



# Ark Charter Academy Behaviour Policy 2021-2022

***Preparing our students to become compassionate,  
academically successful, valued members of the  
community***

“May he give you the desire of your heart and make all your plans succeed.” Psalm 20:4

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## **Introduction**

At Ark Charter Academy we believe that every student is important and that all should feel happy, safe and secure in lessons and around the school. At our core is the ethos that we will prepare our students to become compassionate, academically successful, valued members of the community.

Our core values are • **Justice** • **Courage** • **Respect**, which are underpinned by the skills of:

- **Determination** – We never give up even when things seem really tough
- **Team work** – We share our skills and learn from each other
- **Honesty** – We are fair and truthful in all we do and trust others to be the same
- **Responsibility** – We take ownership of our actions and always try to improve
- **Kindness** – We take care of ourselves and the people around us
- **Independence** – Behaviour that displays a growing level of self-discipline, demonstrating an ability to work alone

## **Roles and Responsibilities**

Poor behaviour can affect the safety and welfare of members of our community, the ability of students to learn and of teachers to teach. It therefore will not be tolerated. Low-level disruption, such as talking and shouting out detracts from good learning.

Behaviour management is a whole school responsibility and all members of the school community have a part to play in ensuring that this policy is put into practice.

### **Students should:**

- Know and follow the school code of conduct at all times.
- Take responsibility for their own behaviour and learning.
- Learn from their mistakes so they can develop and take their place as responsible adults in society.

### **Staff should:**

- Be aware of the policy and the code of conduct and apply them in a consistent way and in keeping with the ethos of the school.
- Have high expectations of all students.
- Encourage an atmosphere of praise, encouragement and reconciliation between all members of the community.
- Inform parents/carers when students are behaving well as well as when behaviour is unacceptable.

### **Parents should:**

- Familiarise themselves with the school ethos, skills, policies and code of conduct. Work in partnership with the school to promote and reinforce positive behaviour by supporting staff in respect of behaviour management.
- Inform the school of any change in circumstance that may affect a student's behaviour or learning.
- Show an interest in all that their child does at school.
- Encourage self-discipline and accept any sanctions applied by the school.
- Attend parents' meetings and other appropriate events to support their child's learning.

### **Communicating this policy**

This policy will be accessible to all parents through the school website or on request from the school reception.

This policy should be read in conjunction with the Uniform, Equal Opportunities, SEND and Safeguarding policies.

The policy is included in the induction pack for all new parents/carers.

### **Code of Conduct**

#### **At Ark Charter Academy we will:**

- Follow the Home School Agreement
- Treat all people with respect and consideration and do not accept bullying in any form.
- Take responsibility for our own behaviour and are polite and well-mannered at all times.
- Listen to and follow instructions quickly and quietly.
- Ensure uniform is always correct and smart when worn.
- Take care of the school, our own and others' property.
- Will be punctual to school and to all lessons.
- Move around the school in a sensible manner.
- Monitor progress, behaviour and learning attitudes.
- Expect all students to follow all instructions and rules.

### **Rules**

#### **In lessons we will:**

- Treat everyone with respect and consideration.

- Take responsibility for our own behaviour, be polite and well-mannered at all times.
- 'Never Say No' and follow requests by all staff quickly and quietly.
- Wear smart correct school uniform.
- Take care of the school, our own and others' property.
- Be punctual to class.
- Complete our work quietly, to the best of our ability and in the time given.
- No use of mobile phones or other electronic devices unless instructed to by the teacher as part of a planned lesson or activity. (If parents need to contact pupils in a case of emergency please follow the appropriate procedure and contact the school reception) (Appendix 5)
- Only drink water (with the teacher's permission)
- No chewing gum or drinking energy beverages at any time.
- Not use items which detract from learning or present a health hazard e.g. games/ipads/aerosols

#### **At break and lunch time we will:**

- Treat everyone with respect and consideration.
- Take responsibility for our own behaviour, be polite and well-mannered at all times.
- 'Never Say No' and follow requests by all staff quickly and quietly.
- Take care of the school, our own and others' property.
- Not use mobile phones (If parents need to contact pupils in a case of emergency please follow the appropriate procedure and contact the school reception) (Appendix 5)
- Try to resolve any problems peacefully and seek adult help if unable to do so.
- Leave the buildings in a calm and quiet fashion.
- Respect restricted areas, quiet areas and keep to appropriate playgrounds.
- At the end of break and lunch move quickly and quietly to their next lesson or tutor rooms without any delay.
- Put all rubbish in the bin.

