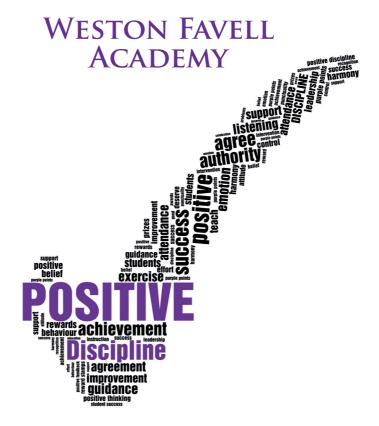
# POSITIVE DISCIPLINE

**AT** 



# Positive Discipline at the Weston Favell Academy

Positive Discipline aims to provide a much greater understanding of the discipline process for students, parents/carers and teachers. It is an ethos that ensures that all students are active participants in the process of praise, recognition and rewards. Positive Discipline ensures that our teachers can get on with teaching children who want to learn and who are able to behave in a way that works towards creating a positive learning environment for everyone. With the consistent use of PD, we will be able to ensure that classrooms are not disruptive, that students are in complete control of their sanctions and rewards, and that the academy is a successful place where all students can achieve.



# **Rewards and Recognition**

- Students will be rewarded for their hard work, good behaviour, excellent conduct, progress, participation and engagement in learning.
- Students will be rewarded with up to three stamps per lesson; their ongoing record of rewards will be constantly visible in their planner.
- Stamps can be cashed in at the academy's Purple Points store in exchange for stationery, sports equipment, sweet treats, hair/beauty items and much more.
- Stamps can be saved for 'cashback' against trips, Prom or to spend at the WFA Festival that takes place in July.
- When students achieve 100 stamps they will be sent, by their form tutor, to be congratulated by a member of the Extended Leadership Team (ELT).
   The ELT will then award them with additional stamps. This will be repeated for every additional 100 stamps that a student collects!
- Students should be very proud of themselves if they manage to achieve a 'Principal' stamp, as these are saved for students who have proven that they are exceptional in some way (big or small).
- Students will also receive rewards for good attendance; attendance is absolutely vital to ensure academic success.
- The attendance of each Year Group will be celebrated once a week in their assembly. Gold and silver certificates, as well as mini trophies, will be presented to the tutor groups with the highest overall attendance.
- Students should look out for their attendance statistics which will be displayed around the academy. Gold and silver attenders will be rewarded with additional stamps at the end of every half term.

- Students should also look out for their names and achievements being celebrated on the displays around the academy. Students may be recognised and celebrated by their tutors, Year Teams or their subject teachers.
- Every other term, students will be invited to take part in a Celebration Assembly where academic success, progress or other special awards will be presented.
- Once a year the academy will hold a prestigious awards evening where exceptional progress and achievement are celebrated and rewarded.
- As well as receiving stamps and awards, students may be recognised with a 'Well Done Postcard' that could be sent home as a surprise.
- Students are also able to donate their stamps to charity if they wish to do so.



# **Equipment**

- Students should have a bag large enough to hold an A4 folder.
- All students should bring the following equipment to school every day:
  - Student Card
  - A pencil case containing:
    - Pens
    - Pencils
    - Ruler
    - Rubber/Eraser
    - Sharpener
    - Years 7 to 9 a Basic Calculator
    - Years 10 to 13 a Scientific Calculator
    - Optional coloured pencils/crayons
- Students MUST bring equipment for examinations in a clear pencil case.
- Basic equipment can be purchased from the Learning Resource Centre (LRC) at any time of the day, or from the Purple Points store using their stamp credit once a term.
- All students should have a reading book in their bag. This can be a book brought from home or loaned from the LRC.
- Any students without this equipment are not prepared for their learning and will receive an equipment comment in their planner.



# **Expectations and Presentation of Work**



All students are expected to:

- Underline the title of the piece of work and the date.
- Always write in blue or black pen.
- Always draw in pencil.
- Always use a ruler when drawing graphs and charts etc.
- Writing should be neat and easily read.
- Cross out mistakes using one neat line through the word or sentence.
- Check the basics of spelling, punctuation and grammar (capital letters at the start of sentences and full stops at the end are non-negotiable).

Remember, your books and your work are a reflection of you. Take care of your books and have pride in your work.



