



Behaviour Management Policy

Effective from September 2009

Behaviour Management

CTC Kingshurst Academy, now embarking on its twentieth year, continues to sustain its position as a unique institution. We firmly believe that excellent behaviour leads to excellent academic progress and our behaviour management systems are designed to encourage and support excellent conduct and behaviour.

Rewards

We offer a number of reward systems that can be **accessed by all students** at this college.

Stamps System

From September 2009 we will operate an online lesson feedback system. Each staff member must provide each student with a stamp that reflects their progress and behaviour in their lesson. The following stamps are issued:

- **Positive stamp** reflects excellent progress and conduct throughout the lesson;
- **Negative stamp** reflects poor conduct and progress throughout the lesson;
- **CTC stamp** reflects good progress and behaviour

All parents are able to access this information on a daily basis and monitor their child's progress and behaviour each day.

Form Tutor Postcard

Once a student has received 20 positive stamps a form tutor postcard will be sent home to acknowledge their achievements.

Positive Phone Calls Home

Once a student has received 50 positive stamps their form tutor will call home and inform their parents.

Head of Year Awards

A student achieving 70 positives will receive a head of year certificate which acknowledges their achievements and can be kept. Students achieving 70 positives will receive their certificate in ongoing assemblies. This publicly acknowledges their achievements and continues to raise awareness of the benefits of good behaviour.

Assistant Principal Awards

A student achieving 100 positives will receive an Assistant Principal Award and a £5 gift voucher. Students achieving 100 positives will receive their award in ongoing assemblies. This publicly acknowledges their achievements and continues to reinforce positive behaviour.

Principal's Prize

A student achieving 150 positives will receive a Principal's Award and a £10 gift voucher. Students achieving 150 positives will receive their award in ongoing assemblies. This publicly acknowledges their achievements and continues to promote the benefits of positive behaviour.

Merits

All staff can issue merits for a variety of reasons ranging from excellent homework to helpful conduct during the college day. Five merits is the equivalent of one positive. Merits also contribute to the Kingshurst Achievement Awards presented in reward assemblies every term.

Kingshurst Achievement Award (KAA)

Each positive on the form chart will be equal to one KAA point. At the end of the term, the data on the chart will be passed onto the KAA team so that the 'Top 15' in each year group can be rewarded with gift vouchers. The chart will then restart at zero for the next term. In addition to this, at the end of the year, the term totals will be added together for an overall 'Top 3' to be rewarded.

The top three KAA students across college receive the following rewards:

1. First Prize - £50
2. Second prize - £40
3. Third prize - £30

As well as positive stamps being worth points, students can also gain points by having 100% attendance and 100% punctuality (worth 25 points each). There are also 'Letters of Achievement' that are awarded throughout the year for outstanding work in subject areas (worth 25 points).

Students also have the chance to be a form captain or vice captain. This is another way to collect up to 25 points, depending on how well they carry out their responsibility.

Team Award

As well as individual awards there is also an 'Interform Award', where different team activities will be run throughout the year for you to gain points for your form. The winning form will then be awarded the KAA trophy!

Rewards Assemblies

Rewards assemblies take place every term and are presented by the Kingshurst Achievement Award co-ordinator. The top 15 students from each year group are announced and rewards given.

Praise Postcards

Each subject teacher has access to praise postcards which can be sent to the parents of students who are making excellent progress and contributing positively to lessons.

Termly Letters of Achievement

Each term subject staff must nominate students for a subject Letter of Achievement. This is for students who they believe have made excellent progress or improved their efforts in their subject. These are worth 25 KAA points.

Behaviour Management Support

In situations where student behaviour deteriorates it is important to discuss matters with all parties concerned and where possible establish reasons for changes in behaviour.

Poor behaviour refers to:

- Lateness
- Poor attendance
- Poor or incorrect uniform
- Poor Conduct towards students and staff

- Under-achieving
- General poor conduct in and out of lessons. (See Code of Conduct)

Kingshurst Academy offers a variety of support systems to enable students to improve their behaviour and maintain good behaviour. For these systems to work it is imperative that students are honest and take responsibility for their actions at all times.

