

# Behaviour & Rewards Statement of Practice



**Lees Brook**  
Academy

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## Introduction:

This document sets out the arrangements for the variety of methods used to reward and sanction student behaviour at Lees Brook Academy and details of the procedures and practices implemented in line with the Trust policy for Behaviour and Exclusions. Following the school rules and adherence to the school's dress code policy is a condition of admission into the school.

## Related Policies, Statements of Practice and Procedures:

- SEN policy
- Attendance and Punctuality Statement of Practice
- Safeguarding Policy
- Anti-bullying Statement of Practice
- Safeguarding Statement of Practice
- Mental Health Statement of Practice

## Statement of Practice:

Lees Brook Academy aims to improve the life chances of all our young people by ensuring they receive the very best education. We aim to provide a happy, safe and stimulating environment based on mutual respect and shared values. Positive behaviour is a central pillar to creating this environment. Lees Brook School is committed to: promoting self-esteem, self-discipline, positive relationships and regard to authority based upon mutual respect; ensuring that there is equality and fair treatment for all; having consistently high expectations of all students; ensuring that there are effective operational routines that are applied rigorously and consistently; creating a safe climate for learning which enables effective teaching and learning to take place; promoting a culture of praise and encouragement in which all students feel valued and are given the opportunity to succeed and encouraging a positive relationship with parents and carers with communication that is both effective and timely.

## Rewards:

Lees Brook School believes all young people respond positively to praise and encouragement and all staff will promote positive behaviour.

The role of rewards and praise in recognising and promoting Lees values is a key component of developing the potential of our Students by giving them encouragement and praise. We endeavour to catch and celebrate every student's achievements both inside and outside of the classroom and believe that good behaviour is also best promoted and developed by drawing attention to and rewarding well behaved and hardworking students via a range of different opportunities and forums.

A brief overview of the schools reward systems are set out below:

Positive Points Go4Schools (G4S):

- All students can be issued positive points on G4S
- Reaching certain point milestones will mean students are issued with a certificate and badge.
- Points can be issued for:

<b>Learn</b>	Using appropriate knowledge and skills. Having a mind set to thrive and take on the world. Having high aspirations, a desire to learn and ambition to achieve.
<b>Believe</b>	Believing in yourself and making a positive contribution to the classroom, school and further life. Deaming big and chasing those dreams. Aspiring to b the best person you can be.
<b>Achieve</b>	Being amitious, confident and the independence to achieve. Striving for success in and out the classroom.
<b>#TEAMLeesBrook</b>	Working as a team. Supporting others. Listening to the ideas of others and using your own ideas to support others.
<b>The LBA Way</b>	Not on the negative side of the board.

## Golden / Platinum tickets

- All staff can issue gold and platinum tickets. A golden ticket will be given out every lesson and worth +3 achievement points.
- Each ticket is an entry into a prize draw to win an Amazon voucher between £10 and £20
- Staff may give tickets out to students for displaying desired behaviours such as being polite and friendly, starting work quickly, picking up litter, being helpful etc.

## Ticket initiatives

From time to time the school my do ticket initiative weeks whereby students win prizes instantly for being handed a card.

## Postcards

All staff can issue postcards home to inform parents of something positive.

Star Student Award:

A weekly award in assemblies nominated by every faculty. One overall winner chosen the Year Leader

## Sanctions

Outstanding behaviour for learning is a requirement of every student throughout the school day including social times. When behaviour does not meet our expectations the school has a clear sanctions system which all of our staff will follow. Outstanding behaviour for learning is constantly encouraged and promoted within LBA, however, when behaviour does not meet our expectations, there is a clear sanctions system which all of our staff follow. We believe this system ensures a fair, consistent approach for all which helps to underpin our education focus whilst maintaining discipline, and mutual respect between students, and staff and students at all times.

