

Behaviour for Learning Policy



Leigh
Stationers' Academy

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Author:	Mr Farr, Vice Principal
Approved by:	Mr Sparks, Principal
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Revision Log		
Date	Item	Details of Change
8th November 2024	Woolf Post 16	Additions around Post 16
20th November 2024	Language updated	'Interventions' and 'sanctions' language were replaced following parental feedback.
20th November 2024	Page 14	Report Card Guidance updated
24th November 2024	Point 19. Page 9	Information about mis-use of device/Smoothwall (also added to sanctions grid)
24th November 2024	Appendices	Documents were updated and attached to reflect new branding

Name	Role	Email Address
Mr Farr	Vice Principal	anthony.farr@stationers.latrust.org.uk
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1. Policy Statement

- 1.1.** At Leigh Stationers' Academy (LSA), we are dedicated to ensuring that our academy environment supports the learning and wellbeing of all students and staff.
- 1.2.** This policy includes our Home Academy Agreement, which outlines what we expect from all stakeholders, in particular our students, and the sanctions that will be enforced if this policy is not adhered to. Additionally, this policy will outline ways in which we celebrate and encourage positive behaviour. Positive behaviour and self-discipline have strong links to effective learning and are vital for students to go on to be independent and positive contributors to their community and society.
- 1.3.** Our Home Academy Agreement recognises the importance of a successful partnership between the academy, students, and parents.
- 1.4.** Links with other policies:
 - 1.4.1.** Safeguarding & Child Protection Policy
 - 1.4.2.** Anti-bullying Policy
 - 1.4.3.** Special Educational Needs Policy
 - 1.4.4.** Teaching & Learning Policy
 - 1.4.5.** Assessment, Reporting & Recording Policy and Marking & Feedback Policy
 - 1.4.6.** LAT Policies
 - 1.4.6.1.** Attendance Policy
 - 1.4.6.2.** Uniform Policy, Suspensions and Searching & Screening Policy
 - 1.4.6.3.** Digital Strategy & Blended Learning Policy

2. Key Contacts

Name	Role	Email Address
Mr Farr	Vice Principal	anthony.farr@stationers.latrust.org.uk
Mr Sparks	Principal	joseph.sparks@stationers.latrust.org.uk

3. Aims

- 3.1.** The academy believes that all students should be aware of the standards of behaviour that are expected of them and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour we can develop good relationships throughout the academy, built on trust and respect, and that through the use of this policy we can support all students in developing a high level of resilience and social awareness. Our aim is to ensure that all our students, regardless of race, gender, sexuality, perceived ability, age, appearances or disability, are equipped with key skills they need to continue to progress to the best of their ability in areas of life.

4. Academy and Staff

- 4.1.** It is the responsibility of all staff to familiarise themselves and comply with this policy. The academy understands that the first step to modelling good behaviour is to lead by example and, therefore, all members of staff must act responsibly and professionally. We strive to ensure that discipline is consistent across the academy so that behaviour boundaries and sanctions are clear to all and applied fairly, proportionately, and without discrimination, considering

SEND (special educational needs and disabilities) as well as the additional challenges that some vulnerable students may face. Staff are trained with face-to-face CPD to manage behaviour as part of their continued professional development and are well informed of the extent of their disciplinary authority. Where appropriate, the academy may utilise reasonable adjustments when managing the behaviour of SEND students.

- 4.2. We work with parents and carers to understand their children and their behaviour, encouraging parents to communicate with the academy if they have a concern about their child's behaviour. We promote good behaviour and will regularly report, in line with the Assessment, Reporting & Recording Policy, student attendance, merits, and negative logs at regular intervals throughout the year. Parents can also access this information through the MCAS app.
- 4.3. Staff are a constant presence around the academy, in between lessons, during social time, and before/after school. A member of the Senior Leadership Team will circulate the academy during lessons to ensure a calm and purposeful learning environment at all times.
- 4.4. We recognise that where individual students are engaging in continuing disruptive behaviour, there could be underlying or complex emotional needs. Our pastoral teams will ensure that if such needs are identified, we will do all we can to ensure that the student receives a personalised approach to support them and their learning.
- 4.5. Staff should:
 - 4.5.1. consistently display good classroom management and promote excellent behaviour for learning;
 - 4.5.2. establish a stimulating learning environment, deploying Quality First Teaching strategies at all times;
 - 4.5.3. develop and promote traits of the IB Learner Profile;
 - 4.5.4. mark and return students' work in line with the Marking and Feedback Policy;
 - 4.5.5. praise, actively encourage, and regularly reward students wherever possible; and
 - 4.5.6. ensure that the full and correct use of the policy is used to address disruptive behaviour in lessons and follow up with necessary actions and sanctions.

5. Students

- 5.1. 'All pupils deserve to learn in an environment that is calm, safe, supportive, and where they are treated with dignity. To achieve this, every pupil should be made aware of the school behaviour standards, expectations, pastoral support, and consequence procedures'. (DfE Behaviour in Schools - September 2022).
- 5.2. It is the responsibility of students to develop positive relationships, be respectful, and demonstrate acceptable standards of behaviour at all times. Students will be reminded of our expectations and the academy policy and procedures regularly. Students have a responsibility to ensure that any incidents of disruption, violence, bullying, discrimination, and any form of harassment are reported as soon as possible.
- 5.3. We ask all students to sign the Home-Academy Agreement to indicate that they will respect and support the academy's behaviour policy.

6. Parents and Carers

- 6.1. 'Parents have an important role in supporting the school's behaviour policy and should be encouraged to reinforce the policy at home as appropriate. Where a parent has a concern about management of behaviour, they should raise this directly with the school while continuing to work in partnership with them'. (DfE Behaviour in Schools - September 2022).

