

The English Martyrs School and Sixth Form College



Behaviour and Attendance Policy 2018 – 2019

Amended October 2018

The Ethos:

The English Martyrs School and Sixth Form College expects and promotes behaviour which allows all its members to work together in a spirit of harmony and co-operation, guided by the teachings of Jesus and the Church.

Responsibilities of Academy, Students and Parents in Ensuring an Orderly Climate for Learning:

Statement of general principles:

The Academy will:

- Ensure the whole academy community is consulted about the principles of the academy Discipline and Behaviour Policy.
- Establish and communicate clearly measures to ensure good order, respect and discipline.
- Co-operate and agree appropriate protocols with other academies in the local academy partnership for behaviour and persistent absence.
- Ensure the academy Behaviour Policy does not discriminate against any student on, for example, grounds of race, gender, disability or sexual orientation, and that it promotes good relations between different communities.
- Ensure teachers' roles in academy discipline matters are consistent with the National Agreement Raising Standards and Tackling Workload and workforce remodelling agenda so that there is due recognition of the enhanced roles of support staff and not all responsibilities are focused on teachers.
- Ensure staff are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies.
- Support, praise and as appropriate reward students' good behaviour.
- Apply sanctions fairly, consistently, proportionately and reasonably – taking into account of Special Educational Needs and Disability (SEND) and the needs of vulnerable children.
- Make alternative provision from day six for Fixed Period excluded students and, where appropriate, to arrange reintegration interviews for parents at the end of a fixed period exclusion.
- Take all reasonable measures to protect the safety and wellbeing of staff and students including preventing all forms of bullying and dealing effectively with reports and complaints about bullying.
- Ensure staff model high standards and never denigrate students or colleagues.
- Ensure that all staff are visible around the academy to promote improved high standards of behaviour from all students.
- Promote positive behaviour through the active development of students' social, emotional and behavioural skills.
- Keep parents informed of their child's behaviour as and when appropriate.
- Work with other agencies to promote community cohesion and safety.

Students will:

- Demonstrate behaviour that is conducive to learning:

- Be punctual to lessons and registration
- Ensure uniform is worn correctly
- Be prepared to learn
- Always remain on task
- Listen carefully and respond appropriately
- Be respectful at all times to staff and other students
- Follow the academy rules (see Page 9)
- Act as positive ambassadors for the academy at all times including when off academy premises.
- Show respect for academy property and the academy environment.
- Never to denigrate, harm or bully other students or staff.
- Co-operate with and abide by any arrangements put in place to support their behaviour.

Parents will:

- Respect the academy's Discipline and Behaviour Policy and the disciplinary authority of academy staff.
- Help to ensure that their child follows reasonable instructions by academy staff and adheres to academy rules.
- Send their child to the academy each day punctually, suitably clothed, fed, rested, equipped and ready to learn.
- Ensure academy staff are aware of any SEN-related or other personal factors which may result in their child displaying behaviour outside the norm.
- Be prepared to work with the academy to support their child's positive behaviour.
- Attend meetings with the academy staff, if requested, to discuss their child's behaviour.
- Adhere to the terms of any support plan put in place relating to their child's behaviour.
- If their child is excluded from the academy, ensure the child is not found in a public place during academy hours in the first five days of exclusion and, if invited, to attend a reintegration interview with the academy at the end of a fixed period of exclusion.

The Power to Discipline:

All teachers and other staff in charge of students have the power to discipline. Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline students whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction.

"Consequences" Behaviour System.

THE KEY PRINCIPLES OF OUR CLASSROOM EXPECTATIONS ARE:

- Arrive to lessons on time and with the correct equipment
- Follow instructions the first time
- Listen to the person who is talking
- Keep hands, feet and unkind words to yourself
- Do not allow your behaviour to disrupt the learning of other students.

THE CONSEQUENCES PATHWAY IN THE CLASSROOM:

- Teaching groups are given a general 'rule and consequences reminder' before a student is issued with the first consequence
- Misbehaviour – C1
- Further misbehaviour – C2
- Further misbehaviour – C3
- Final misbehaviour in the classroom – C4 and sent to the Departmental 'Remove Room'
- All of the following will result in a consequence being given: talking out of turn, getting out of seat, playing with objects, making noises, defacing work, ignoring a reasonable request, refusing to undertake a task, answering back, swearing in passing.
- A C4 results in the student being given a C4 detention and a note in their planner to inform parents/carers of the date and location of the detention.
- Any student who misbehaves in the Department Remove Room will be sent to The Bridge for the remainder of that lesson. They will spend a day (usually the following day) in The Bridge.
- [\[new for October 2018\]](#) A student who receives a second C3 in a single day will be removed from the lesson by Pastoral Staff/ SLT and sent to the Bridge until 4pm.

