



# Behaviour Policy

We Care • We Challenge • We Commit

Document Control Table			
Document Title:		Behaviour Policy	
Owner:		Dunstone Education Trust	
Approved on:		September 2022	
Author Name:		Penny Rimmer	
Version		V1	
Approved by:		Dunstone Trust Board	
Review date:		September 2023	
Document History:			
Version	Date	Author	Note of revisions
V1	Sept 2022		Adoption of Policy

## Mission

To promote a culture of educational excellence, kindness and respect within our school and wider community. Where pupils and staff care about learning and each other, are committed to being their best and together confidently challenge barriers to learning. This is underpinned by our values; We Care, We Challenge, We Commit and our Fundamental British Values.

### We Care – Being a responsible citizen in Fulwood and our wider community

- We are approachable, caring and inclusive
- We **respect** one another and show kindness to all
- We make the right choices even in difficult circumstances
- We speak politely and use our manners
- We are responsible for our own physical and mental well-being and support others
- We help other pupils, teachers and other adults where we can
- We show **tolerance** for other faiths and religions and speak up for causes such as anti-bullying, equality and the environment
- We take part in charity events and volunteering in our community

### We Challenge – Working together for excellence

- We challenge ourselves to be the best we can be
- We take opportunities to help each other in our studies
- We understand the need for **democracy** and take part in school campaigns, debate and events
- We take time to find out about each other and our interests
- We own up to our mistakes and accept any consequences
- We show resilience when we find tasks hard
- We use our **individual liberty** wisely and recognise that the actions of individuals and small groups can create great change
- We rise to a challenge

### We Commit - Aspiring to be our best

- We are organised, efficient and set high expectations for ourselves and others
- We work hard and take pride in our work
- We have excellent attendance and punctuality
- We have the highest standards and always wear the right uniform
- We work hard in lessons and complete homework
- We participate in extra-curricular activities
- We read every day
- We follow all school **rules and the Rules of Law**

## Purpose

- To have a clear vision about what good behaviour looks like and ensure all stakeholders know what behaviours are unacceptable, so that pupil behaviour does not normally disrupt teaching, learning or school routines
- To be clear that disruption to teaching, learning and school routines will not be tolerated and ensure proportionate action in accordance with this policy is taken to maintain a calm, safe and supportive environment.
- To ensure staff are confident and well-practiced in Phase 2 Teach SMART techniques to ensure behaviour is managed well so that it provides a calm a safe and supportive environment in which all pupils want to attend and can learn, thrive and reach their full potential.
- To ensure a whole school approach to behaviour and safeguarding, ensuring all staff know and understand their responsibility in Part 1 of Keeping Children Safe in Education to provide a safe environment

## Aims

- To minimise disruptive behaviour and create a positive climate for learning by promoting good behaviour habits and routines and teaching pupils explicitly what good behaviour looks like, so that behaviour itself becomes its own curriculum
- To support pupils who struggle to manage and regulate their own behaviour and ensure targeted interventions are put into place to support
- To be clear about what behaviours are permitted and prohibited.
- To identify any undiagnosed or unmet needs for pupils who struggle to self-regulate.
- To reward those who demonstrate our core values.

## Leadership and Management.

- Senior Leaders have overall responsibility for ensuring all stakeholders know what good behaviour looks like. They will lead the creation and reinforcement of this culture of kindness and respect, ensuring it permeates through every aspect of school life.
- All school leaders will be visible and should consistently support staff in managing pupil behaviour through consistency and fair application of the behaviour policy
- The DSL has responsibility for ensuring social workers are informed for any unacceptable behaviours of any LAC/CP or CIN pupils
- Class charts will be used to record and analyse rewards and sanctions
- The Vice Principal will report to the Trustees and Governors on a half termly basis.

## Staff Training, Induction, Development and Support

- The Vice Principal for Inclusion will deliver training for all staff during INSET in September. This will include updates to the Behaviour Policy, Phase 2 Positive Classroom Culture techniques, including de-

education.

- To support and reinforce the above training all staff will take part in calendared CPD, practice clinics and receive a weekly behaviour bulletin built around the Phase 2 Positive Classroom Culture techniques so that they collectively embody the school culture and are able to uphold the behaviour policy at all times and respond to disruption consistently and fairly
- Phase 2 techniques will ensure a consistent, clear process and language is in place when addressing both positive behaviours and misbehaviour.
- All training will reflect and address the needs of the pupils at Fulwood Academy
- Class charts will be used to record and analyse rewards and sanctions
- The Vice Principal will report to the Trustees and Governors on a half termly basis.