6.2. Parents and carers play a significant part in ensuring that their child is responsible for their own behaviour both in and when travelling to and from the academy. We ask all parents/carers to sign the Home-Academy Agreement to indicate that they will respect and support the academy's behaviour policy and the authority of the academy staff.

7. Celebrating Excellence

7.1. All students can earn merit points for displaying positive behaviour both inside and outside the classroom. Staff can award these by using Bromcom, and they can be seen by parents via MCAS (My Child at School). Tutors will also discuss these with students on a regular basis.

7.2. Students will receive recognition when they reach the following merits: 50, 100, 150, 200, 250, and 300.

7.3. In addition to the merit points, we encourage and praise students with regular verbal and written praise, contact home, postcards, stickers, and certificates. At the end of every module, each school will hold a 'Celebration of Success' assembly where students will receive awards and prizes for merit points, attendance, nominations (tutor and pastoral teams), and wider activities (for example, sports awards and literacy awards).

7.4. Students can also be awarded a wristband for exceptional behaviour. These will also allow the student to queue jump at the restaurant during break/lunch on that particular day.

7.5. Students can be awarded a bronze, silver and gold badge associated with their year group as part of our reward strategy. This can be awarded for excellent attendance, high merits, low negative logs and no fixed term suspensions. The badge also includes rewards such as certificates, reward events and prizes. These are awarded at the end of each term.

8. Standards and Uniform

8.1. Suppliers: Leigh Stationers' Academy has two uniform suppliers:

JK Clothing (Online & In-Store)	Brigade Clothing (Online)
14 Wellington Parade Blackfen Road DA15 9NB http://www.jkclothing.net/	https://www.brigade.uk.com/

In order to comply with the Department for Education's Cost of School Uniforms guidance published in November 2021, Leigh Stationers' Academy has significantly reduced the number of branded school items required. The only branded items that parents/carers are required to purchase are:

- Blazer with Leigh Stationers' Academy crest
- Leigh Stationers' Academy tie
- Leigh Stationers' Academy PE polo shirt (with college colour)
- Leigh Stationers' Academy PE shorts

All other items, including the shirt, kilt, trousers, jumper, shoes, socks, and tights, are non-branded items and can be purchased from a range of high-street stores including Asda, Next, Marks & Spencer, and School Uniform Direct (online). For example, the new Year 7 kilt can be purchased from JK Clothing, Next, and School Uniform Direct.

For Year 7 Pupils 2024/25

Blazer	Navy with Leigh Stationers' Academy crest
Shirt	Plain white, button to neck, pointed collar
Tie	Leigh Stationers' Academy tie
Kilt or Trousers	Kilt: Plain dark grey knee-length kilt (which reaches the knee when standing), or Trousers: Plain dark grey
Jumper	Plain grey v-neck jumper
Shoes	Plain black leather formal shoes (no sandals, boots, trainers, or sling backs)
Socks or Tights	Plain black/dark grey
Belt	Plain black

Additional Guidelines

- Coats/Jackets: Must be a suitable, waterproof outdoor coat. Denim/leather coats, hoodies, and sports jackets are not permitted.
- Jewellery: Students are NOT allowed to wear any form of jewellery. Rings, necklaces, and bracelets are unsuitable for the academy. An exception may be made for religious bangles. No earrings of any kind, facial jewellery, or piercings are permitted under any circumstances. Students will be asked to remove the above items, and they will be confiscated for parents/carers to collect. The academy is not responsible for the loss of or damage to any jewellery.
- Make-up/Nails: No make-up is permitted. This includes fake eyelashes, fake nails and teeth decoration(s). Students may not wear nail varnish of any kind.
- Hair: No extreme hair colours; natural hair colours only.

Equipment	PE Kit
<p>Every student must have:</p> <ul style="list-style-type: none"> • A suitable school bag which can hold an A4 book/folder. • Their Chromebook*, including a Chromebook case. <p>*Students must bring their Chromebook fully charged every day.</p> <p>A suitable pencil case which includes:</p> <ul style="list-style-type: none"> • 2 black/blue pens • 1 green pen • HB pencil • Ruler • Rubber • Sharpener • Highlighter • Scientific calculator 	<p>Every student must have:</p> <ul style="list-style-type: none"> • Trainers - non-slip soles <p>Canvas shoes such as Converse or Vans are not permitted.</p> <ul style="list-style-type: none"> • Leigh Stationers' Academy PE polo shirt (with college colour) • Leigh Stationers' Academy PE shorts • Plain navy (long) sport socks (winter) • Plain white sport socks (summer) <p>Optional:</p> <ul style="list-style-type: none"> • Leigh Stationers' Academy training top • Leigh Stationers' Academy tracksuit bottoms <p>If students do not have a suitable PE kit for the lesson, a clean spare kit will be provided for them to wear.</p>

For Year 8-11 Pupils 2024/25

Pupils in Years 8-11 may continue to wear their original Leigh Stationers' Academy uniform until they grow out of it. When it becomes necessary to purchase new uniform items, students and parents can purchase the new Leigh Stationers' Academy uniform items as listed in the guidance above. This phased approach will ensure a smooth transition to the new uniform standards while being mindful of existing investments in school attire.

