

Thomas Clarkson Academy (TCA) Behaviour Policy

A copy of the Brooke Weston Trust behaviour and discipline policy is also available from our school website. This policy demonstrates in more detail the approach to behaviour and discipline at TCA.

Good behaviour and discipline are key foundations for effective teaching and learning. At TCA we expect and insist on the highest standards of behaviour throughout our school to maximise learning and minimise disruption.

Courtesy, good manners and consideration for others, together with self-discipline and respect for each other are always expected.

All students are expected to make a full contribution to the school and support the positive endeavours of all its members. High expectations are essential for the benefit of all in any community and we do expect them to be kept.

They are:

- School uniform must be worn in accordance with our uniform policy.
- Students must be punctual to school and lessons.
- Students are expected to behave in a safe manner on school premises.
- Mobile phones are not to be used by students on school premises. We have a “See it, hear it, take it” policy: [Mobile Phones and Electronic Equipment Policy 23-24](#)
- Learning will not be disrupted.

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation in schools](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [SEND code of practice: 0 to 25 years](#)

Positive Behaviour for Learning Expectations

I AM TCA

TCA LEARNING ROUTINES = WORKPLACE EXPECTATIONS

- A TCA Student comes to school equipped for learning
- A TCA Student arrives on time to lessons
- A TCA Student sits on a chair with their feet on the floor
- A TCA Student faces the person speaking
- A TCA Student respects 'One Voice in the room'
- A TCA Student strives to complete all work and 'stretch' tasks
- A TCA Student completes their homework
- A TCA Student waits for breaks to eat, drink and go to the toilet
- A TCA Student dresses smartly in correct uniform.

I AM TCA

A TCA STUDENT TAKES PRIDE IN THEIR BOOKS...

- P** Pen for writing. Pencil for diagrams & grids
- R** Ruler for underlying dates, headings / LQ's and subheadings.
- I** Incomplete work must be finished
- D** Date written in full
- E** Empty space is not allowed.

I AM TCA

A TCA LESSON...

- Begins promptly with students entering quietly, handing out books, adding date and carrying out engage tasks
- 'One Voice in the room' No hands up or calling out. The Teacher will choose who to answer questions
- Will end with students standing behind their chairs / stools
- Teacher checking floor and ensures classroom is tidy
- Teacher dismisses one row at a time.

I AM TCA

A TCA STUDENT SLANTS

- S** Sits up
- L** Listens in silence – one voice in the room
- A** Answers questions with no hands up
- N** Never interrupts
- T** Tracks the speaker

EXPECT STAFF TO CONSISTENTLY CHALLENGE YOU ON THESE AREAS

These posters are displayed in classrooms and around TCA to allow teachers to embed positive learning behaviours and for students to be held accountable to.

Supporting behaviour in TCA

In order for students to meet TCA's behaviour expectations, it is vital that we provide support which:

- Is Immediate.
- Is Fair and consistently applied by all.
- Provides an opportunity for students to have a restorative conversation with their teacher where required.
- Relates to behaviour targets in reports (where applicable).
- Considers SEN (statutory duty).
- Considers CiC and the needs of our most vulnerable students.

Restorative conversations should include:

- Acceptance of responsibility.
- An apology (written or verbal as appropriate).
- Acceptance of the sanction/support.
- Conflict resolution and a fresh start.

A restorative return to appropriate behaviour will lead to a fresh start. A range of support may be applied including:

- Involving parents early on.
- Extra schoolwork so the student can gain some positive achievement.
- Withdrawal of privileges (lunchtime and afterschool detention).
- Withdrawal from the learning environment (RESET or Internal Suspension)
- Suspensions/Exclusions only used when necessary or there are persistent breaches of the school behaviour policy.

Misbehaviour is defined as:

- Disruption in lessons (See Appendix A), in corridors between lessons and at break and lunchtimes.
- Disruption of learning caused by mobile phones.
- Poor attitude.
- Non completion of classwork.
- Incorrect uniform without uniform pass.
- Defiance of adults / abhorrently rude behaviour.

Red Cards for misbehaviour will result in a lunchtime detention. These need to be logged by 15:30 daily.

Serious misbehaviour is defined as:

- Repeated misbehaviour including disruption to learning (3+ red cards).
- Truancy.
- Repeated breaches of the Academy rules.
- Any form of bullying.
- Sexual Misconduct, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation to students or staff.
- Vandalism.
- Theft.

- Fighting.
- Smoking / Vaping.
- Racist, sexist, homophobic or discriminatory behaviour.
- Verbal abuse or inappropriate comments made towards staff or students
- Possession of any prohibited items;
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Tobacco, cigarette papers and lighters & Vapes.
 - Fireworks
 - Pornographic material / digital images
 - Any article a staff member reasonably suspects has been or is likely to be used to commit an offence, or to cause personal injury, or to damage property of any person (including the student).