## **Pupil Training, Induction, Development and Support**

- The Vice Principal for Inclusion will deliver expectation assemblies at the start of each half term to all Year Groups. As part of these assemblies the Academy standards and expectations will be made explicit. It will be communicated what behaviours are permitted and unacceptable. What good behaviour habits and routines look like in the academy and the consequences of displaying unacceptable behaviours.
- Key Messages will be delivered to all pupils every Monday morning. This will contain a section reflecting on behaviour in the Academy from the previous week and how pupils can make better choices to ensure a safe, calm, and supportive environment.
- Both expectation assemblies and key messages will deliver a consistent message that all pupils should be treated with dignity, kindness and respect and that any form of child-on-child abuse, bullying, racist, homophobic or other discriminative behaviour will not be tolerated at Fulwood Academy.
- All new pupils through the In-Year Admission Process or Managed Move Process will be educated about the Academy standards and expectations during their admissions meeting. It will be communicated what behaviours are permitted and unacceptable. What good behaviour habits and routines look like in the academy and the consequences of displaying unacceptable behaviours.
- Pupil voice will be sought each term about their experience of behaviour and the feedback used to support the evaluation, improvement and implementation of the Academy behaviour policy.
- The data will ensure those pupils who are struggling to self-regulate have access to targeted intervention and support. This may be through behaviour mentoring, our bespoke “All About Me” package or a more intensive SEND screening to identify any undiagnosed need.

## **School Systems and Norms to Create a Positive Climate for Learning.**

- Our behaviour curriculum defines the expected behaviours in school, this is through the classroom expectations (SMART Learner) and our start to lesson, end of lesson and corridor routines. These routines are used to teach and reinforce the behaviours expected of all pupils. Positive behaviours reflect the values of the Academy, shows a readiness to learn and a respect for others. Fulwood pupils will be taught what behaviours is expected of them (See pupil training induction, development and support) and what behaviours are not acceptable.

- The Academy will use both positive reinforcements (rewards) and appropriate sanctions (Responding to Unacceptable Behaviours) to support a whole school positive culture.
- Phase 2 Positive Classroom Culture techniques are used to teach and sustain good learning habits
- Teachers and support staff will circulate around the room as often as is practical to assertively monitor pupils' work and be in proximity to higher needs pupils at key points during the lesson.
- Teachers give clear and specific instructions to pupils, so they know what is expected of them.
- Classroom routines are routine and well-rehearsed.
- Teachers routinely challenge unacceptable behaviour. Staff must make eye contact, use privately understood signals – a shake of the head, finger to mouth and other 'Least Invasive Corrections' to avoid disruption. Staff will let the pupil know that the behaviour has been witnessed and be clear about what the expectations are moving forwards.
- In order to keep pupils focused and on task directive questions should be used regularly to involve as many pupils as possible.
- Activity or pace of the lesson should be regularly changed. Lessons that are deemed as too slow or boring are much more likely to generate misbehaviour.
- Off-task behaviour is corrected swiftly and privately to reduce the disruption to the learning environment. As a guiding principle, teachers should aim to 'Praise in Public' and 'Reprimand in Private'.

## Expectations of teachers to Create a Positive Climate for Learning.

- Teachers are outside classrooms, on time greeting pupils as they enter the classroom.
- Teachers routinely implement the start of lesson routine
- Teachers embed routines and procedures to secure an excellent classroom culture by spending time teaching the routines explicitly.
- Teachers routinely refer to pupils as SMART learners to prompt compliance with classroom expectations.
- There are class seating plans to maximise pupil progress during the lesson.
- At the beginning of every lesson, teachers recap prior learning to support the retention of knowledge, skills and understanding over time.
- Teachers' planning includes clear learning objectives and outcomes that describe the expectations of knowledge, understanding, skills and abilities to be developed by pupils during the lesson.
- All teachers take pride in their classroom. They ensure the environment is litter free, tidy and organised.
- Teachers are expected to display and model behaviour and achievement expectations every lesson.
- Teachers ensure pupils' work is dated and presented well.
- Pupils are praised and commended through the rewards system.
- At the end of the lesson, teachers ensure pupils follow the end of lesson routine
- If routines are not executed with 100% compliance, teachers ensure that pupils 'Do it Again' or follow through a 'Whole Class Reset.'
- Teachers aim to award at least 3 pupils with reward points each lesson.

