

The Grange Academy



Behaviour Policy

2022-2024

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Scope

This policy outlines the rules, standards and expectations of behaviour for students attending The Grange Academy. It lists the rewards used to promote good behaviour and the sanctions adopted in the event of any misbehaviour. The Behaviour Policy underpins the ethos and missions of Future Academies and The Grange Academy, and aims to foster a safe and warm academy environment in which all students can thrive.

This policy was drawn up by Future Academies and The Grange Academy in consultation with the academy's Local Governing Body, the Principal, the Leadership Team and other members of the trust and academy communities. It has been drawn up with due consideration given to statutory and non-statutory guidance.

The Local Governing Body is responsible for establishing and maintaining this behaviour policy and for ensuring that it is followed. The Local Governing Body delegates authority to the academy's Principal to administer the behaviour policy on its behalf. The academy Principal is responsible for implementing the decisions of the Local Governing Body and for complying with this policy.

The policy applies to all members of the school community, including the Principal, the Leadership Team, all teaching and non-teaching staff, volunteers, students and families.

This policy should be read in conjunction with the following documents:

- The Uniform and Equipment Policy
- The Health and Safety Policy
- The Anti-Bullying Policy
- The E-Safety Policy
- The Special Educational Needs and Disabilities (SEND) Policy
- The Staff Code of Conduct

Principles

The underlying principles of the Future Academies and The Grange Academy Behaviour Policy are:

- to develop a culture whereby students are able to self-regulate behaviour and learn the reasons why behaving in a particular way is conducive to learning;
- to ensure that The Grange Academy is a safe and supportive environment for all teachers, students, and anyone else who comes into the academy;
- to ensure that all members of the academy community are shown respect and show respect for others;
- to encourage a positive student approach to behaviour by setting high standards for staff behaviour and by praising and rewarding good behaviour fairly and consistently;
- to ensure that, when behaviour falls short of acceptable standards, procedures are followed and sanctions are applied fairly and consistently; and
- to ensure that all punitive sanctions are combined with a restorative approach that seeks to maintain and develop positive relationships between students and staff, and to support students in modifying their behaviour.

Overview

The expected standards of behaviour are stated in the home-academy agreement, and will be reiterated regularly, both formally and informally, by all members of staff.

The academy ethos is built around a culture of high expectations and no excuses, and this applies clearly to behaviour.

The following groups of vulnerable students may at some point require adults at the academy to take account of their individual needs and circumstances when monitoring the academy's behaviour policy. However, the academy does not accept these as excuses for poor behaviour.

- minority ethnic and faith groups, travellers, asylum-seekers and refugees
- students who need support to learn English as an additional language
- students with special educational needs and disabilities (SEND)
- students looked after by the local authority (LA)
- unwell students
- young carers
- students from families under stress
- pregnant students and teenage mothers

This policy applies at all times during the academy day and whilst students are within the academy building, whilst students are on academy trips, and at all other times when students are wearing their uniform, including travelling to and from the academy.

Uniform

The academy is a place of learning. Our uniform policy encourages a sense of pride, belonging and loyalty to the community of which all students are members. The policy also removes any visible manifestations of inequality. The policy is applied consistently and without exception – 'every day, every child, no excuses'.

Students are expected to adhere to the policy at all times, including on their journey to and from the academy. When a student is not dressed in the full uniform or does not have the expected appearance, they will not be permitted to attend lessons. In such cases, and if parents can be contacted and informed, students will be sent home to change, or alternatively will undertake supervised work within the Internal Exclusion room until the correct uniform is brought to them, or until they are of the expected appearance.

If in any doubt about the details of the uniform policy parents are encouraged to contact the academy. It is better to check with a member of staff than to rely on assurances from students as these are sometimes incorrect.

The following general points about uniform must be observed.

- Blazers must be clean and well-maintained. They must be worn at all times when moving around the academy site as well as en route to and from the academy. They may only be removed with the express permission of a teacher. Sleeves must not be rolled up and only academy-issued badges may be worn.
- Shirts must be tucked in at all times. Top buttons must always be fastened. Shirts must have no logos, and should not be in a fitted design.
- Jumpers are an optional item. However, if a jumper is worn, it must be the academy jumper.

- Ties must be worn with a neat knot covering the top button and with the bottom of the tie touching the waist.
- Trousers should be navy blue.
- Tights and socks should be black or navy blue.
- Skirts must worn just above knee-length and not shortened by being rolled up at the waist.
- Belts should be black and functional. They should have no oversized buckles or clasps
- The only bag that is permitted for school books etc is the academy rucksack, with a larger plain black or navy bag for PE.
- No head wear is to be worn (with the exception of black or blue scarves for Muslim girls and a black or blue rumal or turban for Sikh boys).
- Shoes must be smart, black and leather-fronted, except for PE. No trainers or shoes above the ankle are permitted.
- No jewellery is permitted, with the exception of a watch and a single plain stud in each earlobe.

