



Behaviour Policy

Author/s	Heads of School
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.

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

- We aim to promote high standards by modelling positive behaviours at all times.
- We aim to encourage high standards of work and behaviour emphasising praise and positive reinforcement.
- We aim 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, there is a framework, which promotes 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 simple questions such as the following:

What makes us happy?	What makes us unhappy?
Playing cooperatively	Fighting
Caring for each other	Shouting
Listening	Pushing
Lining up well	Spitting/Biting
Sitting quietly	Running anywhere other than the playground
Being neat and tidy	Not taking care of the school environment
Using kind words to resolve conflicts	Using bad language
Wearing the correct uniform	Not following our uniform policy
Coming to school prepared and on time	Being late,
Completing homework/reading at home	Missing homework or not reading at home
Looking after equipment (School, personal and class)	Damaging resources



Rewards

Students are rewarded for positive behaviour, good effort, positive work & being helpful & kind to others. This is done by the following:

- Stickers and stamps
- Star of the week
- House Points
- Principal's Pupil
- Proud Cloud
- Smiley and sunshine faces (EYFS Only)

Star of the week

A student/students will be selected each week by the class teacher to be presented a certificate by the Head of School. Their name will be displayed outside their class for the following week.

The student chosen for star of the week would have done one or more of the following ...

- Shown exceptional behaviour and attitude towards their learning.
- Made a significant improvement to their behaviour or academic progress.
- Done something exceptional within that school week.

Principal's Pupil

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 would have done one of the following ...

- Improved significantly academically.
- Shown excellence in sports.
- Consistently shown perseverance with their studies.

These children will have a special treat with their Head of School and Principal Mr Cowden.

Proud Cloud

When a student completes a significant academic achievement, it will be shared with the Head of School. They will receive a special certificate and their classwork will be displayed.



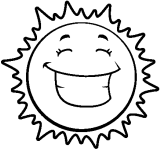
House points

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



EYFS ONLY

	<p>A 'thought bubble' is given if a student displays repeated disruptive behaviour throughout the day or for the following zero-tolerance behaviours:</p> <ul style="list-style-type: none"> ● Hurting/hitting another student intentionally ● Saying bad words ● Taking toys from the class ● Not playing safely, despite direction from an adult ● Being rude to the adults in the class ● Not treating work or their environment nicely <p>A student awarded a 'thought bubble' is encouraged to think about how they can get a 'smiley face' the next day.</p>
	<p>A 'smiley face' is given if a student displays positive behaviour throughout the day. Examples of the expected behaviour include sitting nicely on the carpet, showing good listening, playing nicely, sharing, helping to tidy up when asked, good lining up etc.</p>
	<p>Excellent behaviour is rewarded with a 'sunshine face'. This face is given for positive behaviour that is a significant improvement on the student's regular display of behaviour, attitude or quality of work or for a student who displays the maturity to help someone who is sad, help others with an activity or looks after the school environment without prompting by an adult.</p>
<p>At the end of the day students are asked to reflect on their behaviour and share with the teacher the 'face' they feel they deserve.</p>	

Sanctions

Warning	Action taken
1st Warning	<ul style="list-style-type: none"> ● When positive practise has not worked, class teacher to give a verbal warning 1:1
2nd Warning	<ul style="list-style-type: none"> ● Student to be given time to think about what they have done and think of a resolution.
3rd Warning	<ul style="list-style-type: none"> ● Student to be taken to Head of Infants, parents to be contacted.
4th Warning	<ul style="list-style-type: none"> ● White slip to be issued
Continuous Behaviour Issues	<ul style="list-style-type: none"> ● Parents invited in for a meeting and student to be put on a behaviour report for 2 weeks.

