, starting from the point of each child's transition from their primary school to ARK All Saints Academy. Prior to their child joining ARK All Saints Academy (during the summer term of Year 6) all parents have a one-to-one meeting with a member of the Leadership Team. At this point, parents will be informed of the academy's behavioural expectations.

All parents are expected to:

- Work in partnership with the academy in maintaining high standards of behaviour.
- Sign and comply with the Home-Academy Agreement which outlines the responsibilities of the parent/carer, scholar and the academy, including those concerning behaviour.
- Support their child to develop self-discipline.
- Inform the academy if anything happens at home or in/out of school which may affect their child's behaviour.
- Work with us to find appropriate strategies and to support the academy in implementing these strategies if their child's behaviour becomes a cause for concern.
- Take responsibility for their child if s/he is excluded. This includes making sure that their child is not in a public place without good reason during school hours within the first five days of any exclusion and ensuring that the independent learning set by the school for the duration of the exclusion is completed to a high standard. Parents are expected to attend a reintegration interview following any fixed period of exclusion from the academy and to support their child in meeting the targets on their behaviour contract.

8 POSITIONS OF RESPONSIBILITY: DEVELOPING SCHOLAR LEADERSHIP

Giving scholars positions of responsibility is a tangible way of rewarding those who model the values held at our core.

We aim to create positions in the following areas:

- In coaching groups - coaching captains, scholar voice representatives, librarians, peer mentors.
- In Houses - house captains, house vice-captains, sports captains, charity captains and sports vice-captains, also librarians and peer mentors.

POLICY INFORMATION

Named personnel with designated responsibility for Behaviour Policy

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor	Chair of Governors
2013-2014	Lucy Frame			Peter Martin
2013-2014				

Policy review dates (frequency of review: every year)

Review Date	Changes made	By whom
July 2013	Policy created	Lucy Frame
July 2014		

Ratification by Governing Body

Academic year	Date of ratification	Chair of Governors
2013-2014	July 2013	Peter Martin

Dates of staff training for this academic year

Dates	Course Title	Staff