Blazer	Navy with Leigh Stationers' Academy logo in college colour
Shirt	Plain white, button to neck, pointed collar
Tie	Leigh Stationers' Academy college colour tie
Skirt or Trousers	Skirt: Plain dark grey knee-length skirt (which reaches the knee when standing), or Trousers: Plain dark grey
Jumper	Plain grey v-neck jumper
Shoes	Plain black leather formal shoes (no sandals, boots, trainers, or sling backs)
Socks or Tights	Plain black/dark grey
Belt	Plain black

Additional Guidelines

- **Coats/Jackets:** Must be a suitable, waterproof outdoor coat. Denim/leather coats, hoodies, and sports jackets are not permitted.
- **Jewellery:** Students are NOT allowed to wear any form of jewellery. Rings, necklaces, and bracelets are unsuitable for the academy. An exception may be made for religious bangles. No earrings of any kind, facial jewellery, or piercings are permitted under any circumstances. Students will be asked to remove the above items, and they will be confiscated for parents/carers to collect. The academy is not responsible for the loss of or damage to any jewellery.
- **Make-up/Nails:** No make-up is permitted. This includes fake eyelashes, fake nails and teeth decoration(s). Students may not wear nail varnish of any kind.
- **Hair:** No extreme hair colours; natural hair colours only.

Equipment	PE Kit
<p>Every student must have:</p> <ul style="list-style-type: none"> ● A suitable school bag which can hold an A4 book/folder. ● Their Chromebook*, including a Chromebook case. <p><i>*Students must bring their Chromebook fully charged every day.</i></p> <p>A suitable pencil case which includes:</p> <ul style="list-style-type: none"> ● 2 black/blue pens ● 1 green pen ● HB pencil ● Ruler ● Rubber ● Sharpener ● Highlighter ● Scientific calculator 	<p>Every student must have:</p> <ul style="list-style-type: none"> ● Trainers - non-slip soles <p><i>Canvas shoes such as Converse or Vans are not permitted.</i></p> <ul style="list-style-type: none"> ● Leigh Stationers' Academy PE polo shirt (with college colour) ● Leigh Stationers' Academy PE shorts ● Plain navy (long) sport socks (winter) ● Plain white sport socks (summer) <p>Optional:</p> <ul style="list-style-type: none"> ● Leigh Stationers' Academy training top ● Leigh Stationers' Academy tracksuit bottoms <p>If students do not have a suitable PE kit for the lesson, a clean spare kit will be provided for them to wear.</p> <p>PE Kit Policy</p> <p>All students must bring and wear the correct PE kit for every PE lesson.</p> <p>1. No PE Kit: If a student does not have their PE kit</p>

	<p>they will receive a behaviour consequence. Students will be given a clean replacement kit to wear. Refusal to wear the replacement kit will result in removal from the lesson.</p> <ol style="list-style-type: none"> 2. Incorrect or Missing Kit: Students with incorrect or incomplete kits are still expected to participate in their lesson. While no behaviour consequence will be issued for missing a single item, a behaviour log will be recorded. The PE Team will review these logs weekly, and students who receive two or more logs within a module (half-term) will be issued a behaviour consequence. 3. Injury: Injured students must still bring their kit and be assigned a non-physical role, such as coaching or officiating. A parent/carer email is required to excuse physical participation, and prolonged injuries must be supported by medical evidence. 4. Feeling Unwell: If a student feels unwell while at school, they should inform a member of staff. If deemed too unwell to participate in lessons, the school will contact their parent/carer. <p>This policy ensures that all students are prepared, responsible, and actively engaged in their physical education.</p>
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8.2. The academy has the final decision on uniform.

8.3. Students who do not comply with the standards and uniform above will receive an sanction. In the event a student can not address the infringement or refuses to borrow equipment (Eg blazer), they will be placed into inclusion.

For Post-16 (Woolf) Pupils 2024/25

Dress Code Expectations (all students)	These items are NOT permitted within the Academy:
<p>Arden students are expected to dress professionally whilst in and around the Academy, this includes a tie for all male students.</p> <p>Students should consider this as an introduction to the working world and dress accordingly including:</p> <ul style="list-style-type: none"> ● Smart and appropriate footwear ● A tie (with the top button of the shirt done up) ● Shirts should be tucked in at all times 	<p>The following items are not permitted in the Academy and students will be provided with a loan item of clothing where suitable as a replacement:</p> <ul style="list-style-type: none"> ● Crop tops ● Denim ● Flip flops/sliders or casual footwear (including trainers or Converse or similar items of footwear) ● Clothing with large slogans or logos ● Mini skirts or a short pair of shorts ● Any item of clothing that could be considered see-through ● Tracksuits ● T-shirt dresses ● Oversized jumper

9. Prohibited Items

- 9.1.** The Academy will take a zero-tolerance approach to items brought onto the academy site which are prohibited. This list is not exhaustive:
- 9.1.1.** alcohol, drugs or drug paraphernalia (including gummies);
 - 9.1.2.** cigarettes, vapes of any kind, matches or lighters;
 - 9.1.3.** chewing gum;
 - 9.1.4.** aerosols;
 - 9.1.5.** weapons of any kind
 - 9.1.6.** material that is inappropriate or illegal for children to have, such as racist, homophobic or pornographic material;
 - 9.1.7.** high energy or fizzy drinks;
 - 9.1.8.** items which are not appropriate for school life (such as water pistols, balloons etc)
- 9.2.** No student may sell items on the academy site.

10. Drugs

- 10.1.** We will not tolerate drug use of any sort on academy property or during off-site activities. This includes solvents and any other substance (gummies) that can be misused/harmful or drug paraphernalia. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs (including being under the influence). We will engage with the police if any student is involved with the above.

11. Prescription Drugs

- 11.1.** Carrying, supplying, or taking prescription drugs illegally could result in a permanent exclusion. We are aware that it may be necessary for some students to take medication during the school day. Parents/carers should make the academy aware of this in writing, and any medication should be left with the small school administrators where they will be locked away securely until required.

12. Alcohol

- 12.1.** Consuming, carrying, or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

13. Criminal Damage

- 13.1.** In the event a student damages the academy property or equipment, they will receive a sanction, and we will look to recover any costs incurred to fix, replace or repair the damage. We may also report any events to the police.
- 13.2.** All of the above also applies when travelling to and from the academy.

