

## Appendix A: The School Rules

### ACADEMY BEHAVIOURAL EXPECTATIONS

1. Pupils are expected to display our values of Love, Hope and Trust every day at school.
2. Pupils must speak to each other and staff members with courtesy and respect at all times.
3. Pupils must respond to staff members instructions without displaying passive aggressive behaviour such as rolling their eyes, tutting, kissing their teeth or sighing.
4. Pupils should move around the site/building in an orderly manner not displaying rowdy, loud or disruptive behaviour.
5. Pupils should not make physical contact with each other and are not permitted to engage in playfighting.
6. Pupils are expected to adhere to our restorative approach when dealing with situations of conflict and are not permitted to display aggression towards other pupils or staff members.
7. Pupils are not permitted to make threats or post inappropriate content online about other students or staff members.
8. Pupils are not permitted to chastise, threaten, intimidate or manipulate one another.
9. Pupils are expected to display exemplary behaviour within the community and ensure that they do not bring the Academy into disrepute.

### UNIFORM AND JEWELLERY

1. Pupils are expected to arrive to school each day in full school uniform with no items that contravene our policy.
2. Pupils must wear a St Marks blazer every day to school.
3. Pupils are not permitted to wear their coat or any items of outdoor clothing with the school building.
4. Students are not permitted to wear jewellery to school with the exception of one small pair of studded earrings.
5. Pupils wearing any inappropriate items of jewellery will need to remove them when requested or receive an appropriate sanction.
6. Students are not permitted to wear nose studs, they can wear a clear stud to prevent the piercing closing.

### ATTENDANCE AND PUNCTUALITY

1. The pupils' first responsibility in the day is to be at their place of coaching time at the stated time when school begins, currently staggered for each year group.
2. Lateness to coaching time or lesson is failing to respect the need for an orderly atmosphere and will be dealt with as a matter of indiscipline.
3. Lateness to school will result in a 30-minute central detention on the same day.
4. Pupils will not be allowed out of lessons unless in an emergency or for a prearranged appointment for which they have a signed note from a member of staff or an appointment card from an outside agency. Requests to attend the toilet during lesson time will normally be refused

unless there is a recognised medical condition. Pupils are aware that they are expected to make use of the toilets during break times.

5. Pupils with a recognised medical need which can also include social and emotional issues will be issued with an orange medical pass. They are permitted to use this when they need to leave their lesson to seek medical assistance.

## FOOD AND DRINK

The rules governing food, drink and gum are there to maintain a clean environment:

1. Food and drink should only be consumed in designated areas. Pupils are only permitted to eat in the canteen or the picnic area outside.
2. Pupils are not permitted to bring any juice into the Academy, including large cartons, fizzy or energy drinks onto site. Pupils may only drink water from a clear bottle around the school and in lessons.
3. Pupils must help maintain a clean, orderly environment by using the bins provided. In the canteen, they must clean their plates and cutlery, stacking them in the designated area.
4. Gum should not be brought to school nor chewed anywhere in school. Students found chewing gum or to be in possession of it will be issued with a central detention for 30-minutes.
5. Pupils must not bring cigarettes, tobacco, lighters, electronic cigarettes, shisha pens or matches onto the school premises.
6. Those caught in the possession of items related to smoking, e.g. lighters, cigarette papers etc. or who are found smoking in or around the school, will be treated under the behaviour management procedures.

## PERSONAL ITEMS INCLUDING MOBILE PHONES, TABLET COMPUTERS AND PERSONAL MUSIC PLAYERS.

1. All personal items brought into school should be marked with a name, where practical. The school does not take responsibility for any personal property that has been left unattended or which is not permitted on site.
2. The only item of jewellery that the PE department will accept for safe keeping in a PE lesson will be a wrist watch.
3. Students are permitted to bring their mobile phone to school for safety purposes but are not permitted to use their mobile phone on the school site. Students found to be using their mobile phone on the school site will have it confiscated. All confiscated items will need to be collected by a parent/carer or appropriate adult.
4. Tablet computers, mp3 players, portable gaming consoles or other personal electronic devices are not permitted on site.

## ALCOHOL

1. Pupils are not permitted to bring alcohol on to the premises or consume alcohol on the premises.
1. If a pupil is found in possession of or consuming alcohol, parents will be contacted immediately and the pupil will be required to be taken home and a meeting will take place with a senior member of staff. It is highly likely that an exclusion will follow.
2. Pupils who have consumed alcohol before arriving to the Academy and who are intoxicated may also, receive a sanction.

## ILLEGAL SUBSTANCES

The school has a responsibility to parents and pupils to do all in our power to keep illegal substances away from the school environment. We teach students of the dangers associated with drugs and will give guidance to parents and students where a student is involved with drugs. However, we operate the following procedures with relation to drugs:

1. Students found to be supplying drugs on or near the Academy or on the way to and from school will face the risk of permanent exclusion
2. Students found in possession of drugs will be excluded whilst the matter is fully investigated.
3. The sanction that follows will relate to the reasons for possession but possession could result in permanent exclusion.
4. Where the Academy suspects a student is in possession of any illegal substance, s/he will be invited to empty their bag and pockets in the presence of two members of staff. If s/he refuses, the parent will be contacted, the student isolated and the police informed.
5. If we have searched a student's possessions for an illegal substance, we will inform the parents of what we have done explaining the reason for our search without revealing the source of our information.