Hair and Make-up

The Academy has specific rules about hair, which strictly apply to all:

- Individual fashion statements or overly-styled haircuts are not permitted.
- Hair may not be anything other than a natural colour.
- Students may have hair extensions provided that they are a natural colour and neat.
- No lines or markings are allowed in hair or eyebrows
- Short hair should be no shorter than Grade 2. This includes any grading around the sides of hair and undercuts.
- Long hair must be well-kept and tidy and allow the face to be seen. It may be tied back if necessary.
- Braids are allowed, but must be kept neat and must be indistinguishable from the hair colour.
- Hair accessories must be plain, without patterns and in Academy colours.

Students are not permitted to wear excessive make-up, this must be natural and subtle. The academy reserves the right to make final judgements on what is and is not appropriate.

Equipment

Every student must have the following equipment with them every day:

- A reading book
- A scientific calculator (Casio or other)
- A pencil case containing:
 - a black pen with at least one spare
 - a green pen
 - a pencil
 - a ruler
 - a rubber
 - a pencil sharpener (preferably with its own compartment for shavings)
 - a highlighter

Banned items

The academy has the legal power to confiscate any items that it has banned. The rules on confiscation are applied without exception. Banned items will be confiscated, regardless of to whom they belong.

High value objects such as mobile phones and electronic devices will be kept in a secure place until the end of the confiscation period. Mobile phones will be confiscated for a day in the first instance and a week for further use. All other confiscated items will be kept for two weeks.

Refusal to hand over a banned item will result in being sent to the Internal Exclusion room.

The academy will not accept any liability for any claim arising from theft, accidental loss or damage to personal effects, money, belongings or clothing whilst on the premises, even if lost after being confiscated by the academy.

The following items are banned at the academy:

<ul style="list-style-type: none"> • Mobile phones (students may have a mobile switched off, but it will be confiscated if it is seen or heard at any time) • High value items and electronic items (MP3 players, iPads or similar) • All non-uniform items of clothing, including: <ul style="list-style-type: none"> - Hoodies and non-academy jumpers - Baseball caps - Jewellery (with the exception of a watch) - Handbags • Fizzy drinks and 'energy' drinks • Large quantities of confectionary beyond that which a student could reasonably consume on their own in a day • Chewing gum • Glass bottles and containers 	<ul style="list-style-type: none"> • Toys, laser pens and fidget spinners • Birthday accessories (e.g. large badges, sashes or balloons) • Metal afro combs • Aerosols or sprays • Fireworks, bangers, firecrackers, etc. • Drugs, tobacco or alcohol, including any related paraphernalia • Vaping equipment • Pointed objects/blades • Any item that is deemed by the Leadership Team to disrupt learning • Any item deemed to be a weapon • Any other item/substance that is prohibited by law
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Conduct in the classroom

- If the teacher is not already at the classroom door to greet the class, students should line up outside the classroom in single file in silence. They should only enter the classroom when invited to by the teacher.
- Students should arrive on time to lessons and should greet their teacher courteously.
- Students should be fully equipped for learning and should ensure that they are ready to take part in learning within 30 seconds of entering the classroom.

- Students should always listen to their teacher and follow instructions first time without question.
- During the lesson, students should not leave the classroom without the teacher's permission.
- Students should speak using polite and positive language only (STEPS)
- At the end of the lesson, students should not pack away their belongings until asked to do so by the teacher.
- Students should wait quietly behind their chair to be dismissed, and should thank their teacher as they leave the room.

Conduct around the Academy

- Students should move quietly and in a controlled and considerate way throughout the academy.
- Students should always walk on the left-hand side through corridors and up/down stairs.
- Students should never run, push, barge or shout. Swearing and slang language is not permitted.
- Students should remain in supervised spaces and should not enter areas that are off-limits.
- Students should be ready to help others by opening doors, standing back to let adults pass and generally showing patience, good manners and courtesy.
- Students should move around the academy individually or in small groups.
- At lunchtime and break time, no students should be on the 1st or 2nd floor or behind the LRC on the ground floor
- Students should always place any litter in the bins provided.
- Students should respect academy buildings, displays and property.

Conduct in Assembly

- Students should enter their assembly rooms in silence and sit waiting in silence.
- Students should listen carefully to the speaker and concentrate without talking or distracting others. They should face the front and look at the speaker.
- Students should celebrate the achievements of others in a formal and respectful manner. Cheering, whooping and foot-stamping are not permitted.
- Students should leave the assembly in silence and proceed directly to their next destination.

Conduct in the Playground

- Students should be sensible, careful and aware of other people in the playground, including the staff on duty.
- No food is permitted to be consumed in the playground.
- Students should not take part in dangerous games or activities which could cause injury or endanger the health and safety of others.
- Gambling of any kind is strictly forbidden.
- Students should not gather in large groups, as this may lead to boisterous conduct or may inadvertently intimidate other students.

