

BEHAVIOUR POLICY	
Localised School Based Procedures	
School Name:	Manor CE Academy
Principal:	Jordan Cairns
Behaviour Lead:	Louise Scaum
Designated Safeguarding Lead:	Louise Scaum
Implementation Date: <i>Inline with policy approval</i>	June 2025

Introduction

In line with our Trust-wide Behaviour Policy, localised procedures have been established to ensure that systems and procedures reflect the school/academy setting.

This policy and localised procedures are underpinned by our schools vision and values.

The localised procedures for the school/academy setting focuses on the following key areas:-

- Rewards System
- Sanctions System

Should you have any concerns or questions relating to the localised procedures, in the first instance, please contact hello@mce.hlt.academy

Rewards System
Relates to item 4.2 in the Trust Behaviour Policy
<p>The Manor CE Academy Reward and House system aims to ensure that all students are known and cared for as individuals to enable them to make outstanding progress.</p> <p>The students join one of the four Houses; Abbey, King's, Stuart, and Wentworth. All four have historical links to the academy. Sir Thomas Wentworth invited King Charles I (House of Stuart) to stay at the King's Manor, located near St Mary's Abbey. King's Manor was, from 1813 to 1922, home to Manor and it was this historic city centre building from which the academy first took its name. There are a wide range of House events throughout the year, including; form tasks, house competitions and sporting events. At the end of each year the victorious House receives the House Championship Trophy and celebrates their success with a rewards event.</p> <p>Students are rewarded through multiple systems across the school. Merits are awarded by all staff for great attitude to learning, outstanding work, resilience to challenge and living the school's values. Each week the highest merit earner in each form is given 'Merit Lead', this gives students the ability to skip</p>

the lunch queue with a friend to reward their hard work over the previous week. Merits are collected across the year and can be cashed in at our Merit Shop for prizes and rewards.

Alongside merits, staff awarded tickets, the first is the Manor Ticket which is awarded to one outstanding student each lesson. Students then place their ticket into one of three boxes to be in with a chance of winning voucher prizes, 9 prizes are drawn per half term. The second is the Golden Ticket, given to one student per week by each member of staff, these prizes are far more substantial and 1 prize is drawn every term.

There are also a variety of awards students can be nominated for, such as the Our Principals Award, nominated by staff for students who live out our school values across a week, awarded with 5 merits and a Manor Ticket. We also have our Half Term Hero Award, nominated by staff and awarded to those students who have worked outstandingly throughout the half term, awarded with 10 merits and a Golden Ticket.

On top of this, students are rewarded for their efforts across the year on things like their attendance, their academic attainment and their overall successes across the year. These awards are given to students usually at the end of the academic year, either during our year group collective worship or during our yearly presentation evening.

Other rewards that are given include:

- Certificates
- Badges
- Postcards
- Verbal and written praise
- Trips and visits

Sanctions System

Relates to item 4.3, 4.4 and 5 in the Trust Behaviour Policy

Basic Expectations of Student Behaviour

CLASSROOM EXPECTATIONS:

1. Arrive on time, fully equipped, in academy uniform, and ready to start the lesson in silence.
2. Take your planner to every lesson, have them opened on the desk, and accurately record all the homework details
3. Follow the silence for learning commitment to prepare for work.
4. Do as you are asked by all staff – first time, every time.
5. Listen carefully when the teacher or another person is talking.
6. Always try your best, without disturbing others.
7. Stand in silence at the end of lessons until you are dismissed.

8. Always do your homework properly and hand it in on time.
9. Take pride in our work and keep books, including planners, in good condition.

AROUND SCHOOL EXPECTATIONS:

1. Arrive for registration and all lessons on time.
 2. Be polite and show respect for other people.
 3. Do as you are asked by all staff – first time, every time.
 4. Wear your academy uniform correctly at all times. Coats should be removed before entering the academy building.
 5. This is your academy, look after it. Look after property and put all litter in bins.
 6. Eat and drink in the right place at the right time.
 7. Walk around the academy sensibly & quietly, keep to the left and follow the one-way system.
 8. Ensure that mobile phones are not seen or heard during the academy day. This includes break and lunchtime. They will be confiscated if heard or seen.
 9. We have red zones in school (changing rooms and toilets) where no electronic devices are allowed to be used. This is for safeguarding reasons.
 10. Students must use the toilet facilities designated to them and there should be no more than one person per cubicle.
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PART 1: Sanctions Pathway within the Classroom (Phase 1 -3)

Within the classroom, three key sanction phases are identified. It is essential that all students, parents/carers, and members of staff understand this framework and its consequences. At all times the intention of the procedures is to bring a halt to unacceptable working performance and from this point to encourage each student to engage in positive learning. Each member of staff must seek to operate within the framework. The phases must be worked through in a logical manner.

