



Huxlow Academy

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Policy Owner	Department	Effective Date	Approval Date	Review Cycle	Revision Due Date
L Knowles	Pastoral	September 2023	7 July 2023	Annual	July 2024

Behaviour for Life Policy

Policy Approver: Academy Improvement Board

Version Control

Version Number	Date of Change	Changes Made
0.1	2-11-22	New policy and updated to new template
0.2	28-06-23	Update to include new Rewards and changes to logging on Go4Schools
0.3	27-11-23	Clarity of detentions, communication and rewards



Huxlow Academy

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Contents

1. Aim	3
2. Consultation	3
3. Background and purpose	3
4. Statement of our principles	4
5. Inclusion	5
6. Recognition and Rewards	5
7. Celebrating the achievement of all groups of students	6
8. Thrive through Excellence	6
9. Students conduct outside the academy gates	7
10. Support for Students	7
11. Sanctions for Students	8
12. Go 4 Schools & Parental Contact	10
13. Detentions	10
14. ISE (In School Exclusion) Reflection Room	11
15. Suspensions	12
16. Permanent exclusion	13
17. Reasonable Force	14
18. Searching Students	14
19. Banned items	14
20. Child on Child Abuse	15
21. Mobile Phones	15
22. Our commitment to working with students	16
23. Our commitment to working with parent and carers	16
24. Appendix 1 Behaviours and Associated Actions	17
25. Other related policies	22



Huxlow Academy

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1. Aim

At Huxlow Academy – everyone has the right to be treated with respect and to learn in a calm, orderly and safe environment.

2. Consultation

Behaviour principles of this policy were produced in consultation with our staff, students, and parents/carers during the Autumn term of 2021.

3. Background and purpose

At Huxlow Academy we promote honesty, understanding and respect in our students through positive role models (staff), high expectations and high quality, consistent teaching, and learning. This is reflected in, and further consolidated by, our three core academy values: **Ambition, Respect** and **Pride**.

These values are at the core of our 3 school rules and are part of **The Huxlow Way**:

Ambition: Complete all my work to the best of my ability, without distracting others.

Respect: Follow all instructions from staff, without answering back

Pride: Attend all lessons on time with the correct uniform, equipment and homework.

The purpose of this policy is to:

- encourage good behaviour and respect for others
- secure an acceptable standard of behaviours for students
- promote, among students, self-discipline, and proper regard for authority
- prevent all forms of bullying (including cyberbullying, prejudice-based bullying, and discriminatory bullying)
- ensure that all students complete any tasks that are reasonably assigned to them in connection with their education, and
- otherwise regulate the conduct of students

By ensuring this, the school will be able to fulfil its core purpose: to promote outstanding teaching, learning and high standards of progress & attainment and to preserve the reputation of Huxlow Academy.

The rewards and sanctions detailed in this policy are to demonstrate that misbehaviour is not acceptable; and to show that choices, both positive and negative, have consequences. The rewards in this policy are to reinforce the principle that actions have consequences and to celebrate success.

The Academy Improvement Board and Senior Leaders of the academy (SLT) expect that teachers and relevant support staff have the core responsibility for managing students in their classes and around the academy site.



Huxlow Academy

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The Academy Improvement Board and staff at Huxlow Academy have made the tackling of bullying and discrimination of any kind a key priority and are clear that no form of bullying, harassment or discrimination should be tolerated (see Huxlow Academy Anti-Bullying Policy, Online Safety Policy, and Acceptable User Agreement). As such these issues are addressed through the Behaviour for Life policy. The evidence (through the monitoring of Go 4 Schools data and referrals indicates that bullying, harassment and discrimination is not widespread at Huxlow Academy) but we are aware it does happen. Any complaints connected with bullying, discrimination and behaviour are taken seriously, no matter what the circumstances, and staff always try to deal promptly, sensitively, and efficiently with incidents when they do occur.

All parties must be aware that bullying issues are dealt with in conjunction with this Behaviour for Life policy.

4. Statement of our principles

- All students have a right to learn in a safe and secure environment.
- All teachers have the right to teach in a safe and secure environment.
- We promote high expectations, equality of opportunity, the welfare of all students and good relationships across the whole academy community.
- The quality of teaching, learning and behaviour in the academy are interrelated and are the responsibility of all staff and students.
- We are committed to achieving outstanding educational outcomes for all students.
- The support of all parents is essential, and we expect parents to support the academy in upholding high standards of behaviour. The academy has a long and successful partnership with parents, which is highly valued and effective. We will continue to develop this partnership.
- We are committed to eliminating discrimination, harassment and bullying of all kinds.
- We work closely with external agencies to ensure the best possible provision for students and staff.
- We have high expectations in terms of modelling good behaviour, consistency of approach and of implementation by all staff as these are all keys to success.
- Behaviour for learning is our main approach and preventative action is preferred. However, where students can behave but choose not to, there will be clear and firm strategies in place to help students to manage their behaviour.
- The Behaviour for Life policy and procedures ensure that all students and staff are treated equally and fairly. We monitor and evaluate the impact of the Behaviour for Life policy on different groups of students.
- Good behaviour in classrooms and around the academy helps to ensure the health and safety of students, staff, and visitors.
- Parents, carers, students, and Huxlow Academy staff all need to operate in a culture of mutual respect and consideration.
- The policy and procedures aim to develop a clear understanding in students that all actions and choices (both positive and negative) have consequences. The policy includes rewards and sanctions to develop this principle.
- Students who do not have the necessary understanding or skills to follow the academy rules will receive behavioural support and a carefully planned response according to their needs and within the academy's resources.



