

Behaviour & Relationship Policy

Date to be reviewed	September 2024	
Policy Status	Statutory	
Responsible member	Mr S Carrington	

This policy applies to all stakeholders on the Henlow Academy site.

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Staff, parents and governors of Henlow Church of England Academy have the highest expectations of positive behaviour at all times as we believe that this reflects our ethos based on the values of Honesty, Enthusiasm, Nurture, Love, Originality and Wisdom. A positive attitude is also central in allowing pupils to make excellent academic progress. This is based on the respect that we have for ourselves and each other, as people created in the image of God which promotes positive relationships. Our core principle is that as a community, "we are here for the business of learning" and any behaviour which adversely affects this will be addressed quickly, effectively and consistently.

Commitment to Teaching & Learning

Staff Commitment

- Begin and end lessons on time and in a calm and controlled manner
- Create clear, differentiated, challenging and achievable learning objectives for pupils of all ability in every lesson
- Use a variety of teaching styles and activities within a stimulating learning environment.
- Value pupils work through regular monitoring, praise, effective feedback and marking and effective application of the rewards element of this policy
- Communicate effectively and courteously with parents to support learning and progress
- Uphold uniform standards and support pupils and parents with this as needed.
- Support students and parents who are struggling with accessing resources such as books, equipment.
- Set regular homework on Edulink and record where a pupil has done well or not completed this
- Provide access to homework clubs to support homework

Pupil Commitment

In addition to our Henlow values of Honesty, Enthusiasm, Nurture, Love, Originality and Wisdom, pupils should be;

- Punctual Arrive on time to lessons and enter the room quietly
- Presentable Smart and correct uniform
- Polite Be respectful of and help one another, listen carefully to and follow instructions
- Prepared Arrive to lessons fully equipped, focussed and ready to enjoy learning

 Positive – 100% engaged and committed to doing your best and resilient in the face of challenge

Parental Commitment

- Support a positive attitude to learning
- Equip your child for a positive day ensuring they have breakfast before school and provision for lunch
- Ensure your child has all necessary equipment every day
- Inform the tutor of barriers to learning and/or wellbeing at the earliest opportunity
- Always contact the tutor as a 'first port of call' and the class teacher directly
 if there are any concerns, questions and queries about something that has
 happened.
- Support learning through reviewing homework, checking Edulink and attending parents' evenings
- Be familiar with and support the school's policies regarding behaviour for learning and attendance.
- Be familiar with and support the school's uniform policy
- Communicate with the school in a courteous manner

Mobile Phones and Social Media

Students are permitted to bring a mobile phone to school if they wish, for some this is useful for communicating with parents/carers on their journey to and from school.

Students are not permitted to use their mobile phones whilst on the school premises unless with the express permission of a member of staff.

If a mobile phone is seen or heard whilst on school premises, the student will initially be directed to put it away, if the behaviour persists, the mobile phone will be confiscated until the end of the day and returned to the student. If the behaviour persists the mobile phone will be confiscated until the parent/carer can collect it. If there are repeated or serious infractions (such as taking photos, filming or recording without permission and/or consent) the mobile phone will not be permitted in school.

The use of filming or recording tools whilst on site is forbidden unless with the express permission of the member of staff.

The school can issue behaviour sanctions to pupils for online misbehaviour when:

It poses a threat or causes harm to another pupil

It could have repercussions for the orderly running of the school

It adversely affects the reputation of the school

The subject being filmed is identifiable as a member of the school

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of a staff member.

Online filtering and Monitoring

Henlow CE Academy uses Netsweeper and Impero to monitor student use of the internet whilst in school. Reports of inappropriate searches are sent to the DSL who liaises with class teachers, Heads of Year and form tutors to address incidents. The nature of the search is recorded in CPOMS along with the resulting actions. Actions could include conversations with the student, the parents/carers, lunch or after school restorative actions, withdrawal from lessons or limitations around ICT usage might be imposed .