14. Searching and Confiscation

- 14.1.** Following guidance set out by the Education and Inspections Act 2006, all members of staff are authorised to use confiscation as a disciplinary sanction. This means that staff may confiscate or seize items in the possession of students that are illegal or prohibited; if they are found while students are on site.
- 14.2.** The Principal and staff authorised by the Principal (Senior Leaders and Pastoral staff) have the power to search a student or their possessions, without consent, where they suspect the student has a prohibited item.

15. Mobile Phones

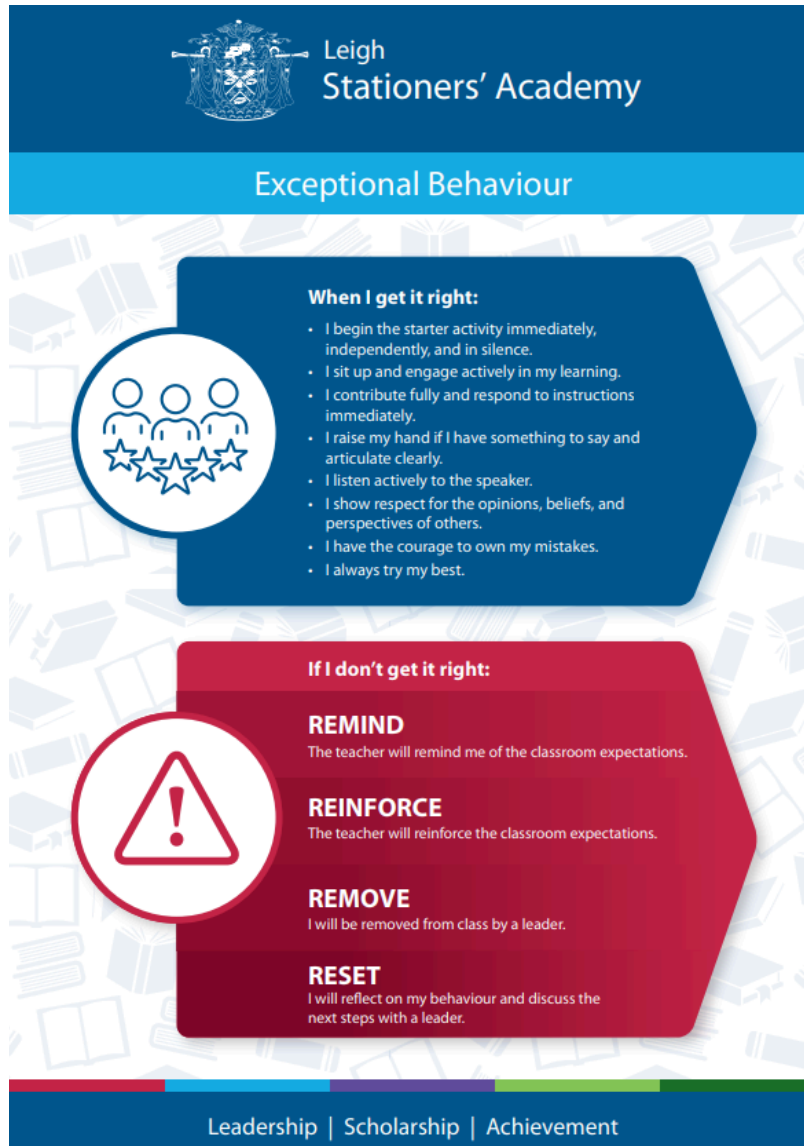
- 15.1.** Mobile phones, smart watches, and headphones must be switched off and in bags at all times when on site, unless directed by a member of staff. Students in Post 16 may use their mobile phones sensibly and appropriately in designated areas as set out by the Head of Arden, Ms Collier.
- 15.2.** Following recommendations from the Secretary of State for Education, mobile phones are not permitted whilst on site. If a mobile phone, smart watch, or headphones are seen or heard, they will be confiscated and handed to Crown Reception, where they will be secured. These items will then need to be collected by a parent/carer. Confiscated mobile phones, smart watches, and headphones will not be returned to the student.
- 15.3.** Refusal to hand over any of the above items will result in a sanction.
- 15.4.** The academy will take very seriously any instances where a mobile phone has been used to film, photograph, or record staff or students without their permission. This is a criminal offence under the Protection from Harassment Act 1997.
- 15.5.** The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. The DfE guidance states that there is no need to have parental consent to search through a young person's mobile phone. These data or files may be deleted before returning the item if they believe there is good reason to do so.
- 15.6.** Only the Principal, Designated Safeguarding Lead, Vice Principals, or Deputy DSLs have the power to search a student's device.

16. Digital/Blended Learning Strategy

- 16.1.** The academy has invested a significant amount of money in providing students with a device. This must be looked after, charged each evening, and brought to school every day. In the event the device is misplaced or damaged, it must be reported to the pastoral team as soon as possible. Students found misusing their device will be issued an appropriate sanction.
- 16.2.** Students who mis-use their device and are flagged via our Smoothwall software will be issued the necessary sanctions, in line with the sanctions grid.

17. Three Point Plan Behaviour System (Remind, Reinforce, Remove and Reflect)

17.1. At Leigh Stationers' Academy, we have developed a fair, clear, and consistent behaviour strategy that is applied in every lesson throughout the academy. Staff will also utilise the reward system to reward students for positive behaviours both in and out of lessons:



17.2. The poster for the above will be clearly displayed in every classroom and can be found as part of the appendices.

17.3. Pupils who are removed from a lesson will spend the rest of that lesson, one further lesson, and the next break or lunchtime in the Reflection Room. Should the removal take place during the fourth period (for Years 7, 9, 11 & P16) or the fifth period (for all year groups), pupils will spend the remainder of the school day in the Reflection Room and complete a 30-minute detention on the same day. The Senior Team will determine when a pupil is ready to return to their lessons; should they conclude a pupil is not yet ready to reintegrate into the classroom, they will specify the appropriate time for the pupil's return to lessons.

