

Discipline Policy

Produced by:	I Jones _____
Policy Adopted by Local Governing Board:	_____
Policy last reviewed:	January 2019 _____
Next Review Date :	January 2021 _____

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 practise and use knowledge and skills needed to deal with changes in society
- Values good relationships between staff, students, parents, carers 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 Discipline Policy is shared with students at the start of each academic year during form time, and will be referred to by staff when dealing with students when their behaviour warrants this. All year 7 parents are taken through the Discipline Policy during the introductory evening held during the summer term before their child attends the academy. Parents are always encouraged to view all policies which can be accessed through the academy web site. All new staff are taken through the Discipline Policy alongside Behaviour For Learning strategies by the Assistant Principal.

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 /ball bearing guns
 - 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 the 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.
 - Headphones or earphones are not to be brought on to the academy grounds. Any headphones or earphones seen on site will be confiscated and can be collected by parents or carers from reception.

Respect for others

- Toilets 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 independent learning 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. All students must bring a bag to the academy daily and to carry at least one pen, pencil, ruler and rubber as basic equipment along with their academy planner. Bags must be big enough to hold an A4 folder. It is essential that students come organised and ready to learn. Our Bristnall Hall Academy PE kit is expected for all PE lessons and sporting enrichment activities.
- 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

We are extremely proud of the high standards at our academy and expect all students to take pride in their appearance and uniform, including their PE kit.

Uniform

Navy blue blazer with badge

White shirt or blouse

Navy blue Bristnall Hall Academy house tie

Optional 'V' necked jumper – plain, navy blue with no motif or visible branding

Mid grey trousers or pleated skirt of at least knee length*

Black or grey Socks

Sensible black, polishable shoes (no boots, trainers, canvas or suede shoes, with no buckles)

*

Head scarves/turbans (plain black)

* These items must not be made of denim, canvas or corduroy. Skirts must be pleated and at least knee length. Trousers must not be leggings or 'tight fitting'.

*Shoes must be of a polished leather appearance and should not have a clear branding e.g. Nike, Adidas, Vans.

P.E. Kit

Navy and sky blue Bristnall Hall Academy polo shirt*

Navy and sky blue Bristnall Hall Academy shorts or skirt*

Navy and sky blue Bristnall Hall Academy PE socks*

Navy and sky blue Bristnall Hall Academy Rugby shirt or hooded sweatshirt

Navy blue (plain) tracksuit trousers

All items of clothing and equipment should be clearly marked to prevent loss.

* All Bristnall Hall Academy uniform can be purchased from A Oakes or Clive Marks

Bag

A school bag needs to be brought into the academy every day and must be large enough to carry documentation of at least A4. Pouches are not permitted.

Students are permitted should they wish to wear:

- One stud in each ear lobe
- One flat ring on each hand
- A watch (not digitally enabled e.g. I-Watch)
- A black/grey belt (coloured belt and large belt buckles are not permitted)

Students are not permitted to wear any other facial or body piercings, including tongue bars, ear cartilage piercings and nose piercings. If a student attends the academy with additional jewellery or piercings they will be asked to remove this and this will be confiscated until collected by parents or carers from reception at the end of the academy day.

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

Make-up, nail varnish and false nails are not permitted.

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. Entered onto Classcharts by class teacher, parents and carers will be identified via the app. At this point staff may 'park' student in another classroom. The reflection room should be used for student if the student has been parked in previous lesson.
6. Behaviour Modification Room (BMR) – C4	Any Teacher	For serious misconduct Letter taken by Student (C3) Students work in BMR, 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 BMR If work is lower than the standard expected a letter is sent to parents.
8. Referral to Achievement Coordinator	Any teacher	Failing to make expected levels of progress, repeated poor behaviour and disruption to learning or non-compliance with academy rules will result in parental engagement, achievement card, programmes of support to promote positive behaviour and attitude, internal exclusions or other interventions as decided by the Achievement Coordinator.
9. Senior Staff Detentions (60 minutes – Fridays)	Principals, Vice Principals A Assistant Principals,	Referral by Achievement Coordinators for missing Academy Detention

10. 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 BMR
11. 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.
12. 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
13. BHA Oak Tree Centre or Alternative Provision	By Vice Principal or Assistant Principals	Students in Key Stage 4 may be directed to our Oak Tree Centre to continue their education. Students may spend time in alternative provision to modify behaviour and prevent permanent exclusion.
14. Permanent Exclusion	Principal after consultation with Chair of Governors.	This can be for a single serious incident or for continual disruption

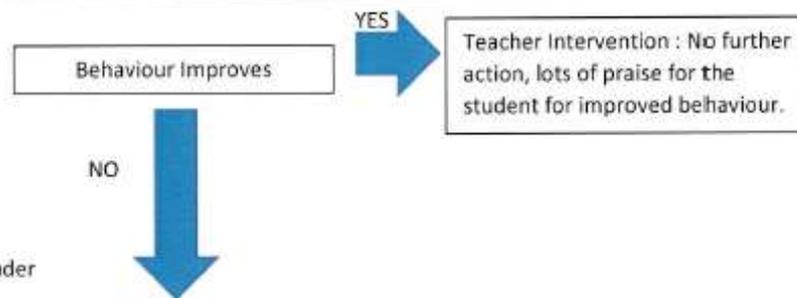
It must be stressed that although the procedure outlined above is followed in most cases, the Principal, Vice Principal or Assistant Principals may need to enter the process earlier for a more serious level of action for severe breaches in discipline.

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.

