



Behaviour Policy

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Document Approval	Stewart J Cowden
Approval Date	September 2023
Review Date	To be reviewed annually on 30th September

Introduction

TEA aims to create a welcoming, caring environment where relationships are based on respect and to develop positive self-esteem in each child. The staff at TEA are committed to maintaining high expectations of good behaviour as an essential contribution to the educational experience of the children and to their happiness and well-being while in school. The application of corporal punishment is not permitted in the Academy.

TEA believes that good behaviour is the key to a good education and so we hope that you will support our approach to behaviour which, we feel, will be of benefit to all.

Aims

- To promote high standards by modelling positive behaviours at all times.
- To encourage high standards of work and behaviour emphasising praise and positive reinforcement.
- To ensure that all adults and children treat each other with mutual respect and consideration.

School Code of Conduct

This school is a community that offers a quality education and a warm welcome to all students. The code of conduct allows everyone to contribute and benefit from the whole school community. Following such a code enables and promotes educational and social development.

All students are expected to:

- be honest, well-mannered and punctual
- allow all other students to learn effectively and without hindrance or disturbance
- take an active part in their own education through careful, diligent study
- respect the rights, beliefs and property of others
- avoid and prevent confrontation with all others
- care about the school environment and keep it clean and tidy

Infants Code of Conduct

At TEA, we expect students to behave in school in a way that does not cause harm or distress to themselves or others.

To ensure a consistent approach to behaviour management in EYFS and KS1, this framework outlines rewards for acceptable behaviour and covers all expectations and consequences of unacceptable behaviour. It is based on consistency; clear guidelines for both students and staff, developing self-discipline and personal responsibility in students. This policy is designed to empower students to have control over themselves and their environment in order for it to be safe.

Parents are encouraged to work with the school in implementing this method of behaviour management to ensure all-important consistency between home and school for young students. We encourage students to be more aware of their actions, what makes them happy or sad, and take responsibility for their own behaviour and how such behaviour affects others, through daily Zones of Regulation check-in's.



Infant Positive Behaviour Rewards / Encouragement

Positive behaviour is rewarded in many different ways, including:

Stickers / House Points

Children may be given 'house points' for a range of different reasons, including: positive attitude, being helpful/kind/polite, trying hard in lessons, meeting personal targets etc.. When each child reaches the following house point milestones, they will receive an additional reward:

25 housepoints - certificate

50 housepoints - certificate

100 housepoints - certificate & special golden time reward of choice (within boundaries)

Star of the week

One child's name will be drawn randomly from a box each week. The class will then work together to generate reasons for why that child should be celebrated. They will then receive a certificate during celebration assembly, and their name will be displayed outside their class for the following week.

Principal's Student

At the end of each term (1, 2 and 3) teachers will put forward the names of three pupils who deserve a principal's pupil award. Students will be invited to celebrate with their head of school and school principal. The student chosen for principal's pupil may have: improved significantly academically; shown excellence in sports; or consistently shown perseverance with their studies.

Proud Cloud

When a student completes a significant academic achievement, it will be shared with the Head of School. Their work will be displayed in the classroom to celebrate.

Smiley and sunshine faces (EYFS Only)

EYFS Students may receive a 'smiley face' inside their communication book, alongside a positive message that informs the parent of their good choices for that day.

Infant Sanctions and Consequences

If a child behaves inappropriately, staff will follow the steps outlined below:

Step 1 - Verbal Warning

Step 2 - Verbal Warning 2 with reminder for next consequence

Step 3 - Thinking time in another class

Step 4 - Child sent to Year Lead and will lose 5 minutes break

Step 5 - Child sent to Ms. Vada who will decide the appropriate sanction, depending on situation

Examples of when these steps may be used include:

Low Level Behaviour (Step 1 onward)

- Fidgeting on the carpet
- Not on task
- Not following line up expectations
- Not walking down the corridor (weaving in and out / running etc instead)

Medium Level Behaviour (Step 3 onward)

- continuation of low level behaviours
- refusal to do what a teacher has asked
- swearing
- rough play
- unkind comments
- poor behaviour with specialist teachers

High level Behaviour (Step 5)

- continuation of medium level behaviours
- hitting/biting/violence
- throwing things at someone
- intentionally damaging property
- disrespect
- bullying



- running away from class

Behaviour Log

If a student persistently reaches Step 3 or Step 4 of the behaviour steps, their behaviour will be logged and monitored to identify any patterns, particular triggers or strategies that may support them in managing their behaviour.

Where appropriate, a behaviour chart or other targeted strategy may be implemented to provide the student with clear expectations, encouragement and support in managing their behaviour.