Manor CE Academy operates a number of sanctions which are designed to discourage students from making poor behaviour choices and provide reflection upon previous decisions, encouraging students to make better choices moving forward. If a student's behaviour is unacceptable the sanctions pathway will begin.

Examples of (but not limited to) the possible behaviours that are sanctioned and start the pathway within a lesson are detailed below:

- Defiance
- Disruption
- Insufficient work

PHASE 1 - VERBAL WARNING

It is anticipated that many pupils will receive the occasional verbal warning in their time with us. Hopefully, as pupils mature and become more self-disciplined the great majority of pupil/teacher contact will be positive and enthusiastic. Pupils should become accustomed to operating within the

confines of our learning framework. This will include settling to work quickly, listening properly to the ideas of others and participating constructively in discussion.

The verbal warning, although not recorded, has two clear purposes:

- A. to indicate to pupils that they have done or are doing something which is unacceptable;
- B. To form a link to the more serious **PHASE TWO** sanction if it is required.

The words '**VERBAL WARNING**' will be used by the member of staff, at which point the member of staff will take the pupils' planner and place it on the teacher's desk.

PHASE 2 - WRITTEN COMMENT (CODE)

A pupil who continues to behave unacceptably despite being given a verbal warning will move into phase two and receive their first written comment which is verbally reinforced by the member of staff. This is then recorded in the appropriate page of the pupil planner with a code, and a brief comment followed by staff initials.

This will also be recorded on EDULINK and an alert sent home to parents with details relating to the incident.

Pupils could move into phase 2 as a result of continuing the behaviour which led to the initial verbal warning or for behaving in a way which is considered too serious to receive only a verbal warning. Examples of this include, but are not limited to:

- Inappropriate use of technology
- Offensive language
- Unsafe behaviour

If a pupil reaches the 6 written behaviour comments allowed each week they will move to internal exclusion.

Written Comments (codes)

A code will be issued by staff when a student fails to meet one of the academy expectations. These codes are listed below:

B – Behaviour

S – School Site Behaviour

E – Equipment and Organisation

L – Late to lesson

Codes are recorded in the student planner. When a code is written into the planner, it will be recorded on the appropriate side of the student planner with a code, date, staff initials, and brief description of the issue.

- All behaviour codes will be recorded on the right-hand side of the planner (B and S).
- All organisational codes will be recorded on the left-hand side of the planner (E and L)

PLANNER - LEFT-HAND SIDE (LHS):

- The accumulation of 3 codes on the LHS of the planner leads to a lunchtime detention.
- This detention will be recorded on Edulink and an alert will be sent to the student, parent and form tutor
- The accumulation of 6 codes on the LHS will result in an after school detention being issued.

PLANNER - RIGHT-HAND SIDE (RHS)

- On the sixth code on the right-hand side, the student will complete a day in internal exclusion

Homework

Students who fail to hand in homework or coursework will be given a lunchtime detention by the class teacher. We operate a second-chance system whereby If they complete and submit the missing homework on the next school day, prior to the detention, the detention will be removed.

Late to School

Students who are late to the start of the school day without an authorised reason will receive a lunchtime detention to compete on the same day.

Late to Lesson

Students who are late to their lesson without a valid reason will receive an L code. 'Lateness' is determined by the teacher.

Uniform and Appearance

Students are expected to attend school in the correct uniform. This will be checked at the door by Heads of Years, as well as in registration by form tutors, and throughout the day.

If students arrive with missing or incorrect uniform (for example in the incorrect footwear, wearing leggings/jeans, or without a blazer), they will be sent to the pastoral area and expected to borrow school supplies. At the point of loan, students will be expected to 'trade' in a personal item such as a mobile phone, which will be returned to them at the end of the school day when the loaned uniform is returned.

If students arrive with additional jewellery or piercings beyond that permitted in the uniform policy, they will be expected to hand these items over to the member of staff concerned, and collect them at the end of the day from the main office.

If students refuse to hand over items, or borrow spare uniform, they will be placed in internal exclusion for the remainder of the day.

Students who repeatedly attend school without the correct uniform will then receive increasing sanctions such as lunch time and after school detentions, and internal exclusion.