Conduct on arrival at the academy and after the academy day

- Students should leave home and make their way directly to the academy in the morning.
- Students should arrive at the academy by 8:30am at the latest.
- Students should be in silence in their registration lines at 8:35am.
- Equipment and uniform checks will be conducted by tutors every day during Line-up and Tutor Time.

- Students must be in a supervised area if staying on site after the school day (e.g. in the library or for a revision class or club).
- After the academy day finishes, students should return straight home and change out of their uniforms.

Conduct in the Community

Students are the public face of the academy – they should be our best advertisement. The local community will form an opinion of the academy based partly on students' behaviour whilst wearing the academy uniform. Students must therefore display exemplary conduct whenever they are:

- travelling to and from the academy;
- wearing academy uniform (including on trips and visits);
- representing the academy in their own clothes; and
- otherwise identifiable as a member of the academy.

Guidance from the Department for Education makes clear that academies have the right to discipline students for misbehaviour outside of academy whenever the above conditions apply. Furthermore, academies may discipline students for misbehaviour at any time, whether or not the conditions above apply, if the behaviour:

- could have repercussions for the orderly running of the academy, or
- poses a threat to another pupil or member of the public, or
- could adversely affect the reputation of the academy.

The academy's Principal will develop a relationship with the local police to enable sharing of information about students. This will include a daily update from the local link.

Our Community Code of Conduct outlines the following expectations of students outside of school:

- Students should wear the full academy uniform with pride on the way to and from the academy.
- Students should be mindful of the language that they use and the volume of their voices.
- Students should cross the road safely. They should always use the crossing.
- Students should queue in single file at bus stops and outside shops. They should allow members of the public onto buses first and should give up their seat to the elderly or to those who need it.
- Students should walk in no more than double file. They should be careful not to block the pavements.
- Students should respect the environment and not drop litter.
- Students should ride bicycles safely and sensibly. They should not ride them on public walkways.
- Students should not congregate in public areas before school. This includes in parks, outside shops or on estates. They should proceed directly from home to the academy before the school day.
- Students should not congregate in public areas after school. If they want to meet up with their friends, they should first return home and change out of the academy uniform.
- Students should show the normal respect to teachers when they see them outside of the academy. Say "Good morning" or "Good bye". They should follow any instructions, first time and without complaint.

Any reports from members of the community will be investigated thoroughly. The academy reserves the right to share photographs with specific members of community to support positive behaviour in the local area.

Any student who displays poor conduct whilst identifiable as a member of the academy community will be considered to have brought the academy into disrepute. In such instances, the academy will use the full range of disciplinary actions up to and including permanent exclusion.

Conduct with others

It is paramount that respect and consideration are shown for all other students and adults including teachers, caretakers, the office staff, the kitchen staff, technicians and visitors.

There is no excuse for personal, insulting and hurtful comments directed at anyone or members of their family. This includes cussing and swearing.

There must be no form of intimidation towards others. This includes bullying, extortion of money, etc.

There will be no excuse for rudeness, disrespect or insolence towards any member of staff. This includes in a student or member of staff's gestures, body language etc.

Any request from any adult must be carried out at once and without argument.

Conduct Online

The academy's IT facilities and associated internet access must be used responsibly.

Students may only use the academy's IT facilities for academic work, revision or research. The facilities must not be used for any other reason such as social networking, chat rooms or cyber-bullying.

Students must not attempt to contact academy staff via social media.

Students must not use social media in or out of school in a way that brings themselves or the academy into disrepute.

Any student that does not comply with the academy's IT acceptable use agreement will have their IT access removed and face disciplinary sanctions.

Conduct in the Sixth Form

The Academy expects that the conduct of Sixth Form students will reflect their age and maturity and, above all, the fact that enrolment in the Sixth Form is voluntary. Sixth Form students are expected to be courteous and studious, to serve as role models to younger students and to actively contribute to academy life.

Bullying

The academy places high importance on creating and maintaining a happy, safe learning environment for all students. Students are reminded regularly that the academy has a culture of communication and disclosure.

There exists a separate Anti- Bullying Policy which can be accessed for further information.

Harassment

Implicit in our ethos as an academy is the belief that all are all equal, regardless of race, colour, culture, gender, sexual orientation or religion. This ethos therefore fosters a spirit of respect for each other and for all. As an educational establishment, we recognise that learning and growth can only take place when students and staff have the self-confidence, well-being and security that comes from being fully valued and respected and from experiencing equality of opportunity.

Harassment has no place in our community and will not be tolerated. Harassment may be defined as any hostile or offensive act or expression by a person against another person which interferes with the peace and security of that person, making them fear for their safety or impacting upon their quality of life. Harassment may present itself in the following ways:

- physical assault because of race, colour, culture, gender, sexual orientation or religion
 - derogatory name-calling, insults and jokes
 - offensive graffiti
 - provocative behaviour such as the wearing of racist badges or insignia
 - bringing offensive materials such as leaflets, comics, magazines into the academy
 - verbal abuse and threats
 - incitement of others to behave in an offensive way
 - attempts to recruit other students to certain organisations and groups
 - ridicule of an individual for cultural differences, e.g. food, music, dress, etc
 - refusal to co-operate with other students because of race, colour, culture, gender, sexual orientation or religion
- a. The above behaviour, in any form and on any grounds, is totally unacceptable and will be dealt with in accordance with procedures outlined in the academy's Anti-Bullying Policy.
 - b. Any offensive remarks, whether intentional or otherwise, will always be challenged by staff.
 - c. All incidents will be recorded on the SIMS Behaviour Log and referred to the Head of Year who will then take further appropriate action.