Rewards

All pupils have different start points, it is important that rewards are based on positive community actions or on attainment and/or progress for the individual. With this in mind it is expected that different standards of work may be given the same reward where high levels of effort have been exerted. Pupils may be rewarded as follows:

- Non-verbal rewards such as thumbs up sign or a smile
- Verbal praise
- Certificates
- Informing Parents via Edulink, emails or calls home
- Displaying work
- Whole school Merit system
- Rewards such as dinner pass, non-uniform day, pit trip
- Head of Year, Head of Subject, Assistant Head, Deputy Head or Headteacher award
- Values Reward Cards
- School Colours and Sports Colours which are rewarded with Office Junior roles

Our aim is that on balance pupils are rewarded more than they are sanctioned. Pupils have a responsibility to work towards this end.

Interventions and Sanctions

Henlow CE Academy is committed to promoting good behaviour, respect for the individual, preventing bullying and ensuring that all students can succeed by regulating the conduct of our students. However, we are also committed to safeguarding the interests of students against unfair or inappropriate interventions. Disciplinary sanctions will be reasonable and not breach any statutory requirement or prohibition. This includes the legislation on SEN, disability, race and other equalities and human rights. We will also take account of the pupil's age, any special educational needs or disability the pupil may have, and any religious requirements affecting the student.

Our core principle is that "we are here for the business of learning", "we" includes staff and pupils and our actions should not adversely impact on the learning of oneself or of others. It is essential that before referring to the intervention stages detailed below, that we as teaching staff have taken all reasonable steps to ensure that our behaviours and planning have allowed for the special educational needs of pupils and that we are modelling the behaviours we want from pupils.

Where disruption to learning occurs and pupils cease to manage their own behaviours according to our expectations, pupils will be managed as detailed below, it should be noted that there may be a more serious infraction of Henlow expectations of behaviour that necessitates bypassing the lower intervention stages and that we will need to adapt to individuals.

Intervention Stages

Intervention Stage	Teacher Intervention	Follow up
C1	Rule reminder	• N/A
C2	Restorative intervention	Restorative conversation to explore how the behaviour has interrupted the business of learning and clarify what the desired behaviours are.
C3	Class Teacher restorative action	10 minutes at break or 10 minutes at break and 30 minutes at lunch. The class teacher must record in Edulink and a restorative conversation.
C4	Assistance Required*	The member of staff on duty is called to remove the pupil.

Class teacher records the incident in Edulink.
 An restorative action after school

* Where a student is removed from a lesson using the Assistance Required mechanism, they will be withdrawn from lessons until they are in a position where they are able to access learning safely again. Students may be placed with an appropriate member of staff or be placed in the Student Development Centre.

NB: It is not Henlow Academy Policy to set whole class detentions. Where students have a Time Out Card, they should go to the relevant designated member of staff or agreed time out space.

Expectations Outside the Classroom

Henlow CE Academy site

Break and lunch times are considered an extension of learning and behaviour should be appropriate and respectful at all times. Pupils should:

- Not be on site before 8.35am except breakfast club
- At the warning bells in break and lunch (10:35 and 13:30) students should prepare for the start of lessons (10:40 and 13:35)
- Walk between lessons quickly and sensibly without running.
- Talk quietly to avoid disturbing other activities in school
- Food/Drinks should be consumed at lunch and break times in specified areas only. There should be no sweets or energy drinks.
- Where students are found to be consuming items outside of the designated area, the items will be confiscated and disposed of.
- Long hair should be tied back all of the time.
- Jumpers to be worn or carried not tied around the waist or draped over shoulders
- Take care of your locker and provide a padlock

<u>Travelling To and From</u> School

Whilst travelling to and from pupils are considered to represent of Henlow CE Academy. Where necessary rewards or sanctions will be applied in school in line with this policy

- Enter and leave site through the gates to the front or rear of the site
- No shouting, pushing, general silly behaviour
- If you bring a bike to school, you must follow the Highway Code. There should be no cycling on the school site. Where students do not represent the school in a positive manner, they will be banned from bringing a bike to school.

Please do not bring skateboards, scooters, E scooters or similar items to school as we do not have facilities to store them appropriately

 Pupils that use the CBC managed bus routes to and from school must adhere to the safe travel rules outlined by CBC. The Academy will work with the local authority and bus companies to ensure safety on buses.

Workshops, Trips & Visits

Any necessary rewards or sanctions will be applied on return to school in line with this policy.

- Represent the school in a positive manner by being respectful to external staff including following all instructions in a timely manner.
- Respect the environment by not making excessive noise or dropping litter
- Do not use a mobile device or other electronic equipment unless instructed to do so by a member of staff.

