

## **Behaviour appendix B – Sanctions**

Sanctions will be applied if students' display one or more of the following behavioural choices (although sanctions are not limited to this list exclusively) –

- Not working to the best of their ability or producing an appropriate amount of work.
- Not taking responsibility for own action and consequently putting and self and others
- Not showing appropriate respect to either students or staff.
- Not showing appropriate respect to all property and resources - personal, others and academy.
- Failing to meet the basic expectations around conduct within the Academy including (but not limited to) following the Home Academy agreement, school uniform, lateness and non-attendance at appropriately issued sanctions.

Our academy rules apply to all students when they are on site or travelling to and from the academy, whether by bus, by bike or on foot.

We expect that all families will also take them time to explain the importance of all of the academy rules to their children.

Failure to follow the academy rules will mean the academy will apply their sanctions as set out below.

### **Sanctions system in the classroom -**

The Academy operates a 6 tier sanction system, known as the Consequence or C system. The fundamental meaning of the Cs are outlined in the table below. Sanctions will be issued for the following things -

1. Being late to lessons
2. Not being ready to learn
3. Poor attitude to learning

C Level	Effect	Consequence
C1 – Student makes a poor behavioural choice.	A verbal warning to remind students of expectations in the classroom.	No consequence beyond the C1 being recorded.
C2 - Student has persisted with poor behavioural choices.	The final verbal warning that the student's behavioural choices are falling below the expected standards of the Academy. The student's name will be recorded on the board as a visual reminder.	A C2 log will be made on the Academy Go 4 Schools system.  The teacher will contact home to alert the family of the incident. This will be either via email or on the telephone.
C3 - Student has failed to respond to the C2 and persisted with poor behavioural choices.	The student will be on called and the member of staff on call will collect that student and place them in a pre-determined location (usually the back of the Director of Faculty's classroom)	A C3 log will be made on the Academy Go 4 Schools system.  The teacher will contact home to alert the family to the incident. This will be either via email or on the telephone.  A tier 1 (20 minute) detention will be set for the following day.
C4 –	The student has displayed behaviours in contradiction to the expectations of the Academy, for instance - <ul style="list-style-type: none"><li>• Physical abuse or injury to anyone</li><li>• Swearing at, or threatening a member of staff physically or verbally</li></ul>	Gross Misconduct is a very serious breach of our rules. This will be logged on GO4Schools by the class teacher and may lead to seclusion from lessons and social times.  The seclusion room manager will contact the parent/carer to inform them of the C4 and that

	<ul style="list-style-type: none"> <li>· Threatening behaviour towards anyone in the academy community</li> <li>· Walking out of lessons or off site without permission from a member of staff</li> <li>· Defiance of a member of staff</li> <li>· Intentional dangerous behaviour</li> <li>· Discrimination, intimidation and bullying and cyber-bullying</li> <li>· Smoking on the academy site or when travelling to and from the academy</li> <li>· Accessing inappropriate sites and behaviour on the computer</li> <li>· Deliberate damage of academy property</li> <li>· Student has accrued 4 or more C2/C3s in a week</li> <li>· Any other behaviour or action that is deemed serious.</li> </ul>	<p>the teacher will contact them later to discuss the incident.</p> <p>The teacher issuing the C4 will contact home that evening and discuss with parent/carers what happened and the next steps.</p> <p>Before the end of the student's time in seclusion the member of staff must see them to complete restorative justice.</p>
C5 – Student has made a, or a series of behavioural choices that necessitate a sanction more severe than seclusion, but less severe than an exclusion.	Students engage in behaviours with a tariff above that of a seclusion (eg misbehaving in seclusion to the extent that they are deemed to have failed seclusion, or rudeness to a member of staff which falls below them being sworn at)	<p>A suspension warning notification is sent home, warning that if any further incidents of that level occur, an exclusion will be necessary.</p> <p>Time in seclusion may be required if the situation necessitates it.</p> <p>Head of Year will complete a C5/6 form and submit to AP (behaviour) to complete.</p> <p>AP (behaviour) will submit the C5/6 form to the Principal for decision on suspension warning</p> <p>AP (behaviour) will issue an exclusion warning and alert the family.</p>
C6 – Student has made a behavioural choice, or series of behavioural choices that necessitate an exclusion	Students have engaged with single, or persistent behaviours which are above the level of an exclusion warning (eg violent assault, smoking, bringing drugs into the Academy, etc)	<p>The Head of Year or Assistant Principal (behaviour) will complete the C5/6 form.</p> <p>The C5/6 form will be submitted to the Principal for consideration.</p> <p>In the event of a suspension, the parents will be contacted to inform them of the exclusion. This contact will be instigated by the Assistant Principal (behaviour).</p> <p>Should the offence be deemed worthy of a permanent exclusion the parents will be contacted by the Principal to inform of the exclusion.</p>