Health and Safety

The health and safety of all staff and students in the academy is of paramount consideration. Health and safety is not just the responsibility of the staff. Everyone, including students, must play their part.

This means that students are expected to ensure that they:

- exercise personal responsibility for their own safety and the safety of others;
- follow the Academy rules in a way that ensures consistency with safety;
- observe all safety regulations and any safety instructions given by staff;
- use (or not willingly misuse, damage or interfere with) things provided for safety (e.g. water hoses, fire extinguishers and fire alarms).
- report any potential hazard they see to a member of staff immediately (e.g. a broken window, liquid spilled on stairs, loose flooring, damaged fencing or defects in electrical fittings).

No student is permitted to leave the academy premises during the day without the written permission of his/her parents/carers and the authorised teaching staff.

Any student who endangers any other member of the academy community by having any weapon (or any object which could be used as a weapon) will be subject to formal disciplinary sanctions including permanent exclusion.

Laser pointers or similar items which can cause loss of vision, are banned from the academy premises.

Any student who is found trading in drugs, is in possession of drugs, or is in the company of other students who are in possession of any illegal substance at any time during course of the normal academy day will be subject to formal disciplinary sanctions including permanent exclusion.

GAINSS Points

The GAINSS system (Grange Academy Incidents of Notable Success or Sanction) forms the cornerstone of the academy's Behaviour Policy. It provides a simple and transparent way for students, parents and teachers to evaluate how well students are conducting themselves. Students earn positive Achievement Points for demonstrating outstanding learning, achievement and character. Students earn negative Behaviour Points for displaying behaviour that detracts from learning or that runs counter to the academy's culture. A student's GAINSS' balance is the difference between their positive points and negative points. In other words,

$$\text{GAINSS (Net Points)} = \text{Achievement Points} - \text{Behaviour Points}$$

As students accrue more GAINSS points, they pass through various Reward Levels and have their achievements recognised through letters home, certificates, invitations to the Principal's Breakfast and trips. If a student accrues negative points, they will move through the Behaviour Boundary system. This will trigger increasing levels of sanction, but it will also enable support to be put in place in order to try and stop the negative behaviour.

Rewards for Good Behaviour

The academy recognises that praise and reward are powerful motivational tools. As such, all staff actively seek opportunities to praise and reward students for meeting the high expectations that we have of them. We reward students for displaying the following behaviours across our academy and within our community:

Positive action	Points
Excellent LEARNing: L anguage and eloquence E xplain your points A sk and answer questions R ead with confidence N eat presentation	1 point each time (Maximum of 3 points per student per lesson)
Excellent effort	1 point
Excellent class work	1 point
Excellent homework	1 point

"Star of the Lesson"	2 points
"Star of the Week"	5 points

As students accumulate GAINSS Points, they will progress through various Reward Levels. Upon entering a new Reward Level, students will receive the following rewards:

Level	GAINSS Points	Reward
Reward Level 1	60 points	<ul style="list-style-type: none"> Text Message to Parents
Reward Level 2	125 points	<ul style="list-style-type: none"> Email and Text home from the Head of Year
Reward Level 3	300 points	<ul style="list-style-type: none"> Bronze certificate in termly Achievement Assembly Bronze lapel badge awarded.
Reward Level 4	500 points	<ul style="list-style-type: none"> Silver certificate in termly Achievement Assembly Silver lapel badge awarded. Invitation to attend a Principal's Breakfast
Reward Level 5	750 points	<ul style="list-style-type: none"> Gold certificate in termly Achievement Assembly Gold lapel badge awarded. Invitation to attend a Principal's Breakfast

Sanctions for Poor Conduct

Academy staff act consistently (i.e. in accordance with policy), fairly and deliberately in their use of sanctions. Any staff member who is not sure how to proceed with a behaviour or disciplinary issue must seek support from their line manager. If their line manager cannot be found, advice must be sought from any member of the Leadership Team.

