



# Manchester Academy

The best in everyone™

Part of United Learning

## Behaviour Policy

### 2017-18

Awaiting approval from governors – 15<sup>th</sup> November 2017

<b>Date of last central office review:</b>	Sept, 2016	<b>Review Period:</b>	1 year
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		<b>Group Board:</b>	Group Board approves United Learning Policy



## Manchester Academy

The best in everyone™

Part of United Learning

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination

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# Foreword

## Scope

This policy outlines the standard operating procedures for the management of student behaviour at Manchester Academy. The aim of this policy is to ensure that systems and structures which are in place and understood by all so to achieve a consistently approach to behaviour management. ‘The best in everyone’ is the motto of the Academy and such is required, not least, in terms of behaviour, with all students expected to demonstrate the highest standards at all times – polite, respectful, courteous, co-operative, trustworthy, taking seriously responsibility for their learning – in the classroom, in and around the Academy and to and from the Academy at the start and end of the day.

## Legislation

*Education Act 2006*  
*School Standards and Framework Act 1998*  
*Education Act 2002*  
*Education and Inspection Act 2006*  
*Equality Act 2010*  
*Education Act 2011*  
*Tattooing of Minors Act 1969*

## United Learning Group Policies

Exclusion Policy: Academies  
Behaviour, Rewards and Sanctions Policy Statement

## Department for Education Documentation

Behaviour and Discipline in Schools: A Guide for Headteachers and School Staff  
Behaviour and Discipline in Schools: Guidance for Governing Bodies  
Getting the Simple Things Right: Charlie Taylor’s Behaviour Checklists  
Searching, Screening and Confiscation: Advice for Headteachers, School Staff and Governing Bodies  
Use of Reasonable Force – advice for school leaders, staff and governing bodies  
Exclusion from Maintained schools, academies and Pupil Referral units in England

## Discipline in Schools – All paid Staff Powers

Teachers have statutory authority to discipline students whose behaviour is unacceptable, who break academy rules or who fail to follow reasonable instruction (*Section 91 of the Education and Inspectors Act 2006*).

This power also applies to all paid staff with responsibility for students. Throughout this policy Teacher should be read to mean all paid staff unless specifically stated otherwise.  
Manchester Academy can discipline students for unacceptable behaviours in school or elsewhere under the charge of a teacher including on school trips  
Manchester Academy can discipline students for unacceptable behaviour outside school  
Staff have a specific legal power to impose detention outside school hours  
Manchester Academy can confiscate student property



## What the Law allows

### Punishing Poor Behaviour: What the Law allows

All paid staff can discipline students whose conduct falls below the standard which could reasonably be expected of them. This means that if a student misbehaves, breaks a school rule or fails to follow a reasonable instruction the member of staff can impose a punishment on that student.

To be lawful, the punishment (including detentions) must satisfy the following three conditions:

- 1) The decision to punish a student must be made by a paid member of school staff or a member of staff authorised by the Headteacher;
- 2) The decision to punish the student and the punishment itself must be made on the school premises or while the student is under the charge of the member of staff; and
- 3) It must not breach any other legislation (for example in respect of disability, special educational needs, race and other equalities and human rights) and it must be reasonable in all the circumstances.

A punishment must be proportionate. In determining whether a punishment is reasonable, *Section 91 of the Education and Inspections Act 2006* says the penalty must be reasonable in all the circumstances and that account must be taken of the student's age, any special educational needs or disability they may have, and any religious requirements affecting them. All students in mainstream environment are subject to the same sanctions and rewards.

The Headteacher may limit the power to apply particular punishments to certain staff and/or extend the power to discipline to adult volunteers, for example to parents who have volunteered to help on a school trip.

### Corporal punishment is illegal in all circumstances

Schools should consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff should follow the schools' safeguarding policy. They should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the school should consider whether a multi-agency assessment is necessary.