CONSEQUENCES C4 OTHER

- Students are given a 'C4 other' detention for the following: persistent lateness, uniform, out of bounds, jewellery, no planner/defacing planner, make up/nail polish, smoking by association, chewing gum (after a rule reminder), lack of correct equipment, mobile phone. This list is not exhaustive.
- A C4 other results in the student being given a C4 other detention and a note in their planner to inform parents/carers.
- **If a "C4 Other" detention is invoked by SLT it will be for one hour.**

CONSEQUENCES C5

- Students are given a C5 for the following: failure to attend C4 detention, misbehaviour in C4 detention, truancy, smoking, failure to follow a reasonable request, verbally abusive towards another student.
- A C5 will result in a day in The Bridge – parents/carers will be informed of this by telephone or a note in the student's planner.

CONSEQUENCES C6 – FIXED TERM EXCLUSION

- Students are given a C6 for: failure to attend C5 isolation, failure to behave in C5 isolation or for incidents that the Headteacher deems serious enough to warrant exclusion – ie fighting.

FIXED TERM EXCLUSION ARE ALSO GIVEN FOR REASONS OUTLINED IN THE ACADEMY BEHAVIOUR POLICY

The above lists for C4, C5 and C6 are not exhaustive, C4 detentions, C5 isolations and C6 exclusions may be given for other reasons.

If a student swears directly at a member of staff or is causing a Health or Safety risk a member of SLT should be alerted via Classcharts immediately.

The **Consequences of Behaviour** programme is central to the way the Academy operates. It helps all members of the Academy community feel secure because we are really clear about what behaviour is unacceptable and what the consequences will be. It makes everyone feel valued because it is a way of making sure students are rewarded for good behaviour.

- **Consequences of Behaviour** exists at English Martyrs School and Sixth Form College to allow teachers to teach and all students to learn.
- **Consequences of Behaviour** is a consistent, fair and positive system which is applied in all lessons across all subjects.
- **Consequences of Behaviour** means that positive behaviour is praised. However, everyone is clear about the consequences for negative behaviour.
- Praise is the most important aspect of **Consequences of Behaviour**. Students should try hard to gain praise and Achievement Points in all lessons and staff will always aim to award more praises than **consequences**.
- Students will always receive a general warning about their behaviour before any consequences are issued to them.
- During lessons students who receive consequences will have their names displayed on the consequences board.
- Students must change their behaviour in any lesson where a C1 has been issued otherwise a C2 will be given. If students choose not to change their behaviour it will result in a C3, the final warning. By continuing their negative behaviour the student is given a C4. This means a removal from the lesson to the department's 'Remove Room' and a one hour detention.
- Failure to arrive promptly or to behave appropriately in the department's 'Remove Room' will result in a C5 being issued.
- Failure to complete or to behave appropriately in a C4 detention results in a C5, which is a day in the **Bridge** at a later date, usually the next day.
- Failure to report to the **Bridge** before the start of the Academy day on the date given will result in a C6, which is an exclusion from the Academy.
- The Bridge is a place for students to reflect on the serious consequences of their behaviour.
- **REMEMBER – ONCE A CONSEQUENCE HAS BEEN ISSUED IT WILL NEVER BE CANCELLED.**
- Any student receiving a high number of Achievement Points will be recognised in that particular subject and may be awarded a Gold, Platinum or Masters Certificate at the end of terms 1,2 and 3.

CODE OF CONDUCT

We will provide students with a high quality education and facilities that are up-to-date, safe and secure. We will treat them with courtesy and respect at all times.

We expect that whenever students are in the Academy, they behave sensibly and appropriately and always show courtesy and consideration to other members of our community. Remember no-one has the right to interrupt the learning of others.

IN OUR CLASSROOMS, WE EXPECT STUDENTS TO:

- arrive at lessons on time
- bring all necessary equipment in suitable bags eg pen, pencil, ruler, eraser, text books, calculator, reading book, PE kit and planner
- listen to the person who should be talking
- always follow the teacher's instructions
- keep books, desks and walls free of graffiti
- work sensibly and not disturb their classmates
- adhere to Classroom Expectations
- always address staff as Sir, Miss or Ms
- know that eating and drinking is not allowed

DURING THE DAY WE EXPECT STUDENTS TO:

- move around the Academy in a quiet and orderly way
- keep to the right in corridors and on stairs
- show consideration for others in crowded areas
- hold doors open and let others pass through
- stay in the correct area at breaks and lunchtime
- only eat food in the dining hall
- put litter in the bins
- know that chewing gum is not allowed
- stay away from staff cars
- Keep mobile phones switched off and out of sight during the school day.

USE OF ICT IN LESSONS. WE EXPECT STUDENTS TO:

- always keep their passwords safe
- never reset other students' computers
- only use the internet for Academy use
- always ask for permission before using personal storage devices (eg USB sticks and external hard drives).