## ILLEGAL ITEMS

e.g. knives, fireworks, pointed articles, sharp articles (It must be noted that these are examples and this is not an exhaustive list)

1. Students should not bring into School any offensive weapons such as guns, knives, or fireworks.
2. Students must not bring on to the School site any item/article that is deemed to endanger the community of the School; this is in accordance with the Offensive Weapons Act 1996, Chapter 26, 139A (4) (See page 8). This act states that it is a criminal offence to bring any such item/article on to the premises of a School.
3. This also includes any item that has a blade or point and would not in normal circumstances be classed as an offensive weapon (under the above Act).
4. Students must not bring any imitation/replica firearm/knife or other replica/imitation weapon on to the school site.
5. If a student is in the possession of any such item(s) in school it will result in parents being contacted and a high likelihood of the student being permanently excluded from the school, irrespective of there being any intent by the student to use the item, sell the item, or if the item is concealed. The police will also be informed of the incident.
6. On the rare occasion where a student wishes to bring a dangerous item/article on to the School site that would not usually be used within the normal day-to-day circumstances, then the parents of the child must apply in writing to the Principal giving at least three working days' notice. The letter must contain the reason(s) why the student wants to bring such an item on to the School premises and where they intend to store it for safe keeping. Under no circumstances may an item be brought in to the School on the same day as the letter is received by the Principal (Examples of such events where students may wish to bring such items on to the school premises are props for a drama production or props for speaking and listening in English, where a student may talk about a hobby or demonstrate how something works, e.g. fishing equipment).

## FOUL and RACIST/HOMOPHOBIC LANGUAGE

1. We do not expect students to use foul or language, which offends someone's, race, sexuality or any other characteristics.
2. Any swearing at or in the presence of staff or as a result of a reprimand from a member of staff will result in the student being sanctioned.
3. The school may exclude a student for swearing at member of staff.
4. The school reports all racist and homophobic incidents to the local authority.
5. Students will be sanctioned for using such language and will be expected to take part in a reflective conversation and restorative meeting. Parents will be expected to meet with a Senior member of staff.

## EXTREMIST AND RADICAL VIEWS

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind. Extremism is defined as the holding of extreme political or religious views.

As a school we remain vigilant to incidents involving radicalisation and remain fully informed about the issues which affect the region in which we teach (PREVENT.) Students who express extremist or radical views will be spoken to a member of staff, who will then report this to the Designated Safeguarding Lead and on-site safety officer. Further investigation, may ensue.

## BEHAVIOUR MONITORING REPORTS

Students may be placed on a monitoring report by a member of staff to assist them with improving on an area of school life. For example, as student may be placed on report for lateness, continuous disruptive behaviour etc.

There are several different types of report. All requests for student reports will go through the Progress Leader of the year group and will be approved by the Vice Principal of Behaviour and Attitudes.

- **Class report** – to monitor behaviour and relationships in a particular area of concern
- **Coach report** – for persistent lateness, attendance issues or general attitude within school
- **Progress Leader report** – 10 or more negatives and if lateness and attendance are not improving
- **SLT report** – Return from exclusion or consistent disruptive behaviour

The student is expected to have their report signed at the end of every lesson and will meet with their progress leader at the end of each day to have it checked and signed off.

A signature is also required from parents/carers, who will be able to review how their child is doing in lessons each day, depending on the comments from staff and the progress leader

## Appendix B: Tariff of rewards and sanctions

The Academy has a tradition of strong pastoral care. The pastoral team will discuss issues, involving parents, staff and other stakeholders where necessary. Often, a restorative approach is used and has been proven highly effective in maintaining high expectations and strong, positive relationships. The range of school sanctions which may be put in place however include:

Sanction	Duration	Reason for attendance
Central detention	30 minutes (Daily)	<ul style="list-style-type: none"> <li>Reached reset in a lesson</li> <li>Late to the Academy</li> <li>Inappropriate uniform</li> <li>Inappropriate conduct throughout the Academy or in the community</li> </ul>
Progress Leaders detention	60 minutes (Weekly)	<ul style="list-style-type: none"> <li>Reached reset in 3 lessons or more in a week</li> <li>Persistent lateness</li> <li>Relocated from a lesson</li> <li>Inappropriate conduct throughout the Academy or in the community</li> <li>Failed central detention</li> </ul>
SLT detention	90 minutes (Weekly)	<ul style="list-style-type: none"> <li>Referral from Progress Leader or HOD</li> <li>Continuous relocation from lessons</li> <li>Inappropriate conduct throughout the Academy or in the community</li> <li>Progress Leader detention fail</li> <li>Rudeness or defiance towards members of staff</li> </ul>
IEC	1 day or more	<ul style="list-style-type: none"> <li>Relocated from more than 1 lesson in a day</li> <li>Relocated from more than 3 lessons in a week</li> <li>Inappropriate conduct throughout the Academy or in the community</li> <li>Failed SLT detention</li> <li>Rudeness or defiance towards members of staff</li> <li>Bringing the Academy into disrepute</li> </ul>

In all cases of serious or persistent misconduct the Academy will seek to work with parents. It is important that parents are aware of events in school and that we work in partnership to organise a strategy for improvement. The meetings that are held will focus on the student's behaviour and specialist services may be invited to contribute and assist with solutions.