Behaviour Sanctions & Detentions

Students are encouraged to make the right choices around the academy in line with our “I AM TCA” values. These values align with the core British Values: Democracy, Rule of Law, Individual Liberty and Respect & Tolerance.

Students are given warnings in an attempt to correct their behaviour across the academy. When behaviour does not meet academy expectations students are issued with a red card sanction. The purpose behind any sanction is to provide the student with an opportunity to reflect on their choices in an attempt to modify and correct their behaviour.

If learning cannot continue due to behaviour a student will be removed to another classroom (Buddy-Room), with their work for the remaining duration of the lesson. Any removal from the original learning environment will result in a red card. Refusing our buddy room system will result in an escalation to our behaviour team who will impose an escalated sanction.

Red Cards for serious misbehaviour will result in RESET (half day or full day). Failure of RESET / repeated serious misbehaviour will result in an Internal Suspension (ISR). Where appropriate a suspension (fixed-term exclusion) will be utilised. The Principal will consider the length of suspension up to and including Permanent Exclusion.

TCA staff can impose any of the below sanctions for misbehaviour and serious misbehaviour:

- Lunchtime Detention (1.25pm-1.45pm)
- Afterschool Detention (3pm-3.45pm)
- Principal’s Detention (3pm-4.30pm)
- RESET (9am-3.45pm) – formally known as Isolation.
- Internal Suspension Room – ISR (10am-4.30pm)
- Suspension/Fixed Term Exclusion (FTE) by the Principal for serious misbehaviour up to and including permanent exclusion from TCA.

Detentions

When a student is issued with a red card, the expectation is they attend a lunchtime detention as soon as possible. If a student is issued with a red card before 1.25pm, the expectation is they attend lunchtime detention the same day. If they are issued with a red card after 1.25pm, the expectation is they attend lunchtime detention the next day. This provides an immediate as possible sanction. Our lunchtime detention will always allow reasonable time to eat, drink and use the toilet.

Failure to attend a lunchtime detention will result in this being escalated to an afterschool detention the next day. Failure to attend the afterschool detention will result in a Principal's detention on Friday. Failure to attend Principal's detention results in a warning letter being issued and placing a student at risk of a suspension. Any student absent from school will have their detention automatically rolled to the next available day.

All parents and carers will receive a notification via SIMS/Edulink informing them that their child will need to complete a lunchtime, afterschool or Principal's detention. TCA expects students to take responsibility for their sanctions and attend without question.

There are no exemptions from the detention system. If the student cannot attend their afterschool detention due to a medical appointment, parents/carers must inform the school to rearrange the detention. It will not be possible for a student to rearrange it themselves.

24 hours notice of a detention is no longer required. **"Schools do not have to give notice to parents for after-school detention so long as the pupil can get home safely after."**

Behaviour in schools: sanctions and exclusions

Parental permission is also not required provide that staff have considered:

- The welfare of the child
- Whether the child has caring responsibilities
- Whether parents should be informed of the detention, any travel arrangements
- Inconvenience to the parents does not matter if the child has a means to get home safely

RESET

This is an alternative to avoid a Fixed Term Exclusion (FTE) and is used as an area for students who have persistently disrupted lessons (3+ red cards) or presented a serious misbehaviour. Students work in a designated space set by the RESET staff member and are expected to complete work provided by their class teacher or RESET staff. Students will be provided with break, lunch and toilet breaks and are expected to work in silence/follow instructions at the first time of asking. Reasonable adjustments will always be made for those with additional needs.

TCA may place a student in RESET whilst an investigation is ongoing to determine the perpetrator and reach a reasonable outcome. Students may be placed in RESET for half or full days. Any student placed in RESET for a full day must remain until 3.45pm, no exceptions. Parents will always be notified of this via SIMS/Edulink.

Truancy

All students are expected to follow their given timetable daily without exception. If your child has a concern around their timetable the school must be notified immediately. We want to support students in accessing the full curriculum and encourage open dialogue and communication to resolve any possible issues that impact learning. TCA has a duty of care to ensure the whereabouts of students on site is known at all times in case of emergencies.

Locating students not in lessons takes up a considerable amount of staff time which will not be tolerated. Choosing to miss lessons and/or walking out sacrifices valuable learning time which can be detrimental to their academic progress. Students who truant lessons by either not attending their timetabled lesson or walk out and not follow our on-call/buddy system will be issued with an immediate afterschool detention from 3pm-3.45pm. Failure to attend their assigned afterschool detention will result in it being escalated to a Principal's detention on Friday from 3pm-4.30pm. Students who persistently truant and/or do not follow our on-call/buddy system may have further sanctions imposed in an attempt to modify their behaviour choices.