Behaviour Report

We use behaviour reports to give our students motivation to manage their own behaviour. Each session of the day is logged with a 'smiley' 'unimpressed' or 'sad' face. At the end of the week the Head of School will sign and count the number of smiley faces gained. Once 10 has been reached the student can be signed off and this is celebrated. Parents will be notified 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 pupils who deserve a principal's pupil 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 1

Warning	Behaviour	Action taken
1st Warning	<ul style="list-style-type: none"> ● Disruption during lesson time ● Ignoring instructions ● Not speaking in English if able to do so, other than in Arabic or Islamic lessons ● Inappropriate language ● Consistently forgetting to bring reading books or communication books 	<ul style="list-style-type: none"> ● Positive reinforcement to be used in the first instance. ● Teacher explains to student reason for warning being given.
2nd Warning	<ul style="list-style-type: none"> ● Verbal warning hasn't had an impact 	<ul style="list-style-type: none"> ● Move to another class for 5/10 minutes preferably Year Leader.
3rd Warning	<ul style="list-style-type: none"> ● Pupil returns to class and is still misbehaving 	<ul style="list-style-type: none"> ● Breaktime missed ● Email sent to Year Leader
4th Warning	<ul style="list-style-type: none"> ● Fighting ● Being unkind (verbally or physically) ● Racist comments (first instance) 	<ul style="list-style-type: none"> ● Secretary to call home ● Pupil misses two breaks ● Email sent to Head of Infants
5th Warning	<ul style="list-style-type: none"> ● Fighting (multiple times) ● Bullying ● Racist comments ● Damaging school property ● Rude or inappropriate behaviour towards staff members 	<ul style="list-style-type: none"> ● Email sent to Head of Infants ● Child placed on a behaviour report ● Parents may be asked to attend a meeting with HOI

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

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

Green Positive Referrals – Green Slips

- This is the system used to reward success.
- A Green Positive Referral can only be awarded when expectations are clearly exceeded.
- When a Green Positive is awarded, it is taken home to show parents. It is then returned to the form tutor who will pass it on to the appropriate Year Leader for logging.
- Every time a student earns 10 Green Positive Referrals, a certificate will be issued during assembly.
- All Green Positive Referrals are placed in student files. The number obtained is recorded on each school report.

How can a student receive a green slip?

A student can receive a green slip in many ways.

For example:

- Achieving 5 stamps in a subject for such things as good work.
- Outstanding achievement such as coming top in a test.
- Continuous high standards in a subject.
- Service to the school or the tutor group
- Exceptional improvement.

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 1 WHITE:

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

- Chewing gum
- Disruption
- Lateness to class
- Lack of books/equipment/PE kit/planner/Chromebook
- Not listening or talking while the teacher is talking
- Incorrect uniform including jewellery, hair and nail varnish
- In classroom/changing room/lab unsupervised



- Not speaking in English, other than in Arabic, Islamic or French lessons
- Failure to get planner signed
- Not following basic instructions
- No homework 2nd time
- Using any unauthorised equipment in school, including electronic games, toys and balls
- Failure to bring Chromebook charged

The consequence for a white referral is a break detention.

LEVEL 2 YELLOW:

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

- Further breach of level 1 incident
- Spitting
- 'Play fighting'
- Having a mobile phone anywhere within school during the school day
- Malpractice during assessments or examinations
- Copying another student's work. Plagiarism
- Answering back. Any form of defiance
- Non-compliance with reasonable instructions from staff or prefects
- Swearing
- Misuse of Chromebook
- Not attending lessons when present in school

The consequence for a yellow referral is school detention or report

The length of time a student is on Report is determined by their behaviour and the discretion of the Year Leader. Reports are escalated as below:

1. Yellow - Head of Year
2. Orange - Head of Pastoral
3. Pink - Head of Secondary
4. Red - School Principal

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
- Truancing 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

BLUE NEGATIVE REFERRALS

These are issued in the incidence that students do not submit homework:

- **First missed homework** – comment written in the student's planner
- **Second missed homework** – white negative referral and a further comment written in the student's planner
- **Third missed homework** – blue negative referral issued.

The consequence for a blue referral is administered by the appropriate Head of Department.