Equipment

Students are expected to bring the following each day to school:

- Pen
- Pencil
- Ruler
- Planner

A check of equipment should take place in the morning by the Tutor. If a student does not arrive at school fully equipped, they will receive an E code.

E codes can also be given for specific subjects, for example (but not limited to):

- Failure to bring ingredients/materials for D&T
- Calculator for Maths and Science
- Sports kit for PE

Students who repeatedly attend school without the equipment will then receive increasing sanctions such as lunch time and after school detentions, and internal exclusion.

PHASE 3 - ONCALL

At this point the classroom teacher would come to the decision that a child is persisting in undermining the work of everyone in the room. This is despite receiving a verbal warning, and a written comment at this stage. The pupil will now be removed from the classroom and placed in a safety net. The removed pupil will be entered for a lunchtime detention which will take at the earliest opportunity

The phase 3 will be recorded on EDULINK and an alert sent home to parents with details relating to the incident, as well as information relating to the date of the lunchtime detention issued.

Manor CE Academy has a whole academy safety net timetable in place. This is a range of KS3 and KS4 teaching rooms that have been identified as being able to 'receive' pupils who have been removed from lessons as a result of phase 3. The ONCALL staff will bring the phase 3 pupils to an appropriate safety net. If a pupil refuses or fails the safety net then they will be moved to internal exclusion for the remainder of the day.

Pupils could move directly to phase 3 for behaving in a way which is considered too serious to receive only a phase 2 sanction. Examples of this include, but are not limited to:

- Dangerous or aggressive behaviour.
- Bullying or verbal abuse to other students.
- Theft and damage
- Direct refusal to hand over the student planner to the member of staff

PART 2: Sanctions Pathway for Beyond the Classroom (Phase 4 -6)

PHASE 4 - INTERNAL EXCLUSION

Students can be placed directly into Internal Exclusion for behaviours such as, but not limited to:

- Refusing the safety net following a phase 3 (ONCALL) removal, despite a reasonable time frame.
- Refusing to correct their uniform.
- Failure to attend or successfully complete an after school detention
- Use of the mobile phone and subsequently refusing to give this to staff.
- Defiance
- Bullying
- Inappropriate use of technology including taking images or videos of others without consent
- Willful and deliberate damage to property.
- Violent and aggressive behaviour including 'play fighting'.
- Grossly offensive language including racial, sexist, homophobic, and disablist language.
- Sharing a toilet cubicle.
- Truancy.

Students will also be placed into Internal Exclusion for the accumulation of 6 behaviour codes, or for 3 or more phase 2 removals in one day, or 5 or more phase 3 removals in one week.

Whilst in the Internal Exclusion room students will be provided with curriculum work from their classroom teachers, but may also be required to complete reflective work based on the reason for the phase 4 sanction.

Break and lunch will be taken in the Internal Exclusion room and at no time will students be allowed to socialise with other students. The duration of the day in reflection will be from the start of period 1 until the end of the school day. All students who are placed there must bring their planner and equipment for the designated sessions there.

If the Internal Exclusion is for failing to attend an after school detention, they will remain in Internal Exclusion until one hour after the end of the school day in order to complete this detention.

Any student who fails to behave appropriately in IE, will be suspended. They will receive 3 warnings before suspension. We will endeavour to call parents/carers after a second warning to allow them to discuss their behaviour with you. If contact is attempted but has not been possible, the student will still be suspended at the third warning. Students may be required to spend a period of time in another school for this period of time (off site direction).

Any student who refuses to go into Internal Exclusion will be suspended from the academy. Students may be required to spend a period of time in another school for this period of time (off site direction).

Any student suspended for failing or refusing Internal Exclusion will be expected to complete a day in Internal Exclusion on their return to school.

Mobile phones, and smart watches must be handed in at the start of Internal Exclusion. If students are caught with a phone in your pocket they will repeat the day.

All incidents will be reported on Edulink and an alert sent to the student, parent and form tutor. The Head of Year will contact parents to discuss at the earliest opportunity.

PHASE 5: FIXED TERM SUSPENSION

Suspensions may be used for students who have completed all of the other levels of punishment and still continue to disrupt the learning of other students. This phase is meant as the last punishment before possible permanent exclusion.

