

MANCHESTER CREATIVE AND MEDIA ACADEMY

Name	Behaviour for Learning Policy
Approved by	Curriculum, Standards & Learning Committee
Policy Created	Updated September 2016
Review	1 year
All policies are available to stakeholders either on the Academy website or upon request from the Academy's Main office.	

INTRODUCTION

1. **General Principles underpinning the Behaviour Policy.**

- 1.1** The Behaviour Policy at MCMA is based upon an ethos that generates a positive environment for those who work and learn within it. Central to this ethos are the elements of choices, chances & consequences.

At MCMA all students are expected to behave in a way that creates an environment where:

- staff can teach to the highest standard.
- students can learn and achieve to their maximum potential.
- all members of the Academy Community can work in a safe place.
- staff, students, parents, governors and visitors can enjoy and be proud of their association with MCMA.

- 1.2** The Positive Behaviour Management of our young people is most effective when a true partnership exists between school and home. Together we can make MCMA extremely successful, an Academy which we are all proud to belong to and an Academy where everyone enjoys attending.

2. **The concept behind Positive Behaviour for Learning.**

- 2.1** As individuals we all choose how to act. However, it is important that we all recognise that for every Choice or Action there is a Consequence.
- 2.2** A consequence is an outcome that arises as a direct result of the way we act.
- 2.3** At MCMA, consequences are issued by staff, not punishments. Students are in control of their own actions and if they have chosen to act in a certain way these actions will be the catalyst for the consequence to be given. Consequences are issued in relation to a student's actions.

3. **Behaviour Management in practice.**

3.1 The deployment of a positive behaviour for learning policy.

If a teacher feels that a student is not behaving in an acceptable manner he/she will be issued with a **C1** (The first consequence issued as a direct result of a negative behaviour). This is a warning that the student needs to modify/change the way that he/she is behaving.

3.2 If the student chooses to ignore this warning and does not modify their attitude or behaviour the teacher will issue a **C2** (The second consequence, a result of further negative behaviour). This is the student's final warning!

3.3 Should he/she continue to behave in a way that the teacher feels is unacceptable the teacher will issue a **C3**. (The third consequence, a result of continued negative behaviour, despite two chances to modify his/her actions). This will mean that the student will now automatically be issued with an after school detention. This will usually take place under the supervision of Pastoral Staff. Under normal circumstances the Academy will attempt to facilitate the detention two days after the teacher has issued the **C3**.

3.4 If a student continues to display a negative attitude to learning they will be issued with a **C4**. (The fourth consequence, a result of continued negative behaviour despite three chances to modify his/her behaviour).

3.5 This will mean that the student will be collected by the patrol staff from the classroom and escorted to complete their classwork in the **C4** isolation room. The student has already received an hours after school detention once they received a **C3** in the lesson. They will also be expected to participate in a restorative meeting with the member of staff who issued the consequence before the next lesson in that subject area. This will be facilitated by the pastoral team and the member of staff involved.

4. Detentions

4.1 Once a teacher issues a **C3** or a **C4** this cannot be changed.

4.2 All detentions run after school and they will always last for 1 hour.

4.3 It is important to state that in law the Academy are not obliged to provide any notice in relation to a detention being issued and in some situations it may be that a "no notice detention" will be issued. Where notice is given the student will be issued with a letter informing them of the exact date when the detention is due to take place. These will be available during form time, however it is the student's responsibility to check that there are no outstanding letters for them in the year office.

4.4 A detention list is circulated as a reminder to students, during the day.

4.5 Should students arrive a few minutes late, they will need to make the time up at the end of the detention. Other sanctions will be issued for persistent lateness.

4.6 If students talk or display negative behaviour during the detention they will be issued with a warning. Should they fail to modify their behaviour they will complete the detention standing up and will remain behind at the end of the session for a minimum of ten minutes.

4.7 Students who fail to attend a detention will receive an immediate day in isolation to be served the following day.

4.8 All students who receive isolation for missing a detention will complete a detention on the evening immediately following their day in Isolation.

4.9 If a student is absent from the Academy on the day of their detention he/she will attend

the detention on their next day in the Academy.

Note :- For issues regarding equipment for lessons i.e. Books, PE kit etc all students have been verbally warned in the first week of term that these are essential for learning. This warning constitutes a C1 for all students. Therefore, when a student forgets their book or PE kit etc, they will be issued with a C2 and on the following occasion a C3.

