



# **Behaviour, Discipline and Rewards Policy**

**Fairfax Academy**

**Part of Fairfax Multi-Academy Trust**

**July 2020**

<b>Document Owner:</b>	<b>Richard Larkin, AHT</b>
<b>Ratified By:</b>	<b>Education Committee</b>
<b>Date Ratified:</b>	<b>July 2020</b>
<b>Review Date:</b>	<b>July 2021</b>

## 1 Key principles

- 1.1. This policy has been written using Department of Education guidance (January 2016). This behaviour and discipline policy underpins education at Fairfax. Academy staff, students and parents/carers will be made aware of the high standards of behaviour expected of all students at all times. The behaviour and discipline policy is supported by senior staff, the Head of Academy and the Academy Association.
- 1.2. We believe that students having a positive attitude to their work and respecting all learners in the classroom will ensure that they are learning effectively and will stand them in good stead for all future employment. As an Academy we reward exceptional effort and achievement in the fundamentals of becoming an outstanding learner and sharing our key ARKS values. The promotion of ARKS underpins our policy. Being Ambitious; being Respectful; being Kind; and being Safe will be promoted and rewarded. However, there are times when a student's behaviour needs sanctioning.
- 1.3. Fairfax Academy expects a very high standard of behaviour from all students at all times. Any staff making a reasonable request for a student to follow the Academy rules will expect students to comply. Failure to do so will result in consequences. It is hoped that by encouraging students to adopt caring and responsible attitudes at the Academy, that this will, in turn, promote good behaviour from them at all times. All students are expected to show consideration for other people both in the Academy and in the community at all times. Fairfax Academy also expects all students to be vigilant and to report any incidents of bullying and discrimination.
- 1.4. Students will be expected to take responsibility for their own behaviour and will be made fully aware of the Academy policy, procedure and expectation.
- 1.5. Teachers have statutory authority to discipline students whose behaviour is unacceptable, who break the Academy rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006). The following statements underpin the policy:
  - 1.5.1. The authority also applies to all paid staff with responsibility for students, such as teaching assistants.
  - 1.5.2. Teachers can discipline students at any time the student is in the Academy or elsewhere under the charge of a teacher, including on academy visits.
  - 1.5.3. Teachers have the authority to impose detention outside academy hours.
  - 1.5.4. Teachers can confiscate students' property.
- 1.6. The behaviour policy acknowledges the Academy's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of students with special educational needs (SEN).

## 2. The Importance of Good Behaviour and Discipline

- 2.1. Fairfax Academy believes that students must behave well for effective teaching and learning to take place.
- 2.2. The aims of this policy are:

2.2.1. To create a caring and safe learning environment free from disruption, violence, bullying and any form of harassment.

2.2.2. To promote self-esteem, self-discipline, proper regard for authority and a consistent approach.

2.2.3. To ensure that all students and staff at Fairfax understand the rationale and accept a common responsibility for maintaining good discipline in the Academy and in the community and promote the Code of Conduct.

2.2.4. To provide good adult and peer role models of caring, co-operative behaviour so that purposeful learning opportunities are available for all students.

2.2.5. To reinforce positive attitudes to the Academy's expectations of good discipline.

2.2.6. To ensure students are thoughtful, caring and active citizens in the Academy and in wider society.

2.3. It is our belief that the success of this policy depends very much on all staff, students and parents/carers being involved in the effort to maintain high standards of discipline at Fairfax Academy and in the community. This will entail all parties enforcing the Behaviour for Learning Framework, Anti Bullying Policy and School Regulations. We, as members of this academy community, *all* have a responsibility to maintain good behaviour; to ignore misbehaviour is to condone it.

### **3. Rewards and Sanctions**

3.1. It is the Academy's belief that the key to high standards of behaviour and self-discipline is through positive reward. Rewards are much more effective in ensuring good behaviour than anything else. Students who are well behaved, well-motivated and include themselves fully in academy life should be rewarded.

3.2. At Fairfax, our Rewards Policy is underpinned by the promotion of ARKS. Rewards are important as they motivate students and recognise all forms of achievement.

