ASTREA ACADEMY SHEFFIELD

SAPIENTIA DUCET AD ASTRA

Behaviour & Ethos

Senior Policy

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APPROVED BY	Emma Glover, Interim Principal
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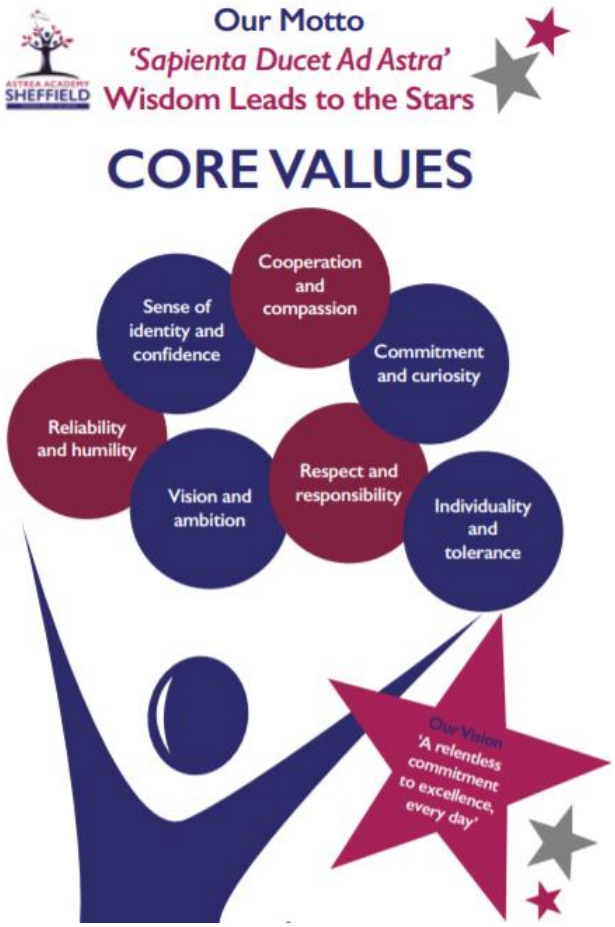
Introduction and aim

Astrea Academy Sheffield's Behaviour policy creates the conditions for outstanding learning and the encouragement and development of our scholars into rounded citizens. With the academy mantra of 'Sapienta Ducet Ad Astra' meaning – Wisdom leads to the stars' we believe, that every scholar has the right to learn and every teacher has the right to teach.

The aim of the behaviour policy is to create a safe, calm, orderly and positive environment that enables all scholars to learn, flourish and reach for the stars. The positive ethos of the academy encourages all scholars to strive to achieve for personal fulfilment as encompassed by the 7 core values (Respect and Responsibility, Vision and Ambition, Reliability and Humility, Sense of Identity and Confidence, Cooperation and Compassion, Commitment and Curiosity and Individuality and Tolerance). The behaviour policy rewards positive behaviour, allows scholars to modify their behaviour whilst setting clear boundaries so that scholars are able to develop and discover their interests and talents and supports their preparation for further education and the world of work.



Astrea Academy Sheffield – Mission Statement

At its core, Astrea Academy Sheffield has the pursuit of the highest standards possible in education. We believe in high aspirations, high motivation and high achievement for all. Through our extended curriculum and community life, we seek to meet the needs of the whole person. We will build a community of civic pride and social justice in which all members are equally valued. We are fully committed to the service of young people and to helping them play their full part in society.

We will:

- Provide every scholar with the knowledge, skills, self-belief and motivation to be successful in their learning and lives
- Welcome, value and respect all who come to the school
- Build a community based on justice and a sense of personal responsibility
- Provide opportunities for all to experience true contribution in the community whilst developing a spirit of tolerance and understanding for all cultures, traditions and faiths
- Promote dialogue and co-operation with the wider community

Aims of the behaviour policy

- To reflect the values expressed in our academy vision, core values and aims
- To make clear the positive and constructive rules of conduct as agreed by governors, staff, parents and scholars
- To set the framework for rewarding positive and responsible behaviour
- To make explicit the procedures to be followed and sanctions applied should behaviour fall below the expected standards

The objectives of the behaviour policy

As a community, it is essential that we recognise that this policy must apply to the behaviour of all its members and to all adults (teachers, other staff, parents or carers and visitors) as well as to our scholars. Only by example, can we teach and expect good standards of behaviour from those whose education is entrusted to us.

