



**Atlantic Academy**  
Part of Athena Learning Trust



**Bideford College**  
Part of Athena Learning Trust

# **Atlantic Academy & Bideford College Behaviour Procedure**



Version: 1.0

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The Atlantic Academy and Bideford College behaviour procedure aims to set out how Atlantic Academy and Bideford College develops and maintains good behaviour and discipline in and out of school through clarity of expectations, simplicity of systems, investment in routines, and highly effective communication leading to positive working relationships.

## **1 - In-class behaviour**

### 1.1

All staff and students are expected to follow a focus routine: '3, 2, 1, Focus', to ensure that students are: **F**acing the teacher, and **O**bserve the teaching with **C**lear eye contact, sitting **U**pright with **S**ilent attention. Silent attention means no talking, no calling out, no shouting out, no whispering, no murmuring, no fiddling with pens, rulers or equipment.

### 1.2.

Students arrive at classes in the correct uniform and with the correct equipment.

### 1.3.

Teachers arrive at the classroom on time and with their lesson and resources planned and ready.

### 1.4.

Where students do not follow the focus routine, where they disrupt the teaching or learning, or where other school rules are broken in lessons students receive a named reminder.

### 1.5.

Where school rules are broken again students are referred to reflection.

### 1.6.

Serious one-off incidents are dealt with outside the named reminder process.

## **2 - Out of lesson behaviour**

### 2.1.

Students are expected to walk quietly and sensibly around the school

2.2.

Staff are expected to be in the centre of corridors at lesson changeover.

2.3.

Students should not push and shove each other.

2.4. Students not walking sensibly around the school receive a named reminder and then are sent to reflection if further instances occur.

### **3 - Uniform and equipment**

3.1

The school publishes a full list of expected equipment and uniform on their website.

3.2

Uniform and equipment is checked by tutors every morning through the school's greeting routine.

3.3.

All students without the correct uniform or equipment are given the opportunity to change their uniform with spare clothes held by the school or by being given or loaned equipment by the school. Students forgetting equipment or wearing incorrect uniform in the morning are supported to remember to be organised and prepare themselves for the future.

3.4.

Students refusing to be supported with uniform and equipment corrections will be referred to reflection until such a time as the uniform or equipment issue is resolved.

#### 4 - Serious behaviour warranting suspension

4.1. Some serious behaviour breaches are normally dealt with by suspension. These include:

- **Discriminatory Behaviour or Language** - ALL instances, including use of racist, homophobic, biphobic, transphobic, misogynistic, or ableist language, is met with a zero tolerance response and will receive a suspension and possible exclusion. This includes what some might suggest is casual derogatory language for example 'that's so gay' 'it's gay' etc. This list is not exhaustive.
- **Walking away from staff**; ignoring or defying staff (unless it puts student safety at risk)
- **Truanti**ng lessons/the school
- **Disrupting** reflection persistently
- **Bullying**
- **Swearing at or about a member of staff** (even if under breath)
- **Fighting**
- **Filming staff or students at school**
- **Posting inappropriate social media content** even if out of school hours

This list is not exhaustive but instead is used to detail the range of behaviours which could lead to suspension.

4.2 - Some serious behaviour breaches will normally be dealt with by means of exclusion.

These include, but are not limited to:

- **Fighting** which results in serious medical treatment, stamping, kicking in head, headbutting, striking when the other party is on the floor
- **Bringing a weapon** onto the school site
- **Repeated discriminatory behaviour or language**, including use of racist, homophobic, biphobic, transphobic, misogynistic, or ableist language, is met with a zero tolerance response and receives an exclusion. This list is not exhaustive.
- **Carrying or supplying drugs or alcohol** on the school site or being under the influence of either whilst in school
- **Persistent bullying**
- **Sexual abuse or assault**

## 5 - Use of Reasonable Force

**5.1 The Law** - Under s. 93 Education and Inspections Act 2006, all members of school staff have a legal power to use reasonable force on and off school premises where the member of staff has lawful control, or is in charge, of the pupil concerned. The decision on whether or not to physically intervene is down to the professional judgment of the member of staff concerned and has to be judged on a case-by-case basis.

**5.2 Control** means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.

**5.3 Physical restraint** means to hold back physically or to bring a pupil under control in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention. School staff should always try to avoid acting in a way that might cause injury, but the law recognises that in extreme cases it may not always be possible to avoid injuring the pupil. The kinds of situation include:

- i removing disruptive children from the classroom where they have refused to follow an instruction to leave;
- ii preventing a pupil behaving in a way that disrupts a school event or a school trip or visit;
- iii preventing a pupil leaving the classroom to keep them safe
- iv preventing a pupil from attacking a member of staff or another pupil
- v restraining a pupil at risk of harming themselves through physical outbursts.

## 6 - Mobile Phones

6.1 Mobile phones are not to be either seen or heard anywhere on the school site.

6.2 If students require a mobile phone to travel and to and from school it should remain in their bag all day whilst on site.

6.3 Parents can contact their children by telephoning or emailing the school office for urgent messages.

6.4 Students can request to use the office phone to phone home in emergency situations and at the discretion of the school staff.

6.5 Students using their mobile phones, or if they are seen or heard, will have them confiscated until the end of the school day. If students refuse to hand over their phone the parent/carer will need to collect the phone from the school office.

## **7 - Reflection**

7.1 Students are sent to Reflection and must arrive promptly, within five minutes.

7.2 Students on arrival must hand in their phone and complete a reflection sheet.

7.3. Students complete 2 hours in Reflection plus a break, lunch or after-school period.

7.4 Students are allowed a short break and lunch, but at a different time to the rest of the school.

7.5 Students repeatedly referred to Reflection are monitored by our pastoral team.

7.6 For more serious incidents a students time in reflection may be extended for 5 lessons, breaks and after school

## **8 - Behaviour outside the school premises**

Students can be sanctioned for any behaviour that contravenes this policy, or at the headteacher's discretion, when they are outside the school grounds, especially if they are:

- taking part in any school-related or school-organised activity
- travelling to and from school
- wearing school uniform
- identifiable as a student at the school
- poses a threat to another person
- OR
- could adversely affect the reputation of the school

### **Wilful Damage**

Students causing wilful damage will receive a sanction. This will either be time in the Reflection Room or external suspension. In addition, the following will happen:

- If the cost of repairing or damage costs over £50 the college will inform the police
- If the damage is extreme or repeated the damage may be logged as a crime

The parents/ carers will be invoiced by the Multi Academy Finance team to cover the full cost of repair.