**Lees Brook Academy's five basic classroom expectations are**

- 1) Arrive on time and in the correct uniform
- 2) Show respect to all and never challenge the teacher
- 3) Complete all work to the highest possible standard
- 4) Engage and contribute throughout the lesson
- 5) Never talk over the teacher

When poor behaviour is identified, the Academy will use a range of disciplinary measures including, but not limited to:

- Verbal reprimand
- Moving of seat in a classroom setting
- Removal to 're-set'
- Removal to the Independent Learning Unit
- External isolation (another Academy within the Trust)
- Supervised lunch / lunchtime detention
- 45min after school detention \*
- 75min after school detention\*\*
- Pre exclusion warning
- Regular reporting to monitor behaviour in and out of lessons
- Fixed term exclusion
- Managed Move
- Permanent Exclusion

\*DfE Guidance 2016 states that parental consent is not required for detentions. School should consider whether suitable travel arrangements can be made by the parent for the Student. It does not matter if making these arrangements is inconvenient for the parent.

\*\* Any student who fails to attend (without agreed reason) a 45min afterschool detention will automatically incur a 75min afterschool detention the following day. Any student failing to attend a 75min afterschool detention, will be placed in the ILU until 4:15pm the following day.

STAGE	SANCTION
VERBAL WARNING (recorded on board)	This incurs no sanction, but serves as a warning and an opportunity for the student to improve their behaviour. Student is informed and name is written on the board with a number corresponding to the classroom expectation, which has been broken.
NEGATIVE POINT	This is recorded on G4S, parent and carers are informed via text of an after school same day detention for 45mins (or the following day if before the daily cut off)
SERIOUS INCIDENT/ REMOVAL FROM LESSON	As a minimum, the Student will be removed from lessons and be placed in the ILU for the remainder of the day and be issued with a 75 minute detention. This is recorded on G4S.  More serious offences may also result in further sanctions which may include a fixed term exclusion.

If a student incurs two negative points in one day, they will be placed in ILU the following day.

In order for the sanction to be lawful, the school/Academy will ensure that:

- The decision to sanction a student is made by a paid member of school staff, or a member of staff authorised to do so by the Principal.
- The decision to sanction a student is made on the school/Academy premises or whilst the student is under the charge of a member of staff, such as during an educational trip/visit.
- The decision to sanction a student is reasonable and does not discriminate on any grounds, such as disability, race, special educational needs – as per the Equality Act 2010 in respect of safeguarding students with special educational needs, and any other equality rights.
- The school/Academy will ensure that all sanctions are reasonable in all circumstances, and will take into account the student's age, religious requirements and any special educational needs or disabilities.

## **Internal Learning Unit (ILU)**

More serious incidents may lead to Senior or Middle Leaders placing a student in either our, or a partner school's on-site exclusion centre. When in our school's Internal Learning Unit (ILU), students automatically incur a 75min afterschool detention. If in one of our partner school's on-site provision, this will be discussed with parents prior to its undertaking. Persistent poor behaviour in the ILU or a serious breach of the schools' Behaviour Policy may result in either a fixed term or permanent exclusion from school.

## **Behaviour out of the classroom and Uniform infringements- Standards Cards**

Every student in the academy will be issued with a 'standards' card. These are used to record minor behaviour infringements outside of the classroom and uniform infringements, examples of this include (but are not limited to): Poor behaviour in corridors, poor language, dropping litter etc, not having the correct uniform without a prior agreed reason. Standards Cards will be signed by any member of staff. Should any student have the card signed 4 times, this will result in a 45min after school detention, and students will then be issued with a fresh card. Should a student fail to have a standards card, this will result in a 75min afterschool detention.

## **Behaviour off school premises**

Teachers are able to sanction students for misbehaviour outside of the Academy premises.

Teachers will follow the procedures in Academy for off-site issues, for example:

- Wearing school uniform.
  - Travelling to or from school.
  - Taking part in any school-related activity.
  - In any way identifiable as being a student at the school/Academy.
- Teachers may also implement appropriate sanctions off the school premises in respect of behaviour, that, irrespective of the above:
- Could negatively affect the reputation of the Academy.
  - Could pose a threat to another student, a member of staff at the Academy, or a member of the public.
  - Could disrupt the orderly running of the Academy.