## Routines and Habits to Create a Positive Climate for Learning.

### Start of Lesson Routine

*We Care, We Challenge, We Commit*

#### **Pupils should:**

- Line up outside the classroom in correct uniform, coats off
- Enter the classroom when told to do so
- Start the 'Do It Now'

### Classroom Expectations

*We Care, We Challenge, We Commit*

Pupils are expected to be Ready to Learn. To do this, pupils should be:

<b>S</b>	Sit up straight in your allocated seat
<b>M</b>	Manage your behaviour and do not display any unacceptable behaviours
<b>A</b>	Ask questions by raising your hand
<b>R</b>	Respect the teachers right to teach and your peers right to learn
<b>T</b>	Track and Listen to the teacher

## End of Lesson Routine

### ***We Care, We Challenge, We Commit***

At the end of the lesson, you should:

Complete your exit ticket in silence and on your own.

Tidy away belongings.

Check the room for litter and place it in the bin.

Stand behind your chair.

Leave quickly and quietly and only when the teacher tells you to.

## Corridor Expectations

### ***We Care, We Challenge, We Commit***

#### **Pupils should:**

Travel quickly and quietly.

Walk and not run.

Keep noise levels low.



## Responding to Good Behaviour through Rewards

Rewards and celebrating success are an important part of life at Fulwood Academy, pupils' success both within and outside the classroom is rewarded.

Rewarding pupils makes them feel valued, builds confidence and motivates them to achieve. In addition, rewarding good behaviour communicates the Academy's expectations and values to all pupils and gives staff the opportunity to recognise and reward commitment to the Academy values which contributes to the school's culture and ethos.

- Staff will apply positive rewards clearly and fairly.

Strategies used include:

- regular verbal praise and encouragement,
- non-verbal praise - e.g., thumbs up, a smile;
- acknowledgement of good work
- encouraging staff to praise identified individuals who share answers
- displaying pupils' work around the learning environment as positive exemplars.
- Praise should also be communicated and celebrated with parents/carers through a telephone call or a letter home
- Pupils will be rewarded with Reward **points** each time they demonstrate our Fulwood values

## Daily rewards

- Each teacher will praise pupils for demonstrating the Fulwood Values.
- Reward points will be awarded to pupils for demonstrating the Fulwood values throughout the day:
- Each form tutor will aim to award at least 1 pupil with Reward points during tutor time;
- Each class teacher will aim to award at least 3 pupils within the lesson.

<u>Reward points</u>	<u>Tariff</u>
<i><b>We Care, We Challenge, We Commit</b></i>	
We Commit - Outstanding contribution to classwork.	2 points
We Commit - Fantastic Homework	2 points
We Care - Being Kind, Courteous and Respectful	2 points
We Commit - Going the extra mile	2 points
We Commit - 100% Attendance	2 points
We Commit - Improved attendance	2 points
We Care - Being an outstanding member of the community	2 points
We Care - Wearing the correct uniform	2 points
We Commit – Outstanding Subject Commitment AWARD	10 Points
We Commit - Head of Year Caring for Others AWARD	10 Points
We Commit – Commitment, Care and Challenge Principals AWARD	25 Points
We Commit – Outstanding Community Commitment AWARD	20 Points

## Weekly Rewards

- The top 5 pupils with the most Reward Points in each year group will receive a lunch pass which enables them (and a friend) to skip the lunch queue. Their names will be displayed on screens around the school to celebrate success.

## Half-termly rewards

- Each half term celebration assemblies are held for each year group to celebrate achievements and significant improvements for individuals and groups of pupils. During these assemblies pupils will be presented with the Subject Award, Head of Year Award, Principals Award and Outstanding Community Achievement Award.
- Heads of Year will identify one pupil for outstanding behaviour/character development during the half term. The pupil will be presented with an Outstanding Character certificate in a special half termly assembly.
- All subject leads will identify one pupil for outstanding work ethic per year group for the half term. The pupil will be presented with an Outstanding Work Ethic certificate in a special half termly assembly.
- The Principal will identify one pupil in Each Year Group for outstanding commitment to our core values. The pupil will be presented with the 3Cs certificate in a special half termly assembly.
- One pupil per Year group (if appropriate) will be awarded with the Outstanding Community Commitment Award. This is for pupils who have gone above and beyond to contribute to the wider community.

## End of Term rewards

- Pupils with an 80% positive to negative points balance will be invited to a rewards experience.
- Pupils will be awarded a Bronze, Silver or Gold Pin Badge if they achieve a set number of Rewards Points.

Bronze Award	250
Silver Award	500
Gold Award	750
Platinum	1000

## End of Year rewards

- Pupils can use their overall points balance in exchange for a discounted place on the end of term rewards trip. The more overall points they accumulated the bigger the discount.