Any poor conduct, whether in class or around the academy, incurs negative points. Negative points are awarded as follows:

Behaviour	Points	Further Sanction(s)
Late arrival at school	-1	Academy Detention
Incorrect Uniform	-1	Students will not attend lessons until in correct uniform
Missing Equipment	-1	Academy Detention
Late to class (5 minutes)	-1	Academy Detention
1 st Verbal Warning	0	
Poor Focus	-1	Class Teacher Detention
Unsatisfactory class work	-1	Class Teacher Detention
Unsatisfactory homework	-1	Academy Detention
Referral - Yellow Card	-3	Academy Detention
Referral - Red Card	-5	Internal Exclusion
Chewing	-1	Academy Detention
Boisterous behaviour	-1	Academy Detention
Eating/drinking outside of a designated area	-1	Academy Detention Food/drink will be confiscated

Bringing in a banned item (non-dangerous)	-1	Banned item will be confiscated for a fortnight (or one day/week for mobile phones)
Rudeness/ Back-chat	-1	Academy Detention
Defiance / Walking away from staff	-5	Internal Exclusion or Leadership Det
Swearing/Discriminatory language	-5	Leadership Team Detention
Physical altercation	-1 to -20	See separate guidance
Bullying	-5 to -20	At the discretion of SLT
Bringing the academy into disrepute	-5 to -20	At the discretion of SLT
Internal exclusion	-10	Potential parental meeting with Leadership Team
Fixed-term Exclusion	-20	Reintegration Meeting compulsory before returning to School
Failure to attend Class Teacher Detention	-3	Academy Detention
Failure to attend Academy Detention	-5	Leadership Team Detention
Failing to attend Leadership Team Detention	-10	At the discretion of the Principal
Failing a report card	-5	Leadership Team Detention

Negative Behaviour points are deducted from a students' GAINSS total. If a student accumulates a GAINSS Points deficit, they will progress through various Behaviour Boundaries. Upon entering a new Behaviour Boundary, students will receive the following support:

Boundary	Points	Report to	Additional support (as appropriate)
Behaviour Boundary 1	-100	Tutor	<ul style="list-style-type: none"> • Phonecall home from Tutor
Behaviour Boundary 2	-200	Tutor or Head of Year	<ul style="list-style-type: none"> • Parental meeting with Pastoral Leader • Review of SEND needs
Behaviour Boundary 3	-300	Head of Year	<ul style="list-style-type: none"> • Parental meeting with Head of Year • Referral to External Services if applicable
Behaviour Boundary 4	-400	Leadership Team	<ul style="list-style-type: none"> • Parental meeting with a member of the Leadership Team • Governors Behaviour Panel • Educational Psychologist assessment, if appropriate • Manage Move considered
Behaviour Boundary 5	-500	Principal	<ul style="list-style-type: none"> • Meeting with Principal • Permanent Exclusion considered

The Pastoral Team keep a record of all of the interventions that put in place as students enter Behaviour Boundaries. These 'Behaviour Boundary Checklists' ensure that students receive all of the appropriate support and that this can be evidenced.

Detention

It is recognised that, at some point, some students will – either intentionally or unintentionally – fall short of the academy’s expectations. In such circumstances, students are expected to take responsibility for their actions and make amends, both through their words, and more importantly, through their actions. Sometimes this require students to sit a detention.

All detentions logged are set for the following day so that adequate notice can be provided to parents/carers.

Any teacher that sets a detention will attempt to go to the detention room at the end of the day to have a restorative discussion with the student concerned.

Detentions may only be rescheduled or annulled by the Behaviour Coordinator or a member of the Leadership Team.

Detentions will be set as follows:

i. Class Teacher Detention (15 minutes at break the next day)

- Teachers may issue a breaktime detention when a student misbehaves and or works to a standard below their potential in a lesson.
- Students may be detained for 15 minutes without providing the parents with prior notification.
- The details of the detention and reason for giving it must be noted on SIMS.
- If a student misses a Breaktime Detention, they will be liable to serve an Academy Detention.

ii. Academy Detention (40 minutes after school, the following day):

- Academy Detentions last for 40 minutes. Students may sit two Academy Detentions consecutively if they commit multiple misdemeanors in a day.
- Academy Detentions will generally be set for: lateness to school, failing to attend a class teacher detention, chewing, yellow card for low level disruption and misconduct outside of lesson time.
- As a courtesy, a text message will be sent to parents informing them of an Academy Detention and where possible the teacher will communicate with home via phone or email
- If a student misses an Academy Detention, they will be liable to serve an Leadership Detention.

iii. Leadership Team Detention (1 hour 30mins after school, the following day):

- Leadership Team Detentions will generally be set for serious breaches of the academy’s behaviour policy, including failing to attend an Academy Detention.
- As a courtesy, a text message will be sent to parents informing them of a Leadership Detention and where possible the teacher will communicate with home via phone or email
- If a student misses an a Leadership Detention, they will be liable to attend Internal Exclusion and the Leadership Detention will be reset

Internal Exclusion

On rare occasions, a student’s behaviour may fall so far short of the academy’s expectations that the student must be removed from class and taken to the Internal Exclusion Room. The Internal Exclusion Room provides a calm and orderly environment in which students can:

- reflect upon their conduct;
- consider how to make amends; and
- continue with their learning until they are allowed to return to class.