### **Behaviour outside of the classroom**

Where a student breaches the academy's expectations outside of the classroom a member of staff will refer the incident on to the Head of Year. They will then make a decision based on the incident as to the level of punishment. Serious breaches will be referred to the Assistant Principal (Behaviour) and the student may be taken to the seclusion area while the incident is investigated. For minor breaches the student may receive a detention and in some cases, they may be expected to carry out a form of community service.

## **Attendance and Punctuality**

All students are expected and required to attend the academy every day and on time. It is the responsibility of the academy and parent/carers working together to ensure that students' attendance is as regular as possible. Guidance on attendance and procedures for dealing with attendance issues are given in our Attendance Policy.

Punctuality is monitored and where students are routinely late without a valid reason, they will receive a lunchtime detention. For persistent lateness a meeting between the academy, student and parents/carers will take place to agree a way forward.

## **Entry to, and exit from lessons**

Students will be greeted at the door by their teachers, and directed to enter the classroom and stand in silence behind their chairs. They will sit in a pre-determined seating plan as defined by the class teacher. When they enter and are standing in silence behind their chairs, they will get out their equipment needed for that lesson, and planner and place these visibly on the table in front of them. When directed to sit they should open their exercise books, copy down the title and date and complete the recall task on the board.

At the end of the lesson the students must remain seated until directed to stand behind their chairs in silence. The students will then be dismissed in an orderly fashion and should proceed sensibly to their next lesson. Failure to adhere to these expectations will be sanctioned within the C system.

## **Detentions**

Lunchtime detentions are given for incidents of a C3 nature and for 4 x lates to lessons (without a valid reason) in a week. Where a detention lasts longer than 20 minutes provision will be made for a student to get their lunch and to use the toilet. Short impromptu detentions at break and lunch can be given when deemed necessary, but not as standard practice.

Iceni operates a two-tier detention system. A tier 1 detention is 20 minutes long, and a tier 2 is 40 minutes. Those in a tier 2 detention will be given an opportunity to collect hot food. Failure to attend a tier 1 detention will lead to a tier 2 the following day. Failure to attend a tier 2 detention will result in a C4 being issued and seclusion.

It is the students' responsibility to confirm if they have a detention that day or not. The lists of those in detentions will be displayed clearly at the entrance of the Academy when the students arrive, and students will also be able to check with their tutors.

## **Seclusion**

The Seclusion room is a resource base which is used to internally seclude students who have breached the academy's expectations. The Seclusion Room is staffed by the Seclusion Room Manager. Here students are allocated a seat and are expected to work in silence without disturbing the area. Students internally secluded in this room are supported by the Seclusion Room Manager, Student Support Officers, House Leaders and SLT. Outside agencies may also support students in order to re-integrate them successfully back into lessons.

Whilst in the Seclusion Room, all students are expected to follow the Seclusion Room Code of Conduct. If a student's behaviour is deemed unacceptable whilst internally secluded the Assistant Principal (behaviour) will seek advice from the Principal to determine the most appropriate action.

When issued with a C4, students will spend the equivalent of one day in the seclusion area. The time period will begin when they first enter the area. The time may be extended where there are breaches of the Seclusion Room Code of Conduct, or a C5 exclusion warning may be issued. For more serious incidents where a suspension is considered but internal exclusion is deemed the most appropriate action then the period may be longer than one day. In all instances parents/carers will be informed.

After a C4 or 5 from a member of staff, restorative justice will take place before the student leaves the seclusion area. The emphasis is on the member of staff to attend the seclusion area and meet with the student.

Failing to adhere to the behavioural expectations of the seclusion room could result in a suspension warning being issued, and a repeat of the behaviour could result in a suspension being issued.

### **Suspension**

In some instances, as a consequence of students' behavioural choices it may be necessary to suspend (or fixed term exclude) a student. A fixed term exclusion will be from a single day to multiple days depending on the severity and/or quantity of incidents that the student has been involved in. In order for a suspension (or Fixed term exclusion) to be implemented the Head of Year will need to complete a C5/6 form and submit to the AP (behaviour) for assessment. The AP (behaviour) will liaise with the Principal to establish if an exclusion is warranted and required. Prior to excluding, mitigating circumstances, such as SEND needs will be considered before reaching a final decision regarding exclusion. Both AP (behaviour) and the Principal will record the reasons for their decision to exclude on the C5/6 paperwork.