Huxlow Academy

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- We do not tolerate:
 - Bullying or discrimination of any kind
 - Violence (including both physical and sexual violence) against another student or staff
 - Possession of illegal substances
 - Possession of weapons or other dangerous items (including items that could be used as a weapon or to cause harm)

Any student who is found to be displaying any of the behaviours above should expect a serious sanction, which may include permanent exclusion

5. Inclusion

The Hub (consisting of our Safeguarding Team and SEND Team) exists to support our students. Hub staff can support students who find keeping to normal academy patterns and procedures difficult as the result of their additional needs. The Hub is staffed by a dedicated team of support staff and teachers. For some students that have a range of needs that require support from different agencies, it may be appropriate to assess those needs by using the Early Help Assessment (EHA). A variety of other agencies may also be involved. We will consult with and keep parents and carers informed to ensure that we are able to adapt our approach as necessary.

6. Recognition and Rewards

We believe that good behaviour and character should be recognised and celebrated, alongside a range of other aspects of student life including attitude, effort, achievement, progress, punctuality, and attendance. The rewards system aims to do this and is as important in creating a culture of excellence as the behaviour system. The rationale behind the system is that the most effective way of motivating students to succeed is to recognise students' achievements and behaviour, communicate these achievements with parents and members of the academy community, and create a culture where students feel proud to succeed.

Individual House Points Rewards System

Individual students will be rewarded with a gift voucher when their House Points total reaches a series of thresholds.

250HPs = £5 gift voucher

500HPs = £10 gift voucher

750HPs = £15 gift voucher

1000HPs = £20 gift voucher

A student could receive £50 in gift voucher in an academic year.

As part of creating a culture of pride and community, the House System is used to promote teamwork, competition, and challenge amongst the four houses, increase commitment towards charity and develop community cohesion across the year groups, as well as celebrate the successes of pupils and staff.



Huxlow Academy

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House points are awarded for good behaviour, attitude, attendance, punctuality and effort. House competitions and house assemblies take place termly to celebrate successes.

7. Celebrating the achievement of all groups of students

The following are some examples of how we celebrate achievements:

- Subject excellence awards
- Students are identified by each Head of Year as 'Student of the Week' for the academy because of them exceeding our high expectations
- House points are awarded for good behaviour, attitude, attendance, punctuality, and effort
- All students are working towards collective House Points and the House Cup award
- Certificates are given for excellent attendance and letters are sent home
- Departments send home postcards to parents, make praise phone calls, and send positive emails to parents & carers
- Celebration assemblies take place regularly
- Students' achievements are celebrated in the academy newsletter, Headteacher's letter to parents and/or our social media platforms
- Rewards events occur annually to celebrate the successes of each year group/ House.

8. Thrive through Excellence

Huxlow Academy's vision to 'thrive through excellence' is the principle upon which the culture of excellent behaviour and conduct that we expect from our students is founded. We expect students to display our core values of:

- **Ambition** - doing their best, not distracting others;
- **Pride** - attending all lessons, being on time, correct uniform, equipment and homework;
- **Respect** - following instructions, being polite, not answering back.

Any student who is not displaying the core values of **Ambition, Pride** and **Respect** will not be '**Thriving for Excellence**' or adhering to **The Huxlow Way**. Students who are not performing in line with our minimum expectations (see above and our Uniform Policy for further information) should expect to receive a Reset.

We expect all students to be 'upstanding members' of the academy community. The motto 'be an upstander, not a bystander' supports our academy vision of creating a culture of respect, kindness, and empathy to support students in making the right choice, even when no one else is looking. This is '**The Huxlow Way**'. Students who choose to be bystanders, i.e., choose not to report an incident or alert members of staff during an incident, should expect to receive a sanction.

9. Students conduct outside the academy gates



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We expect pupils to be proud of being a 'Huxlow' student and to conduct themselves appropriately both within school and outside of school hours. We value our reputation and expect pupils to share in this pride. Therefore, the school will always consider disciplinary action against pupils if their behaviour outside of the academy falls short of our high expectations. The law allows teachers to discipline pupils for misbehaving outside the academy premises "to such an extent as is reasonable".