3.3. Praising achievement wherever possible is the daily practice for all staff who acknowledge that the praise that students appreciate is usually personal and specific. It must also be seen as genuine and warranted.

3.4. We reward positive behaviour in a variety of ways:

- Teachers will praise enthusiasm, effort and achievement by giving the students verbal praise.
- As an academy we reward exceptional effort and achievement in the fundamentals of becoming an outstanding learner and sharing our key ARKS values. Merits may be earned for displaying effort in being Ambitious; being Respectful; being Kind; and being Safe. Merits can be earned by students of all ages/ abilities.
- Being commended by a member of the Leadership Team or the Academy Associates.

3.5. Our milestone ladder outlines the rewards which pupils can achieve:

## FAIRFAX

SINCERITAS LABORIS

### MILESTONE LADDER

#### AMOUNT

#### REWARDS

AMOUNT	REWARDS	ARKS
12 MERITS	You have earned your 'ARKS' Blazer Badge.	
25 MERITS	You have earned your first reward certificate from your Head of Year.	
50 MERITS	You have earned a reward certificate and a 1-week break time pass.	
75 MERITS	You will receive a reward certificate and your '7' Gold Blazer Badge in a special assembly.	7
100 MERITS	You have earned a reward certificate and an invitation to the end of year 'rewards' trip.	
125 MERITS	You have earned a reward certificate and a 1-week lunchtime pass.	
150 MERITS	You will receive a reward certificate and your '8' Gold Blazer Badge in a special assembly.	8
175 MERITS	You have earned a reward certificate and an invitation to have 'Hot Chocolate with the Head of Academy'.	
200 MERITS	You have earned a reward certificate and an invitation to the end of year 'rewards' trip.	
225 MERITS	You will receive a reward certificate and your '9' Gold Blazer Badge in a special assembly.	9
250 MERITS	You have earned a reward certificate and an invitation to 'Afternoon Tea with members of the Senior Leadership Team'.	
275 MERITS	You have earned a reward certificate, a 1-week break time pass and a 1-week lunchtime pass.	
300 MERITS	You have earned a reward certificate, an invitation to have 'Milkshake with the Head of Academy' and an invitation to the end of year 'rewards' trip.	
325 MERITS	You will receive a reward certificate and your '10' Gold Blazer Badge in a special assembly.	10
350 MERITS	You have earned a reward certificate and a 4-week break time pass.	
375 MERITS	You have earned a reward certificate and two complimentary tickets to The Eisteddfod, SummerFest or equivalent.	
400 MERITS	You have earned a reward certificate, an invitation to have 'Pizza with the Head of Academy' and an invitation to the end of year 'rewards' trip.	
425 MERITS	You have earned a reward certificate and a 4-week lunchtime pass.	
450 MERITS	You will receive a reward certificate and your '11' Gold Blazer Badge in a special assembly.	11
475 MERITS	You have earned a reward certificate and four complimentary tickets to The Eisteddfod, SummerFest or equivalent.	
500 MERITS	You have earned a reward certificate and an invitation to enjoy 'Popcorn and a Cinema film with members of the Senior Leadership Team'.	



It is the responsibility of the student to upload reward codes on their mystickers account.

Students will be rewarded in Year Assemblies. All break/lunch passes should be shown to the member of Leadership Team on The Refectory door.

Every half term reward postcards are distributed by Directors of Faculty, Heads of House, Heads of Year and the Leadership Team



FIND OUT MORE BY VISITING:  
[www.mystickers.co.uk](http://www.mystickers.co.uk)



Image 1: Milestone ladder

#### 4. Sanctions/Consequences

4.1. Students whose behaviour is unacceptable or inappropriate must accept the consequences of that behaviour. Certain actions will lead to certain consequences. There are four levels of consequence (abbreviated to C1, C2, C3 and C4). This ranges from a first verbal warning to removal to the Refocus Room.