IN ENGLISH MARTYRS SCHOOL AND SIXTH FORM COLLEGE, WE CARE FOR, AND VALUE OUR COMMUNITY

- We must always try to do our best and aim high
- We must value other people and their property
- We must show respect and care for ourselves and others
- We must always be responsible

Regulating Students' Conduct and Disciplining them for Misbehaviour Outside of the Academy Premises

- Sanctions will apply to students who misbehave on the way to or from the academy, outside the academy gates or otherwise in close proximity to the academy. Action would be taken against any student who was verbally abusing members of the public on a bus on the way to or from the academy.
- If a student causes any distress to the bus driver on their journey to or from academy, they should expect to be banned from using the bus for an agreed length of time (often two weeks). Parents/guardians would be notified of this in advance.
- Sanctions will apply if misbehaviour takes place on Work Experience or whilst the student was taking part in a further education course as a part of an academy programme.
- The academy will apply sanctions if a student misbehaves whilst representing the academy in a sports event with another academy or any other event which might affect the chance of opportunities being offered to other students in the future.
- The academy would take action if a student harassed a member of staff or student off academy premises, including through the internet.
- The academy may take action if a student's misconduct outside of the academy premises is deemed to have a detrimental impact on the academy or local community.

Support

The academy pastoral system provides help and advice both to individuals and to groups to regulate behaviour. A highly experienced team of Heads of Year lead the Key Stage Pastoral Support Officers and the form tutors in the day to day pastoral care of students. The appropriate Head of Year would usually be the first point of contact should a parent wish to raise any issue or concern. In addition:

- a) The Home School Liaison Officer provides specialised advice and support to individual students and families.
- b) The Bridge provides support for students to improve behaviour and learning.
- c) The support provided by the Special Educational Needs Department is designed to motivate students in their learning which in turn improves behaviour.
- d) Key Stage Pastoral Support Officers and Learning Support Assistants/Officers who support students in their academy life and address behavioural issues when they arise.
- e) The academy will engage the support and advice of outside agencies to address behaviour problems when needed.

Attendance

It is our belief that only through regular attendance at school will our students be able to realise their full potential. Research has regularly shown that the more students attend, the higher their achievement and self-esteem is likely to be. Statistics show that a student is far less likely to achieve their academic potential in external examinations if their attendance falls below 95%. We therefore ask all our parents and carers to work with us to ensure that the attendance of all of our students is as high as it can possibly be.

Aim

To raise levels of achievement and personal development by ensuring high levels of attendance, punctuality and involvement in the Academy.

It is the responsibility of both the Academy and Parents/Carers to ensure that students attend every day possible to maximise their learning opportunities.

Every week of absence is 25 lessons lost.

To assist us in these aims parents/carers can do the following:

- Encourage their children to attend school every day.
- Ensure they arrive at school on time, registration is at 8.45 AM.
- Contact the academy as early as possible on the first day of absence giving reason for absence.
- Write a note in the student planner to be shown to the form tutor on the day of return outlining reason for absence.
- Avoid making appointments during the school day wherever possible.
- Do not take students out of school for holidays during term time. A student who misses 10 days can only achieve 94.7% attendance.

The Academy will

- Keep an accurate and up to date record of attendance.
- Liaise with parents/carers on attendance and punctuality issues.
- Identify the cause of non-attendance and take action.
- Monitor and work to improve the attendance of individuals, specific groups of students and the academy.
- Take action with students who are persistently late.
- Close the school gates at 8.45 AM after which access will only be through the main reception.
- Students who arrive after 8.45 will be put on detention the same day at break time in AG2.
- Celebrate and reward excellent attendance in form groups and individuals.
- Maintain and promote positive student relationships with staff and peers.

English Martyrs Academy is committed to equality in the provision of its services to all students, their families and staff. This ensures that all members of the academy and other users will receive the highest possible standards of service from the school, irrespective of race, ethnicity, gender, sexual orientation, marital status, age, disability, chronic illness, religion or beliefs.

Formal Closure of Registers

- The formal closure of Registers will be at 9.30 AM.
- All students who are late for school will receive an immediate detention
- Students arriving after Registers have closed, will receive an unauthorised absence.
- Students arriving late due to a medical appointment will receive an authorised absence.
- **20 unauthorised absences will alert the School Attendance Officer and can lead to legal proceedings.**

Signing in and out

Each student must sign in and out of student reception and must always have a note in their planner from their parent/carer if they have any appointments medical or with outside agencies. A Green Slip will be issued from the Head of Year and these need to be presented at the Student reception when leaving.