Lates

Registration begins at 8.20 and a student will be marked as late should they arrive anytime after 8.20am. Between 8.20-8.25am students must register with their form tutor. **Students must sign in with Head of Year and Assistant Principal based in the head of year office from 8.26 and up to 9:15am.** Arrivals to college between 8.21-8.45am will be recorded as late, regardless of the reason.

Should a student arrive later than 8.45am, this will be recorded as an unauthorised absence. The Educational Welfare Officer may become involved if unauthorised absences accumulate.

Any arrival to college after 9:15am must result in students signing in with the Student Attendance Officer.

Students arriving late to college will be kept for 10 minutes after college by the Head of Year who ran the signing in book in the morning. If late arrivals to college continue to accumulate students may lose their privileges, such as the loss of brunch and lunch breaks. They may also be placed in Senior Leadership Detention on Fridays.

Individual Education Plans (IEP)

If poor behaviour is the result of academic difficulties the Special Educational Needs Co-ordinator will be consulted to discuss the development of an IEP. This will identify academic targets and support needed in lessons. Staff are required to read through a students' IEP and implement the support outlined in the IEP.

Individual Behaviour Plan (IBP)

Where behaviour continues to deteriorate and is consistent across some lessons the Access Centre will be consulted and an IBP devised. This works best when students and parents can be honest and clear about behaviours that must change to ensure improved learning for the student concerned and other students in their lessons. The IBP is continuously reviewed with parents and is designed to acknowledge poor behaviour and identify ways for a student to move forward.

Behaviour Management

We offer behaviour management courses if students feel they would benefit from more intense support to correct their behaviour. This can only be requested through the Head of Year and spaces are limited.

Counselling

We offer in-house counselling services in the event of personal or social concerns that need to be discussed. Should a student be experiencing a difficult period of time due to various reasons, ranging from grief to more personal issues, they can speak with their Head of Year and arrange an appointment.

Mentoring

We offer a range of mentoring services for students struggling with their academic responsibilities. We also can assist where students need additional help outside of college. These can be arranged through the Access Centre.

Timetable Reviews

These can be considered where it is felt a student would benefit from work placements or dropping a particular subject. This can be arranged via the Access Centre or Head of Year.

Access Centre

This can be used to support students requiring additional academic support to assist students returning to education after an illness, personal problems or exclusion. Students can also be removed from lessons and isolated in the Access Unit for poor conduct.

Senior Leadership Detentions

These detentions take place every Friday from 2.45-3.45pm. Written work will be set and students will be escorted by their tutor to the detention (or head of year in their absence)

A letter informing parents about their child's detention will be sent home. We do not need parental permission for the detention to take place; the letter is to ensure 24hours notice of detention.

College Detentions

These can be used by any member of staff, without notice, if they take place during Brunch and Lunch. After school detentions can take place for 10 minutes after the college day, without notice. If a detention

is longer a member of staff should contact you via letter to confirm the date and time of the detention. We do not require parental permission for a detention to take place; it is our legal obligation only to provide a minimum of 24hours notice of the detention.

College Privileges

We consider the following to be college privileges:

- Playing for any of the college sports teams;
- Playing for the college band;
- Attending college trips;
- Attending the college prom.

Any Assistant Principal or Head of Year can remove a student’s privileges if they behave poorly or fail to improve their conduct despite the use of different behaviour management approaches.

Exclusions

Please see the Pastoral Procedures and Subject Procedures tables for further information on reasons for fixed-term and permanent exclusions. However the following procedure will operate in the event of internal or external exclusions.

SANCTION	PROCEDURE
3 internal exclusions	Review meeting with parents and Head of Year
1 external exclusions	Meeting with parents and Assistant Principal
2 external exclusions	Meeting with parents and Vice Principal
3 external exclusions	Meeting with parents and Principal