17.4. Sanctions

- 17.4.1.** Students may be expected to serve a sanction before school, during break/lunch or after school. For after-school sanctions, these may last for a maximum of 60 minutes. In the event a student accumulates more than 60 minutes sanction time/misses 60 minutes; they will automatically be placed into our Reflection room the following day.
- 17.4.2.** The DfE guidance states that “schools do not need to give notice to parents for after-school detentions”. We will, where possible, provide notice for sanctions which exceed 30 minutes, unless a student is removed from a period 4 or 5 lesson, where they will be required to sit a 30 minute sanction on the same day.
- 17.4.3.** Daily events will be reviewed after school by the Principal and Vice Principals. sanctions will be issued, in accordance with the sanctions ladder and need to be completed the next school day, unless a student is removed from a period 4 or 5 lesson, where they will be required to sit a 30 minute sanction on the same day.
- 17.4.4.** Students may also lose their social time with the pastoral teams if they do not have the correct uniform, equipment, or for persistent irresponsible behaviour during break/lunch.
- 17.4.5.** In the event the student is absent (authorised or unauthorised) for any of the sanctions, it will automatically roll over to the next day the student attends the academy. It is the student's responsibility to manage this, and we encourage parents/carers to contact the relevant pastoral team in the event their child is absent, so that we can support them to alter their future behaviours.

18. Behaviour Analysis

- 18.1.** Behaviour is reviewed daily by the Principal and Heads of Schools. There will be a daily and weekly report for all staff. Students are flagged a concern when they accumulate the following number of negative logs.

Stages	Negative Logs with -1 Value	Action
Stage 1	10 negative logs in a module	Form tutor discussion with student
Stage 2	20 negative logs in a module	Stage 2 Report with Form Tutor Tutor to call parent/carers.
Stage 3	30 negative logs in a module	Stage 3 Report card with pastoral team Meeting with parent/carers PSP may be initiated
Stage 4	40 negative logs in a module	Stage 4 Report card with Assistant Principal Contact with parent/carers PSP must be initiated Reflection/fixed term suspension for persistent disruption and defiance
Stage 5	50+ negative logs in a module	Stage 5 Report card with Head of School Meeting with parent/carers Reflection/fixed term suspension for persistent disruption and defiance

- 18.2.** In the event a student accumulates several negative logs (more than 10) in a short space of time (a week) they will receive a fixed-term suspension.

- 18.3.** Students may be escalated through the stages throughout the academic year if they have reached a particular stage in the previous module.
- 18.4.** The academy will initiate Pupil Support Plans (PSPs) where appropriate. For example, in the event a student requires additional support/interventions or if there are attendance concerns.

19. Report Cards

- 19.1.** As part of an intervention to support students who accumulate several negative logs, placed into inclusion or demonstrate persistent punctuality concerns; we have created a range of report cards. Each report will be set up with the individual where 2-3 targets will be set to give them a focus to help address the particular behaviour that needs to be addressed.
- 19.2.** All stakeholders will be involved in this process, and the individual will need to 'check-in' with the person responsible for overseeing their report as well as an adult at home, daily, to discuss their day/targets specified on the report card.
- 19.3.** It is the student's responsibility to ensure that the report card is kept throughout the day, given to teachers and handed to the person responsible for overseeing their report and an adult at home.
- 19.4.** Report cards will be completed over a 2-week period or until they pass their report.
- 19.5.** Distribution of Report Cards
- 19.5.1.** Subject Report Card: In the event a student has persistently (2 lessons or more) demonstrated poor behaviour in a subject, the teacher should place a student on subject area report. This must be signed by the subject co-ordinator on completion.

19.6. Setting a Student Up On Report

- 19.6.1.** In the event a student needs to be placed on report (except Reflection report), there must be dialogue between the student/person responsible for overseeing the report on the day the report card is issued. Stage 3 requires a meeting with the parent/carer.

19.7. Completed Cards

- 19.7.1.** On completing the final day, the member of staff responsible for overseeing the report card will circle PASS or FAIL. Students must achieve a minimum of 21 sessions (88%) with Superb, Pass, Remind, Reinforce of the 24 possible sessions. In the event they have failed the report card, they could be asked to complete another week OR be escalated to the next stage.
- 19.7.2.** All cards provide evidence of the sanction and, therefore, must be handed to the pastoral admin team who will scan a copy onto the student's Bromcom.

20. Report cards & sanctions

20.1. sanctions are set out on the table below in the event a student reaches 'Removal' or fails a lesson. These will be completed on the day, without 24 hours' notice to parents/carers.