Reducing levels of un-authorised absence and monitoring attendance and punctuality

- Any student whose attendance falls below 90% is deemed to be a persistent absentee. All students whose attendance is below 95% will be closely monitored to help prevent them from falling into this category.
- Students causing concerns are initially placed on an attendance card which will be monitored by the students' form tutor and the School Attendance Team over a 6 week period.
- If attendance does not improve they may be referred to the Local Authority for attendance procedures that could lead to a Fixed Term Penalty Notice or court proceedings.
- The academy also requests that as far as possible medical and dental appointments are made out of academy hours. Parents are requested to avoid taking students on holiday during term time as these cannot be authorised.
- Registers are taken for each lesson by subject teachers and at the start of each day by form tutors in accordance with the instructions given by the Department for Education.
- On the first day of a student's absence if no contact has been made with the academy by his or her family, enquiries will be made by academy staff by phone, letter or in some circumstances through the Attendance Officer. Home visits will be carried out if no reason is provided. A record of this shall be entered into the student's file.
- Parents are asked to provide a written explanation for each and every absence upon a student's return to the academy. Parents are informed of this during initial consultation meetings and through reminders in the Parents' Bulletin.
- If no written explanation is received within a reasonable time, a letter is posted to the student's home. This letter gives details of the date(s) of the absence(s) and requests an explanation for the absence. A copy of this shall be placed in the student's file.
- If any absence, whether covered by a note or not, is considered an unauthorised absence by a member of staff, parents will be informed by a Head of Year.
- In any case of suspected truancy, parents will be informed of the academy's concern at the earliest possible opportunity.
- In cases of truancy or when serious concern about absence arises within the academy, the Local Authority will be contacted by the academy.
- Outstanding attendance is celebrated throughout the academy in a variety of ways.

Home Visits

The School Attendance Officer has a key role in linking between the academy and the home to assist in re-engaging the child and parent/carer. The initial response to a student not attending the academy is a home visit. This provides the Attendance Officer with an opportunity to assess whether the absence is condoned by parents and if they are in a position to ensure regular attendance.

The Attendance Officer is available for consultation and advice in relation to concerns about a child's non-attendance or truancy from the academy.

Holidays during the Academy Year

Changes to the law have meant that the academy is no longer able to give authorisation to any holidays taken during the academic year, except in exceptional circumstances. Parents and guardians should be aware that absenteeism as a consequence of holidays taken may lead to prosecution where this contributes to an overall concern about a student's attendance.

Parents and guardians who still wish to take their child out of the academy for the purpose of a holiday are expected to obtain a Notification of Term Time Holiday form from the academy office, complete and return it so that a formal record of the reason for absence is recorded.

Changing Schools

A student will not be removed from the academy roll until the following information has been received and investigated.

- The date the student will be leaving the academy and starting the next
- The name of the new school and the address
- The new home address if known

The student's academy records will then be sent on to the new school as soon as possible. In the event that the academy staff have not been given the above information, the family will be referred to the Local Authority School Attendance Officer at Hartlepool Borough Council.

Penalty Notice Protocol

In compliance with The Education (Penalty Notices) (England) Regulations 2007, the Academy policy complements the Hartlepool Code of Practice as laid out in their Penalty Notice Protocol – for Non School Attendance

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated Local Authority Officers, Head teachers (or Deputy Head teachers/Assistant Head teachers as authorised by the Head teacher) and the Police to issue Penalty Notices in cases of unauthorised absence from school.

A Penalty Notice will only be issued in cases of unauthorised absence.

Uniform and Equipment

Our school uniform is an important expression of our pride in ourselves as a school and we expect all students to be in correct uniform. Teacher time spent challenging uniform distracts from our principal purpose of teaching and learning. The details for the school uniform for September are set out below and can also be found on the school website. The school has used the DfE non-statutory guidance on school uniform and agrees with guidance given in the DfE booklet which states;

‘The school uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone. The Department strongly encourages schools to have a uniform as it can instil pride; support positive behaviour and discipline; encourage identity with, and support for, school ethos; ensure pupils of all races and backgrounds feel welcome; protect children from social pressures to dress in a particular way’

With this in mind, we are making specific changes to improve the current standard of uniform being worn by students in the school to ensure that we have a cost effective, smart uniform that is followed consistently by all of our student body.

- We will insist that all students wear **formal plain black shoes**. We will provide all parents with a catalogue which shows the type of shoe which will be acceptable but in broad principle it would be the type of shoe one would wear to an interview, or other formal occasion rather than those designed to look like trainers.

<p>School Uniform</p> <p>White School Shirt (cotton or polyester/cotton) EMS School Tie Black Trousers (not jeans) Black Skirt (A-line, flared or pleated of a knee length) to be worn with plain opaque black tights. (Skirts with front or side splits must not be worn) EMS Black Blazer with Embroidered Badge EMS School Jumper (optional) Formal Plain Black School Shoes Anorak or Coat (no denim jackets, tracksuit tops or hoodies)</p>
<p>PE Uniform</p> <p>COMPULSORY: PE Long sleeved top with house colours PE T-shirt Plain black shorts (not cycling shorts) Black football socks Trainers (appropriate for sport) Swimming Trunks / Costume / Cap / Bobble</p> <p>RECOMMENDED: Football boots Towel (or dry yourself with your PE top) Base Layers (red or black) Plain black tracksuit bottoms or sports legging</p>

School uniform can be ordered by logging onto www.trutexdirect.com and register using our schools LEA code: **LEA01006SC**. This will take you to the English Martyrs school uniform page, where you can see all items of our school uniform. The site is secure and orders can be placed quickly and safely, direct with Trutex. Alternatively, you can order from Trutex Direct by phone, call *01200 421206*.