5. Low Level Disruption.

- 5.1** Low level disruption not only seriously affects the learning of the student disrupting the lesson / learning environment but directly affects the learning of other students present and the teachers' ability to teach effectively.
- 5.2** Low level disruption or inappropriate behaviour can be identified in a variety of forms. Below are some examples of Low Level Disruption, however, this list is not exhaustive.
- A failure to follow instructions at the first time of asking.
 - Displaying behaviour that prevents other students from learning.
 - A refusal to engage in the learning process.
 - Disrespectful responses to staff e.g. What? For? etc.
 - General defiance.
- 5.3** Through our Positive Behaviour for Learning procedures MCMA intends to address the issue of low level disruption whilst at the same time dealing effectively with more serious examples of inappropriate or anti – social behaviour.

6. Mid – High Level Disruption.

- 6.1** For disruption that has a significant effect on a student's learning and/or safety a C3 or C4 may be issued without a C1, C2 or C3 warning being given. This is discretionary and where this action is taken it is to prevent a student's removal from lesson or for an incident where it is deemed appropriate to escalate the consequence.
- 6.2** If a student truants a lesson then they will receive at least, an automatic C3.
- 6.3** Students who receive two C4's in the same day will be placed in the all day isolation room as a consequence and parents/carers will be notified by the Year team.

7. High Level Disruption/Serious Incidents/Non Compliance With The Academy

- 7.1** For incidents that the Academy perceives to be of a serious nature, students will be issued with further sanctions. These can include isolation or a Fixed Term Exclusion.
- 7.2** All students who receive a Fixed Term Exclusion will be issued with a day in Isolation on their return to the Academy.
- 7.3** All students involved in a fight can expect to automatically receive at a minimum, a Fixed Term Exclusion. All victims of assault are entitled to make a formal complaint to the Police.

8. Isolation

- 8.1 8.1.1.** Students start their day in Isolation at 8:40am and finish at 3.55pm. However, if students display negative behaviour whilst completing the Isolation they will repeat a full day the following day or in some cases will receive a Fixed Term Exclusion.
- 8.1.2** Coats, bags, headsets & mobile telephones will be removed from students in the Isolation room and locked away for safe-keeping. If a student refuses to hand in any of these items they will receive a Fixed Term Exclusion.
- 8.1.3** Students do not get any breaks from the isolation room. They eat their lunch in the Isolation room.
- 8.1.4** Students do not talk to other students within the Isolation room.
- 8.1.5** Students will not be permitted to eat or drink other than at allocated times during Isolation. Packed Lunches must contain foods that comply with the Healthy Schools Agenda. Food/drink items that are not deemed suitable will be confiscated by staff.
- 8.1.6** Students who refuse to be placed in isolation will receive a Fixed Term Exclusion.
- 8.1.7** If a Fixed Term Exclusion has been issued a parental meeting will be arranged to discuss the incident. Following the meeting the student will serve a day in isolation followed by an hour's detention.
- 8.2** If students make the right choices they will never be issued with a C3 **or a C4 isolation**. Students will always have a chance to think about what they have done and change any negative behaviours.

9. Off site behaviour placements/Managed Moves

- 9.1** In agreement with other secondary schools, students may be placed on short-term behaviour placement at other establishments in line with the academy Intervention strategy. This is a form of intervention we employ in response to a pupil's persistent disruptive behaviour or a serious breach of the behaviour policy.
- 9.2** Pupils may also be placed for a longer period of time at another school, as part of a managed move process. This will enable the pupil to have a fresh start in a new school. It can also be a strategy when the young person is likely to be permanently excluded in response to a serious breach or persistent breaches, of the school's behaviour policy and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school
- 9.3** Students will adhere to the host schools behaviour procedures and arrive and leave at the hosts' school times. It is the parent/carers responsibility to arrange appropriate transportation to the host schools. Students will be expected to attend in full school uniform.
- 9.4** A behaviour agreement will be discussed and agreed at the start of any placement. The student and parent will be present in a pre-admit meeting and regular reviews will take place at the host school by a member of the MCMA pastoral team along with the staff from the host school. Placements can be terminated at anytime if the behaviour agreement is contravened by the student.
- 9.5** Alternative provision may be explored at this time to avoid a permanent exclusion,

depending on the nature of the circumstances.