	Duration/Criteria	Responsible	Sanctions
Subject Report card	<ul style="list-style-type: none"> KS3 – 3 consecutive lessons KS4 – 6 consecutive lessons <p><i>A student can only be placed on 2 different subject report cards. If there are more than 3 subjects which are concerned the student should be placed on Stage 2 report with their tutor.</i></p>	Subject Teacher & CLT	<ul style="list-style-type: none"> 10 minutes per fail <p>Completed once the report card is complete.</p>
Stage 2 <i>Form Tutor</i>	2 weeks <ul style="list-style-type: none"> 20 or more negative logs 3 SARs (above) or lost report twice SoC twice in an academic year 	Tutor	<ul style="list-style-type: none"> 5 minutes per fail 15 minutes if misplaced on the day
Stage 3 <i>SSM</i>	2 weeks <ul style="list-style-type: none"> 30 or more negative logs Failed Stage 2 or lost report twice SoC three times in an academic year 	SSM	<ul style="list-style-type: none"> 10 minutes per fail 30 minutes if misplaced on the day
Stage 4 <i>RSL</i>	2 weeks <ul style="list-style-type: none"> 40 or more negative logs Failed Stage 3 or lost report twice SoC four times in an academic year Received 2 FTEs in an academic year 	RSL	<ul style="list-style-type: none"> 15 minutes per fail 45 minutes if misplaced on the day
Stage 5 <i>Assistant Principal</i>	2 weeks <ul style="list-style-type: none"> 50 or more negative logs Failed Stage 4 or lost report twice SoC five times in an academic year Received 4 FTEs in an academic year 	AP	<ul style="list-style-type: none"> 20 minutes per fail 60 minutes if misplaced on the day
Stage 6 <i>Head of College</i>	2 weeks <ul style="list-style-type: none"> 60 or more negative logs Failed Stage 4 or lost report twice SoC five times in an academic year Received 4 FTEs in an academic year 	HoC	<ul style="list-style-type: none"> 30 minutes per fail Reflection if misplaced
Punctuality	2 weeks <ul style="list-style-type: none"> Persistent punctuality/attendance concerns 	Tutor & SSM/RSL	<ul style="list-style-type: none"> 15 minutes per fail 30 minutes if misplaced on the day

20.2. Inclusion - Reflection Room

- 20.2.1.** In the event a student breaches the behaviour policy, they may be placed into inclusion for a minimum of 1 day. This runs daily from 8.30-4.15pm (except on Wednesdays where it finishes at 3.15pm). Students will be out of circulation and be expected to complete all their work via Google Classroom. They will require a bottle of water and packed lunch (in the event the student receives free school meals, their lunch and drink will be collected for them during lunchtime. This will be a sandwich/roll and drink).
- 20.2.2.** Students will be issued a report card which will be completed by the Inclusion Manager, a member of the pastoral team, or SLT periodically throughout the day.
- 20.2.3.** If a student receives 2 failed periods (not completing sufficient work), they will need to repeat the day. If a student is 'removed' (given 2 warnings to address their behaviour/complete work), causes significant disruption, fails to hand in their mobile phone or refuses to go into the inclusion room they will be issued a fixed term suspension.
- 20.2.4.** In the event a student is issued a fixed term suspension for refusing to attend Reflection, they will re-sit the day on their return to the academy.
- 20.2.5.** Students may also be placed in Reflection during investigations.

20.3. Suspensions and Permanent Exclusion

- 20.3.1.** The academy is committed to a policy of inclusion. The Principal will normally only resort to a fixed-term suspension or permanent exclusion when all other sanctions have failed or are deemed inappropriate. The Principal may also decide that a suspension is warranted in the case of a first offence, or a student who has not previously been monitored for behaviour, if the offence is of a sufficiently serious nature.
- 20.3.2.** For any serious incident, a full investigation will be completed, and the Principal will decide if a fixed-term suspension or permanent exclusion is necessary. The Principal will apply the civil standard of proof.
- 20.3.3.** A decision to exclude a student will only be taken in response to serious breaches of the academy behaviour policy and/or where allowing the student to remain in school would seriously compromise the educational welfare of the student or others within the academy.

20.4. Fixed Term Suspensions

- 20.4.1.** If a student is issued a fixed-term suspension, under the Education and Inspections Act 2006, parents/carers are responsible for ensuring their child/ren are supervised during the first five days of a fixed-term suspension. For fixed-term suspensions that last for more than six days, the academy is responsible for providing alternative full-time education from day six onwards. This also applies to students in our Post 16 provision, Woolf College.
- 20.4.2.** Following any fixed-term suspension, parents/carers will be expected to attend a reintegration meeting with a member of the pastoral team at the school to discuss the reason for the suspension and seek reassurances from the student about their future conduct. The reintegration paperwork will be signed by all stakeholders and retained on the student's file. The academy may utilise the sanction grid following a fixed-term suspension to explore a range of interventions to support the student. This also applies to students in our Post 16 provision, Woolf College.

20.5. Woolf Post 16 - Termination of a student's placement

20.5.1. Due to sixth form students being of non-compulsory education age, Leigh Stationers' Academy reserves the right to terminate a student's placement within Woolf Sixth Form following a one off serious breach of the Academy's behaviour policy or for persistent breaches of the Academy's behaviour policy, this may also include periods of Fixed Term Suspension followed by a termination of placement if improvements are not evident.

21. Inclusion Forum (Managed Moves and Off-site Direction)

- 21.1.** The academy participates in an inclusion forum with local academies (Fair Access Panel) for directing students off-site or managed moves.
- 21.2.** The Education Act 2002 (Section 29A) states that academies have the power to direct a pupil off-site for education to improve their behaviour.
- 21.3.** This will be for a period of time which will be discussed and set out with all stakeholders at the start of this intervention, with a review. In the event a student has participated in any of the above interventions, outside of the academy, they may be placed into a different small school on their return, as a further intervention.

22. Use of Force

- 22.1.** Section 93 of the Education and Inspections Act 2006 enables all academy staff to use such force as is reasonable in the following circumstances:
- 22.1.1.** to prevent students from committing an offence;
 - 22.1.2.** to prevent students from injuring themselves or others;
 - 22.1.3.** prejudicing the maintenance of good order and discipline at the academy or among any students receiving education at the academy, whether during a lesson or otherwise.
- 22.2.** In the event an adult is required to physically intervene (for example, if there was a fight between two students), there could be marks or bruising as a result; any physical intervention will be reported to the pastoral team and the DSL.
- 22.3.** In order to ensure the safety and wellbeing of students and staff, some members of staff have been trained in 'positive handling' by Team Teach. They are:
- Mr Anthony Farr, Vice Principal
 - Mr Joseph Sparks, Principal
 - Mr Stephen Smith, Vice Principal

In the event that proactive and de-escalation strategies have not been effective, then it may be necessary to use a physical intervention. These interventions will be used only if reasonable, proportionate, and necessary. The physical techniques taught on the Team Teach course are based on providing the maximum amount of care, control, and therapeutic support. They are used as a last resort, where reasonable, proportionate, and necessary in order to fulfil our duty of care in order to protect the pupil from harm/the risk of harm to themselves and/or others.

