



Behaviour Policy

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I. Aims and approach

This policy aims to:

- Support and maintain **safe, enjoyable, respectful environment** that allows all to **achieve**
- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline **how students are expected to behave**
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management
- Outline our system of **recognition and sanctions**

The following principles will be followed in the implementation of this policy:

- A positive approach in addressing all behaviour
- Self-esteem, trust and rapport will be built between staff and students
- There is consistent use, application and support of the Behaviour Policy by all members of School community (behaviour is everyone's responsibility)
- All who work in member schools and across the Trust model appropriate behaviour
- The behaviour is separated from the student
- Communication around behaviours is as important as the enacting of the policy
- The prevention of unwanted behaviours.

2. Legislation and statutory requirements

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

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting students with medical conditions at school](#)
- [Mobile Phones in Schools](#)
- [School Suspensions and Permanent Exclusions](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- [DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy online.
- The Department for Education's statutory guidance [Mobile phones in schools](#), which should be read alongside Behaviour in schools, Keeping children safe in education, Searching, screening and confiscation in schools, and Supporting students with medical conditions at school.

This policy complies with our funding agreement and articles of association.

3. Definitions

Misbehaviour is defined as:

- Breaches of the school rules including School Code of Conduct
- Poor punctuality
- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude as set out in the School Code of Conduct
- Incorrect uniform
- Inappropriate use of technology, devices and digital tools, including iPads, mobile phones and generative artificial intelligence.

Serious misbehaviour is defined as:

- Non-attendance and/or truanting;
- Repeated misbehaviour or breaches of the school rules including School Code of Conduct;
- Any form of bullying as defined in the Anti Bullying and Harassment Policy including online bullying or bullying online including social media or virtual chat platforms whether closed private groups or open groups whether taking place online during school hours on school site or not;
- Physical, including sexual, assault, or the threat of any such physical or sexual assault which is any unwanted physical or sexual behaviour that causes humiliation, pain, fear or intimidation to the victim and may include harassment;
- Vandalism;
- Theft;
- Fighting;
- Smoking or use of e-cigarettes (vaping);
- Racist, sexist, homophobic/transphobic or discriminatory behaviour of any type;
- Possession of any prohibited items. These are:
 - Knives or weapons;
 - Alcohol (including “no” or “low” alcohol);
 - Energy drinks prohibited for sale to under 16s;
 - Illegal drugs (including derivatives or other equivalent products);
 - Stolen items (or items which are more likely than not to have been stolen taking into account all relevant evidence and acting reasonably);
 - Tobacco, cigarette papers and lighter fluid or lighters; e-cigarette canisters (vapes) or other equivalent equipment;
 - Fireworks including fire crackers;
 - Pornographic or nudist images;
 - Any article a staff member reasonably suspects has been, or could be likely to be, used to commit or threaten to commit an offence, or to cause or threaten to cause personal injury or immediate damage to mental or physical health to, or damage to or threaten to damage the property of, any person (including the student);
 - Engagement in any child criminal exploitation/child sexual exploitation in any form.
- Engagement in any of the above or any activity whether in or outside of School including whilst in School uniform and including whilst travelling to and from School, or which could reasonably be considered to bring the School into disrepute whether in uniform or not;
- Incitement of any of the above.

4. Suspension or exclusion from School for Breaches of the Behaviour Policy

General

BET and each member School aims to ensure that:

The suspension and permanent exclusions process is applied fairly and consistently;

- The suspension and permanent exclusions process is understood by Trustees, governors, staff, parents and students;
- Students in school are safe and happy;
- Students do not become NEET (not in education, employment or training).

Suspension and permanent exclusion are used only when wider behaviour strategies, as outlined in the Behaviour in Schools guidance, have been exhausted, and where necessary to maintain a calm, safe and supportive environment.

Only the Head of School can suspend or permanently exclude a student and this must be on disciplinary grounds. A student may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single year), or permanently excluded. A suspension does not have to be for a continuous period. The law does not allow a suspension to be extended or converted into a permanent exclusion. In exceptional circumstances, usually where further evidence has come to light, a further suspension or a permanent exclusion may be issued to begin immediately after the original suspension ends. If a student's suspensions total 15 days or more within a term, the school's GDC must convene a meeting to review the headteacher's decision. Meetings may be held remotely where requested by parents and where criteria are met; however, face-to-face meetings remain the preferred approach. Students will not be excluded for non-disciplinary reasons such as the actions of his/her parents or his/her academic ability. The Trust does not operate a 'no exclusion' policy. While exclusion is a last resort, it is recognised as a necessary safeguard for maintaining safety and standards.

Decision to Suspend or permanently exclude

Whenever a student is made to leave school, or forbidden from attending school, on disciplinary grounds, this must be done in accordance with the School Discipline (student Exclusions and Reviews) (England) Regulations 2012. Decisions regarding suspension or permanent exclusion are made on the balance of probabilities, not the criminal standard of proof, and will never be taken lightly. Schools will make every reasonable effort to involve students so that any student who is suspended or at risk of permanent exclusion is enabled and encouraged to participate, to the extent they wish to, at all stages of the suspension or permanent exclusion decision making process. A student will only be suspended for any period of time, or permanently excluded, when he/she has breached this Behaviour Policy seriously or persistently, and where allowing him/her to remain in school would harm the education or welfare of the student or that of others in the school.

Considerations

When deciding whether to suspend or permanently exclude a student, headteachers must consider the school's responsibilities under the Equality Act 2010. Students with Education, Health and Care plans, students with SEN, and disabled students are especially vulnerable to the impact of suspension and permanent exclusion, and headteachers will not apply policies that disproportionately increase risk of exclusion. Where a student has an EHC plan, the School will contact the local authority at an early stage where there are significant behavioural concerns or risk of suspension or permanent exclusion, and will consider whether an early annual review is required.