Miss Sarah Tait our Finance Director co-ordinates uniform supply and if you have any queries please ring or email her on 01429 273790 / stait@ems.hartlepool.sch.uk .

The English Martyrs PE department has a strict policy of bringing all PE kit to all lessons. This is to ensure that the pupils are prepared for any activity, when facilities are unavailable or because of adverse weather conditions. We would also like to make you aware that all PE kit needs to be labelled with the pupil's full name in permanent pen. This is to aid the process of returning misplaced kit.

Students must have a bag suitable for bringing planners, books and other basic equipment (pen, pencil, ruler, rubber, all books for the day's lessons, PE kit when required) to the academy each day.

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Hairstyles Hairstyles are expected to be reasonable with no obvious artificial colouring. Hairstyles incorporating shapes/patterns/stripes or lines are not acceptable. Any student attending with an unacceptable hairstyle will be unable to access lessons in the normal way until this has been attended to. This action is to save the student involved from possible humiliation and embarrassment and to maintain high standards. Similar action will be taken with regards to shaved eyebrows, body piercing and tattoos. Students must be clean-shaven unless for reasons of religious observance.

Jewellery

Students may wear one small stud in each ear lobe.

There is a risk of accidental injury from wearing jewellery in the academy and we cannot take responsibility for loss or damage to items of jewellery.

Make-Up

The wearing of make-up, nail varnish and false nails is not allowed.

We believe that adherence to school rules regarding uniform is critical to reinforcing our Behaviour and Attendance policy. If a student comes to school in non compliant uniform, we will attempt to contact parents/ guardians in an effort to bring about a simple remedy, which may lead to the student being sent home to collect a blazer or pair of shoes that are at home. In such cases we would always consult with parent/ guardians and insist that the student returned to school without delay.

The following are not allowed on the academy premises:

- ◆ **Weapons of any kind (eg knives, airguns, laser pens, etc.)**
- ◆ **Alcohol**
- ◆ **Cigarettes, matches and lighters**
- ◆ **E-cigarettes or similar vapourisers regardless of content**
- ◆ **Chewing Gum**
- ◆ **Energy drinks**
- ◆ **Aerosols or sprays**
- ◆ **Drugs, "Legal Highs"**
- ◆ **Solvents**
- ◆ **Fireworks**
- ◆ **Offensive, pornographic or racist materials**

Gambling

This is not allowed in the academy in any form.

Drugs

Disciplinary sanctions will be imposed on students involved in drug-related incidents on the academy premises or during off-site academy activities.

The academy regards the issue of drugs as being extremely serious and is determined to do all in its power to ensure that the academy is a 'drug-free zone'.

Consequently students **MAY BE PERMANENTLY EXCLUDED** if they are involved in any drug related incidents.

Full details are included in the Drugs Policy

Definition 1: 'Drug related incidents' include:

- Being in possession of any amount of drugs
- Selling or passing of drugs to others
- Using drugs

Definition 2: **Drugs means illegal drugs or controlled drugs**

Prescribed Drugs

The academy regards the carrying, passing on or using of prescription drugs illegitimately as a very serious matter and this **could lead to permanent exclusion**.

Non Prescription Drugs

Some drugs which are available 'over the counter' to the general public can be harmful if misused, Paracetamol and Aspirin are examples. Students should not carry these into the academy. Any misuse of these drugs could lead to permanent exclusion.

Medication

If it is necessary for a student to take medication during the academy day, the parent should:

- inform the child's Head of Year
- bring the medication to the academy
- have the medication placed in safe-keeping with the First Aider in the academy medical room.

The student should report to the medical room and take the medication under supervision.

Students must **never** carry a drug, prescribed or other, on their person in the academy.

Alcohol

All those liquids normally sold in an off-licence or public licensed premises, spirits, beers, cider etc., which cannot legally be sold to anyone under the age of 18 years.

Any student possessing alcohol, selling or passing on alcohol to others or using alcohol may be permanently excluded.

Solvents and Other Substances

Solvents and a range of substances can be misused and consequently harmful. Although these may not be "illegal" or "prescribed", if the academy has evidence that they are being misused in any way by a student which could lead to harm to themselves or others then that student may be permanently excluded.