Image 2: Refocus Room

4.2. The full list of sanctions can include intervention at any stage by the following:

- 4.2.1. Subject Teacher
- 4.2.2. Faculty Director/Subject Leader
- 4.2.3. Assistant Head of Year
- 4.2.4. Head of Year

- 4.2.5. Assistant Head Teacher
- 4.2.6. Deputy Head Teacher
- 4.2.7. Head of Academy
- 4.2.8. Academy Association

4.3. Details regarding specific intervention strategies include:

- 4.3.1. Academy Report
- 4.3.2. Detentions
- 4.3.3. Faculty Removal to Refocus Room
- 4.3.4. Parental meeting
- 4.3.5. Alternative Provision
- 4.3.6. Improving Behaviour Courses
- 4.3.7. Time designated in Refocus Room
  - 4.3.7.1. Once removed to the Refocus Room any students who fail to follow instructions will be issued with a Fixed Term Exclusion.
  - 4.3.7.2. Lunchtime spent in Refocus Room
- 4.3.8. Fixed Term exclusions
- 4.3.9. Academy Association Review Meetings
- 4.3.10. Permanent Exclusion.

4.4. This list is not exhaustive and other sanctions and interventions may be used as appropriate.

## **5. Detaining Students**

- 5.1. Each student issued with a C3 before 1.15pm will be issued with a same day detention that evening.
- 5.2. A C3 issued after 1.15pm will result in a detention the following evening.
- 5.3. Failure to attend a detention when a student is present in the Academy is a serious matter and will lead to further consequences and sanctions. Parents/carers will be requested to meet to discuss further consequences.

## **6. The Use of Force to Restrain Students**

- 6.1. All members of Fairfax Academy staff have a legal power to use reasonable force. This power applies to any member of staff at Fairfax. It can also apply to people whom the Head of Academy has temporarily put in charge of students such as unpaid volunteers or parents/carers accompanying students on an academy organised visit. Reasonable force can be used at Fairfax to prevent students from hurting themselves or others, from damaging property, or from causing disorder. The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.
- 6.2. The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used.
- 6.3. Staff at Fairfax can use reasonable force to:

- 6.3.1. Remove a disruptive student from the classroom where he/she has refused to follow an instruction to do so;
- 6.3.2. Prevent a student behaving in a way that disrupts an academy event or an academy trip or visit;
- 6.3.3. Prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- 6.3.4. Prevent a student from attacking a member of staff or another student, or to stop a fight in the playground;
- 6.3.5. Restrain a student at risk of harming themselves through physical outbursts.
- 6.3.6. Prevent damage to academy property.

#### 6.4. Staff at Fairfax cannot:

- 6.4.1. Use force as a punishment – it is always unlawful to use force as a punishment.

### 7. The use of internal Refocus Room

- 7.1. Whilst in the Refocus Room a student is removed from timetabled lessons and/or break times. Refocus is a sanction only issued by Senior Staff at Fairfax Academy where a student will be required to reflect on their behaviour. If a student receives this sanction their parents/carers are informed. Whilst in the Refocus Room, the Room Supervisor will source work for the individual that relates directly to the curriculum of the student and the student will be supervised whilst the work is completed.
- 7.2. In the Refocus Room, students will receive a break and lunch at other times than the rest of the Academy and will be permitted other convenience breaks as decided by the Room Supervisor.

### 8. The Power to Search and Confiscate Student Property

- 8.1. Fairfax staff can search a student for any item if the student agrees. The Head of Academy and staff, authorised by the Head of Academy, have the statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items are:
  - 8.1.1. Knives or weapons
  - 8.1.2. Alcohol
  - 8.1.3. Illegal drugs
  - 8.1.4. Stolen items
  - 8.1.5. Tobacco, cigarette papers or smoking paraphernalia
  - 8.1.6. Fireworks
  - 8.1.7. Pornographic images
  - 8.1.8. Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student).
- 8.2. Any member of staff conducting a search must be the same sex as the student being searched; and there must be a witness (also a staff member) and, if at all possible, they should be the same sex as the student being searched. On occasion staff may use a metal detecting wand to assist in this search. There is a limited exception to this rule. Staff can carry out a search of a student of the opposite sex and without a witness present, but only where it is reasonably believed that there is a risk

that serious harm will be caused to a person if a search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

- 8.3. Fairfax staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to academy discipline.
- 8.4. Further guidance regarding the power to search and confiscate student property can be found in the Department for Education (DfE) Guidance:
  - 8.4.1. [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/279245/searching\\_screening\\_confiscation\\_advice\\_feb14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279245/searching_screening_confiscation_advice_feb14.pdf)
- 8.5. To ensure that Fairfax remains a safe place for students we will on occasion, in conjunction with West Midlands Police, organise and conduct random knife arches and searches.