The Head of School will consider all relevant factors and circumstances surrounding the incident, and where appropriate, the student's views will be taken into account before a decision is made, considering their age and

understanding, and the student will be informed how their views have been considered.

A headteacher may cancel an exclusion before the governing board meets. Where this occurs, all relevant parties must be informed and appropriate follow-up actions taken.

Suspension and Permanent Exclusions

Behaviour which is likely to lead to a suspension or permanent exclusion could include any form of serious misbehaviour as defined in the School's code of conduct or home school agreement but examples are as below:

- Persistent disruption of learning;
- Failure to respond to or engage with previous interventions;
- Smoking or e-cigarettes (vaping) or possession of items in unexplained quantities or large quantities;
- Alcohol (including low or no alcohol);
- Fighting;
- Vandalism;
- Verbal abuse of staff;
- Online activity whether onsite or offsite that poses a threat to others or risks harm to their education and welfare in school;
- Bullying;
- Possession of a prohibited item, particularly a weapon or any article a staff member reasonably suspects has been, or could be likely to be, used to commit or threaten to commit an offence, or to cause or threaten to cause personal injury to or immediate danger to the physical or mental health of, or damage to or threaten to damage the property of, any person (including the student) and/or any illegal drugs or smoking or vaping incident (possession (including of drugs or smoking/vaping paraphernalia), use independently, use with others, or supply, whilst 'in school') are more likely however to result in the student's permanent exclusion than not.

The Headteacher must notify without delay:

- Parents
- Local authority
- Social worker (if applicable)
- Virtual School Head (for looked-after children)

as identified in [Suspension and permanent exclusion from maintained schools, academies and student referral units in England, including student movement - Statutory guidance for maintained schools, academies and student referral units in England](#)

Actions following a Suspension

Schools should support students to reintegrate successfully into school life and full-time education following a suspension (this may also be after a cancelled exclusion) or period of off-site direction. Following any suspension a student and their parent/carer will be required to attend a reintegration meeting with senior pastoral staff and/or leadership staff. Ideally this will be held at the school but can also be a phone call or online meeting.

The purpose of the reintegration is twofold: firstly, to address the incident fully and ensure that the student has had time to reflect on the poor choices that led to the exclusion being given; secondly, to complete a Pastoral Support Plan or other document such as a Behaviour Contract that will help the student to reintegrate into the school community with a positive focus and clear targets, supported by both school and home through

clear interventions and expectations. The Pastoral Support Plan or Behaviour Contract or equivalent document will always be reviewed after an appropriate period of time with both student and parent/carer and both the student and parent/carer are required to attend this subsequent review meeting.

Students must not be prevented from returning to mainstream classrooms when parents cannot or will not attend reintegration meetings. Schools cannot extend or impose additional suspensions if students fail to participate in these meetings; instead, re-engagement issues should be addressed through the reintegration strategy.

Permanent Exclusion

This policy and any decision to exclude permanently follow all relevant legislation and the statutory guidance from the Department for Education: [Exclusion from maintained schools, academies and student referral units \(PRUs\) in England](#).

A permanent exclusion will be taken as a last resort having exhausted all other relevant sources of support and intervention both provided by School or third parties arranged by School or by external agencies, including Multi Agency Support Hubs. Heads of Schools will take into account the personal circumstances relevant to the individual student before excluding a student permanently and any mitigation provided.

During the first five school days of a suspension, and before any alternative provision begins, the School will take reasonable steps to ensure that appropriate work is set and marked, with reasonable adjustments made where required for students with SEND or disabilities.

No BET member School practices off-rolling (defined as the practice of removing a student from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the student).

Process and Procedures

All BET member Schools are committed to following all statutory exclusions procedures including with respect to time limits and notifications to parents/carers and the relevant local authority to ensure that every child receives an education in a safe and caring environment. The Department for Education Guidance: Exclusion from maintained Schools, academies and student referral units (PRUs) in England is a statutory document and all BET member Schools follow its provisions.

5. Roles and responsibilities

Governance and Reporting

The Board's Education Committee is responsible for monitoring this behaviour policy's effectiveness and holding the CEO and Director of Education to account for its implementation. The Education Committee's approach prioritises prevention, early intervention, and inclusive practice. Exclusion is used only where necessary to uphold standards and safety. It receives termly reports from the CEO on student behaviour across the Trust. Each Local Governing Body receives termly reports from the Head of School on behaviour incidents, including numbers and patterns relating to suspensions and permanent exclusions to ensure equitable and proportionate use.

Managed Moves and Off-Site Direction

Managed Moves

A managed move is a voluntary agreement between schools, parents and the student to transfer to another

school to improve behaviour and avoid suspension or permanent exclusion.

The Trust will:

- Use managed moves as a **preventative strategy**, not as a sanction
- Ensure moves are **agreed by all parties**, including parents and the receiving school
- Ensure the student's views are considered in line with their age and understanding
- Set **clear objectives, success criteria, and review points** for the placement
- Record the managed move formally and monitor outcomes

Managed moves will **not be used as a proxy for permanent exclusion** or to remove a student unlawfully from the school roll.

Off-Site Direction (Section 29A)

The Trust Board delegates to the Headteacher of each academy the authority to direct a student to attend off-site educational provision for the purpose of improving behaviour, in accordance with Section 29A of the Education Act 2002, the Education (Educational Provision for Improving Behaviour) Regulations and current Department for Education statutory guidance.