Uniform

All students must wear full TCA uniform. If students are not able to wear any part of the full school uniform parents should contact the student's Form Tutor, Raising Standards Leader (RSL) or Student Services Officer (SSO) before they arrive at the Academy. The student will then be issued with a temporary uniform pass until the issue can be resolved.

Please refer to the following link for full expectations on uniform at TCA: [Thomas Clarkson Academy - School Uniform](#)

Students are not permitted to wear coats, hoodies, jumpers or jackets once they are inside the Academy, this includes wearing them underneath the Academy blazer. They should be removed and placed into their lockers for the duration of the school day.

If students choose not to follow the Academy's uniform expectations their coat, hoodie, jacket or jumper will be confiscated and placed at Student Services until the end of the day. Persistent uniform offenders may be sanctioned.

Punctuality

Students are expected to be punctual to school and lessons during the school day. Sanctions will be imposed for students not meeting expectations.

Searching

Keeping Children Safe in Education (KCSIE) sets out the statutory duty of all staff to make sure that they make decisions in the best interests of the child. This applies to decisions to search pupils and confiscate items.

TCA recognises that all pupils have a right to expect a reasonable level of personal privacy, under Article 8 of the European Convention on Human Rights. Any 'interference' with this right by your school must be justified and proportionate.

We have a duty of care to all pupils in TCA. This means that we should balance:

- The need to safeguard all pupils by confiscating harmful, illegal, or disruptive items
- The safeguarding needs and wellbeing of pupils suspected of possessing these items

To support this if a student is suspected of carrying a prohibited item Student Services must be notified. The Executive Principal, Mr Scott, and the Associate Principal, Mr Dobbing, have permitted the following staff to undertake a search supported by one other member of staff.

- Student Services
- Senior Leadership Team
- Safeguarding Team

Searches must be conducted by someone the same sex as the pupil.

The search must then be logged on CPOMS.

Physical Restraint

In some circumstances, staff may use reasonable force to restrain a student to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- Always be used as a last resort
- Be applied using the minimum amount of force with maximum care and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents

Confiscation

Any prohibited items (listed in page 4 of DfE: Searching, screening and confiscation) found in students' possession will be confiscated. These items will not be returned to students. We will also confiscate any item which is harmful or detrimental to Academy discipline. These items will be returned to students after discussion with senior leaders and parents, if appropriate.

Searching and screening students is conducted in line with the DfE's latest guidance (can be found on page 1).

Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is therefore:

- Deliberately hurtful.
- Repeated, often over a period-of-time.
- Difficult to defend against.

Bullying can include:

- Physical bullying which can include kicking, hitting, pushing and taking away belongings.
- Verbal bullying which includes name calling, mocking and making offensive comments.
- Emotional bullying which includes isolation an individual or spreading rumours about them.
- Cyber-bullying where technology is used to hurt an individual- for instance text messaging or posting messages/images on the internet or any form of social media.
- Racist bullying occurs when bullying is motivated by racial, ethnic or cultural prejudice.
- Homophobia and biphobia. Bullying occurs when bullying is motivated by a prejudice against lesbian, gay or bisexual people.
- Transphobic bullying occurs when bullying is motivated by a prejudice against people who identify as a transsexual.
- Disablist bullying occurs when bullying is motivated by a prejudice against people with any form of disability.
- Sexist bullying occurs when bullying is motivated by prejudice against someone because of their gender.

In response to bullying:

Students can report bullying themselves via the online portal found [HERE](#). This can be done anonymously but we advise for as much details so we can follow up swiftly.

Staff in TCA can log concerns onto the school bullying log system for follow up by Behaviour / safeguarding. The TCA Safeguarding page can be found [HERE](#).

Students can expect a swift response to concerns raised. For repeated concerns there are levels to intervention:

Level 1 SSO:

- Verbal warning / Meeting with Pastoral team.
- Intervention – Mediation – Apology verbal.

Level 2 RSL:

- Parental face-to-face meeting – Perpetrator.
- Parental Meeting – Victim (Phone / email).
- Mediation – written apology.
- All logged on provision mapper meeting log: Bullying victim OR Bullying Perpetrator.

Level 3 SLT:

- Parental meeting: KS3 Director of Behaviour / KS4 AP Behaviour.
- Sanction applied: RESET
- EHA offer to perpetrator / family of perpetrator.
- Safer Schools Police Officer meeting.
- Victim Parental meeting update: Phone call with follow up email.

Level 4 VP Behaviour:

- Parental meeting.
- FTE
- EHA offered again (if not previously accepted).
- Victim Parental meeting update: Phone call with follow up email.

Level 5 Principal;

- Principal's Board.

In our wider community

When students are outside of the school, they still represent TCA.

You should think about how your actions reflect on you and your school. Sanctions will be applied where a student has misbehaved off-site when representing the school such as on a school trip. If the School is made aware of disrespectful behaviour outside of the building, we will sanction the students concerned.

- We are especially polite to local residents, parents/carers, bus drivers and shopkeepers.
- When we have finished our school day we go straight home unless we are attending intervention session or attending a club/fixture.
- We do everything we can to give local residents a positive impression of our School.
- We use the footpaths and road crossings safely, considering others use of these spaces. We always cycle sensibly and safely showing respect to other road users. TCA pupils always consider their safety and the safety of others.

Rewards

TCA is proud to run an enhanced rewards system centred around celebrating consistent good practice through our Green Card service. This system is designed to acknowledge and encourage students' steady commitment to excellence in all aspects of their school life.

Students will earn achievement points for demonstrating consistent good behaviour, active participation, and steady academic progress. These points will contribute towards earning Bronze, Silver, Gold, and Platinum badges, which symbolise their dedication and consistent efforts.

Bronze	500 achievement points
Silver	1000 achievement points
Gold	2000 achievement points
Platinum	4000 achievement points

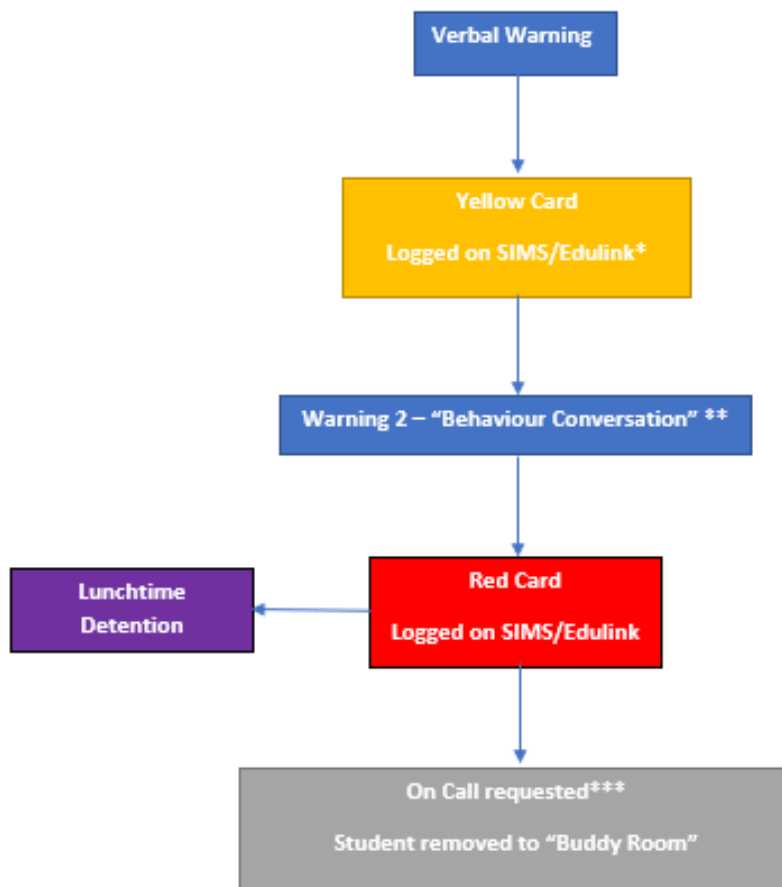
We believe in recognising every student's journey towards excellence. Therefore, our RSLs, form tutors, and parents will be regularly updated about the students' progress and achievement. This collaborative approach ensures that all student's consistent efforts are acknowledged and celebrated.

TCA social media and posters around the Academy will continue to feature stories of students who exemplify consistent good practice, showcasing their dedication and resilience. Additionally, end-of-year celebration events run by the RSL's will specially recognise those who have maintained exceptional performance throughout the year.

Through our recent "student voice" we have identified further opportunities to reward our students consistently demonstrating I AM TCA values. Students will now have the opportunity to spend their achievement points in our rewards shop which opens half termly. Every year group will attend a celebration assembly led by their RSL at the end of each half term to win a range of prizes and vouchers.

We are excited about this renewed rewards shift as it aligns with our commitment to foster an inclusive environment where all student's efforts are valued. We believe this approach will encourage students to engage more deeply with their school community and personal growth alongside having their consistent efforts during their time at TCA recognised.

Appendix A: Behaviour for Learning – Classroom.



*at earliest opportunity. Log if behaviour stops here and alongside a red card.

**Highlight the behaviour to the child. Let them know the next sanction is a red card and lunch time detention. Give them time to correct their behaviour.

***On call means sustained disruption to our learning community has occurred and the student must be removed. At this point the ON CALL member of staff will move the student to another class (buddy room).

Note: TCA staff maintain the ability to escalate straight to a red card if their professional judgement of misbehaviour or disruption to learning has occurred and warrants this.