

### Code of Conduct for Behaviour policy

Title: Code of Conduct for Behaviour  
 Reference: SLT/G/207/v3  
 Issue date: January 2018  
 Review date: January 2019

---

Date	Version	Comment	Ratified by	Reviewer
4.09.17	1	Annual review	J Morris	R Stoneley
6.10.17	2	Minor wording to make even more applicable for all Trust pupils/students.	J Morris	J Morris
19.2.18	3	Minor wording update section 3: Directors to Governors Revised definition of illegal substances New clause re: misuse of fire alarm	D Kenrick/ J Morris	B Carter

Authorised by: J Morris

Date: 19.2.18

Approved by: J Ash-Edwards

Date: 28.2/18

Custodian: D Kenrick

Date: 19.2.18

# **CODE OF CONDUCT FOR BEHAVIOUR POLICY**

## **1 INTRODUCTION**

- 1.1 This policy has been developed in accordance with Department for Education advice for Headteachers and school staff 'Behaviour and Discipline in Schools, February 2014'. It is to be used in conjunction with the Academy's 'Behaviour for Learning Policy'. Both policies are designed to promote outstanding behaviour and discipline on the part of Sussex Learning Trust Academies pupils/students.
- 1.2 The Code of Conduct aims to develop in pupils/students a sense of self-discipline and an acceptance of responsibility for their own actions. It also aims to create the conditions for an orderly community in which effective learning can take place, in which there is mutual respect between all members, and where there is proper concern for the environment. It employs the principles of restorative justice to ensure that all members of the community appreciate that their own actions affect other members of the school community.

## **2 ROLES AND RESPONSIBILITIES**

- 2.1 Governors provide guidance for the Headteacher.
- 2.2 Teachers and support staff implement the Code of Conduct under the direction of their Headteacher.
- 2.3 Parents support the Code of Conduct through the Home School Agreement.
- 2.4 Pupils/students are made aware of and support the Code of Conduct through taught sessions within the pastoral programme, through the assembly programme and by staff demonstrating exemplary behaviour to pupils/students.
- 2.5 Pupils/students are expected to show the following attributes:
  - 2.5.1 Punctuality - Pupils/students should be punctual at all times. All pupils/students must arrive at the academy and register on time. Pupils/students must be punctual to lessons and ensure that homework deadlines are met. If pupils/students persist in being late to the academy or lessons without good reason a detention will be given. Detentions may be during or after the usual academy finishing time.
  - 2.5.2 Cleanliness - Pupils/students should keep the academy clean and tidy at all times so that there is a pleasant and appropriate environment for everyone to work in.

- 2.5.3 Respect - Pupils/students should show respect for the views and opinions of others, both staff and pupils/students, at all times. Pupils/students are expected to respect academy property including all books, equipment etc provided by the academy and lent to pupils/students. Payment for replacement will be required for items lost or damaged.
- 2.5.4 Personal Presentation - Pupils/students must wear correctly the academy uniform, as detailed in the academy's Code of Conduct for Uniform. Pupils/students' hair must be kept in a tidy style that is appropriate for a formal work environment. Hair should be a single colour within the natural range and extremes of style or colour will not be acceptable. Aprons or protective clothing **must** be worn as instructed while taking practical subjects. All items of clothing and equipment **must** be clearly marked with the owner's name. The wearing of jewellery is restricted to that in the academy uniform policy and it may be necessary to remove jewellery for certain activities.
- 2.5.5 A Sense of Purpose - Pupils/students are expected to show a positive attitude towards their work and follow the instructions and guidance of staff. Pupils/students are expected to behave at all times so that they bring credit to themselves and the academy. Pupils/students are expected to move around the academy purposefully, quietly and safely, keeping to the specified side of corridors and following the designated one way system where appropriate.
- 2.5.6 Travel - Pupils/students are expected to behave in a safe and sensible manner when travelling to and from the academy whilst representing the academy. This includes **maintaining the Code of Conduct for Uniform** and pupils/students must treat members of the wider community with the same respect and consideration expected inside the academy.

### 3. **GUIDELINES FOR PARENTS ABOUT THE EXPECTATIONS OF THE ACADEMY TRUST IN RELATION TO BEHAVIOUR**

- 3.1 Whilst the majority of pupils/students behave very well it is only fair to make clear our likely response to behaviour that is dangerous, disruptive, potentially damaging or illegal. To ensure that the academy remains a safe and successful place to learn, we have to signal our zero tolerance of unacceptable behaviour. Our intention, always, is to work in partnership with parents, pupils/students, Governors and outside agencies and it is very important that our rules are supported in full by everyone connected with the Learning Trust. The restorative justice programme will be adhered to where it is appropriate to do so.
- 3.2 No student is allowed to leave the academy site during the day without first obtaining permission. Pupils/students will only be signed out if they

present a signed note from their parents. A permission form must then be obtained from the office. If a student returns to the academy on the same day, they must then sign in at reception.