The Headteacher may exercise this delegated authority without obtaining case-by-case approval from the Trust Board, Local Governing Body or central Trust staff. The Headteacher will ensure that all statutory notification, review, safeguarding, monitoring and record-keeping requirements are met and will report the use of off-site direction through the Trust's normal governance and monitoring arrangements.

Off-site direction will:

Be used as a **short-term intervention**, not a long-term placement

- Form part of a **planned, monitored strategy** for reintegration
- Have **clear objectives and review mechanisms**
- Ensure the student remains on roll at the school
- Be communicated clearly to parents, including rationale and expected outcomes

The Trust will ensure that any alternative provision is **suitable, safe, and of high quality**, and that safeguarding responsibilities remain in place.

The CEO and Head of School

The CEO and Director of Education/School Improvement are responsible for reviewing this policy, and Heads of Schools are responsible for adapting the school specific sections and holding staff to account for the policy. Heads of Schools are responsible for ensuring all staff receive induction and subsequent training in this Policy, appropriate to their role, and regardless of the point in the academic year that staff join a school.

The Head of School will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour. The Head of School will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently. The Head of School provides termly reports to the Local Governing Body on behaviour and implementation of this Policy and is accountable to the CEO for the implementation of this Policy within each member School.

Staff

Staff are responsible for:

- Implementing the behaviour policy consistently;
- Modelling positive behaviour;

- Providing a personalised approach to the specific behavioural needs of particular students;
- Recording behaviour incidents;
- Communicating as appropriate with regards to behaviours so that all stakeholders can work together effectively for the support of teaching and learning;
- Empowering and supporting students to build and deliver a school environment and community within which all students have confidence in the implementation of the Behaviour Policy, including the reporting of any misbehaviour or serious misbehaviour as defined in this Policy.
- Staff should not use personal mobile phones for personal reasons in front of students during the school day, except where there is an authorised operational, safeguarding or emergency reason.

The senior leadership team will support staff in responding to behaviour incidents.

Parents

Parents are expected to:

- Support their child in adhering to the student code of conduct;
- Inform the school of any changes in circumstances that may affect their child's behaviour;
- Discuss any behavioural concerns with the appropriate member of staff promptly;
- Support their child in meeting the requirements and steps of any reintegration plan or other plan put in place to support their child's behaviour.

Students

Students are expected:

- to follow the Student Code of Conduct below and School rules, and;
- to report or to engage with any reporting process relating to any misbehaviour and serious misbehaviour incidents;
- to meet the requirements and steps of any reintegration or other plan put in place to support their behaviour.

Student code of conduct

Students are expected to:

- Behave in an orderly and self-controlled way;
- Show respect to members of staff and each other in all regards including use and tone of language;
- Be in the right place, at the right time, doing the right thing;
- In class, make it possible for all students to learn;
- Move quietly and purposefully around the school;
- Not to use mobile phones or similar smart technology, including smart watches, during the school day, unless a specific exception has been authorised by the school for medical, safeguarding or other exceptional reasons.
- Treat the school buildings and school property with respect;
- Wear the correct uniform at all times;
- Follow the School rules;
- Accept sanctions when given;
- Refrain from behaving in a way that brings the school into disrepute, including when outside school;
- Report incidents of breach of School Code of Conduct, School rules including misbehaviour and serious misbehaviour.

These expectations apply to in person and online behaviour both during school hours onsite inside school and outside school hours offsite where such offsite behaviour reasonably appears to continue onsite, or contributes to or impacts behaviour and the orderly running of the school onsite, or otherwise poses a threat

to another person on school premises.

See the example School Home/School Agreement in the Appendix I for further information.

6. Specific Behaviours

Child-on-child sexual violence and sexual harassment

Following any report of child-on-child sexual violence or sexual harassment whether in person or online, all member Schools follow the general safeguarding principles set out in Keeping children safe in education (KCSIE) - especially Part 5. The designated safeguarding lead (or deputy) is the most appropriate person to advise on the school's initial response. Each incident should be considered on a case-by-case basis.

Member Schools ensure that they are very clear in every aspect of their culture that sexual violence and sexual harassment are never acceptable, will not be tolerated and that students whose behaviour falls below expectations will be sanctioned. Member Schools induct, train and support all staff in the importance of challenging all inappropriate language and behaviour between students.

It is essential that all those reporting child on child sexual violence or harassment are reassured they will be supported, kept safe, and are being taken seriously, regardless of how long it has taken them to come forward. Sexual violence and harassment of members of the school community that occurs offsite outside of school hours whether online or in person outside of the school will be treated equally seriously as it occurred onsite in school hours.

Use of separation / keeping students apart

In rare circumstances, and where necessary for safeguarding reasons, a School may temporarily separate students or forbid a student from attending the premises where this is essential and cannot practicably be managed on site. This is not a disciplinary suspension or permanent exclusion. Such decisions will be made on a case-by-case basis, led by the DSL or deputy, with consideration of KCSIE, equality duties, human rights duties, and relevant multi-agency advice.

Behaviour incidents online both onsite in school hours or offsite outside of School hours

The way in which students relate to one another online and whether onsite or offsite, and during or outside of School hours, can have a significant impact on the culture at school. Negative interactions online offsite and outside of School hours can damage the school's culture and can lead to students feeling that School is not a safe place to be. Member schools recognise that behaviour issues online, offsite, outside of School hours, in particular can be very difficult to manage for both families and those involved in the behaviour. Nevertheless, all member Schools commit to ensuring that whilst member Schools recognise that the online space differs in many ways, the same standards of behaviour are expected online as apply offline, and that everyone should be treated with kindness, respect and dignity. All member Schools are committed to supporting all students to be responsible digital global citizens as well as responsible global citizens in person. All member Schools work with families and parents/carers to help families and parents/carers to support their children in becoming responsible digital global citizens and to ensure families and parents/carers understand the School's expectations with respect to all behaviour outside of School premises, outside of school hours, whether in person or online where that behaviour continues inside school or contributes to behaviour or impacts the orderly running of the School or the experience of other members of the school's community inside School premises during school hours or in School activities.