### Students' conduct outside the school gates – teachers' powers. What the Law allows

Teachers have the power to discipline students for misbehaving outside of the school premises. *Section 89 (5) of the Education and Inspections Act 2006* gives Head teachers a specific statutory power to regulate student behaviour in these circumstance to a such an extent as is reasonable.

### Detentions – What the Law allows

Teachers have a power to issue detention to students (aged under-18).

Schools must make clear to students and parents that they use detention (including detention outside of school hours) as a sanction.

The times outside normal school hours when detention can be given (the 'permitted day of detention') include:

- a) any school day where the student does not have permission to be absent;
- b) weekends – except the weekend preceding or following the half term break; and
- c) non-teaching days – usually referred to as 'training days', 'INSET days' or 'non-contact days'.

The Head teacher can decide which members of staff can put students in detention. For example, they can limit the power to heads of year or heads of department only or they can decide that all members of staff, including support staff, can impose detentions.

### **Matters schools should consider when imposing detentions**

Parental consent is not required for detentions.

As with any disciplinary penalty a member of staff must act reasonably given all the circumstances

With lunchtime detentions, staff should allow reasonable time for the student to eat, drink and use the toilet.

### **Detentions outside school hours**

School staff should not issue a detention where they know that doing so would compromise a child's safety. Check with the Safeguarding team if there is a concern.

### **Confiscation of inappropriate items - What the Law Allows**

There are two sets of legal provisions which enable school staff to confiscate items from students:

#### **1) The general power to discipline**

This enables a member of staff to confiscate, retain or dispose of a student's property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully.

#### **2) Power to search without consent for 'prohibited items'**

knives and weapons

alcohol

illegal drugs

stolen items

tobacco and cigarette papers

fireworks

pornographic images

any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and

any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Weapons and knives and extreme or child pornography and illegal drugs must always be handed over to the police, otherwise it is for the teacher to decide if and when to return a confiscated item.



## Power to use reasonable force – What the Law allows

Members of staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

Head teachers and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

## Use of Isolation – What the Law allows

Schools can adopt a policy which allows disruptive students to be placed in isolation away from other students for a limited period. If a school uses isolation rooms as a disciplinary penalty this should be made clear in their behaviour policy.

As with other disciplinary penalties, schools must act lawfully, reasonably and proportionately in all cases. Any separate room should only be used when it is in the best interests of the child, and other students. Any use of isolation that prevents a child from leaving a room of their own free will should only be considered in exceptional circumstances and if it reduces the risk presented by the child to themselves and others. The school must also ensure the health and safety of students and any requirements in relation to safeguarding and student welfare.

It is for individual schools to decide how long a student should be kept in isolation and for the staff member in charge to determine what students may and may not do during the time they are there. Schools should ensure that students are kept in isolation no longer than is necessary and that their time spent there is used as constructively as possible. Schools must allow students time to eat or use the toilet.



# Expectations of Student Behaviour at Manchester Academy

All students at Manchester Academy are expected to:

- Arrive on time (8.30am)
- Wear full school uniform
- Bring a pen, pencil and ruler etc. to school each day
- Bring their student planner to school each day (this is issued free of charge in September each year or on a student's first day if admitted mid-year)
- Follow their personalized timetable, arriving to all lessons on time
- Complete all work to the best of their ability
- Follow all classroom rules
- Speak to all staff, students and visitors with respect and consideration
  - Treat all Academy equipment with care and respect – this includes equipment belonging to staff and peers
- Follow all reasonable instructions

Manchester Academy will not tolerate

- Aggression to others
- Racist or homophobic incidents
- Violence of any type
- Bullying of others
- Wilful destruction of property

## Leadership of Behaviour Management

All staff at Manchester Academy have a responsibility to manage behaviour. Ultimate responsibility for behaviour management at Manchester Academy lies with the Principal although the day to day management of behaviour is delegated to the Vice Principal: Personal Development, Behaviour and Welfare and the team which they line manage.