#### **In the canteen we will:**

- Treat everyone with respect and consideration.
- Take responsibility for our own behaviour, be polite and well-mannered at all times.
- Listen to and follow instructions quickly and quietly.
- Wear smart correct school uniform.
- Not use mobile phones (If parents need to contact pupils in a case of emergency please follow the appropriate procedure and contact the school reception) (Appendix 5)
- Take care of the school and our own and others' property.
- Sit at the tables to eat or talk quietly with friends.

- Clear our plates and rubbish away when we have finished.

**Before and after school** including on the **journey to and from school** we will:

- Treat everyone with respect and consideration.
- Take responsibility for our own behaviour, be polite and well-mannered at all times.
- Listen to and follow instructions quickly and quietly.  
Wear smart correct school uniform.
- Take care of the school and our own and others' property.
- Not engage or be involved in actions that are inappropriate, illegal or bring the school in disrepute.
- Use PPE as per Government directive.

Ark Charter Academy has a zero-tolerance approach towards drugs and other illegal substances. Involvement in such behaviour may result in a permanent exclusion.

## **Rewards**

At Ark Charter Academy we believe that successful outcomes are achieved when students are provided with a positive learning environment. Students, who achieve well, behave well, attend regularly and punctually, wear the right uniform and bring the correct equipment, should be rewarded.

Students will be encouraged and motivated in the following ways:

- Giving verbal praise
- Commendations and Charter points
- Postcards
- Letters of Commendation
- Public recognition in the newsletter
- Prizes at celebration assemblies
- Reward experiences, badges and events using the Academy Pledges

## **Consequences of undesired behaviour**

If a student breaks the code of conduct the following action will be taken

1. **Classroom rule reminder**
2. **Opportunity 1** - to correct behaviour
3. **Opportunity 2** – to correct behaviour (may involve moving to another seat in the room)

This will result in a 15-minute detention being issued and recorded on the student's record. Parents do not need to be informed of this as students are officially required to stay until 15 minutes after the last lesson ends.

4. **Opportunity 3** – reset staff used to settle pupil back into class or move pupil to reset in another room identified by SLT and issue a 30-minute detention

This will be recorded on the student's record and a 30-minute detention will be issued. Parents/carers will be notified of these detentions by text or email.

5. **Serious incident or failure in the reset room - request on-Call assistance to remove student**

This will be recorded on Bromcom and a 1 hour detention will be issued or the on-call member of staff may remove the student for the remainder of the lesson or to the Inclusion room for up to the remainder of the day. Parents/carers will be notified of these detentions by text or email.

For any serious incident or refusal to co-operate a HOD or teacher may request on-call assistance before all steps 1 to 4 have been taken. (Appendix 6)

If on-call is requested for a pupil during 2 lessons in a week they will automatically spend the remainder of that day in Inclusion. Should a member of SLT identify undesired behaviour a student may also be removed to Inclusion immediately.

When a student has been placed in Inclusion parents will be informed by email or post explaining the reason why the student has been placed in Inclusion.

**Detentions:** Poor behaviour during a detention will result in either an extension of the time spent in detention or in a repeat of the detention. An alternative sanction may also be agreed with a member of SLT.

The following sanctions and support may also be put in place by the school at the discretion of the staff.

- Break or Lunch time detention.
- Loss of privileges including school trips.
- Phone call to parents by class teacher or HOD followed up by a letter of concern.
- Written letter of concern.
- HOY or subject report.
- Contact parents to arrange a formal meeting with teacher and HOD.

In the case of a **SERIOUS INCIDENT** or persistent poor behaviour across a range of subjects the following sanctions may be applied.

- SLT report

- Tutor Group change
- Inclusion
- Fixed term alternative School Placed Exclusion (AEX) (See Appendix 2)
- Fixed Term Exclusion (See Appendix 2)
- Permanent Exclusion (See Appendix 2)

### **Consequences of undesired behaviour beyond the classroom community.**

If a pupil breaks the code of conduct the following action will be taken:

1. **Opportunity 1** - rule reminder
2. **Opportunity 2** - to correct behaviour
3. Removal from the playground or activity as applicable

This will be recorded on Bromcom and a 30-minute detention will be issued. Parents/carers will be notified of these detentions by text or email.