Inappropriate online behaviour including bullying, the use of inappropriate language, the soliciting and sharing of nude or semi-nude images and videos and sexual violence or harassment is treated in the same way as offline behaviour. This includes the inappropriate use of generative artificial intelligence or other digital tools

to create, alter, impersonate, share or amplify content that breaches this policy, including bullying, harassment, sexualised content, discriminatory content, misinformation, impersonation of staff or students, or content that poses a safeguarding risk. All Schools' Codes of Conduct make these expectations express and clear so that staff and students can understand and follow such expectations clearly and consistently. In particular, where offsite behaviour, whether online or not, poses a threat to other members of the school community in school, the member School will take action in accordance with all its policies and procedures, including this Policy to ensure there is no risk of harm to the education and welfare for all members of the School from any behaviour incident or incidents.

Mobile Phones and Smart Technology

In line with DfE statutory guidance, all BET schools must be mobile phone-free during the school day, including lessons, lesson changeovers, breaktimes and lunchtimes. This applies to mobile phones and other smart technology with similar functionality, including smart watches and any device capable of sending or receiving messages, notifications, images, audio or video, or recording audio or video.

As a Trust minimum, students who bring a phone to school must keep it switched off and stored in their bag throughout the school day. Phones must not be used, seen or heard unless a specific exception has been authorised by the school.

Schools may go further where appropriate, including requiring phones to be handed in, stored securely, or not brought onto site. Any local approach must be clear, consistently applied, communicated to students and parents, and reflected in school behaviour procedures.

Exceptions for medical, safeguarding or other exceptional reasons must be agreed in advance and managed through a clear individual arrangement. Parents should contact the school office with urgent messages; students should not use their own phone to contact home during the school day.

Breaches will be managed in line with the behaviour policy and may include confiscation, detention or other proportionate sanctions.

Potential or Suspected criminal behaviour

In cases when a member of staff or headteacher suspects potential or actual criminal behaviour, the school must make an initial assessment of whether an incident should be reported to the police only by gathering enough information to establish the facts of the case. These initial investigations should be fully documented, and schools should make every effort to preserve any relevant evidence. Once a decision is made to report the incident to police, schools should ensure any further action they take does not interfere with any police action taken. However, schools retain the discretion to continue investigations and enforce their own sanctions so long as it does not conflict with police action.

Trips and activities

All staff, students, families and parents/carers recognise that all member Schools continue to apply this policy and codes of conduct for all trips or activities that the School provides and students participate in that are not part of the School or student's normal timetabled day. The same standards of behaviour are expected in all such activities, and depending on the context, there may be additional requirements due to the nature of the trip or activity.

Bullying

This policy is supported by the Anti-Bullying and Harassment Policy as well as each School's Code of Conduct and Home School Agreement.

7. BET behaviour management guidelines

Classroom management

All Teaching and support staff in classrooms are responsible for setting the tone and context for positive behaviour within the classroom. They will:

- Create and maintain a stimulating environment that encourages students to be engaged;
- Display the appropriate information regarding the behaviour policy;
- Develop a positive relationship with students, which may include:
 - Greeting students in the morning/at the start of lessons;
 - Establishing clear routines;
 - Communicating expectations of behaviour in ways other than verbally;
 - Highlighting and promoting good behaviour through frequent positive recognition, ensuring that positive interactions with students outweigh negative interactions, including using merit / ERA points, verbal praise, and public acknowledgement to reinforce positive choices
 - Concluding the day positively and starting the next day afresh;
 - Having a plan for dealing with low-level disruption;
 - Using positive reinforcement;
 - Identifying and using supportive challenges to address proactively any incidents of harassment including verbal harassment.

In order to deliver these objectives, all student facing staff are provided with:

- BET Induction;
- BET CPD and training;
- BET standards/red lines of teaching;
- Line management support.

Physical Intervention

In some circumstances and in accordance with the Physical Intervention Policy, staff may use reasonable force to restrain or guide a student to prevent them:

- Causing disorder;
- Hurting themselves or others;
- Damaging property.

In accordance with the Physical Intervention Policy, incidents of physical restraint must:

- **Always be used as a last resort;**
- Be applied using the minimum amount of force 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 section 3) 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 school discipline. These items will be returned to students after discussion with senior leaders and parents, if appropriate, and a risk assessment has been undertaken which may include the agreement of a support plan.

Mobile phones and similar smart technology may also be confiscated where they are accessed, used, seen or heard, or where there is a breach of the school's mobile phone expectations. Confiscation will

be proportionate, managed in line with DfE guidance, and phones will be returned in accordance with the school's local behaviour procedures.

Searching and screening students is conducted in accordance with the Physical Intervention Policy, the law, and DfE guidance on searching, screening and confiscation, including where mobile phones or similar devices are identified in school rules as items that may be searched for.

Student support

In implementing this Behaviour Policy, BET and each School are committed to delivering the provisions of the Equality Act 2010 in order to prevent students with any protected characteristic from being at a disadvantage.