Following a suspension a readmission meeting must be held to discuss the issue that resulted in the suspension with parents/carers. This will usually be held by the Head of Year with the student support officer. If there have been repeated suspensions the readmission meeting will be held by the Assistant Principal (behaviour) with the Head of Year.

### **Setting off the fire alarm**

Setting off the fire alarm or damaging fire protection equipment is a criminal offence that puts the health and safety of students, staff and visitors at risk. Any student who intentionally sets off the fire alarm will be suspended from the academy and expected to complete a period of community service on their return. However, second and/or subsequent offences will attract a longer period of suspension and also community service.

In the case of persistent offenders, permanent exclusion will be considered. Any damage to fire alarm equipment will be charged to the perpetrator.

### **Uniform and Appearance**

Students who arrive at the Academy without the correct uniform will be sent to the Head of Year's office so problems can be rectified. Where a solution cannot be found the student will remain in the Seclusion Room and parents/carers will be contacted. Students will be given consequences where appropriate for deliberately not wearing uniform correctly.

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### **Swearing**

Swearing is regarded as verbal abuse and is unacceptable. The following sanctions apply:

- Swearing overheard in conversation with another student: C2
- Using extremely offensive language in conversation may result in a C4.
- Swearing directly at a member of staff: the situation will be investigated and will result in a C5 or C6.
- Second and/or subsequent offences may result in exclusion. Persistent offenders may face permanent exclusion.

### **Damage to the academy fabric or furniture**

If the damage is accidental, there will be no charge.

If the damage is the result of silly behaviour, parents/carers will be informed and the cost of repair/replacement will be shared between those involved.

Deliberate or malicious damage will result in the full cost of replacement or repair and, depending on the incident, further sanctions may result.

Serious offences may result in permanent exclusion.

Any student who damages academy property will meet with the Principal.

### **Behaviour on academy trips and on Home-Academy transport**

Students on academy trips and visits, and on the daily home-academy buses, are governed by the academy's expectations set out in the home-academy agreement and in this policy.

Students could be sent home if their behaviour risks the health and safety of others. Students who misbehave on the daily buses may be reported to Norfolk County Transport who are able to ban them from further travel on the buses concerned.

Those who travel on buses commissioned directly by Iceni Academy may not be allowed to continue to travel on our buses.

Students are expected to follow the Code of Conduct for home to academy transport.

### **Truancy**

Students who leave the site during the day without permission will be regarded as truants. Students who refuse to attend lessons but remain on the Academy site will also be regarded as truancing.

The following sanctions apply:

- Students caught truancing will be taken straight to the Seclusion Room and be recorded as a C4.
- Persistent truancy: Where a student is truancing regularly (**from school**) the situation would need to be investigated thoroughly by the Attendance Office and EWO under the supervision of the SLT in charge of Attendance. In the case of persistent truants, a case conference will be convened with all parties in attendance, and improvement strategies will be implemented.

### **Harmful/Illegal Substances (including Drugs)**

The use of or the bringing of harmful or illegal substances, as defined by the Misuse of Drugs Act 1971, or dangerous articles on to the academy premises is a very serious offence.

The academy has a clear code for dealing with any instance of misuse:

- A first instance of possession or use of a harmful or illegal substance results in at least a fixed term exclusion
- A second instance of possession or use of a harmful or illegal substance results in permanent exclusion
- A first instance of supplying (with or without charge) harmful or illegal substances results in a permanent exclusion

### **Smoking (tobacco)**

If a student is found smoking on academy premises, then the smoking material will be confiscated (as per academy guidelines). Parents and carers will be notified. A C4 or 5 will be issued and students placed into the Seclusion room. Support will be offered to students to join a stop smoking programme run by an external agency. Subsequent offences may result in an exclusion.

### **Intoxication**

If a student exhibits such behaviour and is under the influence of alcohol or any other substance the SLT will contact parents/carers and ask for the student to be taken home from the academy. If necessary, a first aider should be involved with the student to offer assistance and help.

Any sanctions will always be justifiable in terms of:

- The seriousness of the incident
- The identified need of the student and the wider academy community
- Consistency with published academy rules, codes and expectations

- Consistency with disciplinary action for breaches of other academy rules (such as theft, violence, bullying).

### **Police involvement**

We aim to work closely with our colleagues from the police. However, the decision to involve the police in any incident should not be taken without referring to the Principal.