Behaviour Chart

Each session of the day is recorded using a 'smiley', 'unimpressed' or 'sad' face to reflect the student's behaviour during that session. At the end of each week, the Head of Infants will review the chart, sign it and count the number of 'smiley' faces earned. Once the student has achieved an agreed number of 'smiley' faces, for the desired number of weeks, they may be signed off the behaviour report. This achievement will be recognised and celebrated. Parents will be informed and consulted before a behaviour report is put in place.

KS2 Rewards and Sanctions

Rewards

- House points
- Dojo Points (KS1)
- Star worker of the week
- Stickers and stamps
- Merit of Excellence

House points

An A3 House point chart will be displayed in each class showing student's names. Teachers will be able to give House points for the following:

- Positive attitude
- Good behaviour
- Being helpful, kind, polite, supportive to others
- Good work, neat presentation
- Good responses to questions in class
- Achieving well in class tests eg. Spelling, Mental Maths tests
- Meeting personal targets
- Attendance and good effort in after school clubs
- Wearing correct uniform consistently

Stickers and Stamps

To be given by Class Teachers as and when appropriate at their own discretion.

Star of the week

A student will be selected each week by the class teacher to present a certificate to in their class who has:

- Worked hard all week
- Good behaviour or made an extra effort to improve behaviour
- Presentation and standard of work is good or has made an extra effort to improve presentation, standard of work.
- Consistently concentrates in class or has shown improvement in concentration in class.
- Has a good overall attitude to school or shown a notable improvement in overall attitude.
- Been helpful in the classroom

EYFS and KS1: A child from each class will be identified by the end of the school week. The child will be presented with a certificate in assembly and this will be sent home. The student's Class Teacher will display the child's name on the 'Star of the Week' board for the following week.

Merits (KS2 upwards)

A merit is given for **an exceptional piece of work** which is above the normal standard for that particular student. Class Teachers will be able to give a Merit of Excellence for the following:

- An **excellent** piece of homework or piece of class work, **presented to a high standard**.
- A piece of work which is **unique** and a great deal of **effort** has gone into its completion.



- **Exceptional attitude** within the classroom, whereby the student has consistently shown initiative and exemplary behaviour.

Merits will be recorded in the Homework diaries/Communication books. Class Teachers can use a sticker or a stamp to award the Merit. If a student gains 5 merits, they will receive a badge and can collect it from the Year Leader at break times. At the end of the year, a prize draw will take place for those students with the highest number of merits.

Principal's Pupil (EYFS, KS1, KS2)

At the end of each term (1, 2 and 3) teachers will put forward the names of three students who deserve a principal's student award. In the Early Years and KS1 this will be a child who has made exceptional progress academically, a child who has consistently demonstrated the positive behaviours and manners that we expect at TEA and Sports Award. These children will have a special treat with their Head of School and School Principal.

Sanctions in Key Stage 2

1st Warning: Verbal

2nd Warning: 5 minutes golden time taken away

3rd Warning: 10 minutes golden time taken away

4th Warning: All golden time lost, sent to year leader, note in homework diary to parents

Additional sanctions

Amendments:

-incorrect PE uniform:

- 1st time warning

-2nd time white slip

Not wearing PE uniform

-1st time White slip

-2nd time Yellow slip resulting in afterschool detention

Level One: White slip

Can be issued by any member of staff in addition with a break time detention (at the teachers' discretion).

Students may be issued with a **WHITE** negative referral slip for the following:

- Remaining in class at break times without supervision of a teacher
- Not speaking in English if able to do so, other than Arabic, Islamic or French lessons
- Not wearing smart, tidy and correct uniform or kit.
- Being disruptive in lessons
- Ignoring teacher instructions
- Swearing or Inappropriate language
- Not having correct equipment or books

3x White slips will result in a Yellow slip and/or a behaviour report and/or detention.

Level Two: Yellow slip

Students may be issued with a **YELLOW** negative referral slip for other more serious breaches by Head of Key Stage Two or for receiving a 3rd White slip:

1st Step: Teacher informs the Head of Key Stage Two with details of breach of conduct.

2nd Step: Head of Key Stage Two will decide the appropriate sanction to be given, depending on the situation.

A break time school detention will be given alongside a yellow slip for one off incidents of bad behaviour such as:



- Fighting
- Bullying.
- Damaging school property.
- Being disrespectful to a member of staff.
- Racist remarks
- Other

Behaviour Reports

Behaviour reports may be issued by the Head of Key Stage Two for a student if they are regularly receiving white / yellow slips.

- If a student is placed on Behaviour report, a message is written by the Head of Key Stage Two in their Homework diaries, informing the parents as to why they are on report. The parents may be invited to a meeting to discuss the Behaviour report with the Head of Key Stage Two.
- The student will be on report until their behaviour improves.
- The Behaviour report must be carried with the student at all times in school.
- All teachers must complete the report for every lesson.
- The Class teacher must sign the report at the end of everyday.
- The parents must check and sign the report at the end of everyday.
- The Head of Key Stage Two will review the Behaviour report with the student at the end of every week.
- Once the student has shown significant improvement, the Head of Key Stage Two will remove the student from the Behaviour report and inform the parents.