## INTERNAL EXCLUSIONS – (IEC)

All behaviour incidents within the Academy are processed by a central behaviour team on a daily basis. Students complete an incident report form and teachers complete a relocation email report, with the information from both the behaviour team decide if the student should be placed in the IEC. For consistency the decision to place students in the IEC is only made by key members of staff within the behaviour team and all are verified with the Vice Principal of Behaviour and Attitudes.

Students are expected to sit in silence in a highly-structured environment, with zero tolerance of talking in any way. Students complete both reflection work related to the reasons for their attendance and work related to their everyday curriculum. Any students who fail to meet the expectations of the IEC will repeat the day. If this happens on a second occasion, a fixed-term exclusion is actioned.

Students can be placed in the IEC for the following reasons (It must be noted that these are examples and this is not an exhaustive list)

- Not meeting Academy expectations
- Disruptive behaviour that disturbs the learning of others
- Bringing the Academy into disrepute
- Defiant behaviour/rudeness to staff
- Return from exclusion

Whilst in the IEC students will complete work from their scheduled lessons. This may not be possible when practical lessons are taking place, in this instance students will be set work from the core subjects.

## IEC DAILY SCHEDULE

Activity	Expectations	Time
Morning session	<ul style="list-style-type: none"> <li>Students will complete work from their scheduled timetable where possible</li> <li>Students will sit at individual tables in silence to complete their work</li> <li>Students are escorted to the toilets in the student hub by the teacher on duty in the IEC</li> </ul>	Year group entry until 10.30am  10.20
Break time	<ul style="list-style-type: none"> <li>Students are permitted to read during their 20-minute break</li> <li>Students are permitted to consume and snacks or drinks that are in line with Academy expectations</li> </ul>	10.30 – 10.50
Morning session 2	<ul style="list-style-type: none"> <li>Students will complete work from their scheduled timetable where possible</li> <li>Students will sit at individual tables in silence to complete their work</li> </ul>	10.50 – 12.10
Lunch	<ul style="list-style-type: none"> <li>Students will be taken to lunch by the member of staff on duty in the IEC</li> <li>Students will walk to the canteen in a silent line</li> <li>Students will get a takeaway lunch and eat it in the IEC</li> <li>Students are permitted to read during their lunch break</li> <li>Students are escorted to the toilets in the student hub by the teacher on duty in the IEC</li> </ul>	12.10  12.20
Afternoon session	<ul style="list-style-type: none"> <li>Students will complete work from their scheduled timetable where possible</li> <li>Students will sit at individual tables in silence to complete their work</li> <li>Students are escorted to the toilets in the student hub by the teacher on duty in the IEC</li> </ul>	12.50 – year group dismissal  14.00
Dismissal	<ul style="list-style-type: none"> <li>Students will be dismissed 15 minutes before the students in their year group bubble</li> <li>Teacher on duty in the IEC should notify reception via the radio that the student will signing out</li> <li>Student to go to reception and be given a red slip by DDR</li> </ul>	14.15 (Yr 7) 14.25 (Yr 8) 14.45 (Yr 9) 15.05 (Yr 10) 15.15 (Yr 11)

## EXCLUSIONS

Please refer to the Academy Exclusion policy



## REWARDS

<b>Ace Awards</b>	<ul style="list-style-type: none"> <li>• Subject awards for individual students</li> <li>• Subjects badges</li> <li>• Vouchers</li> <li>• Golden ticket raffle</li> <li>• Rewards trip vouchers</li> </ul>	At the end of each term
<b>Progress Leader Rewards Assembly</b>	<ul style="list-style-type: none"> <li>• Awards for Attendance and punctuality</li> <li>• Awards for contributions towards the year group</li> <li>• Certificates</li> <li>• Vouchers</li> <li>• Canteen vouchers</li> <li>• Reward afternoons within the Academy</li> </ul>	End of every half term
<b>Coaching time rewards</b>	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Positive phone call home</li> <li>• Postcard home</li> <li>• Sims positive points</li> <li>• Golden raffle ticket</li> <li>• Snack voucher</li> </ul>	Weekly
<b>Subject teacher rewards</b>	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Nomination for a Ace subject award</li> <li>• Invitation to a subject specific trip</li> <li>• Positive phone call home</li> <li>• Postcard home</li> <li>• Sims positive points</li> <li>• Golden raffle ticket</li> <li>• Snack voucher</li> </ul>	Weekly