Staff may discipline pupils for: -

Misbehaviour when the pupil is:

- Taking part in any academy-organised or academy-related activity
- Travelling to and from the academy
- Wearing the academy uniform (including images or videos posted online or on social media platforms)
- In some way is identifiable as a pupil at the academy (including images or videos posted online or on social media platforms)

Or misbehaviour at any time, whether the conditions above apply, that:

- Could have repercussions for the orderly running of the academy
- Poses a threat to another pupil or member of the public or
- Could adversely affect the reputation of the academy

In all cases of misbehaviour, the teacher can only act on academy premises, or elsewhere when the pupil is under the lawful control of the staff member e.g., on an academy trip.

10. Support for Students

Students are expected to 'Thrive through Excellence', always make the 'right' choices and display 'upstanding' behaviours. This is '**The Huxlow Way**'. There may be times that a student does not always make the right choices for which additional support may be given or sanctions may be used. The academy is committed to supporting students to ensure that they can learn from their behaviours, access personalised support, and make better choices in the future.

The support required for each student is assessed on an individual and case by case basis, considering any specific needs, to ensure that the most effective and appropriate actions are taken to improve student choices and behaviours. These support strategies may include:

- Time out card
- Meet and greet meetings
- Pastoral and Subject Reports
- Pastoral interventions such as Protective Behaviours or SEAL programme
- Peer mentoring
- Staff mentoring
- Early Help Assessment (EHA)
- Pastoral Support Plan (PSP)
- Identified Trusted Adult



Huxlow Academy

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- Referral to counselling services (such as Service 6)
- MHST support (Mental Health Support Team)
- ELSA trained staff support
- MHFA (Mental Health First Aiders)
- Referral to the school nurse.
- Referral to Multi Agency Services Hub (MASH)
- Referral to external agencies which may include Child & Adolescent Mental Health service (CAMHs), Educational Psychologist (EP) and Community Initiative to Reduce Violence (CIRV)

Please note this is not an exhaustive list and not every support strategy will be used for each student.

11. Sanctions for Students

Staff should be clear that they have legal powers to uphold the academy Behaviour for Life policy and do not need pupil or parent/carer permission for a sanction, including detentions.

11.1 Ask, Tell(move), Remove

In lessons, we operate a three-tier warning system: Ask, Tell, Remove, where students are not 'Thriving for Excellence'.

Ask*: A verbal warning will be given to the student to allow them to make a better choice.

Tell: The student will be moved within the class seating plan if appropriate and a negative behaviour incident will be logged. The behaviour log will state a '**Basic** Lack of **Ambition, Respect or Pride**'.

Remove: The student will be sent to work within the department removal room and will be given a 30 minute afterschool Reset. The behaviour log will state a '**Serious** lack of **Ambition, Respect or Pride**'

If a student refuses to go to the department removal room, leaves the classroom without the teacher's permission or displays serious behaviours, On Call may be requested by members of staff across the academy. Each On Call request is dealt with by the pastoral team and ESLT on a case-by-case basis and further sanctions may be applied if deemed appropriate. For example, if a student refuses to go to the department removal room the incident log will be escalated. The behaviour log will state '**Severe** lack of **Respect**' and the student will receive a 60 minute after school Reset.

The student will be instructed to go to their HOY. If a student refuses to go to their HOY at this stage, the behaviour log will be escalated further. The behaviour log will state '**Very Significant** lack of **Respect**'. The student will be placed in Reflection for the rest of the lesson and the next lesson.

If a student continues to refuse to follow instructions, the behaviour log will be escalated further. The behaviour log will state 'Non-Negotiable - Persistent and General Disruptive Behaviour which may lead to the



Huxlow Academy

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student being suspended from school for a fixed period of time. (All decisions regarding suspensions will be made by the Headteacher)

(*) SEND students who require adaptations to this approach according to their needs, as assessed by the SEND team, may receive alternative sanctions to support their needs.

11.2 Further sanctions in and outside of lessons

In addition to the three-tier warning system, alternative sanctions may be required. These may include many of the sanctions below that can be used in response to poor behaviour choices in or outside of the classroom. Adaptations to these sanctions may be made for pupils with SEND needs to ensure that the sanction is supportive of their needs.