- 22.4.** In the rare event of an emergency situation occurring where there is no agreed programme in place, but physical intervention is needed, the guidelines state that "... the law of negligence will be applicable wherein the academy staff will be expected to act as a 'reasonable prudent parent.'" As an academy, we commit to avoiding the need for the use of physical interventions through a good understanding of our students, a strong commitment to meeting their needs, and a systemic, positive proactive approach to behaviour. Parents/carers will be informed of the incident and involved where possible to lower the need for physical interventions.

Appendices	
Document	Appendix
Home Academy Agreement	Appendix 1
Behaviour Classroom Poster	Appendix 2
Sanctions Ladder	Appendix 3
Student Statement of Account	Appendix 4
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Pupil Support Plan (PSP)	Appendix 6
FT Suspension Reintegration	Appendix 7

Appendix 1: Home Academy Agreement

HOME ACADEMY AGREEMENT 2024/25



Leigh
Stationers' Academy

Information for Parents, Carers & Students at Leigh Stationers' Academy

At Leigh Stationers' Academy, we make the following three commitments:

- 1) Students will receive an exceptional educational experience in every lesson, every day.
- 2) Students will thrive in a culture of high expectations with exceptional pastoral care.
- 3) Students will achieve exceptional outcomes and secure high-quality destinations of choice.

We recognise and highly value the partnership between the school, parents/carers, and students so that students can become independent, successful, well-respected, and positive contributors to their community and society. Our Home Academy Agreement recognises the importance of a successful partnership between the academy, students and parents/carers.

Scholarship | Fellowship | Leadership

We, Leigh Stationers' Academy, agree to:

- Provide every student with a broad and balanced education that maximises potential and ensures there is no ceiling to students' aspirations.
- Provide academic and vocational programmes of study that meet the needs of all learners.
- Build personal attributes in every student that are in line with the International Baccalaureate (IB) learner profile characteristics.
- Provide high-quality pastoral support to every student through their college teams.
- Provide every student with a form tutor.
- Challenge, support and encourage every student so they can become the best they can be.
- Provide every student with opportunities for social, moral and spiritual education (including religious, sex and health Education).
- Provide opportunities to learn about Fundamental British Values and become internationally minded.
- Provide a range of enrichment and co-curricular activities.
- Provide a secure, stimulating and well-disciplined environment.
- Provide regular home/independent learning opportunities.
- Provide access to emotional support through our well-being team.
- Provide students with regular feedback and opportunities for reflection.
- Provide parents/carers with progress reports as featured in the assessment, recording and reporting policy.
- Offer at least one parent/carer evening each year.
- Communicate with parents/carers to discuss any difficulties or concerns.
- Ensure the safety of staff and students by involving external agencies, where necessary.
- Act swiftly and fully investigate any reports of bullying or discrimination and take necessary action.

As a parent/carer, I agree to:

- Fully support and work with the academy to encourage a positive attitude to education and wider academy life.
- Encourage excellent attendance (97%+) and punctuality; inform the academy on any/each day my child cannot attend or will be late.
- Ensure family holidays are booked outside the academy term dates, as set out on the academy's website.
- Make time to discuss and listen to my child about home learning and recognise my child's effort and progress.
- Attend any parents' evenings and relevant academy functions in which my child is involved, including any meetings that are requested by the academy.

- Regularly review My Child At School to keep up-to-date with my child's behaviour and attendance.
- Inform the academy if there are any factors which may affect my child's performance.
- Fully support the academy policies, including the behaviour policy and any implemented interventions.
- Ensure my child has the correct uniform and equipment (including pencil case and its contents, appropriate footwear and correct PE kit) as outlined in the Behaviour Policy.
- Pay for the repair or replacement of any damaged items/property caused by my child.
- Support my child in full-time education or training to the age of 18.
- Support any interventions put in by the academy, including external agencies, where required.
- Take full responsibility for my child's appropriate use of technology, including social media.

As a Leigh Stationers' Academy student, I agree to:

- Embody the IB Learner Profile characteristics.
- Treat all members of the academy community with understanding and respect.
- Show respect for the academy environment and property.
- Attend and be punctual to all lessons.
- Remain on-site during academy hours.
- Try my best and meet all course requirements, including home learning tasks.
- Wear the full and correct academy uniform every day as outlined in the Behaviour Policy.
- Bring the correct equipment as outlined in the Behaviour Policy.
- Adhere to academy expectations and behave responsibly at all times, including to and from the Academy.
- Keep my mobile phone in my school bag and switch it off on-site.
- Adhere to any intervention(s) if and when required.
- Not bring in any prohibited or inappropriate items (e.g. aerosol cans, chewing gum, make-up or nail varnish, water pistols) into the Academy.
- Not bring in any tobacco, including vapes, alcohol, illegal drugs or weapons into the academy.
- Not maliciously interfere with academy equipment, including computers or fire safety equipment.
- Not misuse ICT devices, systems or services.
- Behave responsibly online, including the use of learning platforms/social media, and not bring the academy into disrepute by misusing these platforms.