10. Fixed term exclusions/Permanent exclusions – Please see Exclusions policy.

11. Students' conduct outside the academy gates

11.1 Teachers may issue positive and negative consequences to students involved in incidents whilst:

- taking part in any academy-organised or academy-related activity
- travelling to or from academy or wearing academy uniform or in some other way identifiable as a pupil at the academy or misbehaviour at any time, whether or not the conditions above apply, that:
- could have repercussions for the orderly running of the academy
- or poses a threat to another pupil or member of the public
- or could adversely affect the reputation of the academy

11.2 The academy prides itself as an integral part of the community. It will fully support Police investigations or community incidents and will sanction or reward students appropriately.

12. Parental Meetings.

12.1 The Academy may invite parents/carers to attend a meeting with staff to discuss a particular issue in relation to a concern over a student's general behavior or in relation to a specific incident. If the matter has resulted in the student receiving a fixed term exclusion and the parents do not attend the meeting for whatever reason, the student concerned will remain in isolation until that meeting has taken place and the issue has been resolved. In most cases students will attend the meeting with their parents/carers. They should do so in Full Academy Uniform without exception. Where incidents involve members of staff it is not Academy procedure for the staff to be present at the meeting.

12.2 The Academy does not allow parents/carers or third parties to record Parental Meetings. Anyone secretly filming or recording a meeting will be banned from attending the Academy site with immediate effect.

12.3 Please note that Academy staff will only meet parents/carers who are officially registered on the Academy system. Parents/carers are entitled to bring a friend to accompany them to a meeting but only registered parents/carers are permitted to participate in discussions.

12.4 Where a parent/carer has been banned from the Academy site due to their previous conduct an appropriate adult may meet with the Academy and act as their representative in the meeting. The appropriate adult must be agreed by both parties prior to any meeting taking place.

12.5 All minutes of meetings will be recorded in a meeting summary booklet and a signed copy from all parties will be shared with the parents/carers at the end of the meeting.

13. Rewards.

13.1 Positive Consequences: Praise and Rewards

Manchester Creative and Media Academy believes that positive reinforcement of good

behaviour and rewarding success are essential tools for managing behaviour in the Academy. Praise should be used much more than warnings. Opportunities for praise should be actively sought by all staff, both teaching and non-teaching, in order to ensure that positive messages and meaningful rewards dominate student culture.

- 13.2** At Manchester Creative and Media Academy all staff will maintain a consistent approach towards rewarding students. By praising students and recognising their achievements others will be encouraged to act similarly. Achievement Points will be given in all areas of the academy, both pastorally and through the curriculum, recognising a student's progress for the following:

PROUD - Full uniform, well presented work, a good representative of the academy

PREPARED - All equipment/kit/ingredients, ready to learn

POLITE - Courteous, helpful, respectful

POSITIVE - Resilient, perseveres, keeps trying

PUNCTUAL - To school and to all lessons

- 13.3** **Achievement Points are also issued for:**

ATTENDANCE

EXTRA-CURRICULAR – participation in extra-curricular activities

and by Form Tutors, Heads of Year and the Principal for students who have demonstrated our ethos of 'working together for the best in everyone'. Students are able to exchange Achievement Points for items from the Rewards Shop.

- 13.4** Less formal, more personal praise can be equally effective. Positive consequences that can be used include:

- Frequent use of verbal praise both in and out of the classroom
- Rewarding language within marking
- Recognition though their name on the board leading to Achievement Points
- Phone calls home
- Postcards/letters home
- MUFC rewards
- Certificates
- Recognition in assemblies
- Recognition in newsletters/on the website
- Meeting with the Principal
- Priority for academy trips
- Achievement Points both in and out of the classroom
- Free tickets to school events
- Jump the queue lunch passes
- Recognition through displays
- Recognition through the TV screens around the academy

14. Uniform Requirements

- 14.1** MCMA has a discrete uniform which is designed to enhance the Academy's corporate image. It is compulsory that only those items stipulated within the Official Academy

Uniform list are permissible to be worn by our students. The Official Academy Uniform must be worn by all students who are on roll at MCMA at all times, without exception. Students who contravene the Uniform Policy will be placed in Isolation. Students who refuse to accept the consequence or an alternative replacement will be excluded from Academy.