- 3.3 Electronic equipment, eg mobile phones/cameras/digital media etc, is brought into the academy at the owner's or their parents' risk. Such items must not be taken into public examinations. Mobile phones must be switched off and not used for any purpose unless specific permission has been given by the class teacher. In the secondary academy only mobile phones and other digital media can be used during break and lunch time and on the journey to/from school. These items will be confiscated if these rules are broken. Parents may be asked to collect the item and the Academy does not accept any liability for loss, damage or theft of personal property brought onto or left on their premises. If parents wish to insure their child's personal property this should be done as part of their household insurance policy. A telephone is available for student use at Reception.
- 3.4 Any incident of anti-social behaviour which affects any other person, will lead to appropriate and immediate action. The restorative justice programme will be adhered to where it is appropriate to do so.
- 3.5 Chewing gum is not permitted on academy premises.
- 3.7 At breaktimes/playtimes pupils/students must adhere to the site rules of their academy and behave in a responsible and respectful manner.
- 3.8 Any pupil/student responsible for maliciously setting off the academy fire alarm is likely to face permanent exclusion. The police will be informed.

The following are probably only relevant to secondary aged students of the Trust, but the policy relates to all pupils/students

- 3.9 Pupils/students are forbidden to have smoking materials (eg cigarettes, tobacco, cigarette lighters or matches) on academy premises, or on the journey to and from the academy or on any visit, or whenever uniform is being worn. Sanctions may be applied to a member of a group involved in breaking the Learning Trust no-smoking rule, even if the student is not directly participating. Parents will be informed. For a first offence, pupils/students will receive an after-hours detention. Two after hours detentions will be given for a second offence. We will work in partnership with parents and other agencies to encourage the student to stop smoking. Subsequent repeated offences may lead to a period of exclusion. Smoking materials will be confiscated.
- 3.10 Pupils/students are forbidden to have alcohol or be under the influence of alcohol on academy premises, or on the journey to and from the academy, or on any visit, exchange, or whenever uniform is worn. Sanctions may be

applied to a member of a group involved in breaking the no-alcohol rule even if the pupil/student is not directly participating. Parents will be informed. A first offence will lead to a fixed term exclusion. We will work in partnership with parents and other agencies to encourage the student to stop their misuse of alcohol. Repeated offences may lead to permanent exclusion.

- 3.11 Pupils/students are forbidden to gamble on academy premises or on the journey to or from the academy, or on any visit, exchange, expedition or whenever uniform is being worn. For a first offence, pupils/students will receive an after-hours detention. Two after hours detentions will be given for a second offence. Repeated offences may lead to a period of exclusion.
- 3.12 Pupils/students are forbidden to engage in unauthorised trade on academy premises or on the journey to or from the academy, or on any visit, exchange, expedition or whenever uniform is being worn. For a first offence, pupils/students will receive an after-hours detention. Two after hours detentions will be given for a second offence. A third offence will lead to a fixed term exclusion.
- 3.13 No student may be in possession of a dangerous article or offensive weapon (e.g. catapult, firework, knife, BB gun, imitation or replica gun, syringe, etc.). Anyone involved in these offences will receive a fixed term exclusion or a permanent exclusion and the items will be confiscated. The Police will be informed.
- 3.14 Pupils/students who are in possession of or use illegal drugs, psychoactive substances or unauthorised drugs on the academy premises or on the journey to and from the academy, or on any visit, exchange, expedition or whenever uniform is being worn will receive a fixed term exclusion. Parents and the Police will be informed. We will work in partnership with parents and other agencies to encourage the student to stop their use of drugs and the agreement of an appropriate strategy will be a condition of a return to the academy. A repeat offence is likely to lead to permanent exclusion. Sanctions may be applied to a member of the group involved in breaking this rule, even if the student is not a direct participant.
- 3.15 Pupils/students who attempt to procure, supply or deal in illegal drugs, psychoactive substances or unauthorised drugs, including alcohol, on the academy premises or on the journey to and from the academy, or on any visit, expedition, or whenever uniform is being worn will most likely be permanently excluded. The Police and parents will be informed.
- 3.16 The Policy and actions relating to drugs has the full support of the Sussex Police.

Review: The policy and procedures will be renewed on an annual basis.