## **Uniform**



- Students must wear sensible, plain black shoes that have no logos or decorative elements. For girls, shoes should be flat soled or very low heels no more 2 cm high. For all students, no boots, trainers or canvas shoes are allowed (strictly no Vans or Nike black Air Force trainers).
- The only time trainers may be worn is on the Astro at lunch or in a PE lesson.
- Backless, suede or cloth footwear is not allowed.
- Students can wear belts but they must be plain black with no studs or decoration.
- School shirts must fit properly and must have a top button worn with the academy tie and seven stripes visible.
- Students can remove their jumpers in class but must have their ties and top buttons fastened, shirts must be tucked in at all times.
- Linen trousers are not acceptable. Students are expected to wear appropriate, smart school trousers, not trousers that are extremely tight to the leg. Jeans, cords, 'hipster', exposed zips and tight fitting trousers are not allowed.
- Skirts should be knee length.
- Black or grey socks with trousers, neutral or black tights with skirts.

- Excessive hair styles are not allowed and all students with long hair must have it tied back with a dark coloured hair bobble whilst on the academy site; hair bobbles and headwear must be dark coloured. 'Cuts' of any shape or design are not allowed, nor are multiple hair colours. Students will be removed to isolation and only allowed back in mainstream lessons when the style is appropriate.
- Make up can be worn sparingly; students will be asked to remove excessive make up.
- Nail varnish and nail extensions are not allowed.
- All students should have a warm, dark coloured coat for the journey to and from the academy. Students arriving in coats, scarves and gloves must only wear them outside the building. Denim coats, hoodies, bodywarmer style coats and caps are not allowed.
- Until summer uniform is announced, jumpers must be worn at all times in the school building and when not in lessons. Students not wearing a jumper will be issued with a planner comment.
- The academy would prefer that students did not have facial piercings.
  However, in exceptional circumstances one facial piercing is accepted
  provided that a clear, flat retainer is worn. There will be no exception to
  this rule. If a clear retainer is not worn or the piercing cannot be removed,
  the student will be placed in to isolation.
- Students must not get new piercings during term time as it is unlikely that a retainer can be worn from the outset.
- One pair of small, plain, golden or silver coloured stud earrings are permitted to be worn in the lobes of the ears. Stretchers/spacers are not permitted and students will be asked to remove them.



# **Trainers**



- Students will only be issued with a trainer pass if a doctor's note which explains why the student is not able to wear shoes is produced.
- If a student comes in to school wearing trainers without having a doctor's note and trainer pass from their Year Team, they will need to:
  - Wear shoes provided by the academy if the correct size is available.
  - Make contact with a family member who is able to bring shoes in.
  - Go to isolation.

# Planner



- The planner is the primary method of communication between the academy and home. It will provide an immediate overview of a student's behaviour around the academy, engagement in learning and rewards.
- Students will not be allowed in lessons without a planner.
- Where possible, we will allow students to make a phone call home if the planner is forgotten.
- If a student has no way of having their planner brought to the academy, they are permitted to borrow a temporary planner once in a term. The planner must be returned to their Pastoral Leader at the end of that day or a sanction will be given.
- If the student has already borrowed a temporary planner that term and the planner is not able to be brought in by a family member, the student will go into isolation. This rule is non-negotiable as the planner is our central method of communication with other teaching staff, administration staff and home.
- The planner must be with the student at all times during the school day (including break and lunchtimes).
- If a student is on a corridor without their planner and a note during lesson time, they will be returned to the lesson immediately.
- The planner must be kept in good condition. Students who have pages
  missing or graffiti their planner will be referred to their Pastoral Leader
  and asked to buy a new planner. If they do not bring the £2.80 required
  for the new planner the next day, they will be isolated until they do.
  Inappropriate language or sketches will result in isolation.
- If a student is found to have two planners in order to avoid the PD consequences or has crossed comments out, they will be isolated.
- It is the responsibility of the parent or carer to monitor the planner. The
  planner will ensure that parents and carers can be fully aware of a
  student's daily conduct and performance.
- THE PLANNER MUST BE SIGNED BY A PARENT OR CARER ON A WEEKLY BASIS.