Reflection Room

The purpose of the reflection room is to provide a space for students to reflect on negative behaviour and to ensure that they are regulated and able to behave in a way that is conducive to our expectations.

The reflection room is used to:

- Support positive behaviour during break and lunch.
- Support behaviour management at a HoY level

Where student behaviour is unsafe or inappropriate, the student will be directed to attend the reflection room in room 300. The time that a student spends in reflection room will depend on the behaviour exhibited and the degree to which it is a repeated behaviour

Significant & Sustained Behaviour Concerns

At times a pupils' behaviours may be considered to be so extreme that it is necessary to consider a withdrawal from lessons, suspension, alternative provision or permanent exclusion.

Decisions of this nature will be undertaken by the Head Teacher or delegated member of staff. Examples of a significant behaviour are, but are not limited to, the following:

- Violent or aggressive behaviour towards another student or member of staff or visitor
- Swearing or comments/actions of a sexual or discriminatory nature towards another student or member of staff or visitor
- Issues involving weapons/drugs/alcohol/smoking (including e-cigarettes and vaping)
- Sustained refusal to follow instructions

Where students are involved in repeat issues of serious nature or negative behaviour is sustained, interventions and sanctions will be escalated through a staged approach to managing behaviour and providing support mechanisms. See appendix 1 This is likely to be on a case by case basis, cases may start at different stages. We will also seek to implement mechanisms to support students.

Exclusions

Exclusions can only be agreed by the Headteacher

Withdrawal	Before moving towards a fixed term exclusion, it may be considered appropriate to manage a period of withdrawal from lessons internally. Parents will be informed of the sanction
Suspension	Suspensions are limited to a maximum of 45 days in one academic year. Most should be in the order of 1-5 days. A suspension represents an opportunity for a cooling-off period or for rules and expectations to be consolidated with parents or for conditions for the child to remain in school to be reinforced with the child and their parents. A reintegration meeting, arranged by the school, must take place at the end of any suspension, between the student, the parents, Head of Year and/or a member of the Senior Leadership Team. Other key staff may also be present where appropriate.
Alternative Provision	The school has the power to direct a student to an appropriate alternative provision or negotiate a managed move with another school if this is deemed appropriate.
Permanent Exclusion	The arrangements for permanent exclusions are covered by the LA regulations.

Whole School Information

Appeals Procedure

In all cases, parents will be informed of a fixed term or permanent exclusion by letter which will detail what the responsibilities of the parents, pupils and the Academy. It will also outline what to do if you disagree with the exclusion.

If a fixed term exclusion is for 5 days or fewer, parents can ask the governing body to hear their views, but they cannot overturn the headteacher's decision.

You can ask the academy's governing body to overturn the exclusion if either:

- Your child has been excluded for more than 5 days
- The exclusion means that the pupil will miss a public exam or national test

The arrangements for permanent exclusions are covered by the LA regulations.

Power to Search

Staff have the power to search a student if we suspect them of carrying a weapon*, alcohol, controlled drugs, stolen property, pornography, cigarettes, vapes, drug or smoking paraphernalia, fireworks or anything likely to cause an injury.

*For the purpose of this policy a "weapon" is any firearm of any description including starting pistols, air guns, replica or toy guns or knives, any bladed object including pocket knives, craft knives, scissors, pencil sharpener blades or item that could be weaponised.

Explosives, including fireworks, aerosol sprays, lighters and matches; laser pens or other objects. Any object manufactured for a non-violent purpose that has a potentially violent use, if, in the circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

- A second person must be present who is of the same sex as the pupil searched.
- A student that refuses to be screened for suspected possession of offensive weapons, will be refused entry to the school and this will be recorded as unauthorised absence
- A pupil's possessions can be searched without consent and the search
 witnessed by staff of the same or the opposite sex to the pupil; the pupil must
 be present.

Power to use Reasonable Force

Every member of staff at Henlow CE Academy has the power to discipline "pupils for breaches of school rules, failure to follow reasonable instructions or other unacceptable conduct.