Anti- Bullying Strategy

"Bullying is a form of intimidation in which a more dominant individual abuses the power he or she has over a less dominant individual. More than one bully and more than one victim may be involved in a bullying incident" (Bullying in Academies – Cleveland)

Bullying can be:

- ◆ **Physical** from deliberate pushing and jostling to assault.
It can also involve theft or damage to the victim's property.
- ◆ **Verbal** this often takes the form of name-calling, which can be face to face or by mobile phone calls, texts or e-mails.
- ◆ **Cyber Bullying**
 - Cyber bullying includes sending or posting harmful or upsetting text, images or other messages, using the internet, mobile phones or other communication technology.

- It can take many forms, but can go even further than face to face bullying by invading home and personal space and can target one or more people.
- It can take place across age groups and target pupils, staff and others.
- It can include threats and intimidation, harassment, defamation, exclusion or peer rejection, impersonation and unauthorised publication of private information or images.
- It can include messages intended as jokes, but which have a harmful or upsetting effect.

Cyber bullying may be carried out in many ways, including:

- threatening, intimidating or upsetting text messages;
- threatening or embarrassing pictures and video clips via mobile phone cameras;
- silent or abusive phone calls or using the victim's phone to harass others, to make them think the victim is responsible;
- threatening or bullying emails, possibly sent using a pseudonym or someone else's name;
- menacing or upsetting responses to someone in a chatroom or similar method of communication;
- unpleasant messages sent during instant messaging;
- unpleasant or defamatory information posted to blogs, personal websites
- and social networking sites (eg Facebook)

In some cases this type of bullying can be a criminal offence.

Full details are included in the Cyber Bullying Policy.

Those who bully others tend to:

be assertive and aggressive; do not understand how others feel and lack guilt. Bullies can be individuals or in groups. Members of groups can become bullies to be accepted by group members. It is acknowledged that bullying can occur amongst adults also. Bullying can be a one-off incident or a sustained campaign.

Prevention:

- ◆ The English Martyrs School and Sixth Form College regards bullying as a serious breach of the academy's standards of behaviour and will aim to maintain a high profile on the issue through regular references to it in assemblies, the Staff Bulletin, the Parents' Bulletin and Prospectus.
- ◆ Advice and help to parents through parental communications.
- ◆ Staff will aim to raise the awareness of bullying among students.
- ◆ Teachers will take every opportunity to reassure students that the academy cares and will help all students.
- ◆ Students are encouraged to report in confidence any instances of bullying that they either are victims of or are aware of involving others.
- ◆ The role of the bystander will be a focus of assemblies at least once a year.
- ◆ Opportunities will be provided in the curriculum to define and discuss acceptable behaviour and encourage coping mechanisms.
- ◆ All staff, especially Form Tutors should maintain a vigilant and proactive stance in relation to possible bullying situations. They will encourage self-confidence and assertiveness, alongside supportive and caring attitudes amongst students.
- ◆ Students may be required to sign a behaviour contract along with a Parent/Guardian in which they agree to cease any form of bullying in regard to identified victim(s). Failure to adhere to this agreement may lead to a permanent exclusion.

Action:

Staff will:

- ◆ Take all reports of bullying seriously.
- ◆ Act as quickly as possible.
- ◆ Establish the facts.
- ◆ Record the incident, assess the seriousness and if necessary, report to Head of Year.
- ◆ Reassure the victim, give support and advice.
- ◆ Ensure the “bully” is aware of disapproval. If a group is involved speak to each individual and also to the group.
- ◆ Involve parents as necessary.
- ◆ If a sanction is used, it should be in relation to the seriousness of the incident and the “bully” should know why it has been given.
- ◆ Encourage students to talk to someone when bullying occurs and establish a peer mentor system for students, if appropriate.
- ◆ Follow up by checking that no subsequent bullying has occurred.
- ◆ Repeated involvement in bullying could be punished by a referral to the Bridge for a number of days, Fixed Term Exclusion, referral to the Bridge for alternative provision or in extreme cases, permanent exclusion will be considered.

Detention

In most circumstances parents/carers will be given at least 24 hours notice of all detentions. However the academy reserves the right to hold a student in detention (up to 60 mins) on the same night.

In line with our “Consequences” policy for Behaviour a student will get a one hour detention if they have been given a C4. The details of the detention will be recorded in the student planner. If a student fails to meet the Academy rules regarding Uniform or infringes the Academy Code of Conduct they will be placed on SLT detention on the next available Friday evening between 3.00 and 4.00pm. This will also be recorded in the student planner.

Rewards Policy

Aim

- ◆ **To reward effort and achievement in all areas, to raise self-esteem and encourage progress and good behaviour.**

Achievement Points

The academy operates an Achievement System to formally acknowledge the effort and achievement of all students.