# **PD Pyramids**

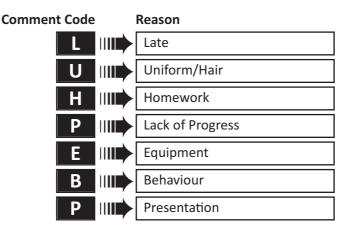


POSITIVE

- The PD pyramids are designed to allow students to be aware of how their achievements will be rewarded and how their behaviour will be sanctioned.
- There are several instances where the comments will not be employed and a student will be sanctioned immediately. For clarity, behaviours which warrant an immediate sanction can be seen on the pyramids and all students and their families should become familiar with the content.
- PD pyramids will be displayed around the academy and are printed in the student planner in order to help students make the best choices regarding their conduct.

### **Comments**

 Planner comments will be given for a number of reasons within the classroom and around school. They are designed to allow students to take responsibility for their actions and make changes to their conduct prior to being given further sanctions.



- An accumulation of planner comments can lead to:
  - an MLT detention:
    - 3 comments from one subject in a term;
    - 3 comments for the same issue in a term.
- or an isolation
  - 8 comments in total in one week.

- If a student reaches 8 comments in one week, completes their day in isolation and then comes back in to circulation, they will have a maximum of 4 comments to use throughout the rest of that week. Once the new limit has been reached, they will be isolated for a second time.
- When a student reaches 7 comments they should seek contact with their Pastoral Leader who will support and guide them in the hope that they will not reach their 8th comment.
- If a student is regularly achieving 6 or 7 comments in a week, it is a clear indication that they may need to change their behaviour, punctuality, or performance in class.

### **Detention**

- Detentions can be issued for a number of reasons.
- Detentions are written in the student planner and daily lists can be found on the glass doors outside the Principal's office. Any student who claims that they did not know they had a detention is either not telling the truth or is unbelievably disorganised (neither excuse will be accepted).
- MLT detentions (20 minutes) take place in the Falcon Suite at lunchtime.
- SLT30 (30 minutes) and SLT60 (60 minutes) detentions take place in the restaurant.
- If a student is unable to attend a detention for a genuine reason, they must see their Pastoral Leader **before** the detention date.
- Any reasons provided after the detention has been missed will not be accepted.
- If a student wants to attend an organised after school session with a teacher (rather than sitting the detention in the main hall), permission must be provided by the teacher that issued the detention and this must be provided to the administrator responsible for detentions.
- If a student fails to attend 2 MLT detentions (in the same week), they will be issued with an SLT60.
- Failure to attend an SLT60 will result in a one day isolation.
- If a student receives 5 MLT detentions in one term, they will be isolated for one day.
- If you arrive late to school (after 8.35am), you will be issued with a detention and a late comment; punctuality is everything.

# Isolation



- If a student is booked into isolation, it is their responsibility to inform parents and carers. Isolation runs until 3.10pm and will be recorded in the student planner.
- If a student is removed to isolation after midday, their official sanction will start at 8.30am on the following day in line with their position on the PD pyramid.
- Students who are booked into isolation should report straight to isolation at 8:35am. Failure to arrive promptly will result in serving an additional day in isolation.
- Any student who refuses to go into isolation will be excluded from school.
- Any student who is not dressed in full academy uniform will serve that day and then an additional day when dressed correctly.
- Students are expected to work hard in isolation. There is a range of work to complete and it will be appropriately matched to the student's ability and subjects. Staff supervising isolation will make it clear to the student if they need to increase their level of effort.
- Any student who receives 3 comments in isolation will be excluded according to the PD Pyramid. Comments will be given for attempting to talk to others, lack of work, rudeness, failure to follow instructions etc.
- If a student is excluded from isolation, they will serve their exclusion plus time in isolation upon their return in line with their position on the PD pyramid.
- When in isolation, mobile phones must be turned off and left in a school bag in the secure area. If a student is found to have a mobile phone on their person, they will repeat the day.
- If students bring their own snacks and lunch to isolation, they must still
  observe the academy rules regarding banned items. Fizzy drinks and
  energy drinks will be confiscated.

### **Anti-Social Behaviour**

There are many different types of behaviour that could be classed as antisocial. Students will be isolated under this category for the following behaviours:

- Running, pushing and shoving while moving around the academy.
- Using aerosols in public spaces.

- Causing disturbances to other lessons while moving around the academy.
- Being deliberately troublesome during break, lunch or lesson changeover.