All members of staff will seek advice from the School SENDCo in order to establish whether any student who exhibits challenging behaviour may have any underlying educational needs that are not currently being met. Where a student appears able to access the School curriculum in accordance with expectations but continues to exhibit behaviour that escalates and does not engage with the support offered, members of staff will consider whether a referral to an appropriate external agency, including advising families to make a referral to a GP, is appropriate. The Trust's SEND Policy also sets out further detail.

Wherever behaviour indicates underlying unmet needs, including refusal to engage with support strategies or plans offered internally, support and advice will also be sought from the appropriate external sources such as specialist teachers, an educational psychologist, CAMHS and/or others, to identify or support specific needs. The SENDCo in each School will coordinate such additional support with respect to educational needs; where the needs are not preventing a student from accessing the School curriculum, such additional support or advice to families and parents will be coordinated by pastoral leaders (AHT Wellbeing). When acute needs are identified in a student, schools will liaise with external agencies and plan appropriate support programmes for that child. All Schools will work with parents -as parents wish to participate -to create such plans, to review their effectiveness and adjust accordingly, and review it on a regular basis, and this may include plans and support under the Trust SEND Policy.

8. Recognition

BET and each member School are committed to recognising and celebrating positive behaviour, effort, and achievement to create a positive school culture where all students can thrive. Each School will implement a structured recognition system that includes immediate verbal praise, merit/house/ERA points for positive behaviour, effort, achievement and good / improving attendance. Students are expected to participate in achievement assemblies, house competitions, and student-led appreciation events where they can recognise peers and staff, creating a culture where excellence is celebrated and students feel valued.

Recognition will be applied consistently across all member Schools through systematic recording and monitoring to ensure equitable distribution across all student groups. All staff are responsible for implementing recognition systems in accordance with training provided during BET Induction and ongoing CPD, with regular review involving student voice, staff feedback, and family engagement to ensure our approach continues to reinforce the behaviours and values outlined in the Student Code of Conduct.

9. Monitoring arrangements

This behaviour policy will be reviewed by the Education Committee of the Trust Board at least every three years and by each Local Governing Body with respect to Appendix I annually.

10. Links with other policies

This behaviour policy is linked to the following policies:

- Home School Agreement and Student Code of Conduct;
- Safeguarding policy;
- Anti-bullying and Harassment policy;
- Attendance policy;
- Equalities Objectives;
- SEND Policy and Accessibility Plan;
- Supporting Students with Additional Medical Needs including the Administration of Medicines;
- Boarding specific statutory policies;
- Staff Code of Conduct.

Appendix I - School specific information and behaviours

Rewards and sanctions

Our school ethos of 'Enjoy, Respect, Achieve' encompasses the belief that we thrive on encouragement and the recognition of effort, achievement and a positive attitude. The motivation to succeed and to develop positive behaviours for learning can be greatly increased through positive feedback, praise and rewards. Formal rewards, including ERAs, must be recorded on ClassCharts. At our School students may receive a range of rewards, praise and privileges, both individually and via tutor, year or house groups.

List of rewards

Positive behaviour will be rewarded with:

ERA Code	Achievement	Staff Member	Value
A1	Good	Any	1
A2	Excellent	Any	2
A3	Sustained excellent attitude to learning / school and high-quality work.	HoD / HoY	3
A4	Uphold the school values, or service to, the school community.	SLT	4
A5	Outstanding contribution to the school and upholding school values.	Headteacher	10

As well as awarding ERAs via ClassCharts, other praise methods include:

- Phone calls to families.
- Letters or postcards sent home.
- Certificates.
- ERA Badges.
- ERA Day.

Cumulative ERA Points Recognition

Certificates and badges will be awarded for achieving the following number of ERAs:

Level	Number of points needed
Bronze	200
Silver	350
Gold	500
Platinum	650

Morning & Afternoon Greetings

We believe that starting the day right leads to a successful day. All year groups line up at the start of the day as this sets the scene for the day ahead. If we have total ownership and commitment to this procedure, students will enter the school in the correct mindset wearing the correct uniform and having all their equipment, ready to learn and positively start their day. If students are not showing that they are ready to learn they will be asked by their tutor in the first instance to correct the issue. Once the signal for the start of greeting has sounded all students must demonstrate ready, respectful and responsible behaviour being silent, tracking the speaker, ready to receive further information. If this cannot be resolved by the tutor and the student themselves, the student will be asked to remove themselves from the line and see their Head of Year (HoY) who will address any emerging issues.

List of sanctions

The school may use one or more of the following sanctions in response to unacceptable behaviour:

- Rule Reminder.
- C1 - Formal Warning.
- C4 - Directed to the Aspirational Reset Centre (ARC) for 2 periods and a social time.
- Afterschool Homework Support (Monday-Thursday 3.15-4pm)
- SLT Detention (Friday 3.15-4.45pm).
- Internal Suspension.
- Fixed-Term Suspension.
- Permanent Exclusion.

Punctuality

We expect our students to be in the right place at the right time, doing the right thing. The School Day commences at 8.35am with the morning bell. All students are expected to be on-site by 8.35am, the school gates will close at this time. If a student arrives after 8.35am they will be required to attend the SLT line up and SLT morning tutorial session. If a student is late to school on two or more occasions in a week, they will also receive an SLT detention on Friday.

Students have a 5-minutes in-between lessons and are expected to be in their next lesson by the time the second bell sounds. This ensures a prompt start to every lesson for all students and maximises learning time. If a student does not arrive by the second bell, they will receive a C4. Students arriving on site during Periods 1-5, without a valid reason reported by their parent or carer, will receive a C4.