Guidelines for awarding Achievement Points

- ◆ All staff are expected to award points where appropriate. Points could be awarded for:
 - ~ consistently good work in class
 - ~ a single exceptional piece of work
 - ~ consistently good homework
 - ~ consistently good test results
 - ~ achieving a target
 - ~ acquiring a skill

- ~ contribution to a lesson
 - ~ positive attitude
 - ~ positive contribution to the Tutor Group, e.g. in morning prayers or assembly
 - ~ helpfulness
- ♦ It is important that all students recognise why points are awarded and see that the system is fair. Each student should be measured against his / her own previous best work / attitude / results. Only one point should be awarded to a student at one time.
 - ♦ With regard to discipline and behaviour, points can be awarded to acknowledge and promote appropriate behaviour, e.g. honesty, helpfulness, taking responsibility, responding to a position of trust, etc.
 - ♦ Awards for points earned will take various forms including positive phone calls home, certificates and a number of prizes in recognition of their achievement.
 - ♦ Students in Y12 and Y13 have a termly Award's Ceremony where students are nominated for outstanding work and effort as well as 100% attendance.
 - ♦ All year groups gain recognition for a wide variety of achievements within the annual Awards' Evening.

House Points

- Students will be able to accumulate House Points for their House by their performances in inter-House competitions and events.
- Achieving 100% attendance throughout the year
- Reaching significant milestones within the Achievement Point system
- Other outstanding examples of responsible behaviour, representing the academy with distinction

Work, Attitude, Contribution to Academy Life

- ♦ Verbal encouragement will be given by all staff at every opportunity.
Positive written comments will be made on a piece of work.
Public praise in class or in assembly.
- ♦ Headteacher's Commendation – student will be congratulated by the Headteacher for an action or achievement deserving of praise, followed by a letter to parents.
- ♦ Sports trophies and certificates will be presented in assemblies.
Students chosen as Prefects will wear the Prefects' tie and badge to show they have special responsibilities.
- ♦ Students elected as Form Representatives and to the School Council will wear badges to show this.
At the end of the year Prefects, Form Representatives and Council Members will be awarded certificates.

Awards Evening

- ♦ This will be held each year to mark the diverse range of achievements of students from Y7 – Y13. The Annual Awards Evening is a reflective celebration of the individual and collective successes of all members of our community.

Consultation

Student Voice

The consultation of students is an important recent duty which reflects children's rights under Article 12 of the United Nations Convention on the Rights of the Child. It will also help EMS to meet the National Healthy School's Standard criteria on allowing children a voice in matters that affect them.

- ◆ It is academy policy to regularly involve students in the appointment of new teaching staff.
- ◆ Student opinion from whole year groups will be sought from time to time, on both pastoral and academic issues.
- ◆ Elections are held every year, for Form Representatives to reflect Student Voice.
- ◆ Year Representatives are chosen to become part of the School Council.
- ◆ It is academy policy to consult with the student body over significant issues. For example, the decision to change academy uniform originated from a Student Voice Survey. The academy tie was designed by one of the students.

Parents/Guardians

Consultation with parents is very important. The views of our parents/guardians will be sought at regular intervals. Questionnaires will be used to ascertain the opinions of parents/guardians on how effective they believe the academy to be across a range of critical areas. The Senior Leadership Team will carefully evaluate the responses and if appropriate, steps will be taken to ensure that standards remain at optimum levels.

Local Partners

The academy enjoys an excellent relationship with a wide range of partners. Within Hartlepool there are regular meetings between the Headteachers and Senior Leaders in all of the secondary academies. Partnerships include Hartlepool Teaching School Alliance, Shotton Hall Teaching School Alliance, Catholic Partnership and work as an Arts College. These partnerships enable good practice to be shared from school to school in a spirit of collaboration.

It is policy to refer students to outside agencies whenever appropriate, in order to provide specialist help for individual students and their families.

Full use is made of local services in providing input into the Citizenship Programme. The police and fire service are contributors to this. The academy firmly believes that students should be provided with an education which teaches them to value the work of the emergency services.

Confiscation

The Education Act 2011 provides authority for a member of staff to use confiscation as a disciplinary sanction **if it is lawful**. That includes seizure and also as appropriate, the retention and disposal of certain items. All staff have the authority to confiscate mobile phones from students. When a mobile phone has been confiscated it should be taken by the member of staff to the main office. **For the confiscation to be lawful it must be proportionate and in pursuance of a legitimate aim.** It would not be appropriate for a member of staff to destroy a mobile phone brought into the academy by a student. This would be disproportionate and unlawful. However if a piece of chewing gum had been confiscated, disposal of the item is likely to be a proportionate response. **The general aim of confiscating property is to maintain an environment conducive to learning and to safeguard the rights of other students to be educated.**

The staff member has a defence to all proceedings against him or her and is not liable for any damage or loss arising in situations when the confiscation has been lawful.

The Education Act 2011 allows staff to frisk pupils clothing and search bags or lockers for equipment such as mobile phones, iPods, iPads, MP3 players and other electronic gadgets. This legislation also gives staff the power to search for weapons, drugs, alcohol, stolen goods, 'legal highs', pornography, cigarettes and fireworks.