## Unacceptable Behaviours

- When dealing with unacceptable behaviour all staff will respond predictably and promptly in accordance with this policy. All staff will respond in a consistent, fair and proportionate manner, ensuring minimal disruption to learning and restoring a calm and orderly environment.
- Staff will consistently challenge all unacceptable behaviour as outlined in the behaviour policy
- Staff will use Phase 2 Positive Classroom Culture techniques and de-escalation techniques to help prevent unacceptable behaviour issues from arising.
- In rare cases, if a senior leader feels that a sanction has not been issued fairly or proportionately, they may overturn the sanction.

## Ready to Learn: Unacceptable Behaviours

- Unacceptable behaviours are categorised into two categories: Stage 1 Disruption to Learning and Stage 2 Disruption to Learning Behaviours
- Pupils who display Stage 1 behaviours will be given a warning, logged on class chart. The warning will ensure the pupil knows why their behaviour is unacceptable and what the consequences are of continuing with such behaviour.
- If the same pupil offends again, s/he is removed from the class.
- The teacher records this on Class Charts and the pupil has 5 minutes to make his/her way to the IMPACT room
- Pupils who display Stage 2 Dangerous Behaviours will be referred straight to the IMPACT room without a warning.
- Pupils spend 24 hours in the IMPACT room. This applies whichever period they arrive. So a pupil arriving Period 2 on a Wednesday will be in the isolation room until the end of Period 2 on the Thursday
- On arrival in the IMPACT room the pupils complete a reflection sheet explaining why they are there and what they could do better next time. Pupils then work in silence through prepared packs for English, Maths and Science
- Pupils stay in the IMPACT room 30 minutes beyond the end of the school day. During this time, the teacher who has referred them comes to the isolation room and discusses the issue with the pupils. The reflection sheet forms the basis of this conversation.
- Additional sanctions, such as fixed term exclusions, are issued to pupils who fail to make their way to the isolation room, who misbehave in the isolation room or who display Stage 2 Dangerous behaviours marked with a \*.
- Removal from the classroom is considered a serious sanction and is used following a high level of disruption to learning.

**Table 1: Stage 1 Disruption to Learning and Stage 2 Disruption to Learning Behaviours**

<u>Stage 1</u>	<u>Stage 2</u>
<u>Disruption to Learning Behaviours</u>	<u>Disruption to Learning Behaviours</u>
<b>1 warning followed by referral to the Impact Centre</b>	<b>Immediate referral to Impact Centre leading to a possible FTE</b>
	<b>Behaviours* may lead to an immediate FTE</b>
Arriving 4 or more minutes late to lesson (without a note from a member of staff)	Failure to attend a late to school detention
Littering in the classroom or around the school	Failure to comply with the uniform code, including PE kit.
Calling out	Sexualised language or behaviour*
	Bringing a weapon into school*
Lack of effort in the classroom	Using headphones/Bluetooth devices
Lack of pride in work/untidy work	Having a mobile phone in school
Talking over the teacher	Rude language or swearing
Chewing/eating in class	Truancy from lessons
Head on desk/slumped in chair	Cheating in exams/assessments
Failure to speak to staff with respect	Fighting, physically aggressive or threatening violence*
Failure to speak to peers with respect	Graffiti*
Walking away from a member of staff when being spoken to	Having alcohol, cigarettes/e-cigarettes or other banned substances in school*
Refusing to follow instructions from staff	Assault or inciting violence*
Answering back	Theft/Bringing in stolen items*
Failure to behave sensibly around the school (such as pushing or horseplay)	Damaging property or equipment*
Failure to speak to visitors with respect	Homophobic language or behaviour*
Disturbing others/out of seat without permission	Cyber bullying*
Disturbing others/out of seat without permission	Dangerous/unsafe behaviour*
Name calling	Racist language or behaviour*
	Bullying (Physical)
	Bullying (Verbal)
	Aggressive or threatening behaviour towards a member of staff
	Aggressive or threatening behaviour towards peers

## Dealing with Stage 1 and Stage 2 Behaviours

- The teacher challenges the behaviour, not the pupil.
- Non-verbal signals are used that do not interrupt the flow of the lesson.
- A strategy of private, rather than public, reprimands are used. It is less disruptive to the lesson and less likely to provoke an aggressive response.
- The teacher uses statements to correct misbehaviour: 'We put up our hands before speaking.' This ensures the pupils know how to correct their behaviour and creates good habits.
- Threats of reprimands are followed through. The inevitability of a sanction is crucial.
- Whole-class punishment is not used for the misdemeanours of individuals.
- Reprimands are clear and firm in a neutral tone. Teachers avoid pleading or bargaining with pupils.
- Teachers and leaders make reasonable adjustments, where necessary, to support learners to meet our expectations.