Whilst in the Internal Exclusion Room, students are guided through a structured reflection about questions such as:

- “What happened?”
- “How were you feeling at the time?”
- “What are you feeling now?”
- “Who has been affected by what happened? How have they been affected?”
- “What do you think needs to happen to make things right?”

Any student that is placed in Internal Exclusion will remain there for the remainder of the academy day.

Students may be referred to the Internal Exclusion Room for varying lengths of time:

- Until the end of the same day: This will happen if a student is issued with two Yellow Cards or one Red Card as a result of On Call being summoned to their lessons.
- For a fixed period of time (up to five days): This will happen following a serious breach of the Behaviour Policy or as an alternative to a fixed-term Exclusion.

Parents will be informed if their child is placed in Internal Exclusion. A log of referrals to the room is stored centrally.

Students in the Internal Exclusion Room are provided with scheduled toilet breaks and lunchtime, separate to the main student body.

Physical Altercations

Students at The Grange Academy are able to settle disputes and arguments through non-physical means. Violence of any kind will not be tolerated. If students need support, there is always a member of staff that they can go to, rather than resorting to a physical altercation.

The following descriptors will be used to determine sanctions whenever a physical altercation has taken place. Precise sanctions will be determined by the Principal.

Altercation	Description	Sanction
Play fighting	Striking, grabbing, grappling, slapping or similar action that is in a playful manner but may cause an incident if it were to continue	<ul style="list-style-type: none"> • Leadership Team Detention
Grappling and grabbing	An aggressive situation in which no punching, kicking or striking is taking place. May result in students grabbing each other's clothes, bags	<ul style="list-style-type: none"> • Depending on the students' response, the students will serve an Internal Exclusion ranging from 1 to 3 days
Fight	Two or more students who are kicking, punching and/or striking	<ul style="list-style-type: none"> • Up to 5 days in Internal Exclusion will be served. • A fixed-term or permanent exclusion will be considered • Criminal prosecution may be considered

Attack	An action, in which an instigator punches, kicks or strikes another student. The other student does not retaliate but may offer some form of reasonable self-defence (i.e. holding or blocking)	<ul style="list-style-type: none"> Up to 5 days in Internal Exclusion will be served. A fixed-term exclusion is likely. Permanent exclusion may be considered. Criminal prosecution may be considered
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The academy will consider all elements of the incident before making a decision, including:

- Whether the student was an instigator, participant, respondent or victim.
- If the student was the respondent, whether their response was reasonable and in direct relation to the threat from the instigator.
- How the students responded to the staff who intervened (for example, whether they followed instructions the first time).

Classroom Behaviour Management

- The academy does not tolerate any disruption to learning. All teachers adopt a policy of ‘every day, every child, no excuses.’ They consistently apply a staged approach to classroom behaviour management which provides students with the opportunity to self-correct their conduct. Appropriate behaviour referral ensures that the majority of well-behaved students continue to be taught effectively by removing individuals who repeatedly disrupt the learning of others. Teachers must not send students out of lessons to stand unsupervised in the corridor.
- Good behaviour can be encouraged and promoted through well-planned, effective and reflective teaching. Before resorting to verbal and written warnings, teachers should manage behaviour by applying basic positive behaviour management techniques and using their professional discretion. However, this must never involve lowering expectations, accepting excuses or tolerating disruption.
- Where positive behaviour management fails to correct a student’s behaviour, teachers should apply the following three-step process:
 - 1st Verbal Warning (no further action, no behaviour points)
 - 2nd Verbal Warning (Class Teacher detention issued)
 - Summon ‘On Call’ for a Yellow or Red Card.

When On Call is summoned, the student will be removed from the room and issued with a (metaphorical) Yellow Card or Red Card. The issuing of a Yellow Card or Red Card incurs additional behaviour points. Any student who received a Yellow Card twice in a day will be removed to the Internal Exclusion Room for the remainder of that day and sit a Leadership Team Detention.

Yellow Card	Red Card
<ul style="list-style-type: none"> The student is moved to the back of another designated classroom by the On Call team with a clear instruction that they will: <ul style="list-style-type: none"> a) complete the work set; and b) not interrupt in any way. 	<ul style="list-style-type: none"> If a student shows poor behaviour that does not warrant an opportunity to redeem themselves, they can be removed directly to the Internal Exclusion for the remainder of the day OR the equivalent of an entire school day and sit a Leadership Team Detention.

<ul style="list-style-type: none"> • This is not an opportunity to sit and sulk. Any failure to follow the above will result in escalation to a Red Card. • An Academy Detention will be set • The class teacher should attempt to call home or email parents within 24 hours. 	<ul style="list-style-type: none"> • The class teacher should attempt to call home or email parents within 24 hours.
<p>Examples of behaviour that will lead to a Written Warning or Yellow Card include:</p> <ul style="list-style-type: none"> • Continued low level disruption • Poor quality/quantity of work after intervention from the teacher • Any behaviour that is counter-cultural to the Academy's ethos of teaching and learning 	<p>Examples of behaviour that will lead to a Red Card include:</p> <ul style="list-style-type: none"> • Extreme rudeness • Swearing or discriminatory language • Aggressive behaviour • Outright defiance • Disrupting a partner lesson

Supporting our students

At The Grange Academy, we value all students and recognise that they may sometimes need tailored support to help them fulfil their academic and personal potential. We have a strong pastoral system and, should a student require help at any time, they will be able to access a member of the pastoral team.