- To ensure the school is a safe and supportive environment for all
- To ensure that all members of the school community are shown respect and show respect for others
- To encourage a positive approach to behaviour by good example; to praise and reward good behaviour
- To ensure that the environment, curriculum, and other factors within the Academy's control are monitored to ensure the promotion of good behaviour
- To ensure that where behaviour falls short of expected standards, procedures are followed and sanctions are applied fairly and consistently

We also recognise that the success of the policy depends on the full support of parents. To this end **The Home/ School Agreement** has been drawn up which reflects the expectations of Astrea Academy Sheffield for all scholars aged 2 – 18.

Class Charts

Class Charts is a web-based portal that allows instant communication between school, scholars and parents. It is available as a website or as an app for parents to have on their smartphones. It allows for up to the moment monitoring of scholars throughout the school day, by teachers, form tutors and the pastoral team.

Astrea Academy Sheffield uses Class Charts to support the implementation of this policy. Class Charts enables secure communication with parents or carers to help them support their child's education. The instant communication of positive astras and negative comments promotes strong links between Astrea Academy Sheffield and parents or carers.

With the exception of exclusions, all behaviour is reported through Class Charts so that parents or carers can reinforce the positive messages and support the academy in modifying any behaviour that does not meet the high expectations of Astrea Academy Sheffield. This will be the main method of communication with regards to behaviour to parents. This is to ensure that parents and carers have immediate information and can support scholars when wrong choices are made but also reward scholars when they receive astras. Both parents or carers and scholars are issued (and can be reissued upon request) with accounts so they can track their progress.

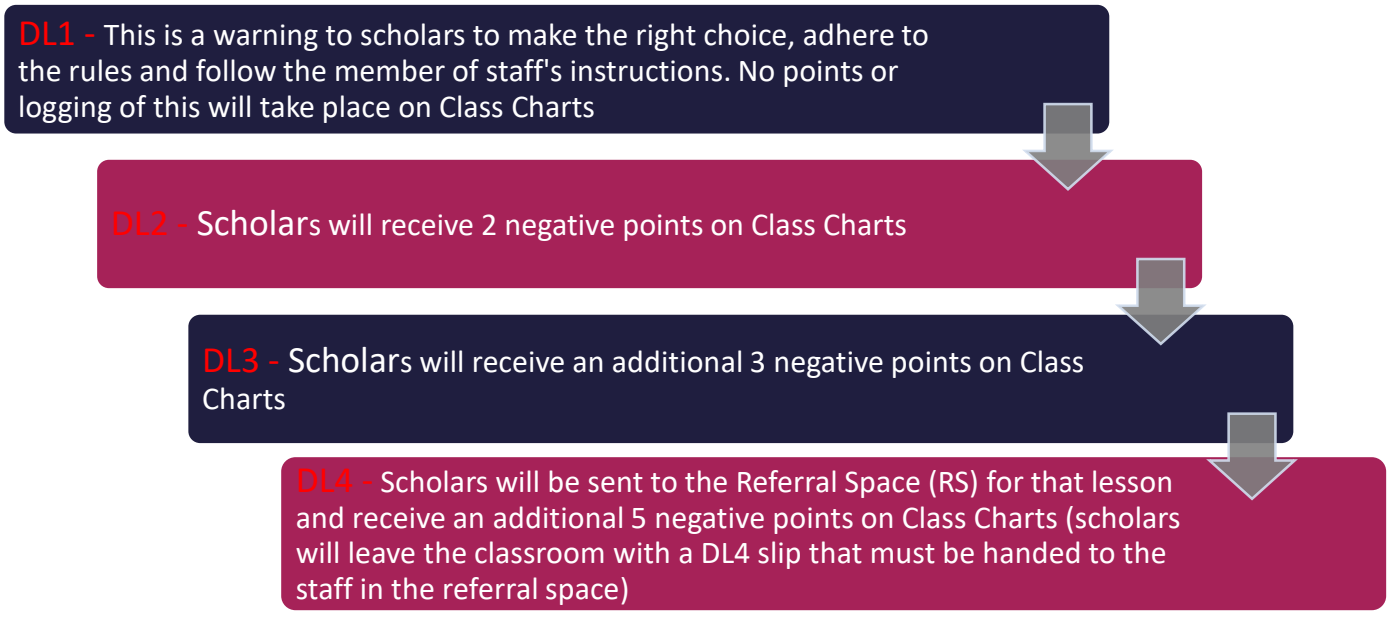
In-class pre-emption strategies

A range of strategies are adopted by members of staff in the academy and include:

- **Use of countdowns -** A countdown of 3,2,1 is used with prompts in between numbers to give scholars that are non-compliant an opportunity to modify their behaviour by the end of the countdown. During the countdown scholars are reminded what the teacher expects to happen once they get to 1. Teachers will finish their countdown with "One Voice". If a scholar continues to talk/not focus a DL will be issued. Countdowns give scholars notice that the teacher is stopping an activity or is ready to talk so that scholars can finish their discussions.
- **One Voice system -** When a scholar is answering a question, or a member of staff is addressing a class only one voice should be heard.
- **Non-verbal cues -** eye contact, hand signals, holding a prolonged silence, facial expression or head shake.
- **Clap (particular for Pre-Prep/Prep) -** Staff will clap a rhythm for scholars to repeat in order to get silence or to finish an activity. Staff will look for 100% clapping in the response from scholars and clap a second time if needed.
- **Clear instructions repeated back-** Instructions are given to scholars and repeated if necessary. Scholars will be asked to repeat them back to the member of staff to check understanding.

In class consequences

Astrea Academy Sheffield will reduce the impact of low-level disruption on all scholars and ensure rapid learning and progress takes place in every lesson. The disrupting of learning is unacceptable and to correct scholars' behaviour when they make bad choices or break a rule, teachers will issue scholars with a DL (disrupting learning) sanction in a tiered system as shown below.



Staff will state which DL level a scholar is at, so that scholars understand what stage they are on and the potential sanction if they continue to disrupt their own and others' learning.

Should a scholar refuse to go to the referral space, an 'on call' will take place and a further -10 negative points will be added to Class Charts.

DLs can be issued for any behaviour(s) listed below:

- Disrupting the learning of other scholars
- Not observing the One Voice rule
- Breach of uniform standards
- Eating inside the classroom
- Arguing with a member of staff
- Failure to follow a member of staff's instructions

If a scholar takes longer than three minutes to arrive at RS a further sanction will be applied at the discretion of the Senior Leadership Team.

Scholars can also receive negative points in the classroom for poor presentation (-2 negative points) and for incomplete home learning (-3 negative points).

On Call

An On Call may be requested if any of the following occurs (this list is not exhaustive and will be reviewed throughout the Academic year):

- A scholar leaves the classroom without permission
- A serious incident occurs
- A scholar has been placed in the department removal room and continues to disrupt the learning of others
- A scholar refuses to leave the classroom to go to RS
- If a scholar or a member of staff is at risk of harm

-10 negatives points will be issued if an On Call is requested but a further sanction may be applied dependent on the incident.

Negative behaviour around the academy

Negative points can also be issued to scholars for the following behaviours:

Points	Reason
1	Uniform infringement
1	Missing equipment (including reading book)
2	Ignoring instructions/Rudeness to a member of staff
2	Unsuitable conduct in/around the academy/making contact with another scholar
2	Late to lessons
5	Mobile Phone seen/heard
5	Swearing
5	Unkind behaviour towards another scholar
5	COVID- Unsafe behaviour
10	Walking away from a member of staff
10	Chewing gum
20	Intentional damage to property
20	Refusal to hand over a banned item
20	Truancy

If scholars fail to own up to a negative behaviour or are found not to be telling the truth about an incident, sanctions may be doubled depending on the incident and behaviour. At Astrea Academy Sheffield, we understand scholars do make mistakes and incorrect choices, but integrity and telling the truth are essential personal values. Astrea Academy Sheffield aims to develop the whole person and scholars must try not to make further mistakes following an incident or incorrect choice.

Conduct in and around the academy

To ensure scholars are prepared for lessons when they enter classrooms, Astrea Academy Sheffield has a silent corridor rule. Scholars are to follow the one-way system. Scholars are not to touch or make contact with another scholar. If scholars are seen or heard talking or making contact with another scholar, they will receive -2 negatives on Class Charts. The silent zones and green social zones are identified around the academy by red silence and green spots.