Uniform

We take pride in our uniform at Bohunt Farnborough and help to support families to ensure all students have access to the correct uniform. Information on our uniform rules can be found via the link below:
<https://www.bohunftarnborough.com/parents-2/uniform/>

If a student arrives on site with the incorrect uniform, they will be directed to the Student Reception, where either a phone call will be made to their parent or carer, or the correct uniform will be sourced from our second-hand uniform stock. Students will be able to wait in the ARC until the correct uniform is worn. Refusal to attend the ARC can lead to a Fixed-Term Suspension.

Homework

Homework is an essential part of the learning process, reinforcing classroom teaching and helping students develop independence, responsibility, and time management skills. All students are expected to complete and submit homework on time, as it supports academic progress and prepares them for future learning. Homework Study Hub runs every day after school in CO1 until 4pm, to support students identified by their Head of Year as requiring extra support.

Disruption Free Learning (DFL)

Every student at Bohunt Farnborough has the right to a safe and respectful environment. Teachers have disruption free classrooms in which they can teach, and students have disruption free classrooms in which they can learn.

If a student is not meeting the teacher's expectations or disturbing the learning of others, they will be given a rule reminder first, followed by a formal warning (C1) if continued or new disruptive behaviour occurs. If students have not corrected their behaviour and have escalated further, they will be removed from the classroom (C4) to the Aspirational Reset Centre (ARC). Students spend 2 periods and a social time in the

ARC. Students are expected to work in the correct Learning Mode, DFL will be used in the ARC as in lessons.

In the rare occasion students may demonstrate more severe behaviours in the classroom which would result in immediate removal from the classroom. These are:

- Abusive or offensive language
- Dangerous, highly disruptive or violent behaviour.
- Debating or arguing with a member of staff when given an instruction.
- Persistent disruptive behaviour.
- Bullying, including:
 - Abusive, threatening, or insulting words or behaviour.
 - Physical or psychological threats.
 - Deliberately excluding someone from group activities.
 - Inappropriate and/or derogatory/discriminatory remarks about someone's characteristics, ridiculing or demeaning them.

A student refusing to engage positively by refusing to leave the classroom when instructed or to enter the ARC risks fixed-term suspension. Should a class be needed to move due to a student refusing to leave the classroom will result in a fixed-term suspension.

The ARC is managed by Mr Hibbs (Senior Assistant Headteacher)

Conduct Around School

We have clear expectations of students outside of lessons to ensure that their conduct is orderly and safe at all times.

Students can receive a sanction for any of the following behaviours:

- Inappropriate and/or disruptive behaviour at social times or in lesson transition
- Inciting others
- Walking away from a member of staff
- Truancy
- Multiple occupancy of a toilet cubicle
- Swearing
- Vandalism (A FTS may be considered in severe or repeated incidences)
- Derogatory language (A FTS may be considered, especially in severe or repeated incidences)
- Theft (A FTS may be considered, especially in severe or repeated incidences)

Inclusion, suspension exclusion and appropriate provision

Only the Headteacher (or in his absence a named member of SLT) can suspend or permanently exclude a student and this must be on disciplinary grounds.

A student may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single year), or excluded permanently. A fixed period suspension does not have to be for a continuous period. In exceptional circumstances, where further evidence has come to light, a further fixed-term suspension may be issued, or a permanent exclusion could be issued. Students must not be suspended or excluded for non-disciplinary reasons such as the actions of his/her parents or his/her academic ability.

Decisions regarding suspension or exclusion will not be taken lightly. A student will only be suspended or permanently excluded when he/she has breached the school's Behaviour policy seriously or persistently and

for permanent exclusion where allowing him/her to remain in school would harm the education or welfare of the student or that of others in the school.

The following behaviours will result in a consideration for **Fixed Term Suspension** or **Permanent Exclusion** in exceptional cases:

- Persistent disruption of learning
- Failure to respond to or engage with previous interventions
- Smoking or e-cigarettes (vaping) or possession of items in unexplained quantities or large quantities
- Alcohol (including low or no alcohol)
- Fighting
- Physical assault
- Vandalism
- Verbal abuse of staff
- Online activity whether onsite or offsite that poses a threat to others or risks harm to their education and welfare in school
- Bullying
- Theft
- Vandalism
- Discriminatory language including but not limited to: homophobic, disability related, racist, sexist, misogynistic or misandry
- Possession of a prohibited item
- Refusal to attend the ARC or failure to meet expectations in the ARC. Note: Students will need to complete their time in the ARC as a term of readmission after a suspension

The following behaviours will result in a consideration for **Permanent Exclusion**:

- Possession of offensive weapon
- Persistent and repeatedly disrupting learning
- Serious theft/vandalism
- One off acts of dealing/supplying of drugs to the school community
- Arson
- Physical assault
- Criminal Offences in school

Following any fixed-term suspension a student and their parent/guardian will be required to attend a reintegration meeting with senior pastoral staff and/or leadership staff. The purpose of this is twofold: firstly, to address the incident fully and ensure that the student has had time to reflect on the poor choices that led to the exclusion being given; secondly, to complete an IBP/PSP or other appropriate plan that will help the student to reintegrate into the school community with a positive focus and clear targets, supported by both school and home.

If students have failed to respond to Bohunt Farnborough's own sanctions, then they may be sent to the internal exclusion room in another Bohunt Education Trust school as an alternative to formal suspension from Bohunt Farnborough. (This consequence may also be used in conjunction with suspensions).

The school may use an off-site direction when a pupil's behaviour indicates they are at risk of suspension or permanent exclusion, and a short, structured placement elsewhere is likely to help improve behaviour. This intervention is used solely to support behaviour improvement, with clear objectives, parental notification, and regular review.