### This list is not exhaustive.



### **Contracts**



- A student will be placed on a 'contract' with their Pastoral Leader once they have reached 'Isolation 4' in the escalating PD system. Students will remain on their contract for 2 weeks and must not breach the terms that have been agreed with them. Any breach of contract will result in one day spent in isolation.
- The contract will be monitored by the Pastoral Leader; it is a student's responsibility to report to their Pastoral Leader on a daily basis.
- If a student is on a contract, it will be noted in the student planner and a copy will be stapled to the relevant date.
- If a student breaks their contract 3 times, they will be excluded in accordance with their position on the escalating system.



### **Exclusion**



- Exclusion is the most serious sanction we can impose.
- Exclusions can be fixed-term (for a fixed period of time) or permanent.
- Depending on the length of exclusion, students will be provided with an
  appropriate amount of work and will be required to show that work upon
  their return. At other times, students may be issued with an EDClass
  account and will complete an online learning programme.
- After a fixed-term exclusion, the academy must have some contact with parents/carers before the student returns. This conversation may be over the telephone or face to face (this will be decided by the Pastoral Leader/KS Director). A student may be held in isolation until this contact is successful.
- Exclusions will work within the escalating framework unless the student
  has been involved in a physical assault. Physical assault will result in a
  minimum of 5 days exclusion; we will not tolerate physical violence at the
  Weston Favell Academy. This sanction will only be authorised with the
  agreement of the Deputy Principal PD.



# **Reasonable Adjustments**



- Where a student is experiencing family upheaval, emotional distress or other difficult circumstances, the academy will seek to make reasonable adjustments to the PD system in order to support them.
- A range of supportive measures may be put in place: protective behaviours guidance, mentoring, a temporary increase in comment limits, a decrease in the isolation period, external support.
- These types of measures will only be put in place in liaison between the KS Director, Assistant Principal Welfare and Inclusion, and the Deputy Principal PD.
- Adjustments will not be made at the sole request of parents and students.



# **Banned Items**



The following items are banned from the academy site and will be confiscated, disposed of (gum and drinks) or held at Student Reception for collection by parents:

- Harmful objects/weapons
- Smoking paraphernalia
- Fizzy drinks
- · Energy drinks
- Illegal substances
- Chewing gum
- Laser pens
- Vuvuzelas



# **Smoking**



- If a student is seen smoking in Weston Favell Academy uniform, they will be isolated. This includes the use of E-cigarettes.
- If a student is caught smoking in the school building, they will be excluded. This is a health and safety risk that will be treated very seriously.
- If a student is standing with a student who is smoking or assisting a student who is smoking, they will receive the same punishment as the smoker.

- Students who are caught smoking on 3 occasions will not be allowed outside the school building during their own time for a fixed period. This period will be determined by their Pastoral Leader.
- Persistent offenders may be required to report to a classroom during their break and lunchtimes.
- Any student who is found to have smoking paraphernalia with them will be issued with an SLT60 detention.

# **Mobiles Phones and IT**

- Deliberately damaging equipment is vandalism and will result in exclusion/isolation depending on the severity of the matter and a bill for repair/replacement.
- Inappropriate use of the internet, games, unacceptable sites or damaging others work will result in detention, isolation or exclusion. You may also lose internet access affecting coursework.
- The use of mobile phones is banned in the academy. Phones are not allowed from the first bell until the end of the school day at 3.10pm. If seen or heard, the phone will be confiscated (along with Sim card) until the end of the day and the student will be given an MLT detention.
- Weston Favell Academy accepts no responsibility for the loss, theft or damage of mobile phones. The academy will support parents and carers if the police are contacted.
- If a student refuses to hand over a mobile phone (including Sim card), they will be placed in isolation and it may result in exclusion.
- Students found taking photographs or video footage of academy students/staff either in school or, in certain cases, out of school will be dealt with accordingly.
- Use of social networking sites and messaging applications are strictly forbidden in school. If a student is found using these, it will result in an isolation or exclusion. Equipment will be confiscated until Friday and you may lose your computer access.
- Any student who is caught using social networking sites inappropriately, which then impacts on behaviour within the academy, will be sanctioned appropriately. Parents and carers will be advised to contact the police where necessary.



### **Out of Bounds**



If a student is caught out of bounds, they will instantly receive an MLT detention.