Fixed term suspensions may be issued for a range of serious behaviour incidents to sanction a student for the severity of an incident or a student's cumulative behaviour including, but not being limited to:

- Defiance.
- Direct verbal abuse to staff.
- Threatening or intimidating behaviour to staff.
- Assault on a student.
- Use of racist, homophobic or disablist language towards a student or a member of staff.
- Persistent bullying.
- Possession of or being under the influence of illegal substances.
- Possession of a weapon on school premises.

The length of the suspension will depend on the seriousness of the offence and the circumstances surrounding it.

The decision to suspend is the Principal's decision. Once this decision has been made parents/carers should be contacted, the student should be collected immediately or permission given for them to leave the site.

Work will be arranged for students who are suspended to complete via Google Classroom for all **suspensions of more than one day**.

A readmission meeting involving the student, parent or carer and the appropriate staff member should take place before the student returns to school.

- Details of the timing of the meeting will be contained in the suspension letter.
- A re-admission document will be completed during the meeting.
- The meeting should review the reasons for the suspension, set targets for behaviour and detail the student, parent/carers and staff member's voice.
- Interventions to support the student in amending their behaviour will be offered.

PHASE 6: PERMANENT EXCLUSION

Permanent exclusion from school is a last resort when all attempts to modify a student's behaviour have failed. A permanent exclusion will be given in response to a serious breach or persistent breaches of the behaviour policy, and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school.

Permanent exclusions could also be used for single serious incidents such as, but not limited to:

- Dealing in illegal substances
- Assault on a member of staff
- Serious and unprovoked assault on another student
- Bringing a prohibited item onto school premises.

This decision can only be made by the Principal and then has to be considered by the Governor's Disciplinary Committee.

PART 3: SANCTIONS PATHWAY FOR UNSTRUCTURED TIME

We have high expectations for behaviour from students at all times, including behaviour on the corridors, in the dining facilities, and outside. When these expectations are not met, students will follow the sanction pathway below.

PHASE 1: VERBAL WARNING

If appropriate, students should be given a verbal warning to provide time to correct their behaviour. If a student's behaviour continues to be unacceptable the sanctions pathway will begin.

PHASE 2 - WRITTEN COMMENT (CODE)

The member of staff will record this as an S code onto Edulink and it will also be written in the student planner. If the student refuses to hand over the student planner, this will escalate to phase 3. Pupils could move into phase 2 as a result of continuing the behaviour which led to the initial verbal warning or for behaving in a way which is considered too serious to receive only a verbal warning. Examples include, but are not limited to:

- Running on the corridor
- Not following the one way system
- Littering or graffiti

PHASE 3 - ONCALL

All oncalls will be logged on Edulink and a lunchtime detention will be issued. An alert will be sent to the student, parent and form tutor to inform them of the detention date. Pupils could move into phase 3 as a result of continuing the behaviour, refusing to hand over the planner, or for behaving in a way which is considered too serious to receive only a phase 2 comment. Examples include, but are not limited to:

- Boisterous and unsafe behaviour
- Being out of bounds
- Walking away from staff
- Skipping the lunch queue or pushing in

PHASE 4 - INTERNAL EXCLUSION

Students can be placed directly into Internal Exclusion for a range of behavioural choices including but not limited to:

- Refusing to correct their uniform.
- Use of the mobile phone and subsequently refusing to give this to staff.
- Deliberate damage to property.
- Violent or aggressive behaviour.
- Grossly offensive language.
- Sharing a toilet cubicle.
- Truancy.
- Defiance.

All incidents will be reported on Edulink and an alert sent to the student, parent and form tutor. The Head of Year will contact parents to discuss at the earliest opportunity.

PHASE 5 - FIXED TERM SUSPENSION & PHASE 6 - PERMANENT EXCLUSION

These operate in the same way as the '*Sanctions Pathway Within the Classroom*' section.

PART 4 - Detentions

Students may be sanctioned with a detention in line with the sanction pathways detailed above.

Detentions can either be at lunchtime for no longer than 30 minutes, or for an hour after school.

Detentions are recorded on Edulink and an alert is sent to the student, parent and form tutor to advise them of the date, time and reason for the detention. It will also be communicated verbally to students.

If a student is unable to attend a detention for a genuine reason they must see the Pastoral team **before the detention date**. Any reasons provided on the day of or the day after the detention has been missed will not be accepted.

If the student misses a 30 minute lunchtime detention, fails to arrive on time for it, or behaves poorly in detention, an after-school detention will be issued. The after school detention will be for an hour directly following the end of the school day.

Failure to attend an after-school detention will result in a day in IE.