A member of staff cannot legitimately search through a phone or access text messages without the students permission. In some circumstances it may be reasonable for a member of staff to reveal a message for the purpose of establishing whether cyberbullying has occurred. If the student refuses, the member of staff should not enforce the instruction. The member of staff can legitimately issue a disciplinary sanction however for failing to follow a reasonable instruction.

At The English Martyrs School and Sixth Form College staff will confiscate:

- ◆ an item posing a threat to good order for learning : for example a student using a personal music player in class;
- ◆ an item against academy uniform rules, for example a student refusing to take a baseball cap off;
- ◆ items posing a health or safety threat
- ◆ items which are counter to the ethos of the academy, for example material which might cause tension between one community and another
- ◆ items which are illegal for children to have for example racist or pornographic material.

Any cigarettes confiscated in the academy will be destroyed. There is no acceptable reason why a student should bring an e-cigarette or cigarette lighter into the academy.

Any confiscated items will be retained until a responsible family adult can retrieve them or destroyed after one month.

Taking into account individual student needs

All adults in the academy community need to take account of the individual needs and circumstances of the students when implementing behaviour all procedures. Students with SEN may not easily understand complicated instructions and ought not to be admonished for failing to follow long and complex instructions. Good practice would be to keep instructions short and clarify understanding by asking the student to repeat them.

Staff are expected to make reasonable adjustments in the application of the Discipline and Behaviour Policy to disabled students.

Special educational provision for students will be made whose behaviour-related learning difficulties call for this. We will attempt to identify at risk students in advance and then plan proactively how the academy's disciplinary framework will be applied for each of these students, to ensure that all staff in contact with the student knows what has been agreed. It is recognised that an estimated 7% of the child population have a physical or mental impairment which has a substantial and long term effect on their ability to carry out day to day activities. Disabled students include those with hidden disabilities such as dyslexia; autism and speech and language impairments; sensory and physical impairments; and medical conditions such as diabetes, epilepsy or disfigurement. Some students with more complex behavioural, emotional or social difficulties (BESD) may also fall under the definition of disabled.

The definition of disability includes conduct disorders such as oppositional defiance disorder (ODD); hyperkinetic disorders such as attention deficit disorder or attention deficit hyperactivity disorder (ADD/ADHD) and syndromes such as Tourette's and other mental health disorders.

All teaching staff will be provided with regularly updated information regarding students who have special educational needs. It is expected that staff will use this information wisely when implementing the academy Discipline and Behaviour Policy.

Use of Force

Section 93 of the Education and Inspections Act 2006 enables academy staff to use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- a) committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student)
- b) causing personal injury to, or damage to the property of, any student (including the student themselves)
- c) prejudicing the maintenance of good order and discipline at the academy or among any students receiving education at the academy, whether during a teaching session or otherwise.

The staff to which this power applies are defined in section 95 of the Act. They are:

- a) any teacher who works at the academy, and
- b) any other person whom the Headteacher has authorised to have control or charge of students including -
 - (i) Support staff whose job normally involves supervising students such as learning support assistants, learning support officers, pastoral support officers and lunchtime supervisors.
 - (ii) It can also include people to whom the Headteacher has given temporary authorisation to have control or charge of students such as paid members of staff whose job does not normally involve supervising students (for example catering or premises-related staff) and unpaid volunteers (for example parents accompanying students on academy organised visits).
 - (iii) Does not include prefects.

The power may be used where the student (including a student from another academy / school) is on academy premises or elsewhere in the lawful control or charge of the staff member (for example on an academy visit).

There is no legal definition of when it is reasonable to use force. That will always depend on the precise circumstances of individual cases. To be judged lawful, the force would need to be in proportion to the consequences it is intended to prevent. The degree of force should be the minimum needed to achieve the desired result. Use of force could not be justified to prevent trivial misbehaviour. However, deciding whether misbehaviour is trivial also depends on circumstances. For example, running in a corridor crowded with small children may be dangerous enough not to be regarded as trivial.

Complaints Procedure

The academy has a procedure for considering complaints from parents relating to the academy curriculum, discipline, the charging and remissions policies of the academy and religious education and collective worship. It is hoped that parents would raise any concerns they might have about such matters with the Headteacher in the first instance. If parents wish to make a formal complaint, however, details of the procedures available can be obtained by contacting the clerk to the Governors at:

admin@ems.hartlepool.sch.uk.

This policy follows statutory guidance provided in the DfE "Exclusion from maintained schools, academies and pupil referral units in England" (January 2015) and should be read in conjunction with the following policies:

Equality, Diversity and Cohesion Policy

Special Educational Needs Policy
Child Protection and Safeguarding Policy
Drugs Policy
Cyber Bullying Policy