The following sanctions may be applied according to the severity of the incident in or outside of the classroom:

- Warning and reminder of the correct choices to make and the correct way to behave
- Contact with parents and carers – this may include telephone, email, text, or written contact
- Break/lunch time Reset
- Removal of unstructured time (break and/or lunch)
- Behaviour contract
- Restorative meeting
- Apology (verbal or written) to the affected party
- Community service – students may be asked to carry out activities which repair damage done to the academy site because of their actions or to raise the student's awareness of active citizenship as a result of their poor behavioural choices. Community service may include repairing vandalism, litter picking, running errands or tidying areas of academy site
- Repayment of any financial losses incurred by a victim or the academy because of theft or damage to property
- Confiscation (and possibly disposal) of inappropriate or restricted items (see 18 - banned items below)
- Withdrawal from access to the academy's IT system for IT misuse (under ESLT instruction)
- Reset (see 14 below)
- Reflection/ In-school exclusion (ISE) unit
- Suspension and in serious cases, permanent exclusion may be considered

Following sanctions, where appropriate, the academy will enable restorative work such as staff catch up/ discussions and facilitated meetings to take place to facilitate a smooth return to lessons and the school community.

12. Go 4 Schools & Parental Contact

This is an online system where staff are expected to report any incident of behaviour that is not conducive to successful learning. It acts as a 'real time' diary style facility. It can also track non sanction actions, interventions or contacts made to parents for information.



Huxlow Academy

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Parents will be notified of their children's behaviour and attitude – both positive and negative – by the academy on a regular basis. Staff may keep students behind after 3:20pm if they deem it necessary to sanction or discuss a student's behaviour and the law does not require us to notify parents of this. However, if a student is required to stay in school for a longer period, for example, longer than 10 minutes as part of our normal practice, parents will receive a text message, phone call or email, as appropriate. **It is, therefore, essential that the academy holds the most up-to-date contact information for all parents and carers.** It is the parents' responsibility to notify Huxlow Academy at the earliest opportunity of any changes to contact details.

Occasionally, when students display extreme behaviour or refuse to comply, it may be necessary to contact parents/carers and request that they attend the academy to support the behaviour of their child. In extreme cases and where the support of the parent cannot be obtained, the academy will seek the support of external services, including the police.

13. Detentions

Detentions are known as **Reset** at Huxlow Academy. Resets are used as a sanction by the academy and may be set by any member of staff. The intention is that they act as a deterrent to discourage pupils from choosing poor behaviour or where they are not meeting the high curriculum standards expected of them to achieve the outcomes of which we know they are capable. Resets are also designed to provide periods of reflection time during which pupils can come to the realisation that poor decision making has consequences.

Having chosen to send your child to Huxlow Academy, we expect and value parental support in upholding the values of the academy through such sanctions. Any academy staff member may log an incident which has an associated reset at lunchtime, or the end of the school day. Where a lunchtime reset is allocated, KS4 students will serve the reset for the first 15 minutes of the lunch break and KS3 students will serve the reset in the second 15 minutes of the lunch break. Academy staff have the legal power to issue resets to pupils under the age of 18. Parental consent is not required but parents will be informed of their child's whereabouts from a safeguarding point of view if it is to be outside of the regular school day times for a longer period (for example, more than 10 minutes at the end of the school day). Where an after-school Reset is allocated, parents and carers will be notified by the Go 4 School app and email the day prior to the reset, to allow alternative after school arrangements to be made for their child, should they need to do so. **Where alternative arrangements need to be made, it does not matter if making these arrangements is inconvenient for the parent or carer (DfE, 2016).** Rearranging a Reset will only be done in the most exceptional of circumstances as agreed by the Deputy Headteacher, Senior Assistant Headteacher or Assistant Headteachers, not as a matter of routine, not because students need to collect younger siblings and not because it causes inconvenience to parents and carers.

Whole school daily Reset (Detention)

Resets are detentions which are held each day at break lunchtime (12.35pm-12.50pm and 12.50pm-1.05pm) and afterschool (3:20pm-3.50pm and 3.50pm-4.20pm). If a student is referred for lunchtime resets, then they will usually complete it on the day that it is set. If a student is set an afterschool reset, they will complete it the



Huxlow Academy

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following day. This gives parents/carers sufficient time to make arrangements for the student to get home or child care.

- Any academy staff member can record a behaviour which may lead to a reset being issued. The recording of any behaviour incidents will be on Go 4 Schools and the student and parents/carers will be notified through the app and email regarding the time, location and date of the reset.
 - Failure to attend Reset may require students in Reflection the following day (see below for details of Reflection)
 - The sanction for poor behaviour in Reset will result in either additional Reset or Reflection
 - Alternative sanctions may be implemented for students who receive repeated Reset over a period of time
 - Any students who are absent on the day that they should be attending Reset should report to the room for their Key Stage reset at 3.20pm on the day that they return to the academy, even if their return is following a school holiday; students should not expect the Reset to 'disappear' as a result of their absence.
- Lunchtime Resets are issued for low level behaviours and infractions such as uniform and items missing, basic lack of ambition, respect or pride. Refer to Appendix 1 for list of behaviour incidents and the associated reset.