A number of staff have undertaken Team Teach training, certification will be stored in HR files and is valid 29th September 2026

On some occasions a teacher may use, such force as is reasonable in the circumstances "for the purpose of preventing a pupil from doing or continuing to do any of the following:

- Committing any offence
- Causing personal injury to, or damage to the property of, any person (including the pupil themselves)
- Prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise.
- The power to discipline is applicable to any pupil at a school where education is provided for them, and also to misbehaviour by pupils outside school premises when they are not in the lawful control or charge of a member of staff.

Where it is known that a particular student may have a particular disability or SEN which makes it more likely for the use of force to be required in order to control behaviour an individual risk assessment will be carried out. The relevant staff will also receive the appropriate training in the use of force. It is unacceptable and unlawful to use force as a punishment.

Team Teach techniques seek to avoid injury to the service user, but it is possible that bruising or scratching may occur accidentally, and these are not to be seen necessarily as a failure of professional technique, but a regrettable and infrequent "side-effect" of ensuring that the service user remains safe

Appendix 1

Where a pupil's behaviour adversely impacts on their learning or the learning of others, we will provide support through interventions designed to ensure that we are doing everything we can reasonably be expected to allow a pupil to thrive and achieve. The interventions below are not exhaustive and will not all be used in all cases.

Stage	Rationale & who	Interventions	Evidence
1	These are the actions that a Class Teacher would be expected to undertake and to evidence that everything is being done to meet the needs of the child.	 Talk to the pupil Check that SEND has been met Check that behaviour plan is being followed Check with designated safeguarding lead Change of seating plan Individual targeted support Use of the C1 - C4 interventions process Contact with home Discussion with HoD for support 	 Record in Edulink Planning Record of phone conversation/email/meeting notes
2	Single Subject Issue Referral is made by the class teacher when the pupil does not improve their behaviour despite the interventions identified being implemented. The pupil moves to stage 2 when this is agreed with the Head of Department	 Review prior support and interventions Interrogate Edulink and talk to the FT/HoY to ascertain whether the pupil's behaviour is subject specific Talk to the pupil Contact with home Subject report Check that SEND has been met 	 Record in Edulink Record of phone conversation/email/meeting notes Report card Observation/learning walk notes Time out card usage Date of group change

Where the behaviour of the pupil is isolated to one subject area, the Head of Department would be expected to undertake and to evidence that everything is being done to meet the needs of the child.	 Check that behaviour plan is being followed Check with designated safeguarding lead Observe the pupil/carry out learning walk Time out card (refer directly to the HoD) before Reflection with the class teacher regarding triggers - e.g particular activities, seating plan, time of day etc Change of group Temporary removal from subject 	
Referral is made by the class teacher when the pupil does not improve their behaviour despite the interventions identified being implemented. The pupil moves to stage 2 when this is agreed with the Form Tutor. Where the behaviour of the pupil occurs across subject areas, the Form Tutor would be expected to undertake and to evidence that	 Review prior support and intervention Talk to the pupil Contact with home RAG the pupils timetable with the pupil and with regard positive and negative behaviour Positive report Time out card (refer directly to the form tutor) Referral to CPR Observation/learning walk Start a google doc for class teachers to identify triggers Refer to vulnerable groups 	 Record in Edulink Record of phone conversation/email/meeting notes Report card Observation/learning walk notes Time out card usage Google docs Vulnerable Groups notes

	everything is being done to meet the needs of the child.	If behaviour is at break/lunch is there a clubs timetable	
3	Referral is made by the Form Tutor when the pupil does not improve their behaviour despite the interventions identified being implemented. The pupil moves to stage 3 when this is agreed with the Head of Year. Where the behaviour of the pupil occurs across subject areas, the Head of Year would be expected to undertake and to evidence that everything is being done to meet the needs of the child.	 Review prior support and intervention with appropriate staff Talk to the pupil Contact with home Complete a round robin Discussion Line Management meeting Observation/learning walk Time out card (refer directly to Head of Year) Completion of Individual Crisis Management Plan (ICMP) Change of groups (in collaboration with Heads of Departments) Appropriate referrals to internal and external agencies If behaviours are at break/lunch BSP Temporary removal from hotspots Change of form groups Formal behaviour contract 	 Record in SIMS Record of phone conversation/email/meeting notes Report card Observation/learning walk notes Time out card usage Google docs Vulnerable Groups notes ICMP Timetable/class/group changes Minutes from meetings with internal/external agencies BSP
4	Referral is made by the Head of Year when the pupil does not improve their behaviour despite the interventions identified being implemented. The pupil moves to	 Review prior support and interventions with appropriate staff Talk to the pupil Review the formal behaviour contract 	 Record of phone conversation/email/meeting notes Report card