## School Based Police Officers

Manchester Academy benefits from the support and expertise of a Police Officer; PC K Needham. PC K Needham's role is to support the school behaviour policy not to manage it. No incident occurring in Manchester Academy should be reported in isolation to the SBPC however the SBPC will lead on many high tariff / community linked matters. The matters which the SBPC leads on will be agreed in conjunction with the VP ABI.

## Standard Classroom Protocols

Students at Manchester Academy are expected to follow The MA Way. These are a set of guidelines to help make Manchester Academy a safe and purposeful environment.



1. I always try my hardest and learn to the best of my ability.
2. I do as I am asked the first time I am asked.
3. I am always in the right place at the right time doing the right thing.
4. I always listen and give my full attention, when someone is speaking.
5. I always have the right equipment for my lesson.
6. I always look smart and am ready to learn.
7. I am responsible for my learning and the learning of others – this means I work well independently and with others
8. I respect others.
9. I take pride in my work, including the presentation of my work and exercise book.
10. I keep my hands, objects and inappropriate comments to myself.

## Classroom Based Sanctions

Manchester Academy staff will aim to build appropriate and meaningful relationships with students to enable 'the best in everyone' and will employ strategies to ensure that each lesson proceeds as planned. Learning and progress are valued here at Manchester Academy and we have a staged approach to dealing with poor behaviour that stops teachers from teaching and students from learning. As such, we operate a system in which students are given a warning and the opportunity to correct the behaviour that is disrupting teaching and learning. If a student fails to improve their behaviour they are sent to a buddy classroom. If a teacher needs to send a student to a buddy classroom they contact IE and a member of the roaming team will take the student to the required room. The student must then attend a sameday Restorative Justice detention with the member of staff. If the student fails to attend the detention the teacher refers the student to the Curriculum Area Leader who will place the student in a CAL detention. If a student fails to attend that detention they are placed into Internal Exclusion. All students are expected to co-operate with this. Failure to comply will result in further sanctions and the possibility of a fixed-term exclusion.

## Standard Corridor / Stairs Protocols

Students at Manchester Academy are expected to:

- Move quickly to their next lesson / destination via the most direct route
- Walk on the left hand side of the corridor / staircase
- Open doors for others so to ease their journey
- Ensure that outdoor wear remains off when inside the building

## Standard Canteen / Yard Protocols

Students are expected to line up in the designated areas in a calm and orderly manner.

All items purchased by any Academy User must be paid for at the time in question.

Students are expected to behave on the yards in a manner that would be acceptable in any public place. Ball games should be played only in designated areas and fighting/ aggressions / intimidation of any type is not acceptable at Manchester Academy.

Students are expected to follow all instructions from staff immediately.

## Home / School Statement of Partnership



Students achieve their potential when home and school work in partnership. Manchester Academy has developed a Statement of Partnership which all students and their families are expected to sign up to. The Statement of Partnership can be seen in detail as Appendix D.



## Training

Staff at Manchester Academy receive training regarding Behaviour Management on a regular basis within the CPD schedule and Entry Level Teachers receive additional support via the ELT Training schedule.

Any colleague requiring additional training regarding the behaviour management systems in place at Manchester Academy or more widely should in the first instance inform VP ABI.

## Litter

The dropping of litter anywhere on the Manchester Academy site is considered to be unacceptable. Students who drop litter or who cause damage to any Manchester Academy property including the building may be asked to litter pick as an alternative to attending detention or other sanction. Appropriate PPE and supervision is provided for any student who is litter picking.

## Mobile Phones

It is accepted that most students will own a mobile phone or other mobile device. Manchester Academy cannot accept liability for any damage or loss to any mobile device in school unless it is handed into Student Services and a receipt obtained.

Students are not permitted to use their mobile devices in lessons or around the school building.

Manchester Academy reserves the right to confiscate mobile phones or other mobile devices. Unless stated otherwise by the Principal, Vice Principal or SBPC all items may be collected from Student Services at the end of the school day.