## The Impact Centre

- A referral to Impact Centre must be made on Class Charts immediately.
- The pupil must arrive at the Impact Centre within 5 minutes of being referred by the classroom teacher.
- On arrival, the following actions will take place:
  - the pupil registers into the Impact Centre;
  - the pupil hands over their mobile phone;
  - as a calming activity, the pupil reads a book
  - the pupil completes a reflection booklet;
- parents/carers will be contacted by the impact team to inform them that their child has been placed in the Impact Centre and the reasons why;
- the pupil will remain in the Impact Centre the next day until the time they were sent out of lessons (e.g., sent out P3, remain isolated until the end of P3 the following day);
- The pupil will remain in the IMPACT room for breaks and Lunch – Pupils who receive school lunches will have a pre-ordered sandwich and drink delivered to the room.
- The use of the IMPACT room will allow for continuation of the pupils' education in a supervised setting. The continuous education provided may differ to that of the mainstream curriculum, but will be meaningful for all pupils. The pupil will be expected to move into lessons to ensure no learning time is lost.
- If the quality of a pupil's work does not meet the required standard, their time in the Impact Centre may be increased unless there is an underlying reason.
- During the 24 hours, the Impact Centre manager will also consult with the pastoral team if the pupil's personal support plan (PSP) requires updating.
- The pupil will remain in the Impact Centre for 30 minutes after the school day has finished. Parents/carers will be informed by the Impact Centre manager of this arrangement via text.
- A restorative conversation will take place before the pupil is reintegrated into mainstream to prevent

the pupil from receiving a repeat referral. The referring teacher has the responsibility to initiate this.

## **Restorative conversation – The Rationale**

- During a pupil's time in the Impact Centre, they will receive a restorative conversation with the teacher who made the referral. This will be completed during their time served in the Impact Centre.
- The restorative conversation is an opportunity to:
  - rebuild the relationship;
  - help the pupil reflect on their behaviour;
  - provide support for any underlying issues;
  - move the pupil on from that behaviour so that the pupil does not reoffend.

## **Data Reporting**

- The Academy will collect, monitor and analyse IMPACT referral data on a daily and weekly basis in order to interrogate patterns, repeat offenders and the overall effectiveness of the behaviour system. This data will allow senior leaders to identify those who will benefit from targeted interventions to reduce referrals. Strategies and targeted intervention will be put in place for individual and groups of pupils. This will centre around the Academy behaviour risk register.
- Senior leaders will analyse incidents of bullying, discrimination, aggression, child on child abuse and derogatory language daily and ensure incidents are dealt with quickly and effectively.
- Senior Leaders will analyse data to identify patterns relating to pupils sharing any of the protected characteristics and if the Behaviour systems is having a disproportionate effect of pupils sharing particular characteristics
- Senior Leaders will refer repeat offenders to the IMPACT centre to the SENCO for SEND screening and SEND assessment

## **Dealing with more Serious Referrals and Referrals for discrimination or child on child abuse**

- Following certain unacceptable behaviours or repeated patterns of behaviours the Academy will consider a range of strategies to help pupils understand how to improve their behaviour and meet the behaviour expectations of the Academy. These might include:
  - Targeted discussions with the pupil, explaining what they did wrong, the impact of their actions on others and how they can make better choices in the future.
  - Opportunities to apologise to the relevant person – if appropriate.
  - A phone call to parents (and virtual schools for CLA)
  - Further investigation into the pupils conduct in school
  - Further investigation into the pupils conduct outside of school
  - Targeted behaviour intervention such as behaviour mentor or report card.
  - Suspension, if the behaviour meets the criteria.

## **Targeted Support and Intervention.**

School leaders will make data-based decisions to ensure timely support is put into place for those pupils who are frequently displaying unacceptable behaviour and/or being removed from lessons. Targeted intervention may include:

- Behaviour mentor

- Referral to partner agencies (EHA)
- SEND screening to identify unmet need.
- Reading programme
- Report card
- All About Me – Fulwood targeted support programme, to include sessions on:
- Self regulation
- Modelling good behaviours
- Emotional regulation
- Emotional resilience