Student Name:		Date:	
Signature of Student:			
Signature of Parent/Carer:			
Signature of Academy:			



Exceptional Behaviour



When I get it right:

- I begin the starter activity immediately, independently, and in silence.
- I sit up and engage actively in my learning.
- I contribute fully and respond to instructions immediately.
- I raise my hand if I have something to say and articulate clearly.
- I listen actively to the speaker.
- I show respect for the opinions, beliefs, and perspectives of others.
- I have the courage to own my mistakes.
- I always try my best.



If I don't get it right:

REMIND

The teacher will remind me of the classroom expectations.

REINFORCE

The teacher will reinforce the classroom expectations.

REMOVE

I will be removed from class by a leader.

RESET

I will reflect on my behaviour and discuss the next steps with a leader.

Appendix 3: Sanctions Grid

- Behaviour events are reviewed daily by the Behaviour Team & Vice Principal
- In the event a student misses their sanction after school, it will escalate the following day (e.g. missing a 30 minute sanction will result in 60 minutes sanction the next day; missing a 60 minute sanction may result in a period of time in the Reflection Room)
- In the event a student accumulates more than 60 minutes they will be placed into the our Reflection Room room for a minimum of 1 day
- Students on report can also receive consequences for failing lessons/report cards. Please see Report Guidance within the Behaviour for Learning Policy.

Event(s)	*Possible Consequences
<ul style="list-style-type: none"> • Removal from lesson, including self-removal (e.g. walking out without permission) 	<ul style="list-style-type: none"> • 30 minutes after school • If a student receives two removals in single day they will be placed into our Reflection Room the following day
<ul style="list-style-type: none"> • Late mark 	<ul style="list-style-type: none"> • 30 minutes after school • If a student arrives after 10.05 they will be placed in our Reflection Room
<ul style="list-style-type: none"> • Breach of standards • Lack of work/homework • Out of bounds • No PE kit • Truancy 	<ul style="list-style-type: none"> • 30 minutes after school • Reflection Room • Fixed Term Suspension
<ul style="list-style-type: none"> • Mobile phone (inc airpods/smart watches) 	<ul style="list-style-type: none"> • Confiscation: the device will only be returned to the parent/carer • 30 minutes after school
<ul style="list-style-type: none"> • Defiance/rudeness/verbal abuse • Theft/vandalism • E-safety/misuse of technology • Persistent disruption/defiance (rapid negative logs) 	<p><i>Reviewed on the day/dependent on severity/incident</i></p> <ul style="list-style-type: none"> • 30 minutes after school • 60 minutes after school • Reflection Room • Fixed Term Suspension • Permanent Exclusion
<ul style="list-style-type: none"> • Physical assault • Bullying/discrimination • Sexual misconduct • Prohibited items (including use or threat of/drugs/alcohol) • Bringing the academy into disrepute • Persistent disruption/defiance 	<p><i>Reviewed on the day/dependent on severity/incident</i></p> <ul style="list-style-type: none"> • 30 minutes after school (minimum) • 60 minutes after school • Reflection room • Fixed term suspension • Permanent Exclusion <p>In the event of a serious breach (including physical assault against a student/member of staff or possession of prohibited item) a permanent exclusion will be considered.</p>

*This list is not exhaustive and the Academy has the final decision with any sanctions agreed by the Principal/Vice-Principals.

Appendix 4: Student Statement of Account

Statement of Account



Leigh
Stationers' Academy

Collate and review all evidence regarding the incident and ensure this document is populated with accuracy.

Name:		Year/Tutor:	
School:		Scribe: Y N	<i>Name if Y:</i>
Date:		Time:	

Incident details:			
Date:		Time:	

Account: Include as much detail as possible and include specifics (names, locations etc)			
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I confirm this account is accurate and to the best of my knowledge

Signed:		Date:	
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Appendix 5: Investigation Summary

Investigation Summary



Leigh
Stationers' Academy

Collate and review all evidence regarding the incident and ensure this document is populated with accuracy.

Name of person investigating:	
Incident details: <ul style="list-style-type: none">- Date- Time- Location	
Involved: Include perpetrator(s) and victim(s) - you are NOT required to list witnesses we can see this on statements	

PLEASE COLLATE ALL THE EVIDENCE (INC STATEMENTS) AND ATTACH TO THIS SUMMARY

Summary of events/incident:	
State evidence provided: <i>Eg - Statement, CCTV, body map, crime reference number etc</i>	

Appendix 6: Pupil Support Plan (PSP)

Pupil Support Plan



Leigh
Stationers' Academy

This form should be used to populate a Pupil Passport on Provision Map (if the student already has one set up, please add additional interventions/support)

Student Name:		Year/Tutor:	
Date:		Set up by:	

FSM:		PPG:		CIC:		SEND:	
------	--	------	--	------	--	-------	--

Academy concerns/reasons for the PSP: (if MM include targets)	Summarise additional support/interventions to be put in place from this point forward:
Student views I would like you to know that...	I will help myself by...
Academy support/interventions (historic and current) I receive the following support/interventions...	It would help me if you could...

Signed (Academy):	
Signed (Student):	
Signed (Parent):	

PLEASE ENSURE A PSP FLAG IS ASSIGNED TO BROMCOM AND UPDATE THE PUPIL PASSPORT

Appendix 7: FT Suspension Reintegration

FTS Reintegration



Leigh
Stationers' Academy

This form should be completed alongside the Home Academy Agreement

Student Name:		Year/Tutor:	
Date:		Days FTS:	
SLT member:			

FSM:		PPG:		GC:		SEND:	
------	--	------	--	-----	--	-------	--

Reasons for FTS:	Academy concerns:

Support or interventions to be put in place:

Student views/reflection:	Parent/Carer views:

Signed (Academy):	
Signed (Student):	
Signed (Parent):	

A COPY OF THIS DOCUMENT & HOME ACADEMY AGREEMENT MUST BE SENT HOME