14. ISE (In School Exclusion) Reflection Room

This facility is used to withdraw students from their mainstream lessons as a result of serious one-off incidents, continued non-compliance, truancy or a student's persistent poor behaviour. Students may also be placed in Reflection whilst academy staff complete investigations. If a student is placed in Reflection, parents will be notified either the day before the Reflection placement or on the day of the placement. We do not need parental permission to place students in Reflection. The times of the school day in Reflection are 8:50am - 4.20pm. Students in Reflection complete curriculum work in silence, at the direction of the Reflection room supervisor. There are also periods of the day when Community Service, Restorative Conversations or targeted interventions may be organised.

The final hour in Reflection (3:20pm -4.20pm) is completed in the Reflection room. Students may earn 10 minutes off of the last hour for each successful session in Reflection, this may mean a student will leave Reflection at the end of the day at 3.30pm instead of 4.20pm. The pastoral team will make the decision as to whether a student is placed into Reflection, for what length of time and the conditions that they follow whilst in Reflection. The times of break and lunch for those students in Reflection is decided upon by the pastoral team. If poor behaviour continues, further sanctions may be deployed by the Pastoral team or members of SLT.

Students will be given clear instructions as to their attitude and work rate. A daily report will be written for each student to show how they have behaved and worked. Failure to behave in Reflection will result in the sanction being repeated the following day that the student is in school.

Any students who are absent on the day that they should be attending Reflection should expect to complete their time in Reflection upon their return to the academy, even if their return is following a school holiday; students should not expect their time in Reflection to 'disappear' because of their absence.



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15. Suspensions

15.1 An Internal Suspension (Reflection) is where a student is directed to be in Reflection room for a period of between 1 and 5 days because of more serious poor behaviour or because of continual noncompliance with academy rules.

If a student is placed in Reflection for Internal Suspension, parents will be notified by telephone and letter. If a student is issued with a Reflection, they will be expected to adhere to the rules of Reflection (see 14). On completion of a period in Reflection for Internal Suspension, a reintegration meeting will be held between the student, parent, and pastoral/senior staff where a pupil support plan will be created to ensure that the pupil is able to successfully reintegrate into academy life.

The Deputy Headteacher, Senior Assistant Headteacher or Assistant Headteacher will decide whether the behaviour displayed by the student(s) warrants a Reflection.

The following information will be used to determine the sanction:

- The breach of the academy's Behaviour for Life policy
- Impact on the welfare of the student or others in the academy
- Number / recurrence of incidents
- SEND / wellbeing needs of student(s)
- Safeguarding implications for the student(s) and others

15.2 The final decision in all matters of the Reflection will rest with the Deputy Headteacher, Senior Assistant Headteacher or Assistant Headteacher.

15.3 An External Suspension is where a student is directed not to be on the main academy site for a fixed period of between 1 and 15 days because of more serious poor behaviour or because of continual non-compliance with academy rules.

If a student receives an External Suspension, parents will be notified by telephone and letter, and it is the parents' responsibility to make sure their child is not in a public place during normal school hours. On completion of a period on External Suspension, a reintegration meeting will be held between the student, parent, and pastoral/senior staff where a pupil support plan will be created to ensure that the student is able to successfully reintegrate into academy life. This will include the student being placed in the Restart programme. The Restart programme may include time in reflection, in 1:1 intervention and restorative conversations.

The following are examples of behaviours which may lead to a suspension but is not an exhaustive list. Some of the following behaviours could also result in permanent exclusion:

- Swearing at a member of staff
- Damage to school or personal property/theft
- Being in possession of banned items
- Sexual misconduct (including sexual harassment and violence)
- Racism



Huxlow Academy

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- Verbal abuse/threatening behaviour to staff or students
- Refusal to comply
- Behaviour that persistently disrupts the learning of others
- Physical assault
- Bullying

After a student has been placed on a suspension there must be a readmission meeting before the student is permitted back into lessons on the main site. This will usually be with the student, parents, relevant Head of Year, and a member of SLT. If a student receives multiple suspensions, a meeting will be held between student, parents, and senior academy staff, which may include a member of the Academy Improvement Board, to discuss the student's future at the academy. Alternative arrangements for a student's education may be made. For example, the academy may choose to use an external educational provider if they see this as appropriate. A direction to an alternative placement or local school may also be mutually agreed.

This part of the policy should be read in conjunction with the Tove Trust Exclusions Policy.

RESTART

On the day a student returns to school following a suspension the student will receive support through our RESTART program. The RESTART program is designed to give students support on their return to school to ensure they can modify their behaviour and avoid repeated suspensions. The student will be supported by a behaviour mentor who they will meet on day one of their return to school, then day three and day six to review their behaviour and agree any further ongoing interventions.

16. Permanent exclusion

A decision to exclude a student permanently may be taken in response to a serious breach or persistent breaches of the academy's Behaviour for Life policy; and were allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

This can occur as the result of a single severe act, an accumulation of acts over a period, or receiving multiple suspensions in a single academic year.

See the Huxlow Academy Exclusion Policy.