The following sanctions and support may also be put in place by the school at the discretion of SLT.

- Break or lunch time detention.
- Phone call to parents by member of staff on duty.
- Written letter of concern.
- Loss of privileges including school trips.

In the case of a **SERIOUS INCIDENT** or persistent poor behaviour across a period of time a member of staff may engage the support of a HOD, HOY or SLT for further intervention (See appendix 1 for range of intervention available)

- SLT report
- Inclusion
- Fixed Period Inclusion
- Fixed term alternative School Placed Exclusion (AEX) (See Appendix 2)
- Fixed Term Exclusion (See Appendix 2)
- Permanent Exclusion (See Appendix 2)

### **The following behaviour will always invite a serious sanction**

- Bullying, intimidation, racism or sexism including sexual harassment.
- Consistent disruption of the learning of others.
- Defacing or damaging school property (Students will be asked to contribute towards repair bills and carry out community service for the school).
- Rudeness or bad language.
- Refusal to obey a reasonable request or lack of respect for staff.

- Fighting and physical assault on another member of our community will result in an exclusion. (Violence is against the Christian ethos of the school.) Excessive violence may also result in a Permanent Exclusion.
- Smoking, being with others who are smoking, buying or selling cigarettes or other paraphernalia including e-cigarettes.
- Prohibited and controlled drugs. Any student bringing drugs into school, passing or receiving drugs may be permanently excluded. Alcohol will be treated in a similar way to drugs.
- Misbehaviour on the journey to and from school will be treated just as seriously as misbehaviour in school.
- Having any dangerous or inappropriate items in school, including correcting fluids, aerosols, smoking materials, laser pens, weapons of any sort and any other items which could cause harm to other members of our community. Items of this nature will be confiscated and will not be returned to students.
- Buying or selling any item on the school premises without permission.
- Stealing from the school or other member of the community.
- Any other behaviour that is deemed to be contrary to the school's ethos and school's Code of Conduct.

## **Truancy**

If a student truant during the school day the following action will be taken:

Truancy 1 - Opportunity to return to class, 30-minute detention and letter to parent

Truancy 2 - Inclusion for the remainder of the day and letter to parent

Truancy 3 - One to three days in Inclusion, an Individual Support Plan (ISP) and a parental meeting prior to returning to mainstream classes

Truancy 4 - At least five days in Inclusion, an Individual Support Plan (ISP) and a parental meeting prior to returning to mainstream classes

## **Consequences of poor behaviour in Charter Alternative Provision**

Pupils will be required to follow the same Code of Conduct as pupils in the mainstream.

If a student breaks the code of conduct the following action will be taken

1. **Classroom rule reminder**
2. **Opportunity 1** - to correct behaviour
3. **Opportunity 2** - move pupil to another seat in the room

This will result in a 15-minute time out in the CAP intervention room during either break or lunchtime. Parents do not need to be informed of this sanction.

4. **Opportunity 3** - move pupil to the CAP intervention room

This will be recorded on the student's record and a 15-minute restorative session will be completed with the CAP manager. The parent/carer will be informed by email, phone, text or by post.

**5. CAP Manager or teacher request on-Call assistance to remove student**

This will be recorded on Bromcom, the student will be placed with a member of SLT and a restorative reset meeting arranged with the student, parent/carer and CAP Manager for the following day.

## **Appendix 1 Intervention and Support**

There is a range of services available to support young people in school, provided by the school or by other agencies. This is not an exhaustive list and the school will always do its best to investigate other sources of help and support as needed by young people.

### **Intervention strategies**

- Subject Report
- HOY/SLT report
- Time Out card
- Timetable Changes
- Tuition in the Intervention Hub
- Individual Support Plan (ISP)
- Common Assessment Framework (CAF)
- Tutor Group change
- Behaviour mentor
- ELSA
- Forest School
- Referral to a Support Service

### **Support services**

Referral to:

- Young Carers
- Motiv8
- Integrated Youth Support Service
- Child and Adolescent Mental Health Service (CAMHS)
- MABS
- Educational Psychologist (Ed Psych)
- Youth Offending Team
- U Count
- Barnardos
- Police Support Community Officer
- Hampshire Fire Service
- Roberts Centre
- Social Care
- Other appropriate organisations

## **Appendix 2 Exclusions**

Students are excluded for behaving in such a way that the implementation of the Ethos of the School is impeded.