- 14.2** MCMA operates a Zero Tolerance approach to jewellery and body piercings being worn by its students at any of the aforementioned times. All jewellery and body piercings will be confiscated by staff and locked away. Students will be given a receipt for the item/s and these can be collected in the week prior to a Half-Termly/Termly holiday. Trainers are not permitted to be worn in the Academy except in PE Practical sessions. All shoes must be black leather/faux leather. Footwear that is branded with a sports logo or name is also not permitted and where students arrive at the Academy in trainers or shoes that are not black leather/faux leather, students will be placed in isolation or an alternative form of footwear may be offered, enabling the student to remain in the Academy and continue learning. Students who refuse to accept the consequence or refuse to wear the alternative footwear offered will be excluded from the Academy.
- 14.3** Full length tailored trousers are compulsory. Skinny (tight) jeans/track suit/jogging bottoms, culottes or ski pants, leggings or tight fitting trousers are not acceptable and are not part of the Academy uniform.
- 14.4** Students are not permitted to attend the Academy with any form of pattern shaved into their heads/eyebrows, 'Mohican style haircuts' and unnatural colourings to their hair. Although the Academy does not operate a "zero tolerance" approach to students wearing make up any make up must be kept to a natural tone and brightly coloured lipsticks or eye make-up are not permitted. The length of a student's nails should also be kept to an acceptable minimum in respect of the Health and Safety requirements for practical activities such as Sports and Design Technology etc. Coloured nail polish/varnish are not permitted. Failure to comply with any of the above rules will result in isolation and/or a Fixed Term Exclusion until the issue has been resolved.
- 14.5** For religious reasons girls may wear a Hijab in black. This should be of plain black cotton with no embroidery, decoration or fringing. It should be tied securely around the head and neck with the ends tucked in for health and safety reasons.

15. Mobile Telephones, MP3 Players, Headsets etc.

- 15.1** Mobile telephones can only be used at break and lunchtimes to listen to music through a headset and calls should never be made in core Academy time. Students wishing to contact parents/carers should contact their appropriate Year Office and likewise parents/carers should refrain from contacting students directly and ring the main switchboard on 0161 681 1592. This prevents any misunderstandings and miscommunication.
- 15.2** Students should never have mobile telephones out in lessons or on the corridors between lessons as this negatively impacts on learning. This rule also applies to the headsets. Any student in breach of the above rules will have their mobile telephone confiscated with immediate effect and this will only be returned through collection from the Year office at the end of school on the day of confiscation or during the following day's morning registration. They will also be issued with a C3 detention. Headsets will not be returned until the final Monday of the half term in which they were removed.

16. Miscellaneous.

16.1 a) Academy Guidelines in relation to Drugs/Prohibited Substances.

Students found in possession of, supplying or distributing illegal substances face Permanent Exclusion from the Academy. Please see the relevant policy.

Pupils will be offered the opportunity to attend sessions with an independent Drugs Counsellor. All students will be referred to the Police to be dealt with under the Misuse of Drugs Act. The Principal authorises all staff with the power to search students in line with DFE guidance.

b) Academy Guidelines in relation to Bladed Articles/Weapons (including replicas)

Any student found in possession of a bladed article or weapon (including replicas) of any type or size could face Permanent Exclusion. At the very least he/she will receive a Fixed Term Exclusion. All students found in possession of a bladed article or weapon (including replicas) will automatically be referred to the Police and will be dealt with accordingly.

In law fireworks are classed as firearms. This includes bangers. MCMA operates a zero tolerance approach in relation to fireworks and serious consequences will be actioned if fireworks are brought onto the academy site.

c) Smoking.

MCMA is a No Smoking Site and as a result operates a strict No Smoking Policy. Students found in possession of cigarettes, e-cigarettes and/or lighters will have the items confiscated and they will not be returned. A Detention, Isolation and in some cases a Fixed Term Exclusion may be issued where students are caught smoking. Further support is available from the school nurse.

d) Food and Drink.

All unhealthy drinks and snacks are prohibited at MCMA. Where students are found to be in possession of fizzy and/or high sugar energy drinks and snacks these will be confiscated and not returned.

Chewing gum is also banned from the Academy.

e) CCTV and Requests for Documentation

The Academy will not release copies of CCTV footage as this would contravene Child Protection and safeguarding guidelines. Documents containing information which names other students will always be anonymised to protect individuals.

Should a request be made for copies of specific documentation this will incur a charge. This will cover photocopying and administrative costs. Administrative costs will be charged in thirty minute segments based on a half hourly rate for the administrator.

The Academy operates a Positive Behaviour for Learning Policy which incorporates the DFE guidance for schools. The Academy follows the DFE guidance for searching & confiscation.

Please note – information relating to behaviour, attendance, uniform and expectations is available in the school planner.