### Students are out of bounds if they are:

- Behind the sports hall near the tennis courts at any time, except when with a PE teacher or duty staff.
- At the front of school at any time, unless they are with a teacher or have permission to leave school.
- Behind the general teaching block near the field.
- The Falcon Suite, Sixth Form and all corridors surrounding these areas.

### During break and lunchtime, students are out of bounds if they are:

- On any of the classroom corridors.
- In any of the stairwells.
- In any toilets other than those in the Atrium.
- Lower tarmac by DT

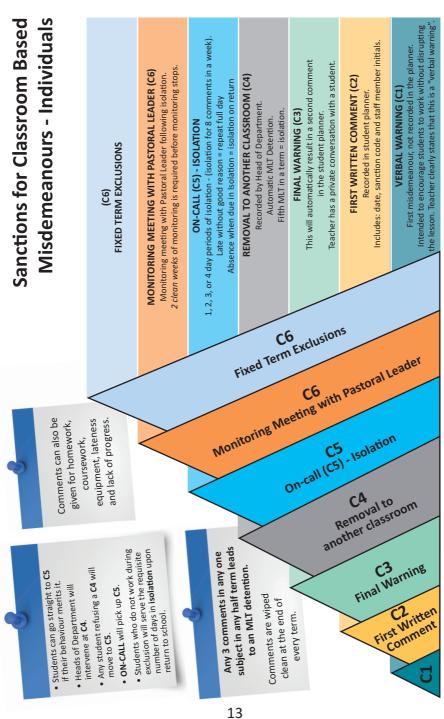
Please see the map on page 19 for full details.



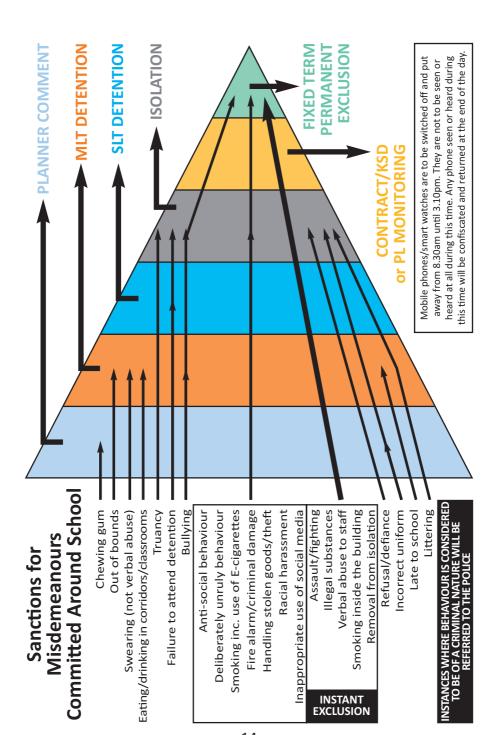
### **Arrival at School**

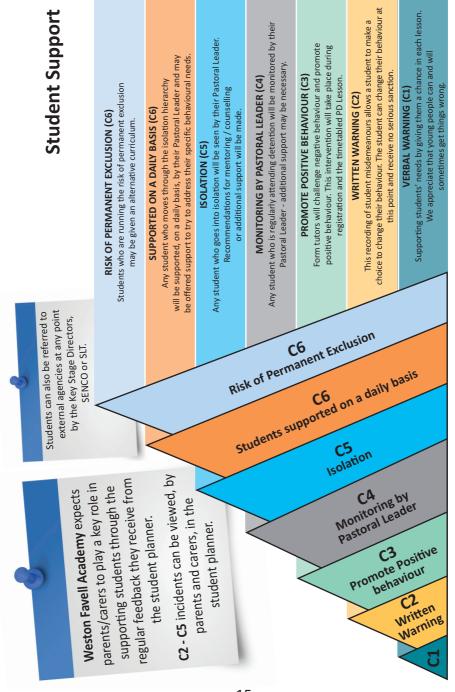


Students must enter the academy through the front or back gate. Any student who risks serious injury by jumping the gate will be placed in isolation.