We hold half-termly student support meetings; attended by a member of the Leadership Team, the SENCO, Heads of Year, Pastoral Leaders and other relevant support staff. At these meetings, key academic and pastoral data is discussed and tailored support is agreed for individual students as required. Students also receive formalised support if they reach a Behaviour Boundary or receive a fixed term exclusion.

The academy makes use of a range of specialist support staff, including a school nurse an academy counsellor and a Safer Schools Officer.

The academy recognizes the importance of working closely with our feeder primary schools to support Year 7 students during this crucial stage of their education. A full transition programme is in place.

Year 12 Induction period

All new sixth form students complete an induction period. This helps the academy to ensure that students have been placed on appropriate courses and supports students in adjusting to the higher academic and professional expectations that are associated with Sixth Form study. Throughout the induction period, attendance, punctuality, conduct, attitude to learning and completion of work are closely monitored.

If a student falls short of the academy's expectations during the induction period, the induction period may be extended. In the event of an induction period being extended, the student and parent will attend a meeting with the Head of Year. At this meeting, clear targets for improvement will be agreed

and it will be explained that the student's place at the academy may be terminated if they fail to meet the agreed targets.

During the extended induction period, the student and his/her parents will be given regular updates about progress towards meeting the previously agreed targets. If the student is deemed to be at risk of not meeting the agreed targets, the Head of Year will call an interim review meeting to consider whether the student requires any additional support.

At the end of the extended induction period, the student will either be deemed to have successfully passed their induction, or their place in the Sixth Form will be withdrawn.

Exclusions

The academy complies fully with the Department of Education (DfE)'s statutory guidance on exclusions, as issued in September 2023. The points below should be read in conjunction with that guidance.

The Decision to Exclude

Only the Principal, or in his absence the Vice Principal, will have discretionary power to exclude any student for a fixed period. Only the Principal shall have the discretionary power to permanently exclude any student.

Before making the decision to exclude, the Academy will ensure that a thorough investigation has been carried out, including, where possible, allowing the student to give his version of the events, seeking any witness accounts and considering any mitigating factors.

When establishing the facts in relation to an exclusion decision the Principal will apply the civil standard of proof; i.e. 'on the balance of probabilities', rather than the criminal standard of 'beyond reasonable doubt.' This means that the Principal should accept that something happened if it is more likely that it happened than that it did not happen.

The Principal must be satisfied that his decision to exclude a pupil is lawful, reasonable and fair. Schools have a statutory duty not to discriminate against pupils on the basis of protected characteristics, such as disability or race. The academy gives particular consideration to the fair treatment of pupils from groups who are vulnerable to exclusion.

The academy will never 'informally' or 'unofficially' exclude a student (e.g. by sending him/her home to 'cool off'). This would be unlawful, regardless of whether it occurred with the agreement of parents or carers. All exclusions, even for short periods of time, will be formally recorded.

Any student may be excluded for a fixed term for the reasons outlined in this Behaviour Policy.

Any student may be permanently excluded if,

1. (a) They have committed a serious breach of the academy's Behaviour Policy, or
(b) They have persistently breached the academy's Behaviour Policy; and
allowing the student to remain in school would seriously harm the education or welfare of the pupil or others in the school

An indicative but non-exhaustive list of serious breaches of the academy's Behaviour Policy which may lead directly to permanent exclusion includes:

- Being in possession of an offensive weapon

- Being in possession of or supplying drugs
- Serious and ongoing bullying
- Serious assault on a student
- Assaulting a member of staff
- Damage of academy property
- Sexual or indecent assault
- Making a false allegation against a member of staff
- Bringing the academy into disrepute
- A single act of outrageous behaviour that runs contrary to the academy's ethos

Informing parties of an exclusion

No student will be sent off site before the end of the day unless contact has been established with parents/carers. In the event of contact not being made, the student must remain on site, withdrawn from class until the end of the normal academy day. At the point of exclusion, a letter will be sent home both by first-class post, stating the reason for the exclusion. Wherever possible, telephone contact will be made with parent(s) of the student informing them of the exclusion.

All exclusions will be recorded in the Academy Exclusion Record and on the student's file.

The Trust CEO will be kept informed of fixed term exclusions and will be consulted prior to any permanent exclusion.