BEHAVIOUR MANAGEMENT SYSTEM AT BRISTNALL HALL ACADEMY

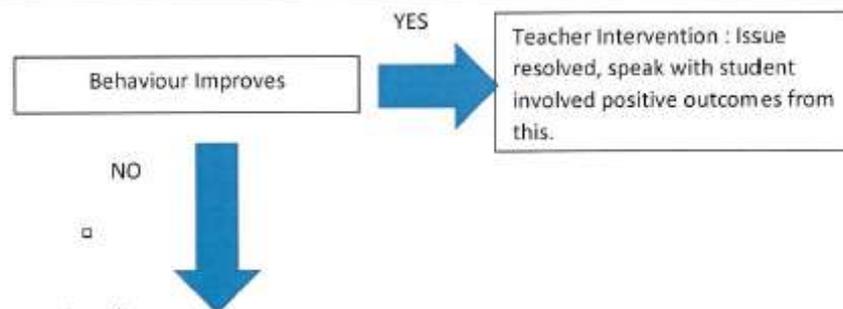
Level 1 – Teacher

Student Behaviour: Low level poor behaviour/disruption in learning.
Teacher Intervention: Disapproval, quiet word, praise, reminders of correct behaviours (C1 and C2)



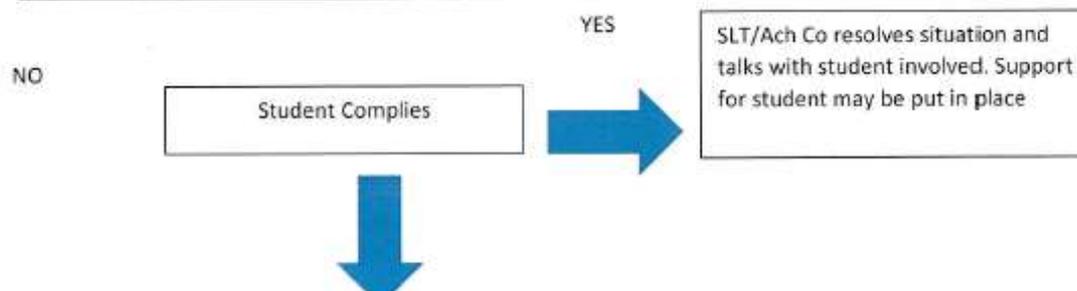
Level 2 – Teacher/Area Leader

Student Behaviour: Persistent low level poor behaviour/disrupting learning, not following instructions.
Teacher Intervention : Student is parked and teacher records on SIMS (where appropriate, the teacher should be responsible for parking the student).
A C3 is issued for students depending on student behaviours and recorded on the system by the teacher involved. Area Leader to monitor where necessary a phone call home to parents, and this is recorded on



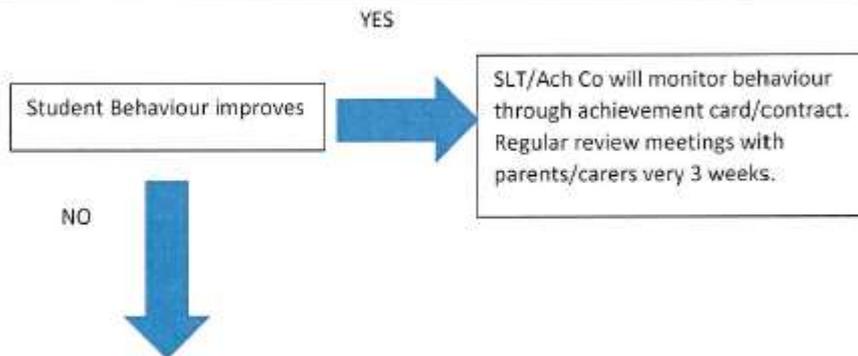
Level 3 – SLT/Achievement Coordinator

Student Behaviour: Refusal to comply/Refusal to be parked/seriously disrupting the learning of others/dangerous behaviour in class.
Teacher Intervention: SLT/Achievement Coordinator on call is used and student is removed from the class and placed in the reflection room. A detention is issued and a phone call home is made by the achievement coordinator.



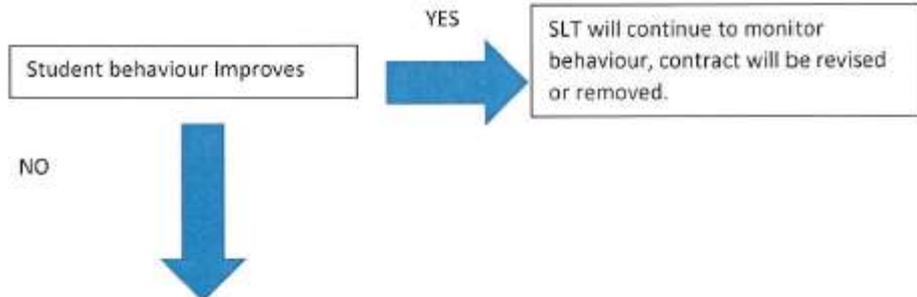
Level 4 – Achievement Coordinator/SLT

Escalation from Level 3 with SLT involvement. A phone call home and student will spend 1 – 3 days in the BMR. A support programme may be put in place by relevant Achievement Coordinator.



Level 5 SLT/Achievement Coordinator

Escalation from level 4, a parental meeting with SLT where a behaviour/learning contract will be completed. The contract will be reviewed every 3 weeks.



Level 6 - SLT

Students who fail to work with the academy or for a one off serious incident would result in one of the following:

- Alternative educational package.
- Permanent exclusion.

Although we aim to ensure consistency, each case will be dealt with on individual merit