## Personalised approach to pupils with additional needs and/or SEND

- Fulwood recognises that at certain stages in a child or young person's school life they may struggle to access, or manage within, the typical provision offered by the school as a result of:
  - Social, Emotional, and Mental Health Needs (SEMH);
  - Adverse Childhood Experiences (ACE);
  - Special Educational Needs (SEN) and Disabilities (SEND).
- As part of their Phase 2 Positive Classroom Culture training and SEND support, staff will receive training to support pupils with SEMH, SEND or suffer from ACE. If a pupil displays behaviours which suggest an undiagnosed need, then the graduated response as outlined in the SEND Policy should be followed. This includes:
  - an assessment to establish a clear analysis of the pupil's needs;
  - a plan setting out how the pupil will be supported using a Personal Support Plan (PSP);
  - the required actions to provide the support;
  - regular reviews to assess the effectiveness of the provision and identify any recent changes.
- Reasonable adjustments such as movement breaks within lessons, adjustments of seating plans, adjusting the uniform requirements for those pupils with sensory issues
- Social, emotional and mental health (SEMH) needs are a type of special educational need in which children or young people have severe difficulties in managing their emotions and behaviour. They often show inappropriate responses and feelings to situations.
- Adverse childhood experiences (ACE) can be defined as events which occur in a child's life which can be traumatic and leave lasting effects on development and learning e.g., delayed development leading to difficulties following instructions.
- Teachers within the school will be aware of the content of a Personal Support Plan (PSP) for any pupil whose special needs might be manifested in challenging behaviour and as such will be mindful of this when considering the use of behaviour sanctions and make reasonable adjustments where necessary.
- Consideration is made as to whether misbehaviour indicates that a child is suffering from, or is likely to suffer, significant harm or is the result of an unmet educational need or other needs. In these instances, the school will consider a multi-agency assessment where necessary.
- Pupils who have been identified as having additional needs including SEMH and/or ACE characteristics will still be subject to the same procedures laid out within this policy, although where appropriate and reasonable some adjustments can be made to routines for pupils with additional needs.

## The Report Card

- The senior leader for behaviour will decide if the pupil will benefit from being placed on a monitoring report to help them regulate their behaviour and improve their attitude to learning. This will be based on behaviour points each week.

## Detentions

- Teachers have the authority to issue same day detentions
- Detentions **will** form part of any referral to the IMPACT centre.

## Managed Move

- In very rare cases where it appears that despite supporting a pupil with every possible level of intervention to correct their behaviour, the opportunity of a managed move will be considered.
- During this process, parents/carers and pupils will be invited to discuss a move to another school in the catchment. Often a fresh start at another establishment can be the key to supporting a pupil.
- A managed move is managed by the relevant Year Leader and the senior member of staff in charge of Inclusion.
- A managed move is typically introduced as a 12-week probationary period during which parents/carers, pupils, the relevant Year Leader and the relevant staff member from the receiving school meet regularly to monitor the progress of the intervention.
- The receiving school reserve the right to fail a managed move with relation to their own terms and conditions.
- If a managed move is deemed a failure, the pupil may return to the Academy either on a full / reduced timetable allowing slow re-integration back into mainstream or the Principal may sanction a permanent exclusion.

## Pupil Support Unit - Focus

- The purpose of Fulwood's Pupil Support Unit, Focus, is to support pupils for both behavioural and pastoral reasons and as a final preventative measure to support pupils at risk of exclusion.
- The aim of Focus is to improve behaviour and maintain learning with the goal of successfully reintegrating pupils back into mainstream lessons.
- Referrals to the Pupil Support Unit will be based on previous behaviour data. The Vice Principal for inclusion will oversee the referral process. Parents and multi-agency partners will be part of the referral process.
- All pupils will have access to a broad and balanced curriculum that aligns to the curriculum in mainstream lessons. All pupils will follow their own mainstream timetable. Pupils will access all 'green' lessons in the mainstream school but will remain in Focus for red lessons. During red lessons pupils will be expected to continue with their learning simultaneously. Ensuring pupils have access to the Academy curriculum will support reintegration.
- Pupils will have access to targeted interventions while in focus that supports them in regulating their own behaviour, teaching them about what good behaviour looks like,
- School leaders and Head of Year will maintain a positive and visible presence within the unit to ensure pupils feel an integral part of the Academy.
- Staff within the unit will have the appropriate skills and knowledge to support the pupils within the unit with their behaviour and learning needs so that impact and progress is effective.



- Pupils will have a strict review process each half term.

## Alternative Provision

- In exceptional circumstances, leaders in consultation with parents/carers, may decide it is in the best interests of the pupil to access alternative provision. Often, this may be seen as the final preventative measure to avoid a permanent exclusion.