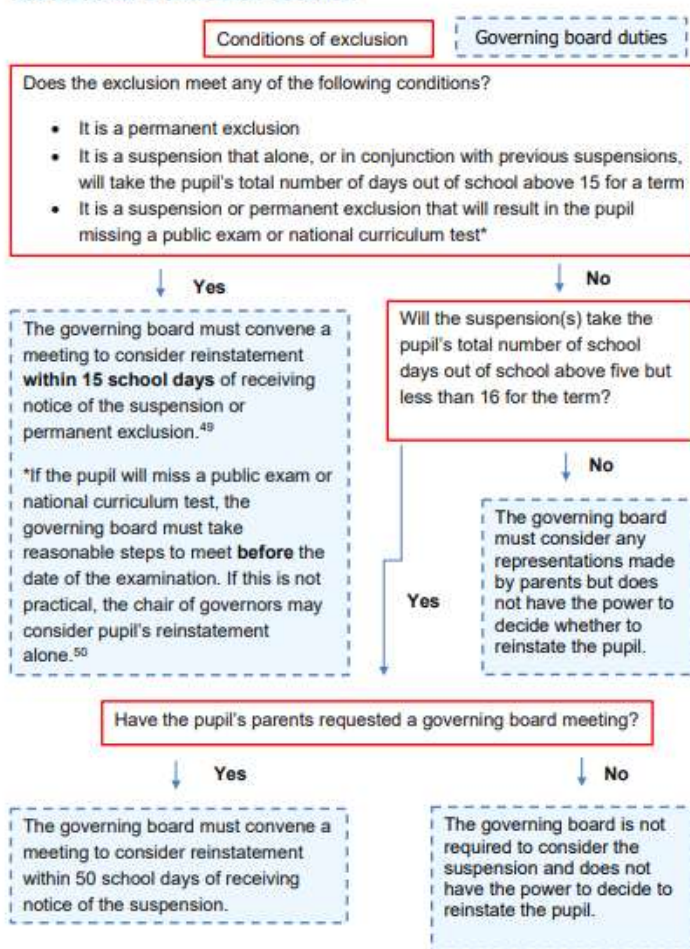
The Chair of Governors and the Local Education Authority will be kept informed of exclusions in line with the statutory guidance.

The governing body's duty to consider an exclusion

The Principal and the governing board will have regard to Part 7 of the current DfE guidance relating to 'the governing board's duty to consider an exclusion'.

The governing body's duties in relation to considering exclusions are summarised in the flow chart below:

A summary of the governing board's duties to review the headteacher's exclusion decision



Supporting students at risk of exclusion

Without making excuses, the academy is aware that disruptive behaviour can be an indication of unmet needs.

When any student returns to school from a fixed term exclusion, the following steps are taken to help the student reintegrate and to support them in improving their behaviour:

- A meeting will be held between a parent, the student and a member of the Pastoral and/or Leadership Team.
- The student will report to an agreed member of staff at the end of every day.
- The student's academic progress, attendance and welfare will be reviewed by the pastoral team.
- If appropriate a SEND assessment may be undertaken, or current SEND provision will be reviewed.

If a student is at risk of permanent exclusion, the following steps will also be taken:

- The student and parent(s) must attend a meeting with the Principal. Expectations of all parties will be agreed.
- All internal and external support will be reviewed.
- Consideration will be given to a Managed Move.

Searching, Screening and the Use of Reasonable Force

The Principal and staff authorised by him have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be used:
 - to commit an offence
 - to cause personal injury to, or damage to the property of, any person (including the student)

Authorised academy may also conduct a search with consent for any item banned by the school rules. Whilst the academy has a named list of banned items, this list is not finite or exhaustive list. Academy staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to school discipline.

Refusing to submit to a search will be treated as a disciplinary act and will be dealt with in line with the Academy's Behaviour Policy.

There should be two members of staff present during the search. The person doing the search must be the same sex as the child. The search witness should also be the same sex wherever possible. Students must not be asked to remove clothes other than outer clothing e.g. a coat or blazer. (Outer clothing means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but outer clothing includes hats; shoes; boots; gloves and scarves.)

Any search completed will be recorded internally and a letter sent to parents informing them of the nature of the search, what was found and any next steps (if applicable).

Screening students

As part of the academy's commitment to ensuring the safety of all students and staff, it may periodically require students to undergo screening through use of a walk-through arch and/or handheld wand. This process may be coordinated and/or supported by the academy's Safer Schools Officer and the Metropolitan police. The requirement to undergo screening is not predicated upon and does not imply any suspicion of wrong-doing.

If a pupil refuses to be screened, the school will refuse to admit the student into the school and will seek to inform a parent immediately. In such circumstances, the school has not excluded the student and the student's absence will be treated as unauthorised. The student is expected to comply with the rules and attend.

The use of reasonable force

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- Committing an offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student)
- Causing personal injury to, or damage to the property of, any person (including the student himself); or
- Prejudicing the maintenance of good order and discipline at the school or among any students receiving education at the school, whether during a teaching session or otherwise.

This does not advocate or allow the use of corporal punishment in any circumstances. Nor does it allow for any teacher or member of staff to use any degree of physical contact which is deliberately intended to punish a student or cause pain injury or humiliation.

Future Academies | Behaviour Policy

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