### **Fixed Term Alternative School Placed Exclusion (AEX)**

The purpose of AEX is to highlight to the student and the whole school community the seriousness of the behaviour alongside ensuring that the student does not lose any learning/curriculum time. AEX also allows for a period of restorative practice intervention to help the student become better able to self-regulate.

### **Fixed Term Exclusion**

The purpose of a fixed term exclusion is as follows:

- To highlight to the student and the whole school community the seriousness of the behaviour.
- To allow for a period of cooling off and time for reflection and reintegration.
- To enable parents to exercise their essential role in the agreed partnership between home and school.
- To act as a deterrent against unsafe or unhealthy practices.

Governors are informed of any fixed term exclusions.

### **Returning from Fixed Term Exclusion**

On return from a Fixed Term Exclusion a re-integration meeting will be arranged with parents and every effort will be made to re-integrate the student into the community. Appropriate support strategies will be implemented, which will be decided in consultation with the parents and the student concerned.

### **Governors Panel**

Any student who has received more than 5 days or 3 separate fixed term exclusions will be required with their parents to meet with Governors.

### **Permanent Exclusion**

A permanent exclusion is a rarity and, in most cases, is used when all other support strategies, including ISPs, have been exhausted or have proved unacceptable and the pastoral and academic welfare of others continues to be at risk. A permanent exclusion may, however, be given for a first offence.

Under such circumstances, the Executive Principal or Principal will act in accordance with the DfE Guidelines and Ark Charter Exclusion Policy.

## **Appendix 3**

### **Anti-Bullying Statement**

All children are entitled to an education free from humiliation, oppression and abuse. Bullying and intimidation can cause physical and psychological pain to the victim as well as feelings of isolation, loneliness, insecurity and anxiety.

At Ark Charter Academy we pride ourselves on the caring and supportive relationships that exist at all levels within our community. For this reason, we take a very serious view of any incidents of bullying or intimidating behaviour that may occur from time to time.

The school's Anti-Bullying statement is rigorous and simple; bullying will not be tolerated. This message is delivered and reinforced regularly through assemblies, the PSHE programme, the curriculum and the reactions of all staff to incidents which occur. The implementation of the policy demands sound co-operation between staff, students and parents.

The Anti-Bullying Statement is to be seen as part of the wider Code of Conduct - an agreed set of guidelines for acceptable behaviour drawn up after consultation with staff and students.

We all have a duty to act against bullying, and all incidents will be taken seriously and the victim will receive comfort and support. A record will be made of the incident and of the action taken.

### **NO ROOM FOR BULLIES**

What students should know about bullying:

- Ark Charter Academy is a caring and friendly school where every pupil has the right to be happy and successful.
- Bullying causes pain and unhappiness and will not be tolerated.
- Bullying can take many forms from intimidation, name-calling and spreading rumours to physically hitting someone.
- Everyone at Ark Charter Academy has a part to play in preventing bullying, be they staff or student.
- Students must always tell someone – their tutor, teacher, Head of Year or any adults in School if they are being bullied. This is being a responsible person. It is not telling tales.
- Reports of bullying will be taken seriously and investigated thoroughly.
- Bullies will be severely dealt with depending on the seriousness of the incident.
- A note will go in the student's file and parents will be contacted.
- Remember - if you see bullying taking place and do nothing about it, you are as bad as the bully.

## Appendix 4

### Ark Charter Academy – Home School Agreement 2021/22

The school will:

- Provide a quality education in a secure, caring, Christian environment
- Remind staff to comply with social distancing guidance inside and outside of school
- Stay alert for any children or staff demonstrating symptoms of the virus and send them home
- Organise students into working bubbles
- Ensure tables and work areas are front facing or facing away from each other
- Organise the premises and student movement in a way that reduces contact with other students.
- Provide students with their own personal equipment/ small group equipment for use only by them
- Provide a reading book to remain within the personal equipment bag unless the student chooses to bring a book from home
- Provide cleaning equipment for teachers' and teaching assistants' use in all 'bubble' areas
- Follow cleaning routines to keep the premises clean throughout the day
- Provide soap and sanitiser for use by students throughout the school
- Teach and reinforce safe hand hygiene and respiratory hygiene at all times
- Regularly review risk assessments, taking account the changing situation relating to the coronavirus and subsequent emerging government guidance
- Inform parents of any new changes in guidance for schools
- Discuss the 'students will....' section, of this document, when students come to school and as needed