## Ear Phones

Students should not be using earphones in lessons unless specifically part of the learning activities. Students must not have ear phones visibly protruding from their uniform.

Manchester Academy reserves the right to confiscate earphones and the device into which they are plugged in. Unless stated otherwise by the Principal, Vice Principal or SBPC all items may be collected from Student Services at the end of the school day.

## Jewellery

Students are advised not to wear any jewellery to school and Manchester Academy cannot accept liability for loss or damage to any item.

Any item of jewellery that is considered to be worn for religious reason will be allowed however parents are required to notify the school in writing confirming the item(s) and religious relevance. Facial piercings are not allowed at Manchester Academy nor are ear plugs worn within the ear lobe. Manchester Academy reserves the right to confiscate any item which contravenes the school rules.

## Tattoos

In the UK it is an offence to tattoo a person under the age of 18 unless the tattoo is performed for medical reasons. Students at Manchester Academy are therefore not permitted to have tattoos. The tattooing of

students may be considered to be a safeguarding concern. Please refer to Manchester Academy Safeguarding policy and protocols.

## Selling of Goods

No student is permitted to sell any goods at Manchester Academy or when wearing Manchester Academy Uniform. Students reported as selling goods may be searched as may their possessions.

Students found to be selling goods should expect to have their stock and takings confiscated. These may be returned to the student's parents / carers at the discretion of Manchester Academy. Such decisions will be taken by either the Principal or a Vice Principal.

Students found to be selling any illegal or prohibited items e.g. alcohol, drugs or cigarettes will have all goods and takings confiscated. Manchester Academy will deal with such incidents in conjunction with Greater Manchester Police. Students and their families should not expect the goods or money to necessarily be returned. Any goods detained will be destroyed and monies donated to a local charity at Manchester Academy's discretion.

## Searching

Any search at Manchester Academy will be conducted by two colleagues.

As a school Manchester Academy has the right to search students and their possessions with consent for banned items. Any member of staff may lead a search with a student's consent.

Any items removed following a search must be stored in Student Services in the first Instance and a receipt be provided to the student. Unless specified by the Principal / Vice Principal / SBPC items will be returned at the end of the day. Items may be collected from Student Services on production of the receipt.

The Principal and Vice Principals have statutory power to search a student and their possessions without their consent, where they deem they have reasonable grounds for suspecting that the student concerned may be carrying a prohibited item:

- Knives or weapons (including any item that may be used as a weapon e.g. screwdriver, scissors etc.)

- Alcohol

- Illegal drugs or legal highs

- Stolen items

- Cigarettes, tobacco or other smoking related paraphernalia. It should be noted that this also includes e-cigarettes and any consumable related to them.

- Fireworks

- Pornographic images

- Any item that is believed to have been or likely to be used to commit an offence

- Any other item deemed to be used / potentially used to cause injury to a person / damage to property

School based Police Officers work under different regulations / frameworks. Any searches completed by PC Needham on or off the Manchester Academy premises comply with all relevant Greater Manchester Police protocols.

## Confiscation

Manchester Academy may confiscate any banned item and does not accept liability for any loss / damage to confiscated items.

Confiscated items should be placed in an envelope which clearly states the students name and the item / items in the envelope. All confiscated items should be handed into student services and staff are advised to provide students with a receipt.

Confiscation Envelopes are available from the Staffroom and Student Services and all have a receipt inside ready for staff use.

## Lost Property

All items found within Manchester Academy which are deemed as lost are to be handed in at Student Services.

Student Services staff will endeavour to reunite items with their owner and as such may look through bags / pockets in order to ascertain ownership. Any banned items found will be removed and recorded in line with Manchester Academy confiscation protocols.

Items will be kept for 3 months. Thereafter items will be given to charity at the Academies discretion.