If concerns still remain after a significant time on behaviour report, then a meeting may be arranged with the parents, Head of Key Stage Two and the School Principal to discuss future arrangements.

Secondary Rewards and Sanctions

Rewards

House Points (formerly Green Slips)

There are numerous ways in which a student may be awarded house points.

Examples include:

- Obtaining five stamps within a specific subject for commendable work.
- Attaining superior results, such as the highest grade in a formal assessment.
- Consistently demonstrating exemplary standards in a subject area.
- Providing valuable service to the tutor group or wider school community.
- Showing a notable and significant level of progress.

Recognition from School Principal

At the end of each **Assessed Piece** the Head of Year in consultation with the Heads of Department identifies 3 students who are acknowledged for their academic performance as well as general contribution to school life. These students are awarded a certificate and their photograph is placed on the wall in the Principal's office. In addition those students who performed extremely well in the Assessed Piece are invited to attend a celebratory event on the Roof where their achievement is acknowledged. At assemblies those students who received 10 green slips are celebrated.

Unacceptable Behaviour in School and Sanctions

The English Academy requires its students to conduct themselves in a reasonable and respectful way. It is expected that students will always act in accordance with the Code of Conduct. Students who do not conduct themselves appropriately will be sanctioned.

When a student is sanctioned, a negative referral slip may be issued. The negative referral slips are of different colours. They correspond to different levels of unacceptable behaviour dependent on the nature of the incident in which a student is involved. Involvement in unacceptable behaviour will mean a sanction against those student(s) involved.

All negative referral slips and sanctions are recorded by the appropriate Pastoral Leader. If the sanction issued is an after school detention, school report or suspension, then parents will be notified by letter or by telephone.



Below is a listing of the behaviour The English Academy finds unacceptable. For each level, the expected sanction is given.

Level One: White Slip

Students may be issued with a WHITE negative referral slip for the following:

- Littering the school grounds
- Chewing gum within school
- Being disruptive in lessons
- Arriving late to class
- Not having correct equipment, books, PE kit, planner, or Chromebook
- Talking or not listening while the teacher is speaking
- Incorrect uniform, including issues with jewellery, hair, or nail varnish
- Remaining in classroom, laboratory, or changing room without supervision
- Not speaking in English if able, except during Arabic, Islamic, or French lessons
- Failure to begin classwork immediately
- Neglecting to have the planner signed
- Failure to return a reply slip
- Ignoring basic instructions from staff
- Missing homework for the second time
- Using unauthorised toys, balls, or electronic games in school
- Bringing a Chromebook to school without it being charged

The consequence for a white referral is a break detention, to be set and supervised by the subject teacher.

LEVEL 2 YELLOW:

Students may be issued with a YELLOW negative referral slip for the following:

- Repeated Level 1 offences or accumulation of three white slips for the same breach
- Spitting within the school premises
- Engaging in 'play fighting'
- Possession or use of mobile phones during school hours
- Inappropriate conduct or malpractice during formal assessments or exams
- Plagiarism or the copying of work from other students
- Defiance or answering back to staff
- Failure to comply with instructions from staff members or school prefects
- Use of profanity or swearing
- Improper use of a Chromebook
- Truancy or failing to attend scheduled lessons while on site

The consequence for a yellow referral is a school report or detention (Secondary after-school detention held Wednesdays from 2:00 PM to 3:00 PM).

LEVEL 3 ORANGE:

Students may be issued with an ORANGE negative referral slip for the following:

- Second breach of the same level 2 incident
- Deliberately damaging the property of other people/school
- Using foul or racist language
- Fighting, retaliating or bullying
- Being disrespectful to any member of staff or the public
- Leaving class or school without permission
- Bringing anything dangerous or illegal to school



- Bringing and/or using smoking materials
- Failure to attend detention
- Unsanctioned recordings, photography and/or filming at school
- Distribution or transmission of any recording, photographs and filming on social media
- Truanting out of school.
- Malpractice of assessments/assessment data

The consequence for an orange referral is a 1 day suspension

LEVEL 4 PINK:

Students may be issued with a PINK negative referral slip for the following:

- A second breach of the same level 3 incident
- Assaulting another student
- Behaving irresponsibly with members of the opposite sex
- Stealing

The consequence for a pink referral is a three day suspension

LEVEL 5 RED:

Students may be permanently excluded for the following:

- Continued breaches at levels 1,2 or 3
- A second breach of the same level 4 incident
- Assaulting any member of staff
- Sexual assault