- Any bullying witnessed outside of the school premises and reported to a member of staff, will be dealt with appropriately and in a timely manner.  
The Academy will impose the same sanctions for bullying incidents and non-criminal bad behaviour, which is witnessed outside of the Academy premises, as, would be imposed for the same behaviour conducted on Academy premises.  
In all cases of misbehaviour outside of the Academy premises, teachers will only impose any sanctions once the student has returned to the school premises or when under the supervision of a member of staff.

## Fixed Term Exclusions (Suspensions)

Any recommendation for a Fixed Term Exclusion must be submitted to the Principal or the Assistant Principal with the appropriate supporting evidence. This evidence should include a history of previous sanctions, support, and other interventions received by the student. While the school will take all reasonable steps to meet individual needs and help individuals to improve, the school will not tolerate behaviours which undermine the wellbeing or learning of others, or where in spite of support and intervention there is minimal or no improvement.

**Suspensions, internal, fixed-term or permanent may be used in response to (but not limited to) any of the following**

- Physical assault on a student or adult
- Verbal abuse/threatening behaviour against a student or adult
- Bullying
- Racist abuse
- Homophobic abuse
- Sexual misconduct (\*\*)
- Drug and alcohol related offences
- Damage to property or possessions
- Theft
- Persistent disruptive behaviour
- Defiance (wilful and repeated refusal to follow the instructions of a member of staff)
- Weapons related offences – including the possession of weapons
- Posing a health and safety threat
- Malicious accusations against school staff
- Putting any member of the Academy community at risk
- Any other offence deemed to be serious by the Principal or which brings the Academy into disrepute.  
(\*\*) – Schools/Academies uses the adassistant document ‘Sexual violence and sexual harassment between children in school and colleges December 2017’ as a basis for determining what behaviours are considered as sexual violence and sexual harassment. In addition, schools/academies will ensure that victims are supported and that reasonable sanctions are put in place. Schools/academies will also maintain logs of these incidents.

## Searching, Screening and Confiscations

The Academy acknowledges its duties and responsibilities under the Education Acts of 1996 and 2011, the Education and Inspections Act of 2006 and Health and Safety at Work 1974 in respect of searching and screening students as well as confiscation.

Principals and staff authorised by them, have a statutory power to search students and their possessions (e.g. clothing, bags or lockers) without consent, where they have reasonable grounds for suspecting that a student may have a prohibited items (listed above).

Staff members may instruct a student to remove outer clothing, including hats, scarves, boots and coats. A student's possessions will only be searched in the presence of the student and another member of staff, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff. A staff member carrying out a search can confiscate anything which they have reasonable grounds to suspect is a prohibited item.

The school is not liable for any damage to, or loss of, any confiscated item.

The police will be contacted if any weapons, knives, illegal substances and extreme or child pornography are discovered by a member of staff. For all other items, it is at the discretion of the member of staff to decide if, and when, an item will be returned to a student.

Parents/carers will be informed of any confiscated item and may be required to collect the item (unless the item relates to alcohol, illegal drugs or tobacco), from the Academy office, **at a time deemed safe to do so**.

## Use of reasonable force

Members of staff are able to use reasonable force to prevent students from committing an offence, injuring themselves or others, or damaging property.

The Principal and other authorised members of staff are able to use reasonable force when conducting a search without consent for certain prohibited items, including the following:

- Knives
- Weapons
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any articles that have been used, or could be used, to commit an offence or harm

## Controlled substances

Lees Brook Academy has a zero tolerance policy on illegal drugs and legal highs.

Following the identification and confiscation of a controlled substance, the staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and any witness/witnesses present.

The staff member will store the sample in a secure location.

The incident will be reported to the police immediately. The police will then collect the item and deal with it in line with their agreed protocols.

The Academy will name the student from whom the drugs were taken to the police, and a full incident report will be completed.

Any further measures will be undertaken in line with the Academy's Child Protection and Safeguarding Policy.

Where controlled substances are found on school trips away from the school premises, the parents/carers/guardians of the student, as well as local police, will be notified.