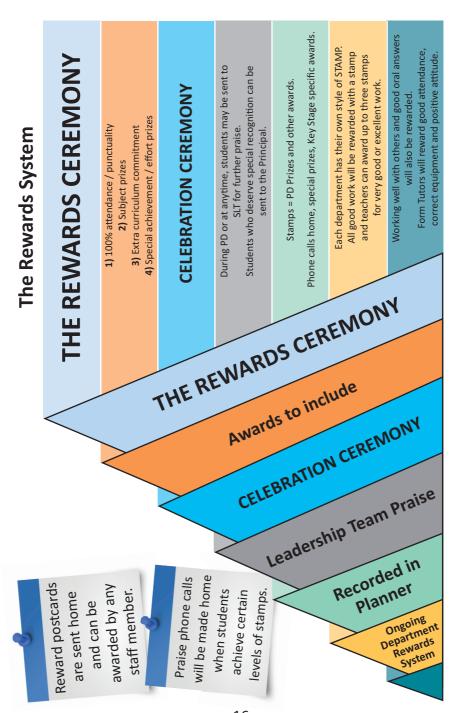


For any system to succeed, all staff must rigorously adhere to the established framework

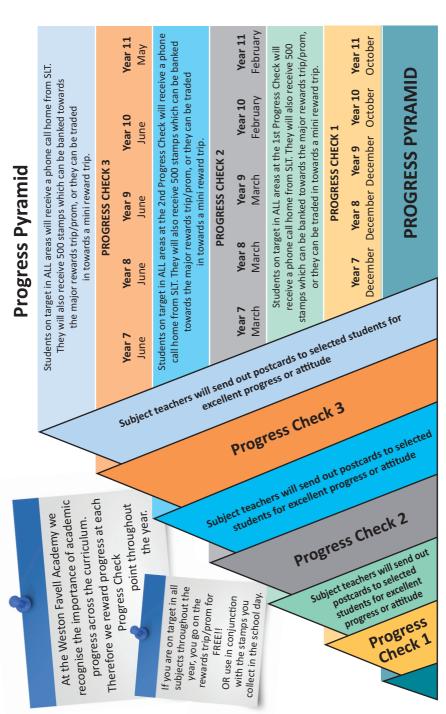




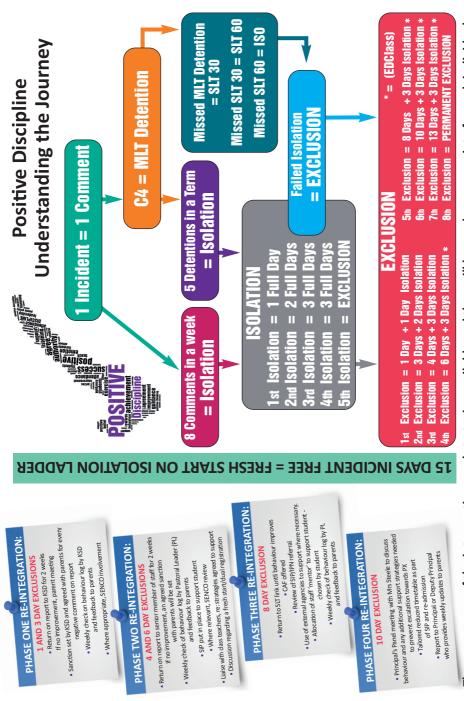
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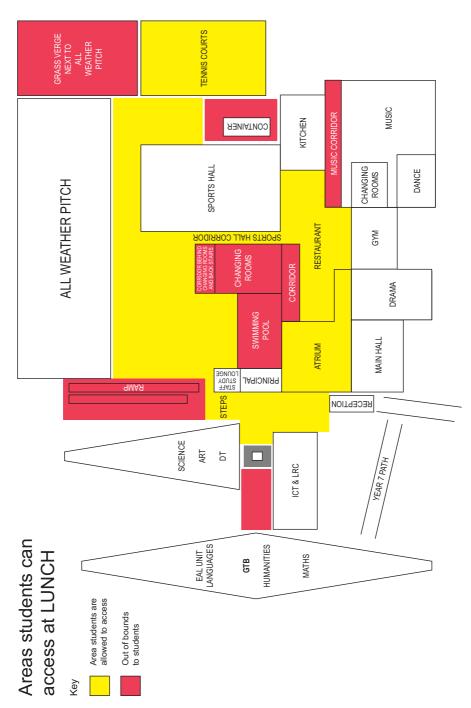
All adults in school have the right to praise students, contacting home as and when they choose to do so.



All adults in school have the right to praise students, contacting home as and when they choose to do so.



These are some of the interventions and strategies available and they will be used as appropriate for each individual



# **NOTES**



# **Weston Favell Academy**

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