## Reasonable Adjustments

Manchester Academy strives to be compliant with all equality legislation and will endeavour to provide reasonable adjustments for both students and their families with any aspect of this policy.

## Translation Services

Manchester Academy will actively seek to engage with all students and their families to ensure that all students are able to demonstrate appropriate behaviour for learning so that students are able to access the curriculum and make maximum progress.

Where reasonably practicable Manchester Academy will support any family members to access English lessons and utilise translation services so to facilitate access to meetings and events.



# Behaviour and Rewards System at Manchester Academy

## Detentions

Manchester Academy uses detentions within the management of behaviour. Students should therefore expect that detentions may be used as a consequence to failing to adhere to the standard expectations of Manchester Academy.

Detentions are mandatory, meaning that students are expected to attend them.

## Internal Exclusion

Manchester Academy uses Internal Exclusion within the management of behavior. When a student is placed in Internal Exclusion their school day is extended until 4pm.

A student can be placed in Internal Exclusion for:

- Failure to attend a Curriculum Area Leaders detention
- Internal Truancy
- Verbal or Physical aggression
- Persistent Disruption to learning
- Persistent failure to meet Manchester Academy Expectations

The length of time a student will spend in Internal Exclusion will be determined by the behaviour incident. If a student does not comply in Internal Exclusion the length of time spent in Internal Exclusion will increase and the student may be at risk of a FTE.

When a student is placed in Internal Exclusion their parents/carers will be informed by the IE team.

When students are in Internal Exclusion they will follow an online programme of study that meets their learning needs and is appropriate to the curriculum they are following. The amount of work and progress made by each student in Internal Exclusion is monitored and failure to complete enough work in Internal Exclusion may result in a student spending longer in Internal Exclusion.

## Student Reports

At Manchester Academy we use a variety of student reports as an effective intervention to monitor student behaviour, attendance and punctuality. In the first instance a student is normally on report to their FT. If a student fails FT report it will then escalate to Head of Year and SLT link. If a student fails SLT report a 'step out' is usually recommended as the student has displayed persistent disruptive behaviour.

If, after a variety of interventions have been employed with little or no sustained improvement in behaviour the following options may be used:

- Governors Behaviour Panel meeting
- PRE ABC meeting
- Signing of Acceptable Behaviour Contract
- Recommendation to Governors for FTE
- Placement at another school
- PRU referral
- Permanent Exclusion

## Rewards

Rewards at Manchester Academy are seen as an integral part of behaviour management. Rewards take many forms and all staff are required to provide regular feedback / praise to students. The main basis of the rewards system is via Merits which students collect in their planner.

Rewards at Manchester Academy may include:

- Praise via formative assessment on student work
- Merits
- Postcards of praise
- Contact with families via phone / email
- Rewards such as stationery items etc
- Certificates

Each ½ term a rewards assembly is held on the last day. Certificates are presented for the following:

- 100% Attendance
- 100% Attendance and no Lates
- Head of Year Awards
- Subject Awards
- Outstanding Progress Awards

## The Merit System

There is a whole school merit and reward system which is linked to rewards at the end of each term.

The end of term rewards event will only be accessed by students based on the following criteria:

- Attendance
- Punctuality
- Number of merits
- Number of times buddied out in a term
- Number of sessions in Internal Exclusion

Each Head of Year will be allowed a set number of discretionary 'wild cards' for students who narrowly miss the above criteria. If a Head of Year feels there is a strong case for a student to be allowed to access the rewards event, they must present the students' case to NBY/DOW where a decision will be made.



## Principal's Breakfast

Each week each department must nominate a 'star of the week'. These students are invited to have breakfast with the Principal/ Vice Principal at 8.30 on Friday morning. Student's photographs will be taken and sent home.

## End of Term Rewards Event

The end of term rewards events will be discussed and decided by YD/ SLT. However, it may be suggested that a school trip may be appropriate. In the summer term a whole school trip may be considered after Year 11 have left. The reward for Year 11 fulfilling rewards criteria will be a free ticket to the school prom.