17. Reasonable Force

We will attempt to avoid physical force in any circumstance within the academy. However, this may be deemed necessary in certain situations. The academy will use the recommendations set out in the Department of Education 'Use of Reasonable Force' guidance which relates to the Education Act 1996 and the Education and Inspections Act 2006.



Huxlow Academy

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18. Searching Students

The academy may choose to search a student if they suspect that a student may be in possession of any items that are set out as banned within this policy (see 19 below). The search will be conducted with a member of SLT present and at least one other member of the academy staff. This member of staff will usually (but not exclusively) be a member of the pastoral team. There must always be at least two members of staff present conducting the search, one of which will always be of the same gender to that of the student being searched. The search will be conducted within a room, rather than a public or communal area within the academy and every attempt will be made for the process to be carried out in a discreet and sensitive manner.

A student's possessions will be placed on an open surface. Outer items of clothing such as coats, jackets, blazers, jumpers, footwear, and bags may be removed from a student's person so that they can be openly searched. Students may be asked to show the contents of items of clothing next to their body; for example, turning out pockets, patting down their clothing and showing the waistbands of trousers or skirts.

The academy will use the recommendations set out in the Department of Education 'Searching, Screening and Confiscation' as guidance. The academy may also search a student's mobile phone if they reasonably suspect it has been, or is likely to be, used to commit an offence or cause personal injury or damage to property. The academy may also delete data or files if we think there is a good reason to do so, unless we are going to give the device to the police. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone if it has been seized in a lawful search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.

For suspected banned items (see 19 below), the academy may ask the police or community police support officer to be present.

19. Banned items

The following items should not be brought into school. If they are, and found in the possession of a student, or suspected to have been brought into school by a student, then it is likely that one of the sanctions previously listed in this document will be applied. Any banned items found on a student will be confiscated and will not be returned.

This list is not exhaustive:

- Knives / weapons / an implement that has been fashioned into a weapon/tool that could be used as a weapon – including imitation weapons
- Alcohol
- Illegal drugs – including imitations
- 'Legal highs'
- Pornographic images



Huxlow Academy

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- Stolen items
- Tobacco and associated paraphernalia (for example but not exclusively: tobacco, electronic cigarettes (vapes), accelerants & solvents, matches, lighter, roll up, papers, cigarettes)
- Fireworks / pyrotechnics
- Laser pens

20. Child on Child Abuse

We take all allegations of child-on-child abuse extremely seriously and follow up all incidents in accordance with our Safeguarding and Child Protection Policy. Child-on-child abuse may include sexual harassment and sexual violence.

The academy does not tolerate sexual harassment or sexual violence and any behaviours will be sanctioned in line with this policy. Sanctions will be proportionate, considered and decided on a case-by-case basis (as set out in KCSIE 2023).

The academy will work with appropriate external agencies such as the Police to ensure that the incident is fully investigated and students at the academy are kept safe. Risk assessments will be implemented to further ensure student safety and prevent harm as appropriate.

21. Mobile Phones

21.1 Mobile phones must not be out, used, or visible during the school day by students. Any mobile phone seen will be confiscated by a member of staff and placed at the main reception for collection by parents/carers at the end of the academy Day. Alternative sanctions may be applied if deemed appropriate by the Deputy Headteacher, Senior Assistant Headteacher or Assistant Headteachers. Parents/carers will be informed by telephone or email if a student's phone has been confiscated. In this event, should parents/carers need to contact students or vice versa during the school day, they should contact the relevant Head of Year, or main reception for emergency messages.

Teachers may choose to ask students to use mobile phones or headphones during lesson time for educational purposes only at their discretion, and they will be permitted for the monitoring of medical conditions under the supervision of the SEND team only.

21.2 The term 'electronic devices' covers mobile phones, tablets, laptops, cameras, headphones, and any other device that can capture visual or audio imagery. Such devices should not be out, used, or visible during the school day by pupils.

Any electronic device which disrupts learning will be confiscated by a member of staff and placed at the main reception for students to collect at the end of the school day. The academy does not advise that students bring electronic devices into the academy. If students bring devices into school, they do so at their own risk. However, it does not permit for them to be used to take visual or audio recordings of staff, students or visitors unless permitted by a member of staff for educational purposes. The academy will deal with bullying and



Huxlow Academy

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harassment using electronic devices, including any incidents which take place outside of academy hours, in accordance with this policy, the Online Safety Policy, Acceptable User Agreement and the Anti-Bullying Policy.

22. Our commitment to working with students

Students are consulted about the principles informing this policy and the details of the rewards and consequences. We believe that if students are involved in the policy there is greater ownership of the academy's approach and greater success for all. Skills for learning and working with others form part of our PSHE too.