Leaders will ensure pupils receive a positive experience when accessing alternative provision. They will:

- check the external provider is registered;
- check safeguarding arrangements to ensure pupils are safe and feel safe;
- monitor pupils' attendance each day;
- speak with staff and pupils regularly to check the provision is making a positive difference pastorally and academically. Leaders will intervene swiftly when this is not the case;
- monitor pupils' academic performance and take immediate action if a pupil is falling behind;
- consider if reintegration back into mainstream is appropriate. If so, leaders will put in place a robust reintegration package.
- If a pupil fails their placement at alternative provision as a result of poor behaviour, they will attend a meeting with the Principal to discuss the next steps. This is organised by the senior leader responsible for inclusion. The next steps may include:
  - an alternative placement;
  - permanent exclusion.

## Exclusions

- All exclusions will be made in line with government guidance and by following the Principal's Suspensions Checklist. Schools will have due regard for the implications of the following when making these decisions:
  - DfE – Suspensions and Permanent Exclusion from maintained schools, academies and pupil referral units July 2022;
  - DfE – Behaviour and Discipline in Schools;
  - The Disability and Discrimination Act;
  - Equality Act 2010;
  - Keeping Children Safe in Education;
  - Code of Practice for Special Educational Needs;
  - The Children's Act (with particular reference to children in the Care of the Local Authority).
- The decision to exclude will be:
  - lawful;
  - rational;
  - reasonable;
  - fair;
  - proportionate.
- The Principal will exclude from school only on disciplinary grounds. In their absence, a Vice Principal or Assistant Principal will carry out this function.

- It is unlawful to exclude on non-disciplinary grounds such as:
  - academic attainment/ability;
  - actions of a parent/carer;
  - failure of a pupil/parent to meet specific conditions, such as, non-attendance at a reintegration meeting following an exclusion.
- A full and detailed investigation will be undertaken prior to a decision to exclude. A record of all written statements, including physical evidence, where appropriate will be retained for disclosure in the event that it is required.
- In deciding whether to exclude, the Principal will consider contributing factors resulting in poor behaviour, for example, bereavement, mental health issues, special educational needs or bullying.
- In accordance with the DfE Guidance, where a pupil is at risk of exclusion, the school will explore early intervention to address the underlying causes of pupil behaviour. This will include:
  - an assessment of whether appropriate support is in place to support any special educational needs or disability that a pupil may have;
  - the use of a multi - agency assessment for pupils who demonstrate persistent disruptive behaviour;
- Prior to a decision to exclude a pupil, the Principal should seek advice and guidance from the Chair of Trustees
- A Suspension is for a specific period of time. A pupil may be excluded for one or more fixed periods, up to a maximum of 45 school days in one academic year. A suspension does not have to be for a continuous period.
- The law does not allow for extending a suspension or converting into a permanent exclusion. Where further evidence comes to light, it is possible to issue a further suspension or a permanent exclusion.
- A suspension can be issued for children whose behaviour is disruptive during lunch - time. Such an exclusion is counted as a half day exclusion.
- The behaviour of a pupil outside the school premises can be considered grounds for an exclusion.
- The following will be informed about the decision:
  - the local authority in which the child resides and the local authority in which the school is located (if different) in accordance with the locally agreed protocol;
  - the local governing body immediately where a meeting is required or each term where a meeting is not required
- A Principal may cancel an exclusion that has not been reviewed by the governing board. This practice is sometimes known as withdrawing/rescinding a suspension or permanent exclusion. If this occurs, parents, the governing board and the local authority should be notified, and if relevant, the social worker and VSH.

## Permanent Exclusion

- Permanent exclusion is a sanction of last resort and will be used sparingly.
- A decision to permanently exclude should **only** be taken 'In response to a serious breach or persistent breaches of the school's behaviour policy, and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in school.'
- The following will immediately be informed about the decision:

- the local authority in which the child resides and the local authority in which the school is located if different;
- the local governing body; and

## Education for excluded pupils

- For fixed period exclusions of more than 5 school days, the School will arrange suitable full-time education from the sixth day of the exclusion.
- For permanent exclusions, the home local authority will arrange suitable full-time education from the sixth day of the exclusion.

## Procedures for excluding a pupil

- The school will notify parents/carers immediately by telephone or face to face, if possible, of the decision to exclude. The decision will be communicated in writing without delay.
- The exclusion letter will note the following:
  - whether exclusion is fixed or permanent;
  - the duration of the exclusion if it is for a fixed period;
  - reasons for the exclusion;
  - the right to make representation to the local governing body and how the pupil may be involved with this;
  - contact details for making representations to the local governing body and where there is a legal requirement for the local governing body to meet, that parents/carers have a right to attend the meeting, to be represented at the meeting and to bring a friend;
  - arrangements made by the school for the pupil's education for first 5 days of the exclusion including setting and marking of work with parents/carers having responsibility for ensuring work sent home is completed by pupil and returned to school;
  - where alternative provision is arranged, information about this provision will be included in this letter or in a follow up correspondence but no later than 48 hours before the start of the provision;
  - dates the excluded pupil must not be present in a public place during school hours; and sources for free and impartial advice.