## **9. Working with Parents/Carers**

- 9.1. In order for our principles to work and for us to succeed in meeting the aims of this policy, the Academy and parents/carers must work in partnership to encourage good behaviour at all times.
- 9.2. Parents are expected to sign the Home/School Agreement to this effect.

## **10. Working with Outside Agencies**

- 10.1. There is a need to involve the expertise and support of people outside Fairfax when a student's behaviour continues to be a cause for concern. In these cases, parents/carers will always be contacted first to discuss the need for external support. The following are agencies the Academy can enlist support from, appropriate to the student's needs:

- 10.1.1. Education Welfare Service
- 10.1.2. Behaviour Support Service
- 10.1.3. Educational Psychologist
- 10.1.4. Educational Social Worker
- 10.1.5. Forward Thinking Birmingham
- 10.1.6. Home Teaching Service
- 10.1.7. Family Support Team

- 10.2. This is not an exhaustive list and there are a number of other agencies that we may approach for support, depending upon the nature of the child's difficulties. Fairfax works in co-operation with West Midlands Police and may engage the support of the School Police Liaison Officer, when appropriate. In the event of a crime or suspected crime we may share information and student details with the police.

## **11. Students' Conduct Outside the Academy Gate**

- 11.1. Subject to the Behaviour Policy, teachers may discipline students for misbehaviour when the student is:
  - 11.1.1. Taking part in any academy-organised or academy-related activity;
  - 11.1.2. Travelling to or from the Academy;
  - 11.1.3. Wearing the Academy uniform;
  - 11.1.4. In some other way identifiable as a student at the Academy.



11.2. In addition to the above, misbehaviour at any time, whether or not the conditions above apply, that:

- 11.2.1. Could have repercussions for the orderly running of the Academy;
- 11.2.2. Poses a threat to another student or member of the public;
- 11.2.3. Could adversely affect the reputation of the Academy;

will be disciplined.

## **12. Students' Personal Presentation and Property**

12.1. Uniform – all students must conform to the Academy Uniform Code. Where necessary, students will be provided with replacement items of clothing, including sanitized shoes, to enable them to wear correct uniform.

12.2. Jewellery – no jewellery is permitted apart from one stud earring in each ear and a wrist watch.

12.3. Haircuts – extreme haircuts or extreme colours, including tramlines in haircuts or eyebrows, are not permitted. Any hair accessories or adornments must be black.

12.4. Mobile Phones and Smart Watches

12.4.1. Mobile phones should be turned off and out of sight from the moment a student enters the Academy premises until they are outside the Academy premises at the end of the day.

12.4.2. Mobile phones may not be used at any time of the Academy day.

12.4.3. Students whose phones are visible or are not turned off can expect them to be confiscated and parents/carers will be asked to collect from reception.

12.4.4. Students who continually flout this rule will be banned from bringing their mobile phone to the Academy and parents/carers will be invited to discuss this with the Head of Academy.

12.4.5. Sixth Form students are permitted to use their mobile phones within the confines of the Sixth Form building only; outside of this area the above rules will apply.

## **13. Malicious Accusations Against Academy Staff**

13.1. If a current student makes an accusation against any member of Fairfax Staff that is proved to be malicious, the Head of Academy will consider whether any disciplinary action is appropriate against the student who made it. If accusations are made by someone who is not a student or is not associated with the Academy then the police may be asked to consider whether any action might be appropriate.

This document also links to the following policies:

[Intimate Care Policy](#)

[E-Safety Policy](#)

[Acceptable Use of ICT Policy](#)

[Safeguarding and Child Protection Policy](#)

[Homework Policy](#)

[Special Educational Needs and Disabilities Policy](#)

[Attendance Policy](#)