	stage 4 when this is agreed with the Deputy Head .	 Involvement of Access and Inclusion from CBC Meet with parents/carers to discuss the possibility of a managed move 	Formal record with Access and Inclusion
5	Referral is made by the Deputy Head when the pupil has not made the required change despite the interventions identified being implemented. The pupil moves to stage 5 when it is agreed with the Head Teacher that the pupil can no longer maintain a place at the Academy.	 Alternative provision secured Managed move secured Permanent exclusion 	 Completed paperwork County informed through access and inclusion Pupil files transferred to next educational establishment Pupil off roll



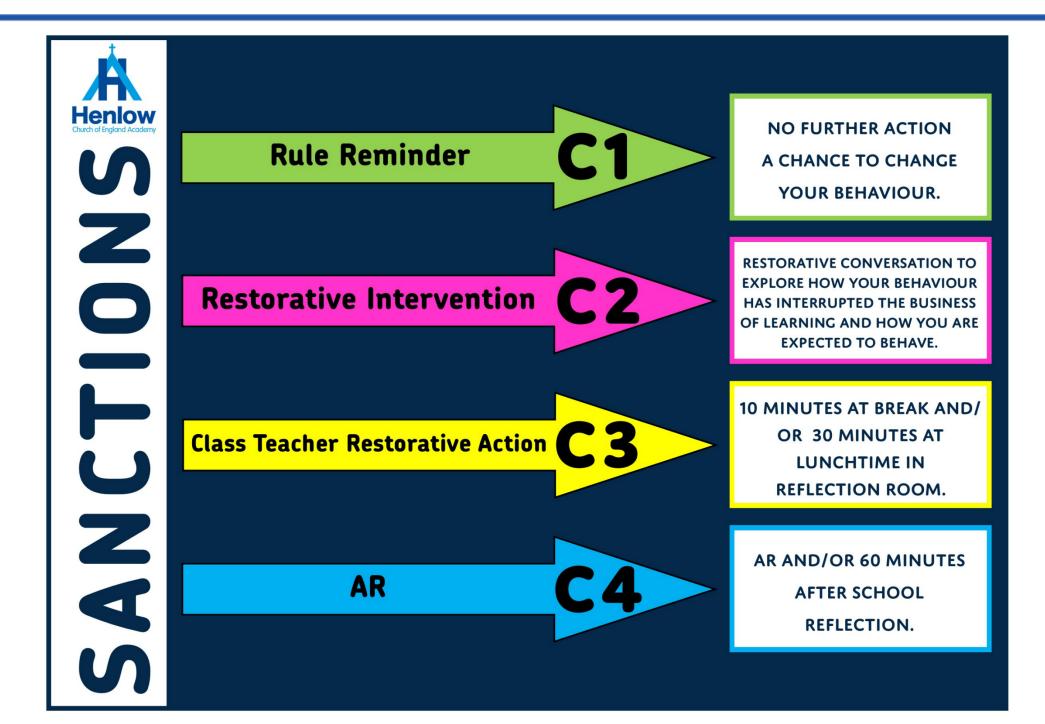
Church of England Academy

We are here for the business of learning

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munity variety collaboration calm community volite volite imagination engaged kindness original diligent patience concentration quiet concentration quiet effort engaging educational prepared interesting smart exploring focussed further focussed further smart exploring focussed further forms and smart exploring focussed further forms and smart exploring focussed further forms and smart exploring fo listening willingness enthusiasm responsibility formal posture positive persistence

Be Prepared Be Respectful

Be Resilient





Menles



25, 50 & 75
= CERTIFICATES
100, 150, 200 & 300
= CERTIFICATE AND PIN BADGE
GIVEN OUT BY YOUR HEAD OF
YEAR IN ASSEMBLIES. ALL
STUDENTS WHO GET OVER 200
MERITS GET AN ENTRY IN THE
ULTIMATE PRIZE DRAW IN THE

SUMMER ASSEMBLY.