## End of Term Rewards Assemblies

At the end of each term there will be a Rewards Assembly held for each Year group. Students will be awarded certificates and/ or prizes for excellent attendance, punctuality and the highest merits in the Year group.



## Recording Behaviour Incidents

Staff should record any concern using the Behaviour Module on SIMS. Generally speaking, most cases should be closed by the member of staff recording the incident with the appropriate follow up added, saved and the incident status resolved. For ease of tracking and intervening with behaviours it is asked that staff use the following system when recording behaviour incidents.

### Resolved

If the member of staff has been able to resolve the incident themselves and taken appropriate action such as short individual detention, phone call home, detention for lack of homework etc. the member of staff records the incident on SIMS including action taken by themselves and saves the status of the incident as RESOLVED.

**CAL Intervention Required** – CAL completes daily trawl for their Curriculum Area and provide support/ follow up action on incidents where staff have unsuccessfully attempted to resolve incidents or there has been several incidents with the same student. This is also used when a student has failed to attend a teacher detention following a buddy out.

**YD/ PSW Intervention Required** – YD completes a daily trawl for their Year group and provide support/ follow up action on incidents where CAL has previously attempted to resolve incidents or if a student is displaying consistent disruption across Curriculum Areas.

**SLT Intervention Required** – AP behaviour completes a daily trawl and provide interventions/ next steps for the following:

Students that YD have provided intervention with and no sustained improvement.

Serious incidents that require immediate sanctions such as FTE/ Step Out, PEX.



# Operational Protocols at Manchester Academy

## Radio Protocols

Radios are carried by colleagues to ease communication around the academy when colleagues are not in offices. Radios are an open form of communication and all staff and students close by can hear what is being said. The channel used by the Operations Team and SLT is Channel 1.

Colleagues using radios are expected to keep communication brief and speak in a clear and calm tone.

## Parental Meetings / Contact

Open and honest communication with a student's family is key to a student's success. The notes of all such meetings should be signed by agreed and signed by parent/ carer and handed in at the main office where they will be held in the student's file.

Any member of staff may invite a family to attend a meeting though staff should check with the Year Director or a member of the Ops Team prior to contacting them.



# Further Behaviour Interventions and Strategies used at Manchester Academy for High Tariff Behaviour

## Governors Behaviour Panel

Students who regularly display behaviours which are considered unacceptable at Manchester Academy, may be invited to attend a Governors Behaviour Panel. This is a formal meeting in which the choices made by students, the support of both their family and school as well as other support which may be available is considered. The actions recommended by the Governors are expected to be actioned by all parties where reasonably practicable.

It is hoped that by meeting in this way the student may modify their behaviour and the risk of a FTE will be reduced.

Governors Behaviour Panels are held in the afternoon and families are expected to be represented.

## Managed Moves

Manchester Academy will support the family of any student wishing to move schools as far as is possible. Any requests for a managed move to another school should be made in writing to addressed to Vice Principal: Admissions.

## Placements

Manchester Academy has a number of partner schools at which students may attend for a placement. This is usually considered an alternative to exclusion. Manchester Academy will inform families of the placement location, contact details and duration of the placement in person or over the telephone with all details being confirmed in writing.

Manchester Academy will pay for taxi transportation only when the distance to the placement school is greater than 5 miles from Manchester Academy or when agreed by the Principal or Vice Principal.

Students on free school meals will be provided with a packed lunch to take with them to the placement school.

Students attending a placement school will complete a range of tasks including work sent by Manchester Academy staff and placement school tasks designed to develop key skills such as literacy and numeracy.

## Fixed Term Exclusions

Fixed Term Exclusions are seen as a last resort and the decision to exclude a student is not taken lightly. Manchester Academy complies with all sixth day provision requirements for exclusions lasting more than 6 days.