The Behaviour for Life policy is discussed with students in assemblies and small groups. The House Committees and students Leadership teams will also discuss the policy and its effectiveness. We aim for all students to be aware of the policy through a fair but appropriate treatment of students who disrupt learning and by celebration of success. We also undertake questionnaires with regards to bullying and behaviour which are completed by groups as well as the school community to inform our policies.

Students entering the academy in Year 7 as a whole year group or joining the academy individually at other times are inducted into the Behaviour for Life policy. This is the responsibility of the Head of Year. Parents and students receive the Home-Academy Agreement to support this.

Students who do not have the necessary understanding or skills will receive a carefully planned approach. In some cases, this may mean that the student has a modified programme of learning and framework of consequences. This may involve the student having an agreed means of removing themselves from situations where tensions are escalating. This will only be agreed by a member of SLT, Head of Year and/or SENCO. The details of this plan will be communicated to staff involved with the student.

23. Our commitment to working with parent and carers

Huxlow Academy has produced this policy in consultation. It is available on our website and on request from the academy. As the agreed policy it is expected that parents and carers will support us in enforcing this policy and ensuring the highest standards of behaviour for learning and discipline in the academy. In choosing Huxlow Academy and as part of the Home-Academy Agreement all parents and carers have indicated their support for this policy. If parents/carers have any concerns about how their child has been treated or the policy enforced, they should contact the academy and try to resolve the issue with staff. In the event of any issue not being resolved the Huxlow Academy complaints procedure should be followed.

25. Other related policies

Tove Trust Exclusions Policy
Huxlow Academy SEND & Inclusion policy
Huxlow Academy Attendance policy



Huxlow Academy

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Huxlow Academy Anti-Bullying Policy
Huxlow Academy Safeguarding and Child Protection Policy
Huxlow Academy Remote Education Policy
Huxlow Academy Uniform Policy
Huxlow Academy Positive Mental Health and Wellbeing Policy

Signed: _____
Chair of Academy Improvement Board

Date: _____

24. Appendix 1 Behaviours and Associated Actions

Code	Description	Points	Automatic Actions
P50 Headteacher	Headteacher's Award	50	Certificate/letter home



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P40 Representing	Representing the school in the community or participation in School Show	40	Certificate/letter home
P25 Gold Attendance	Gold Attendance Award (100% end of Term)	25	Celeb 100 letter
P20 Student Week	Student of the Week (Tutor)	20	Postcard
P15 Silver Attendance	Silver Attendance Award (99% end of Term)	15	celeb 96 letter
P10 Bronze Attendance	Bronze Attendance (96-98% end of Term)	10	Celeb 96 letter
P1 AMBITION HC	Participating in a House Competition	1	
P1AMB	Good Ambition (completed all work to best of ability in the lesson/session)	1	
P1 RES	Good Respect (Followed all instructions without answering back in the lesson/session)	1	
P1PRI	Good Pride (Homework completed)	1	
P3AMB	Excellent Ambition (completes all work to best of ability without distracting others over the week)	3	
P3 RES	Excellent Respect (Followed all instructions promptly in the lesson/session)	3	
P3PRI	Excellent Pride (Consistently arrives to lessons on time, with correct equipment, uniform and homework over the week)	3	



Huxlow Academy

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P5 AMB HC	Winning a House Competition	5	Postcard
P5AMB	Outstanding Ambition (completes all work to best of ability, without distracting others consistently over 2/3 week period)	5	Postcard
P5 RES	Outstanding Respect (always follows instructions promptly over 2/3 week period)	5	Postcard
P5PRI	Outstanding Pride (Consistently arrives to lessons on time, with correct equipment, uniform and homework over 2/3 week period)	5	Postcard
OCA	Careers Advice	0	
Oemail	Email Contact with Home	0	
OInterv	Intervention (Comments need to state what) TTF, SEND, Counselling, Behaviour, Etc	0	See Edukey
OEHA	EHA Comment	0	See Edukey
OPM	Parent Meeting	0	
OPC	Pastoral Comment	0	
OPCH	Phone Call Contact with Home	0	
OSUSP	Suspension	0	
OREFL	Reflection	0	



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OPEX	Permanent Exclusion	0	
MISS	Missing Student (Student missing from lesson, marked present in previous session, no other reason indicated on register)	0	Notification to On Call, initiate search for student
N1AMBITION Work	Basic lack of Ambition (student not completing work to best of ability)	-1	15 minute Lunchtime Reset
N1AMBITION Distracting	Basic lack of Ambition (Student distracting others)	-1	15 minute Lunchtime Reset
N1RESPECT Instructions	Basic lack of Respect (Student not following instructions)	-1	15 minute Lunchtime Reset
N1RESPECT Answering back	Basic lack of Respect (Student answering back)	-1	15 minute Lunchtime Reset
N1RESPECT Impolite	Basic lack of Respect - (Student speaking impolitely to staff)	-1	15 minute Lunchtime Reset
N1RESPECT Phone	Basic lack of Respect - (Student has phone out, but has handed it over)	-1	15 minute Lunchtime Reset
N1PRIDE Equipment	Basic lack of Pride - Tutor Only (Student missing a piece of equipment)	-1	15 minute Lunchtime Reset
N1PRIDEUniform	Basic lack of Pride - Tutor Only (Student missing an item of uniform/wearing incorrect uniform)	-1	15 minute Lunchtime Reset
N1PRIDE Late to lesson	Basic lack of Pride - (Student late to lesson, more than 5 minutes)	-1	15 minute Lunchtime Reset
N1PRIDE Late to	Basic lack of Pride - (Student late to school)	-1	15 minute Lunchtime



