

Discipline Policy

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Introduction.

This Discipline Policy reflects the positive ethos of Bristnall Hall Academy and is to be seen as a working document.

The promotion and development of a Discipline Policy is the cornerstone of any organisation because without co-operation, respect and tolerance no organisation will be an effective one.

“The most effective Colleges seem to be those which have created a positive atmosphere based upon a sense of community and shared values.”

Lord Elton, “Discipline in Colleges” 1989.

The establishment at Bristnall Hall Academy of a corporate identity and meaningful relationships between the Academy, students and parents provides a framework within which individuals can flourish.

Good behaviour makes effective teaching and learning possible. Bad behaviour disrupts these activities.

As a consequence of this:

Our Academy . . .

- Cares for all regardless of circumstances
- Has a calm and purposeful atmosphere
- Helps us to feel that we belong and have responsibilities for one another
- Provides challenges and opportunities with the aim of producing excellence
- Helps students to practice and use knowledge and skills needed to deal with changes in society
- Values good relationships between staff, students, parents and the wider community
- Has a caring staff who encourage respect for each other

Student Behaviour in the Academy

In keeping with “Our Academy.....” we believe an orderly Academy community is essential for effective teaching and learning to take place and for the students to develop the values upon which responsible behaviour and self discipline are based.

Respect and good manners towards others are to be shown at all times

The above can be achieved by following the Academy Code

Health and Safety

- Enter and leave the Academy by the correct gates in Bristnall Hall Lane. The Car Park is out of bounds.
- Leave the Academy grounds and buildings free from litter.
- During 'Wet Weather', do use the group's designated room, leaving corridors free from congestion.
- Snacks may be eaten in the playgrounds at break-time.
- Sandwiches are to be eaten in the appropriate hall at lunchtime and nowhere else.
- Chewing gum is NOT permitted
- The following items are **NOT** allowed on Academy premises:

Razor blades	Knives	Screwdrivers	Spray cans	Pea shooters
Personal stereos	Radios	Catapults	Matches	Lighters
Fireworks	Laser Pens	Pagers	Expensive jewellery	
Guns	Drugs	Cash unrelated to Academy		
Harmful Implements	Non-Academy badges			

- **Smoking**, either in the Academy, directly outside or in roads bordering the Academy is **NOT** permitted.
- **Mobile Phones** must be switched off and are brought to Academy entirely at the owner's risk. Our strong advice is not to bring them into the Academy. Any mobile phones that are seen on site will be confiscated and can be collected from reception by parents or carers.
- Caps / Hats must **NOT** be brought on to the Academy grounds and should be put in a bag before coming on Academy grounds, and should be out of sight

to avoid any disruption to learning. Any hats seen will be confiscated and can be collected by parents/carers from reception.

Respect for others

- The cloakroom, toilet and locker areas are to be used in a sensible manner.
- Move about the Academy in an appropriate manner using the 'one way system' (i.e. quietly, on the left, in single file)
- Classrooms and Academy equipment to be treated with respect.
- The correct designated areas to be used by different year groups – Years 7 and 8 top playground. Years 9, 10 and 11, bottom playground. Years 7 and 8 Students may use the tennis courts as extra space. (Ballgames in the lower court only). Years 9,10 and 11 are permitted to use lower court providing they are playing a ballgame.

Preparation for Learning

Students Must:

- Ensure the homework section of the Planner is filled in weekly.
- Be on time for registration and lessons. Make sure to sign in if late and sign out for appointments.
- Bring the necessary equipment to the Academy for each lesson, e.g. Pens, books, PE kit
- Follow the Academy Dress Code. Expensive items of clothing should not be brought into the Academy.

Failure to observe these procedures and serious breaches of the Academy's behaviour policy could lead to permanent exclusion

(see Point 15 – Discipline Procedures)

Classroom Procedures.

Lesson Routines

- Entry to the classroom should be calm and sensible, students should be prepared for learning. Where possible:
 - Students should line up outside room.
 - Enter the room when invited by the teacher.
 - When invited to by the teacher, sit down and get out equipment (including planners)

- Students should place bags under the desks or in designated spaces (not in aisles or on backs).
- Planners should be placed on desks.

Courtesy

- Insist on good manners, for example “please”, “thank you”, “excuse me”, not walking between people who are talking.
- Hold doors for students and staff
- Do not walk past students and ignore anyone not conforming
- Correct all anti social behaviour

Other Classroom Procedures

- Insist that all students put on their desk: Student Planner and Pencil case from the start of the lesson
- Students are not allowed out of the classroom during lessons to use the toilet (unless they have a medical note)

Academy Dress

Boys

Navy Blue Blazer with badge, White Shirt
White Blouse
Navy Blue BHA House Tie
Optional ‘V’ Necked Jumper – Navy Blue
Navy Blue
Grey Trousers *
Black or grey Socks
Sensible Black Shoes (NOT BOOTS,
BOOTS,
SHOES) *
Head Scarves/Turbans(Black)

Girls

Navy Blue Blazer with badge,

Navy Blue BHA House Tie
Optional ‘V’ Necked Jumper –

Grey Trousers/Skirt*
Black or grey Socks
Sensible Black Shoes (NOT
TRAINERS OR CANVAS
SHOES)*
Head Scarves/Turbans (Black)

*These items should not be made of denim, canvas or corduroy. Skirts should be of at least knee length. Trousers should not be ‘tight fitting’. Shoes should be of a leather appearance and should not have a clear branding eg Nike, Adidas, Vans.