Families will be informed by telephone / at a parental meeting and the details of the exclusion will be confirmed in writing. All students returning from exclusion will have a reintegration meeting chaired by a member of the SLT and will be placed on report to the member of SLT chairing the meeting for a period of two weeks.

In the event that sixth day provision is required, confirmation of the placement details will be provided no later than the end of day 4 by telephone and will be confirmed in writing.

Fixed Term Exclusions are authorised by the Principal or in their absence a Vice Principal.

### Acceptable Behaviour Contracts

Manchester Academy in conjunction with GMP and Manchester City Council uses Anti-Social Behaviour Contracts (ABC) as a strategy to prevent further examples of anti-social behaviour with students that have been identified as displaying Anti-Social Behaviour. Anti-Social Behaviour is defined as behaviours that cause:

- Alarm
- Harassment
- Distress

A formal meeting is held with CPR/FMS, School Liaison Officers, parent/carer and the student. In the meeting all parties are required to sign the ABC and a review period is agreed. If a student continues to display further examples of anti-social behaviour whilst on an ABC a pre ASBAT referral may be made.

### Permanent Exclusion

Manchester Academy understands that a permanent exclusion is rarely beneficial for any student and as such works tirelessly with *United Learning* and Manchester Local Authority to avoid permanent exclusion.

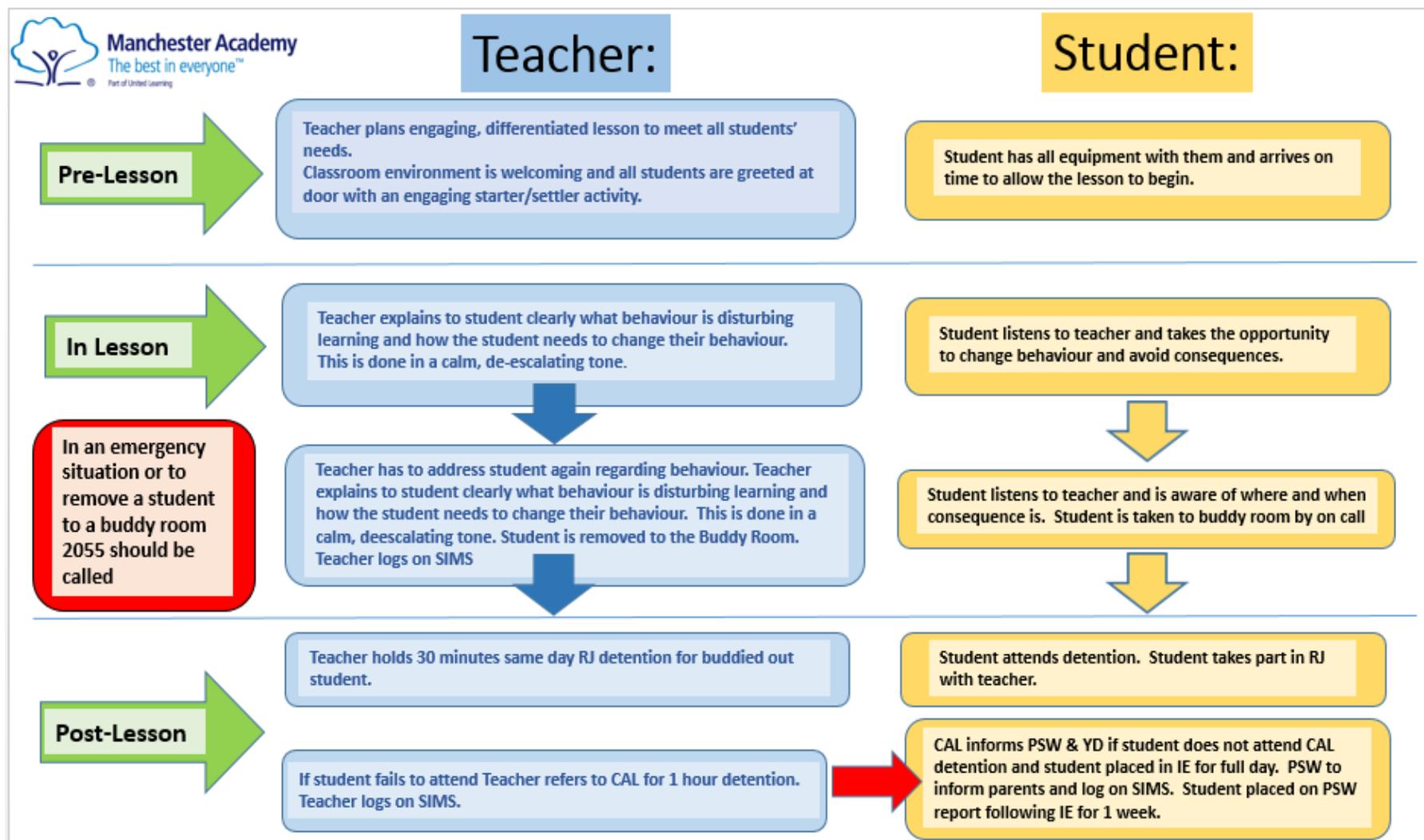
A student may be permanently excluded when:

- There is a serious breach or persistent breaches of the academy's behaviour policy
- Allowing the student to remain in the academy seriously harms the learning and/or welfare of the student concerned or others within the school.

When a permanent exclusion is being considered for a student who is looked after or has an Education and Health Care Plan (formally Statement of Special Educational Needs) the child's education plan would also be reviewed as part of this process. The process of permanent exclusion including Governors Meetings and Independent review processes is outlined in the *United Learning Exclusions Policy*. This policy is available on request.

# Appendices

## Appendix A – Flow chart of Sanctions for behaviour in lesson



## STATEMENT OF PARTNERSHIP

### Manchester Academy will endeavour to:

- Provide the best education possible for your child.
- Create a safe and happy environment for your child.
- Create a disciplined atmosphere conducive to learning.
- Allow your child the freedom to learn and to enhance their self-esteem.
- Give you, as parent/carer, our best attention at all times.
- Listen to what parents/carers have to say.
- Give regular feedback on your child's progress.

### Manchester Academy will expect each student to:

- Attend regularly and punctually.
- Give their best effort at all times.
- Wear Academy uniform.
- Respect others.
- Be a co-operative member of the Academy community.
- Listen to and act on advice given by teachers.
- Complete all work expected of him/her to the best of his/her ability.
- Keep the school code of behaviour.

### Manchester Academy will expect to receive from parents/carers:

- Support for the Academy's endeavours regarding:
  - The student's attendance at school.
  - The student's wearing of the school uniform.
  - The student's completion of classwork and homework.
- Attendance at Parents' Evenings.
- Support for the student in his/her pursuit of excellence.
- Regular contact with school where appropriate.
- Feedback on issues relating to the student

**The Statement of Partnership is an agreement entered into by the Academy, the parent/carer and the student with a view to giving the best possible support for each student.**

The three partners in the Statement of Partnership are the Academy, the student and the student's parent/carer. All three have a vital role to play in the education of the young person to ensure them a successful future.

All three parties are required to sign the agreement to secure a successful partnership between home and Academy and to undertake to do everything within their ability to further the success of all students and the Academy.

If difficulties arise in implementing the Statement of Partnership parents/carers will be contacted and appropriate steps will be discussed and then taken to rectify the situation. Please sign below to confirm your commitment to the Partnership.

**We have read and understand the Statement of Partnership and agree to it, with a view to giving the best possible opportunities for each student and the Academy. We understand that by not actively supporting the Partnership, we are endangering our son's/daughter's education.**

Signed: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_

Student: \_\_\_\_\_

Form Tutor: \_\_\_\_\_

Date: : \_\_\_\_\_