Huxlow Academy

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School			Reset
N1PRIDE Homework	Basic lack of Pride - Homework	-1	15 minute Lunchtime Reset
N2PRIDE Uniform (PE)	Serious lack of Pride - Wearing PE kit on days when they should not	-1	30 minute Afterschool Reset
N2AMBITION Work	Serious lack of Ambition (student refusing to work)	-1	Removed to Faculty Remove room and 30 minute Afterschool Reset
N2AMBITION Distracting	Serious lack of Ambition (Student continuously distracting others)	-1	Removed to Faculty Remove room and 30 minute Afterschool Reset
N2RESPECT Answering back	Serious lack of Respect (Student continuously answering back)	-1	Removed to Faculty Remove room and 30 minute Afterschool Reset
N2RESPECT Instructions	Serious lack of Respect (Student continuous refusal to follow instructions)	-1	Removed to Faculty Remove room and 30 minute Afterschool Reset
N2 RESPECT Phone (unstructured)	Serious lack of Respect - (Student refuses to hand phone over when requested)	-1	30 minute Afterschool Reset
N2 RESPECT Phone (Lesson)	Serious lack of Respect - (Student refuses to hand phone over when requested)	-1	30 minute Afterschool Reset
N3 PRIDE - Truanting	Serious lack of Pride - (student has truanted part of a lesson up to half of the lesson)	-1	30 minute Afterschool Reset
N3 RESPECT Department Remove	Severe lack of Respect - (student had to be Removed from or refused to go to	-1	Placed with HOY + 60 minute Afterschool Reset



Huxlow Academy

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Department Removal Room

N4 PRIDE - Truanting	Severe lack of Pride - (Student has truanting over half of the lesson)	-1	60 minute Afterschool Reset
N5 RESPECT Fail HOY	Very Significant lack of Respect - (Student failed or refused removal with HOY)	-1	Reflection
NN Weapon and Prohibited	Non-Negotiable - Use or threat of use of an offensive weapon or prohibited item)	-1	Notification to HOY, consideration for possible suspension/reflection
NN Bullying	Non-Negotiable - Bullying	-1	Notification to HOY, consideration for possible suspension/reflection
NN Persistent Disruption	Non-Negotiable - Persistent or General Disruptive Behaviour	-1	Notification to HOY, consideration for possible suspension/reflection
NN Verbal Adult	Non-Negotiable - Verbal abuse/threatening behaviour towards an adult	-1	Notification to HOY, consideration for possible suspension/reflection
NN Public Health	Non-Negotiable - Wilful and repeated transgression of protective measures in place to protect public health	-1	Notification to HOY, consideration for possible suspension/reflection
NN Drug and Alcohol	Non-Negotiable - Drug and Alcohol Related (drugs, smoking,vaping)	-1	Notification to HOY, consideration for possible suspension/reflection



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NN Theft	Non-Negotiable - Theft	-1	Notification to HOY, consideration for possible suspension/reflection
NN Damage Property	Non-Negotiable - Damage to Property	-1	Notification to HOY, consideration for possible suspension/reflection
NN Assault Adult	Non-Negotiable - Physical assault against an adult	-1	Notification to HOY, consideration for possible suspension/reflection
NN Assault Pupil	Non-Negotiable - Physical assault against a pupil	-1	Notification to HOY, consideration for possible suspension/reflection
NN Racist Abuse	Non-Negotiable - Racist Abuse	-1	Notification to HOY, consideration for possible suspension/reflection
NN S Misconduct	Non-Negotiable - Sexual Misconduct	-1	Notification to HOY, consideration for possible suspension/reflection
NN Verbal Pupil	Non-Negotiable - Verbal/threatening behaviour towards a pupil	-1	Notification to HOY, consideration for possible suspension/reflection
NN S Orientation and Gender	Non-Negotiable - Abuse against sexual orientation and/or gender identity	-1	Notification to HOY, consideration for possible suspension/reflection
NN Disability	Non-Negotiable - Abuse relating to Disability	-1	Notification to HOY, consideration for possible suspension/reflection



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NN Social Media and
Online

Non-Negotiable - Inappropriate use of social
media or online technology

-1

Notification to HOY,
consideration for possible
suspension/reflection