## Local Governing Body

The local governing body will review the following exclusions for reinstatement within 15 school days of receiving notification of the exclusion:

- permanent exclusion;
- fixed period exclusion resulting in bringing the total number of fixed period exclusions to more than 15 school days in a term;
- exclusion that will result in the pupil missing a public exam or national test.

Where parental representations are received for a child who is excluded for more than 5 school days but less than 15 school days in a term, the local governing body will consider reinstatement within 50 school days, even though it may not affect the actual exclusion, as the child will already have served the exclusion. Where a decision to reinstate is made, the child's records can be amended.

- Where parents/carers have a right to attend the meeting, arrangements will be made to ensure that at least 5 school days prior to the meeting, all the documents that the principal will present at the local governing body meeting are provided to all parties.
- The meeting of the local governing body will be clerked by the clerk to the Governor's.

- The clerk will inform parents/carers, Principal and local authority of the outcome of the meeting.

## Independent review panel

- For permanent exclusions, where the local governing body decides not to reinstate the pupil, parents/carers will be advised of their right to request the independent review panel to review the decision.
- The letter from the clerk will note the following information:
  - date by which the application for review must be made (25 school days from receiving notification of the decision not to reinstate);
  - where and to whom the application for a review including any written evidence must be submitted.
  - the grounds upon which a review is made. Where appropriate, this should include a reference to how a pupil's special educational needs are considered relevant to the exclusion;
  - a statement that, regardless of whether the excluded pupil has recognised SEN, parents/carers have a right to request the attendance of an SEN expert to advise the independent review panel;
  - details of the role of the SEN expert;
  - a statement that parents/carers can bring a friend or representative at the meeting;
  - sources of free and impartial advice.
- Following receipt of an application for review, the clerk to the Governors will arrange for the independent review panel to be constituted in accordance with DfE guidance. The meeting will take place within 25 school days of receipt of an application requesting a review. All parties will receive 5 school days' notice of the hearing and be sent all the necessary documents.

The independent review panel members will comprise of the following:

- lay member to chair the panel;
- current or former school governors; and Principal.
- The role of the independent review panel is to review the local governing body's decision not to reinstate a permanently excluded pupil. In reviewing the decision, the panel will consider the interests and circumstances of the excluded pupil, including the circumstances of the exclusion, and have regard to the interests of others at the school.

The independent review panel can decide the following:

- uphold the exclusion;
  - recommend that the local governing body reconsiders the decision; or
  - quash the decision and direct that local governing body considers the exclusion again.
- The clerk will immediately notify the decision of the panel to the local authority, parents/carers and the local governing body.

## Use of reasonable force

- Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.
- 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.
- Full guidance can be found in the School's Use of Reasonable Force Policy.

## Powers of search and confiscation

- The general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances.
- The school also holds the power to search without consent for “prohibited (banned) items” including:
  - knives and weapons;
  - alcohol;
  - illegal drugs;
  - stolen items;
  - tobacco and cigarette papers;
  - fireworks;
  - pornographic images;
  - any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property;
  - any item banned by the school rules which has been identified in the rules as an item which may be searched for.
- Weapons and knives and extreme pornography or child pornography will be handed over to the police, otherwise it is for the SLT to decide if and when to return a confiscated item.
- Any searching of pupils will be implemented consistently, proportionately and fairly. Full guidance can be found in the Schools Powers of Search Policy.

## Recording rewards and sanctions on Class Charts.

- All Reward points must be recorded on Class Charts. The member of staff who awards the reward point, is responsible for recording it on Class Charts. The reason for the reward point should be shown, selecting the appropriate category.
- All behaviour points must be recorded on Class Charts.
- The member of staff who refers the pupil to Impact Centre will be responsible for selecting the appropriate category from the Stage 1 or Stage 2 behaviours. Notes can be added for clarity of incidents.
- When determining rewards, behaviour points will be deducted from the number of rewards points for each pupil. This gives each pupil an overall points total.

## Use of CCTV

- CCTV is in operation in School for purposes of safeguarding. It may be used as evidence during investigations and other processes to ensure that all those who can give evidence of a particular issue can be identified and to consider the allegations made before the application of an appropriate sanction.