ATTENDANCE AWARDS

ATTENDANCE MATTERS! BE IN SCHOOL TO ACHIEVE 98% AND ABOVE ATTENDANCE FOR THE WHOLE SCHOOL YEAR TO GAIN YOUR PLACE ON THE ATTENDANCE ROLL OF HONOUR AND AN ENTRY IN THE ULTIMATE PRIZE DRAW IN THE SUMMER ASSEMBLY.



DEMONSTRATE THE HENLOW
VALUES IN OR OUTSIDE OF
LESSONS. WHEN YOU HAVE
COLLECTED ALL 6 VALUES, HAND
THE CARD IN AT THE HUB TO GET
1 ENTRY INTO THE TERMLY
RAFFLE, PER COMPLETED CARD,
TO WIN A £10 VOUCHER AND AN
ENTRY IN THE ULTIMATE PRIZE
DRAW IN THE SUMMER ASSEMBLY.





PARTICIPATE IN SPORTS CLUBS THROUGHOUT THE SCHOOL YEAR FOR THE OPPORTUNITY TO WIN A RANGE OF AWARDS AT OUR ANNUAL SPORTS AWARD EVENING.





PRAISE POSTCARD AWARDED BY THE HEAD OF DEPARTMENT FOR EITHER A PIECE OF GREAT WORK OR ACHIEVEMENT. EACH AWARD GETS 1 ENTRY INTO A HALF TERMLY DRAW TO WIN A £10 VOUCHER AND AN ENTRY IN THE ULTIMATE PRIZE DRAW IN THE SUMMER ASSEMBLY.





PRAISE POSTCARD AWARDED BY YOUR HEAD OF YEAR FOR EITHER A PIECE OF SUPERB WORK OR ACHIEVEMENT. EACH AWARD GETS 1 ENTRY INTO A HALF TERMLY DRAW TO WIN A £10 VOUCHER AND AN ENTRY IN THE ULTIMATE PRIZE DRAW IN THE SUMMER ASSEMBLY.





CERTIFICATE AWARDED TO YOU
BY A MEMBER OF SLT FOR
EITHER A PIECE OF
OUTSTANDING WORK OR
ACHIEVEMENT. EACH AWARD
GETS 1 ENTRY INTO A HALF
TERMLY DRAW TO WIN A £10
VOUCHER AND AN ENTRY IN
THE ULTIMATE PRIZE DRAW IN
THE SUMMER ASSEMBLY.





CERTIFICATE AWARDED TO YOU BY MRS EARP FOR EITHER A PIECE OF EXCEPTIONAL WORK OR ACHIEVEMENT. EACH AWARD GETS 1 ENTRY INTO A HALF TERMLY DRAW TO WIN A £10 VOUCHER AND AN ENTRY IN THE ULTIMATE PRIZE DRAW IN THE SUMMER ASSEMBLY.



DEMONSTRATE GENEROSITY OF SPIRIT, CARING FOR OUR COMMUNITY AND EMBODYING OUR VALUES CONSISTENTLY. STAFF NOMINATE STUDENTS AND THEN A WINNER IS CHOSEN BY SLT TO RECEIVE A £100 CHEQUE IN THE CHRISTMAS ASSEMBLY.





DEMONSTRATE COMMITMENT,
PERSEVERANCE AND
ENGAGEMENT IN YOUR
LESSONS. CERTIFICATES ARE
AWARDED TO STUDENTS BY
SUBJECT DEPARTMENTS
EVERY TERM FOR ATTAINMENT,
PROGRESS AND HONOURABLE
STUDENT AS WELL AS AN ENTRY
IN THE ULTIMATE PRIZE DRAW IN
THE SUMMER ASSEMBLY.





DEMONSTRATE SUPPORT AND CARE FOR OTHERS IN OUR COMMUNITY, PUTTING OTHERS BEFORE YOURSELF. STAFF NOMINATE STUDENTS AND THEN A WINNER IS CHOSEN BY SLT TO RECEIVE THE MEERKAT AWARD IN THE EASTER ASSEMBLY.





A RANGE OF AWARDS ARE GIVEN OUT AT AN AWARDS EVENING TO YEAR 11 STUDENTS, WHO HAVE DEMONSTRATED EXCELLENCE OR CONSISTENT COMMITMENT TO A SUBJECT, NOMINATED BY SUBJECT DEPARTMENTS.