All items of clothing and equipment should be clearly marked/named to speed up their return if lost.

Excesses of fashion are not deemed appropriate Academy Dress. This includes hair colour which should be in natural colour dyes i.e. blonde / brown / black / auburn. Hats/Caps must not be worn anywhere on academy grounds. No badges on the lapels of blazers with the exception of academy badges eg prefect, peer mentor.

Make up.

Students are not allowed to wear make up in the Academy. Excessive hair accessories are not deemed appropriate Academy dress, hairbands must be black.

Jewellery.

Only the following items of jewellery are permitted:

One flat ring,

One watch,

One pair of ear studs – ears only: no other facial piercings are allowed e.g. nose / lip / tongue eyebrow studs / sleepers are not allowed. Any facial piercings that are seen on site will be confiscated, placed in an envelope and can be collected by parents from reception.

Uniform Monitoring

All students will be issued with a 'Uniform Card' which will be in student planners. During each half term any student who receives three consequences for not conforming to the high standards of uniform dress eg shirt not tucked in, no blazer. They will be issued with a C3 and will complete a half hour detention. Any student who loses their strike card will automatically receive a one hour detention. Students will need to purchase a new planner.

Discipline Procedures.

A high standard of behaviour, manners and work is expected from all students. This is developed by cultivating in students an acceptance from within rather than an imposition from without by the encouragement of self-discipline, which is promoted through our Behaviour for Learning Policy.

Sanctions should be based initially on the withdrawal of approval but where necessary more serious action may be applied as itemised below in order of severity:

Disciplinary Action	By Whom	Further Detail
1. Withdrawal of approval/verbal reprimand	Any teacher or adult assistant	In response to unsatisfactory behaviour
2. Extra work (not lines)	Any teacher	If not done in the specified time then detention or referral may result.
3. Use of BfL Policy Verbal Reprimand – C1	Any Teacher	Interruptions to Learning and Teaching
4. Verbal Reprimand – C2	Any Teacher	Continued interruptions to learning and teaching on the same day in the same lesson.
5. Academy Detention – C3 (30 minutes)	Any Teacher	Continued unsatisfactory behaviour Letter taken by student 24 hours written notice. At this point staff may 'park' student in another classroom. The reflection room should be use for student if the student has been parked in previous lesson.
6. Isolation – C4	Any Teacher	For serious misconduct Letter taken by Student (C3) Students work in isolation, forfeiting breaks and/or lunchtimes usually for a specified period. Parental Interview/counselling may result.
7. Referral to Head of Area	Any teacher	Persistent poor work or misbehaviour can result in Report Card or Academy Detention or Isolation If work is lower than the standard expected a letter is sent to parents.

8. Referral to Achievement Coordinator	Any teacher	Persistent poor work or misbehaviour can result in Interims, Report Card, Academy Detentions or Isolation and contact with parents. Achievement Coordinators decide the most appropriate action.
9. Pastoral Support Programme	Principals, Vice Principals Assistant Principals, Ach Coordinator, SENCO,	Parents are asked to come into the Academy to discuss the reason for its use and any further action that may be necessary. PSP initiated at this point.
10. Senior Staff Detentions (60 minutes – Fridays)	Principals, Vice Principals Assistant Principals,	Referral by Achievement Coordinators for missing Academy Detention
11. Referral to Vice Principal, or Assistant Principals	By Director of Area or Achievement Coordinator	This occurs when normal discipline is having no effect or an incident is judged to be serious. Sanctions include any of those used previously plus also a verbal warning or a parental interview or being put on contract or referral to Isolation Room
12. Refer to Principal	By Vice Principal or Assistant Principals	This may result in a final verbal warning or a parental interview or a fixed term exclusion. Governors Discipline Committee may be involved at the fixed term exclusion stage. In serious cases the Principal may exclude a student for up to 45 days.
13. Contract	By Vice Principal or Assistant Principals	A contract (verbal or written) is the final attempt to change behaviour before further exclusions. This always involves a Parental interview. Governors may be involved at this stage.

14. Permanent
Exclusion

Principal after consultation with
Chair
of Governors.

This can be for a single serious
incident or for continual
disruption

It must be stressed that although the procedure outlined above is followed in most cases, the Principal, Vice Principal or Assistant Principals may need to enter the process earlier for a more serious level of action for severe breaches in discipline.

In exceptional circumstances, it may be necessary to permanently exclude a student for a first or 'one off' offence if in the Principal's judgement it is appropriate.

Exclusions for a "one off" or first "serious misbehaviour offence" may have involved either threatening verbal behaviour or physical actions towards students or staff.