Off-site behaviour

Whilst in uniform or on their way to or from school (whether in or out of uniform), students are deemed to be representatives of the school and are therefore subject to similar expectations as they would be in school. Our pastoral team remains committed to providing support for students and their families who have been identified for intervention, including liaising with external agencies where appropriate (see Student Support Systems below). Where possible, the school is also happy to offer advice and information to parents and carers that may be of help in resolving out-of-school issues.

Any out-of-school behaviour that results in Police or other external agency involvement is likely to/will be reported to the school and may therefore have consequences within school if it is deemed that there is a significant risk of the behaviour having an impact on the school experience of the individual(s) concerned or on other students, as well as the reputation of the school.

Social media use outside of school can often have an impact on relationships and conduct within school. Parents and carers are encouraged to monitor and openly discuss their child/children's social media use and the school has and will continue to provide advice and resources to support this as well as educating and advising students in school about responsible use of the internet. In certain situations, it may be appropriate for pastoral staff in school to provide additional support for students affected by inappropriate use of the internet/social media outside of School, but this is purely discretionary. Where individuals have serious concerns or complaints about online activity or interaction, they are advised to contact the local Police. This Policy will be updated in the Spring, once Government legislation banning social media for under-16s comes in to action.

Bullying

At Bohunt Farnborough every child has the right to feel safe and secure, to learn in an environment where bullying is not tolerated. We aim to create and maintain an ethos in which students feel safe to report bullying and confident in our ability to deal with bullying quickly and effectively. We take all claims of bullying extremely seriously, resolve individual issues promptly, fairly and with a view to teaching positive behaviours for the future. See our specific Anti-Bullying Policy for further information.

Smoking/Vaping

No student is permitted to smoke/vape on the Bohunt Farnborough school site or when dressed in the uniform of our school. If a student smokes/vapes or chooses to associate with smokers/vapers the consequences will be:

- Smoking/vaping/associating with students who do will lead to consideration of a one-day fixed term suspension.
- Refusal to hand over smoking/vaping paraphernalia when instructed to do so will lead to a one-day fixed term suspension.
- All tobacco, vaping and related paraphernalia will be destroyed.

Mobile Phones

From September 2025 mobile phones became a prohibited item at Bohunt Farnborough, with students not permitted to have them on their possession once they enter the school site. Mobile phones are collected at Morning Greeting and stored safely and securely until the end of the school day. If a student is found in possession of a mobile phone, a prohibited item, the normal sanction will apply as outlined in this Policy.

Detentions

The school can operate same day detentions following the end of the school day of up to one hour. Please note that detentions are not negotiable and under Section 5 of the Education Act 1997 the school has the

authority to detain pupils after the end of a school session on disciplinary grounds. Parents/carers will be notified by ClassCharts when a student is issued with a detention. Students who have a detention will have their phone removed (which will be kept securely) and returned upon successful completion of the detention. Students who fail to attend a detention after school will be placed in the ARC the following day for a whole school day.

Malicious allegations

Where a student makes an allegation against a member of staff and that accusation is shown to have been malicious, the Head Teacher will discipline the student in accordance with this policy. Please refer to our Safeguarding Policy for more information on responding to allegations of abuse. The Head Teacher will also consider the pastoral needs of staff accused of misconduct

Training

As a School, we are committed to providing ongoing support for our staff, in the form of both CPD opportunities and staff welfare provision. We provide training and support for staff in the delivery of our behaviour policy and supporting processes. Consistency is vital in creating and sustaining the positive learning environment and expectations that we aim to deliver, and it is therefore important that information is clearly shared, easily accessible and that further guidance can be sought.

CPD provision is tailored to meet individual or group needs and areas of interest wherever possible and performance management systems actively encourage staff to identify and share ambitions and requests for additional support or further training. Staff welfare is an important part of our vision for a positive and effective school community and environment.

Communication

Liaison with parents

In order to best support and encourage our students to develop positive behaviours, we will endeavour to communicate with parents/guardians clearly and in a timely manner. This not only means involving parents where any serious behavioural concerns or patterns are identified (see Consequences) but also involves seeking opportunities to feedback positive news. Recorded behaviours, both positive and negative can be viewed by parents on ClassCharts.

Key reminders and information regarding expectations of an ongoing nature will be communicated via our newsletters and the School website, where information and guidance for supporting students at home will also be given. We recognise that where home and school work together and take advantage of opportunities to collaborate, students have a much greater chance of success on all levels.

Student Support Systems

Our primary aim as educators is to support our students and to enable them to achieve the best outcomes that they can, both academically and in a wider social and emotional sense. Whilst we are clear and firm on the behaviours we expect from our students and will not tolerate disregard for school rules and expectations, we also recognise that an individual's behaviour is intrinsically linked to their wellbeing and circumstances. Our excellent year group system and wider pastoral network ensures that each student is known as an individual and that their progress, behaviour and wellbeing will be monitored to allow for intervention and support wherever it is possible for us to identify a need:

- **Mental and Emotional Health and Wellbeing:** The emotional health and wellbeing of our students is paramount and our pastoral and support systems are designed to both promote awareness and provide individually tailored support for those in need. In addition to our tutors, and our Heads of

Year, we also have Assistant Heads of Year, a Home School Link Worker and Assistant Headteachers responsible for Wellbeing, dedicated to this crucial area of our students' lives and development. We also have access to a number of external support services. The identification and subsequent individualised intervention for such issues is the responsibility of all staff but will, in most cases, be co-ordinated and recorded by HOYs.