Home learning

If a scholar does not complete their home learning task -3 negative points will be issued. No DLs will be issued for scholars not completing home learning

Sanctions for incorrect behaviour and choices

Scholars will be issued detentions if they reach the following thresholds:

Negative Points	Sanction
-5 negative points in a day	30 minute detention
-10 negative points in a day	1 hour detention
-15 negative points in a day	2 hour detention

-20 negative points in a day	1 day in Referral Space and 2 hour detention

Regular meetings with pastoral and senior leaders will review scholars who persistently disrupt and achieve a large proportion on negatives. Scholars may be issued sanctions for negative behaviour over time.

Detentions will take place on the following days:

	Tuesday	Wednesday	Thursday	Friday
Timings	14:45-16:45	14:45-16:45	14:45-16:45	14:45-16:45

Detentions are usually issued the following day for incidents or poor choices by a scholar. The detention must be completed on the designated day. Detentions will not be moved for personal arrangements made by the scholar or their parent or carer. Unsuccessful completion of a detention will result in the scholar failing that detention and the next level of detention (as shown in the poor choices flow chart below) being issued. For example, if a scholar does not meet the standards of behaviour in a 30-minute detention then the next sanction would be a 1-hour detention. Should a scholar receive a detention, a text will be sent to parent or carer the evening before the detention.

Whilst in detention, scholars are to read, study materials they have taken to the detention themselves or complete the work that is set. Failure to do any of these or follow the detention rules will mean that the scholar will fail detention. They will therefore return when the next detention takes place to serve the next sanction on the tiered system. If a scholar fails 2 detentions for any reason, the sanction will be escalated, and the scholar will be referred to the Referral Space (RS) for 1 day which will finish at 16:45.

Referral Space (RS)

Scholars that are issued a DL4 will be sent to the RS and will remain there until the end of the lesson. If scholars make poor choices in RS when there for the remainder of lesson may be required to stay for the following lesson or longer. This will be at the discretion of the Senior Leadership Team.

Scholars may be referred to RS for a full day or more by the Senior Leadership Team (SLT) and this will take place on a case by case basis. The number of days spent in RS is at the discretion of SLT and depends on the reason for the referral.

Scholars may be referred for the following reasons although this list is not exhaustive:

- Failure to attend or being unsuccessful in 2 detentions in a row
- Serious misconduct
- Unsafe behaviour
- Possession of banned items
- Severe disrespect towards a member of staff
- Directed swearing
- Multiple on-calls in one day
- Play fighting
- Truancy
- Leaving the academy site without permission
- Bringing the academy into disrepute
- Discrimination or prejudice towards a member of staff or scholar
- Bullying
- Vandalism
- Smoking

If a scholar is referred to RS for a full day, this day will finish at 17:40 on Tuesday, Wednesday, Thursday and at 16:00 on Friday. If a scholar is placed in RS on Monday, they will finish the day at 15:40 but will have to complete the remaining 2 hours after school the next day. As explained below, if a scholar is placed in RS for uniform or planner issues then they may leave at the end of the academy day.

Scholars may also be sent to the RS during an investigation. This will be at the discretion of the Senior Leadership Team. If a scholar's conduct drops below the expected level, then the scholar may be referred to the Senior Leadership Team for Senior Leadership isolation as per the poor choices flow chart on page 7.

Behaviour outside the academy

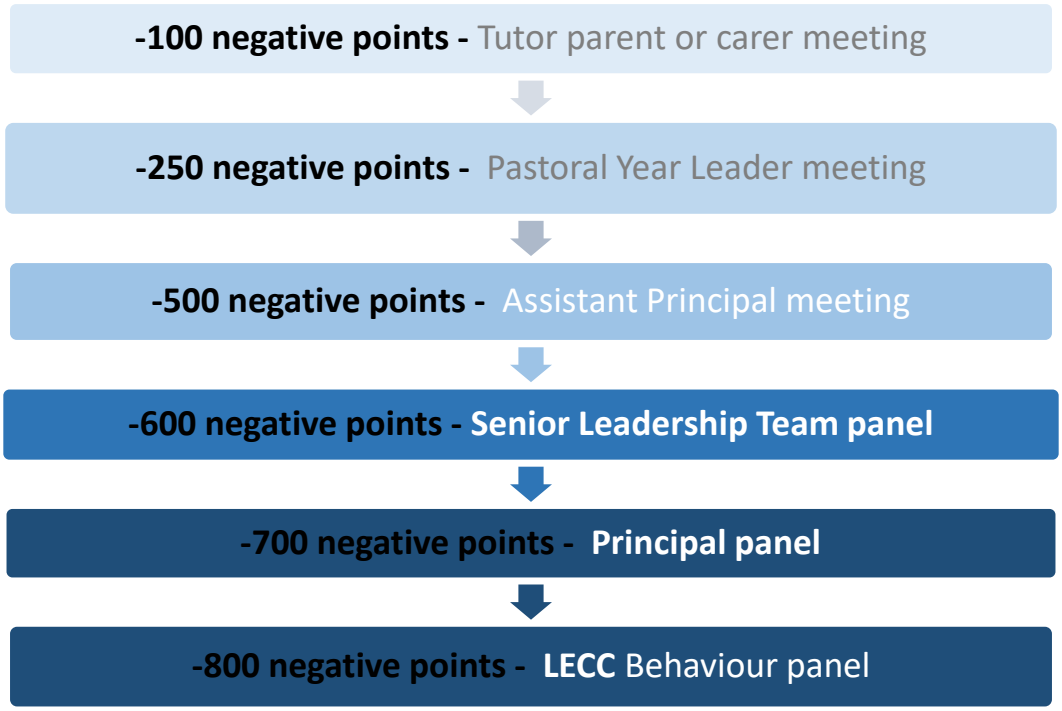
The behaviour policy extends beyond the academy gates. If Astrea Academy Sheffield scholars display any negative behaviours in the community, on the way to and from the academy, via social media or on mobile phones, then the Academy may impose sanctions aligned to this policy. Parents, carers and scholars are reminded that the age recommended by the UK Safer Internet Centre for accessing some social media sites is 13 years old with others recommending 16 years old.

Parental engagement thresholds

Communication with parents or carers is essential to support scholars and give them the best chance of success, even when incidents or bad choices are made. Astrea Academy Sheffield will communicate with parents or carers using the following lines of communication:

- At parents evening
- Letters
- Astrea Academy App
- Text messages
- E-mails
- Class charts

Communication with parents is part of our strategy to improve behaviour and reward scholars. In addition, parents or carers may be required to attend the academy for additional meetings when a scholar reaches a negative comment threshold (as shown below).



These panels may also take place at request of the Senior Leadership Team.

Banned items

The following items are banned from the academy site. If a scholar brings in any of these items and/or refuses to hand them over, the scholar may be referred to RS, issued a fixed-term exclusion or be permanently excluded. The sanction will be dependent on the banned item brought into the academy and will be at the discretion of the Senior Leadership Team and Principal, save that only the Principal (or someone acting in her place) may issue an exclusion. This list is not exhaustive and will be reviewed throughout the Academic year:

- Mobile phones (should not be seen or heard) / personal tablet devices
- Chewing gum
- Glass bottles
- Fizzy drinks (including energy drinks)
- Correction fluid (such as Tippex)
- Permanent marker pens
- Cigarettes, cigarette papers, tobacco, snuff, matches or lighters (smoking paraphernalia)
- E-cigarettes (or liquids that are used in E-cigarettes)
- Aerosols other than for medical purposes (non-aerosol deodorants are permitted)
- Solvents or hazardous chemicals
- Super glue
- Cable ties
- Needles other than for medical purposes
- Alcohol
- Illegal drugs
- Knives, blades, cutting utensils or tools (hammers, screw drivers, multi-tools etc.)
- Laser pens
- LED torches
- BB guns or catapults
- Fireworks
- Offensive material (pornographic, homophobic, racist, extremist)
- Any items that is illegal to possess or carry, or inappropriate for the age of the scholar or the Academy environment

Mobile phones and personal property

Mobile phone use is not permitted on the academy site at any time. Mobile phones should not be seen or heard until scholars are beyond the academy gate. It is understood that parents may wish their scholar to have a phone with them, in this case they should be turned off and remain in the scholar's bag at all times.

Astrea Academy Sheffield will not take responsibility for the loss or damage, however caused, to mobile phones. Parents and scholars should be mindful of the appropriateness of any items that are brought into the academy as Astrea Academy Sheffield will not take responsibility for loss or damage, however caused, to items of personal property.

If a mobile phone is seen or heard, the phone will immediately be confiscated from the scholar and can only be collected by a parent or carer.

This decision has been taken to ensure focus on studies and also to safeguard all scholars. We would also advise that parents do not provide scholars with a smart phone until they are 16 years of age.

Confiscation of inappropriate items

A schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a scholar's property as a disciplinary penalty, where reasonable to do so. Where the person finds other substances, which are not believed to be

controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include new psychoactive substances.

It is the policy of Astrea Academy Sheffield that no scholar should bring any drug to school without permission. If a scholar will need medication during the school day, the parent or carer should notify the school and ask permission for the medication to be brought. This should be taken directly to the school office for safekeeping. Any medication needed by a scholar whilst in school must be taken under the supervision of a teacher or other adult worker.

Astrea Academy Sheffield will take misuse of any substances such as glue, other solvents or alcohol very seriously. The parents or carer of any scholar involved will always be notified. Any scholar who deliberately brings substances into school for the purpose of misuse may be issued with a fixed-term exclusion. If the offence is repeated, the scholar may be permanently excluded, and the police and social services informed.

If any scholar is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that scholar to be taken home. It is forbidden for anyone, adult or scholar, to bring onto the school premises any illegal drugs. Any scholar who is found to have brought to school any type of illegal substance may be issued with a fixed term exclusion. The scholar will be re-admitted to the school following the fixed term exclusion. A parent or carer of the scholar will also need to visit the school and discuss the seriousness of the incident with a senior member of staff. If the offence is repeated the scholar may be permanently excluded.

If a scholar is found to have deliberately brought illegal substances into school and is found to be distributing these to other scholars for money, the scholar may be permanently excluded from the school. The relevant Children and Young People Services, the police and social services will also be informed.

Confiscation and Search

Items that may be confiscated include those that are listed on banned items list and may be deemed to be interfering with learning or items that could impact upon the welfare, health and safety of other members of the Academy community. Possessions in relation to a scholar include any item over which they appear to have control.

Staff have the right to seize, retain and/or dispose of such items. Whilst every effort will be made to return such items at a given time, the Academy does not accept liability for these items. Where appropriate parents may be requested to collect items from the Academy at the end of the school day.

Powers of Search

If suspicion remains and the scholar does not surrender the item, staff should refer the matter to the SLT duty teacher. At Astrea Academy Sheffield the powers of search are given to:

- The Principal
- Vice Principals
- Assistant Principals
- The Head of Pre-Prep and Prep

Searches will be conducted in line with current guidance. Search records are retained and placed in the scholar's file.

Statutory guidance (Searching, Screening and Confiscation: Advice for Head teachers, School Staff and Governing Bodies (January 2018) gives the Principal and any academy staff authorised by the Principal the power to search without consent for prohibited items including:

- Knives and weapons
- Alcohol
- Illegal drugs and psychoactive substances
- Stolen items
- Cigarettes, e-cigarettes and other tobacco products
- Fireworks
- Pornographic images

Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property Any items banned by academy rules e.g. energy drinks, chewing gum (Banned items will be communicated to students through assemblies and group tutor messages as the need arises). Mobile phones may be searched for inappropriate content when concerns are raised within the academy. These powers will cover searches in academy and on authorised academy activities elsewhere, such as an academy trip. Reasonable force may be used when searching for some articles without consent (see previous section). Staff have the power to confiscate or dispose of a student's property. The law protects staff from liability for damage to, or loss of, any confiscated items provided they have acted lawfully. At Astrea Academy Sheffield high value items such as phones will only be returned to a parent at the end of the school day. Banned items such as energy drinks, sweets, cigarettes etc. will be destroyed. Illegal items such as knives, weapons and drugs may be passed to the police. Evidence of indecent images, extreme or child pornography will be passed to the police.

Reference:
Behaviour and Discipline in schools. A guide for head teachers and school staff- January 2016
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour_and_Discipline_in_Schools_-_A_guide_for_headteachers_and_School_Staff.pdf

Power to use reasonable force - Positive Handling and Physical Intervention

Whilst wishing to resolve serious incidents without the use of physical intervention, the Trustees and staff understand that there are some situations in which the use of physical intervention may be the appropriate course of action if de- escalation techniques are not effective. Staff are encouraged to avoid this eventuality if possible and although staff have a duty of care to students, they are not required to put their own safety at risk. The academy has not adopted a 'no touch' policy. The right of teachers and all staff to use reasonable force is laid down in Section 93 of the Education and Inspections Act 2006 and is reinforced in Behaviour and Discipline in Schools January 2016. Reasonable force may be used when necessary to:

- Prevent students from injuring themselves or others, from damaging property, or from causing disorder
- Remove disruptive students from the classroom where they have refused to follow an instruction to do so
- Prevent a student behaving in a way that disrupts an academy event
- Prevent a student leaving a room where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others

- Prevent a student from attacking another, or to stop a fight
- Maintain good order and discipline in the classroom
- Prevent a student committing an offence
- Conduct a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and other related items, fireworks, pornographic images, or articles that have been or could be used to commit an offence or cause harm

The academy has staff trained to use Positive Handling Techniques and Team Teach methods, however, the ability to use reasonable force is not limited solely to staff trained in these methods where the circumstances necessitate staff to intervene in a situation.

Exclusion

Astrea Academy Sheffield only issues fixed term exclusions (FTE) after all alternative provisions have been exhausted: a FTE is the last resort. FTEs at Astrea Academy Sheffield are at the discretion of the Principal. Astrea Academy Sheffield's exclusion policy underpinned by the Astrea Academy Trust's exclusion policy. It should be read in conjunction with, and not in place of, statutory guidance from the DfE (2017) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/630073/Exclusion_from_maintained_schools__academies_and_scholar_referral_units_guidance.pdf which provides a guide to the legislation that governs exclusions, and in conjunction with the Trust's Behaviour Best Practice Guidance (2019).

Only the Principal has the power to exclude a scholar from school. The Principal may exclude a scholar for one or more fixed periods, for up to 45 days in any one school year. In response to a serious one-off breach of the behaviour policy or for persistent disruptive behaviour, the Principal may exclude a scholar permanently.

The Academy will use FTEs when a serious incident occurs, or persistent misbehaviour and disturbing the learning of others continues after other sanctions have been used. All incidents are investigated in full and scholars are given the opportunity to make a written or verbal statement. The Principal will consider all exclusions in line with current regulations.

Where exclusions are issued, a telephone call and letter will inform parents about the nature of the incidents and the exclusion. A reintegration meeting will be held prior to readmission and a parent or carer are expected to attend this meeting. During days 1-5 of an exclusion, parents are legally responsible for their child's whereabouts, with the possibility of a penalty notice if the scholar is found in a public place without reasonable justification. As part of the reintegration process, a scholar may be required to spend a day in RS. The Academy is always exploring alternatives to fixed term exclusions.

Reference:
Education and Inspections Act 2006
Education Act 2011

General Points

In addition to the above systems, class teachers can detain scholars at break and lunch. This can be for one of several reasons:

- Failure to complete home learning

- Failure to complete tasks in class in time or to an acceptable standard
- Restorative conversations where a scholar can 'put things right'

Class teachers should be looking to catch scholars being good and issue a ratio of 5 rewards for every sanction. This includes verbal praise and warnings as well as recorded sanctions and rewards.

Teachers should give out stars for persistence, participation and excellence in every lesson. This can be for oral contributions or written work in a lesson or at home or where a scholar exceeds 'green' expectations, particularly in the 7 core values. All staff are expected to "catch" scholar demonstrating the 7 core values and reward accordingly.

Class teachers should make it a daily habit that they speak with parents. This should include scholars who have been impressive as well as those who have not met expectations. We believe a sanction, such as a 'time–out', without parental contact, will have little effect. Whenever staff sanction a scholar, communication with parents will occur to ensure parents are supporting the work taking place in the academy.

This behaviour policy is designed to raise the standards and expectations of the scholars at Astrea Academy Sheffield and in accordance with The Equality Act reasonable adjustments to the policy will be made to reflect and support the additional needs of our scholars. We recognise that scholars do sometimes make incorrect choices and members of staff will always seek to help and support scholars to develop good habits and routines, hold restorative discussions to help scholars to identify what they could do differently if in a similar situation. Ultimately, we wish to develop scholars that will become the leaders of the next generation. This policy cannot cover all behaviours, situations or potential incidents, therefore, the Senior Leadership Team may use a range of alternative strategies and provisions to help our scholars to learn from previous mistakes and ultimately gain some wisdom from that mistake in order to reach for the stars once again.