Parents will:

- Fully support the Christian ethos of Ark Charter Academy by ensuring student participation in spiritual events
- Comply with government guidance on social distancing for themselves and their children outside of school in order to minimise the risk to the health and wellbeing of other children and staff
- Comply with government guidance with use of face coverings when using public transport
- Not send their child into school if they have any coronavirus symptoms, or are unwell in any way
- Inform the school in advance if their child will not be attending school
- Ensure the school has up-to-date emergency contact numbers for their child
- Make contact with the school either via the office email or phone and not expect face-to-face meetings
- Only attend school site for prearranged meetings
- Ensure their child arrives at school on time
- Ensure their child only brings packed lunch, water bottle, reading book and their planner in a Charter school bag.
- Ensure their child attends school in their PE kit on the days that they have PE bringing normal school uniform to change into after PE
- Ensure that their child attends school in school uniform every day.
- Practice hand and respiratory hygiene rules at home
- Discuss the 'students will....' section below with their child before they come to school

Students will:

- Fully support the Christian ethos of Ark Charter Academy by participating in spiritual events. □ Stay two metres away from all staff
- Stay two metres away from students in other year groups
- Not mix with students in a different year group in school
- Not touch other people's things
- Only bring their packed lunch, water bottle, reading book and planner to school in a Charter school bag, along with normal uniform on the days that they have timetabled PE
- Wash their hands/use hand sanitiser when they arrive at school, before and after they eat, after they have been to the toilet and whenever adults tell them to
- Cough or sneeze into their arm
- Will stay in their seat and always ask before leaving it
- Only use their own equipment
- Will tell an adult if they feel unwell
- Ensure mobile phones are switched off or on silent
- Follow staff instructions at all times
- Ensure the uniform policy and code of conduct are followed

## Appendix 5

### Mobile phone policy

Students may bring their mobile phone into school under the condition that the phone is switched off during school hours. Students do have an option to hand in mobile phones at the start of lesson one collect at the end of the school day. Should a student be found using a mobile phone during this time on school premises, the item will be confiscated and the following actions will be taken:

**1st confiscation:** Letter home to parents/carers. Phone returned at end of school day.

**2nd confiscation:** Letter home to parents/carers. One-hour detention issued.  
Phone returned at end of school day

**3rd confiscation:** Letter home to parents/carers. Phone not returned to student until parents/carers collect in person. Must hand in mobile every day before registration and collected at the end of the school day. Student will be warned that a further confiscation will result in the phone being banned from the school site for the rest of the half term.

**4th confiscation:** Letter home to parents/carers. Phone not returned to student until parents/carers collect in person. Student will receive an alternative School Placed Exclusion. Phone will be banned from the school site for the remainder of the half term.

The confiscations reset at the beginning of each half term.

## **Appendix 6**

### **Behaviour/consequence matrix**

#### **Behaviour resulting in an immediate on-call request:**

- Failure to follow social distancing guidelines or follow hand and respiratory hygiene rules.
- Use of physical violence towards staff.
- Use of physical violence towards other students.
- Threat of physical violence towards staff or students (squaring up).
- Upturning of furniture.
- Behaviour indicating the influence of drugs or alcohol.
- Disruptive behaviour following removal into another classroom.
- Disruptive behaviour following a reasonable opportunity to self-correct (on-call should not be used in the first 10 minutes of a lesson unless there is a serious incident).

#### **Behaviour resulting in removal and a 30 minute detention:**

- Repeated use of foul language following a warning and 2 opportunities to self-correct.
- Repeated failure to follow instructions following a warning and 2 opportunities to self-correct.
- Intimidation or bullying of another student.
- Repeated disruption to the lesson by calling out, tapping etc. following a warning and 2 opportunities to self-correct.
- Failure to engage with the learning following teacher support, a warning and 2 opportunities to self-correct.

#### **Behaviour resulting in a 15 minute detention:**

- Repeated use of foul language following a warning and an opportunity to self-correct.
- Repeated failure to follow instructions following a warning and an opportunity to self-correct.
- Repeated disruption to the lesson by calling out, tapping etc. following a warning and an opportunity to self-correct.
- Failure to engage with the learning following teacher support, a warning and an opportunity to self-correct.