- **Students with SEND:** Any student identified as having a special educational need or disability will be expected to follow our behaviour policy. However, reasonable adjustments will be made for some individuals. Advice from the school's SEND Team and from external agencies when appropriate will be taken to inform what constitutes a reasonable adjustment and communicated to all staff. Alternative strategies will be employed as agreed with all stakeholders at regular SEND reviews.
- **Individual Behaviour Plans (IBPs):** These documents are prepared for all students who have failed to consistently fail to meet our expectations or have received a fixed term suspension. They are to assist pastoral staff at all levels with the recording, monitoring and evaluating of supportive interventions. IBPs are overseen by Heads of Year and are reviewed after 6 weeks.
- **Pastoral Support Plans (PSPs):** These documents are intended to assist pastoral staff at all levels with the recording, monitoring and evaluating of supportive intervention beyond a certain level. In this way, they aim to promote engagement and positive behaviour for learning, as well as supporting any EHVB needs. A PSP may be used as evidence for requesting further intervention or consequences, including to support referral to additional external agencies or to demonstrate a need for alternative provision or exclusion. A PSP should be triggered by any of the following: serious EHVB concern; student receives fixed-term suspensions and could be triggered by the following: student receives two inclusions within a term. Parents and students are expected to attend any and all scheduled PSP review meetings until progress is seen, and the PSP is closed. PSPs are overseen by Senior Leadership Team and are reviewed after 6 weeks.

Long Term Strategies

Students continually presenting a poor attitude to learning and/or behaviour issues around the school, or those that commit a particularly serious incident may require longer term strategies if the previous strategies are not having a positive impact. These could involve one or more of the following:

- | | |
|--|-------------------------------------|
| ● Attendance at Alternative Establishment; | ● Home Tuition; |
| ● Attendance Legal Panel; | ● Home Visits; |
| ● Attendance Officer; | ● Multi-Agency Meeting; |
| ● Behaviour Contract; | ● Off-Site Direction |
| ● CAMHS referral; | ● Pastoral Interventions |
| ● Careers Interview; | ● Parenting Contract; |
| ● Counsellor; | ● Police Support (PCSO interview); |
| ● Early Help Hub referral; | ● Referral to Rowhill School (PRU); |
| ● Education Psychologist (EP); | ● Report with Tutor, HoY or SLT; |
| ● Extended Work Experience; | ● The MAP (internal AP) |
| ● Family Support Worker; | ● Youth Offending Team (YOT); |
| ● Governors' Disciplinary Meeting; | ● Youth Worker support. |

No Behaviour Policy can cover all eventualities. The Headteacher reserves the right to use discretion to help Bohunt Farnborough students make better choices and learn the right lessons.

Home-School Agreement

Our core values, ENJOY RESPECT ACHIEVE, are at the heart of everything we do, providing our students with an unrivalled educational experience. Shared ownership of these values, between school, students and parents/carers will support students to enjoy, flourish and achieve.

Our commitment to students and parents/carers is to:

- Promote our core values through the life of the school
- Care for each student's safety and wellbeing
- Provide a curriculum and programme of enrichment that develops students' knowledge, skills and wellbeing and develops global citizens
- Provide access to high quality pastoral and academic advice, guidance and support
- Provide opportunities to rewards and recognise achievement and success
- Set high expectations for learning, teaching, academic progress, behaviour and attendance
- Monitor students' performance.
- Communicate regularly to parents about achievements and any concerns that affect their child's progress or behaviour
- Support and challenge those staff, students and families who do not meet our high expectations
- Listen to the views of students and their families and respond to feedback where appropriate
- Respond to concerns raised by students and their families in a timely fashion
- Adopt a zero-tolerance approach to radicalisation, discrimination, victimisation, bullying, drugs and other illegal or banned items/substances

As a Bohunt Farnborough student, I agree to:

- Be Ready, Respectful and Responsible
- Attend regularly and be on time
- Bring the correct equipment to school and be ready to learn
- Wear school uniform correctly
- Follow the school's behaviour code and other policies
- Engage in every lesson and take responsibility for my own progress, accepting support when needed
- Not disturb the learning of others
- Complete my home learning activities on time and to the expected standard
- Respect others, be polite and co-operative
- Respect school property
- Adopt a zero-tolerance approach to bullying, discrimination in any form and any other anti-social or risky behaviours
- Take part in the life of the school beyond lessons (clubs, trips, after school activities)
- Raise any concerns/worries with staff as soon as they arise
- Take responsibility for the safety of myself and others whilst at school
- Use technology/social media responsibly and safely, so that it does not impact negatively on learning or school life
- Follow the school's policy on mobile phones

As parents/carers of a child at Bohunt Farnborough, we agree to:

- Ensure they are Ready, Respectful and Responsible
- Ensure they attend regularly and on time
- Inform the school in advance or by the start of school if they are unable to attend
- Ensure they have the appropriate equipment and wearing the correct uniform
- Support the school's behaviour policy and other policies; including supporting sanctions and taking follow-up actions
- Encourage respectful behaviour at all times, whenever in uniform or in the community (including online)
- Track and monitor the completion of home learning
- Encourage reading for pleasure
- Attend Parents Consultations and other relevant meetings
- Let the school know of any concerns or problems that might affect their work or behaviour
- Ensure my/our child takes part in the life of the school beyond lessons (clubs, trips, after school activities)
- Raise concerns with the school at the earliest opportunity
- Ensure my/our child is aware of their responsibility for the safety of themselves and others whilst at school
- Monitor their use of technology and social media so that they and others are safe

		• Ensure my/our child does not bring small items of high value into school as their security cannot be guaranteed	
Student Name: Signed:	Tutor Group: Date:	Signed: Signed:	Date: Date: