

Disruption Free Learning

Conduct in lessons

On a lesson by lesson basis, students will have one simple choice, to either be in class working hard and progressing with their learning or to be isolated from their peers for a period of one working day so that the learning of others is not disrupted.

Students should:

- Arrive to lessons on time
- Line up quietly outside if instructed to the classroom prior to the start of the lesson
- Sit/work silently whilst the register is taken
- Listen in silence when the member of staff leading the lesson speaks
- Raise their hand to ask a question without calling out
- Treat each other and surroundings with respect at all times
- Follow all instructions the first time asked
- Work to the best of their ability without disrupting any other students learning
- Students will not be given permission to access toilet facilities during any lesson (dispensations on medical grounds will be made on an individual needs basis by the provision of a Head of Key Stage Pass)

If a student fails to meet any of these simple expectations their name will be written on the whiteboard by way of a formal warning and the member of staff leading the lesson will briefly, clearly and privately explain to the student why their name has been written on the board. The second time during a lesson that a student fails to meet these expectations they will be sent to an isolation room for a period of one working day. Failure to arrive within 5 minutes of being sanctioned or refusal to go to the isolation room will result in a one day fixed term exclusion, with the day in isolation completed upon re-admittance to the school.

If a student is sent to isolation, the member of staff who sent the student out will meet with the student at the end of the day for a 'Restorative Conversation' where they will be made aware of what they did wrong, why it disrupted learning and what needs to be done differently next lesson. To allow this to take place students sent to isolation will be required to remain in school until 3.20pm that day (*unless bus time is earlier*).

Conduct in School Generally

All students are expected to take responsibility for their actions and their choices at all times. For a serious breach of our code of conduct a student may be given a fixed term exclusion if they:

- Swear at a member of staff (even under their breath)
- Defy a member of staff by walking off when being spoken to/reprimanded
- Physically attack another student

Students who have an Education, Health Care Plan or an identified additional need will also be expected to follow the behaviour policy; reasonable adjustments will be made for some individuals.

Advice from the school's Learning Support Department and from external agencies when appropriate will be taken and communicated to all staff. Alternative strategies will be employed as agreed with all stakeholders at regular SEND review meetings of the Student Support Plan (SSP).

Staff can refer to the SEND register and student support plans (SSP) for further information. Some students may need a differentiated approach in order to break down their individual barrier to learning and understanding. Further guidance is available from the learning support department or SENCO.

Mobile Communication Devices (Phones/Headphones)

Mobile phone usage is banned from the school premises at all times. Students are permitted to keep them in their possession, but they must be switched off and kept out of sight at all times. Any mobile phone seen and/or heard at any time on the school site will be confiscated and parents/carers informed (collection at end of the day from student services). The same rule applies for headphones.

- Responsibility for the safekeeping of the phone belongs to the student
- At all times, student mobile phones must be switched off on school premises
- Refusal to submit their phone whilst in isolation will result in the student being excluded for a fixed period of time
- Refusal to go to isolation if phone not handed over will result in a one day fixed term exclusion with the day in isolation completed upon their re-admittance to the school
- Sixth Form students are to adhere to the same school rules unless in the Sixth Form common room area

Smoking

No student will smoke on the school grounds. If a student smokes or chooses to associate with smokers the consequences will be as outlined below:

- Smoking will lead to a one day fixed term exclusion
- Refusal to hand over smoking paraphernalia when asked by staff and escalated to the Senior Leadership Team will lead to a five day fixed term exclusion
- All tobacco and related paraphernalia will be destroyed and not returned to parents [*Note: 'Smoking' is defined to include any tobacco based products and also e-cigarettes and vaping products*]
- Sixth Form students are to adhere to the same rules in school and within the vicinity of the school site

If it is suspected that a student has smoking paraphernalia in their possession a member of staff will conduct a search. When available this will include the Head of Key Stage and/or Assistant Head of Key Stage. The gender of the searchers will support that of the student being searched.

“Lines in the Sand”

There are some lines that we will not tolerate any students crossing. If they do, they put themselves at risk of being permanently excluded from our school. An indicative but non exhaustive list would include:

- Bringing recreational drugs into school
- A weapon of any sort including pen knives and BB guns
- Persistent bullying
- Persistent disruption of lessons
- Persistent defiance
- A physical assault of a member of staff or student

Behaviour in Corridors and Around the Site

During transitions between lessons (going from one lesson to another) students will act appropriately. Students will not run through the corridors or loiter in corridors. To avoid congestion, we will say to all students ***‘Keep LEFT, Keep Going’***

It is essential that all students are aware of the time and the need to arrive promptly to every lesson to avoid any consequence. (Formal warning for lateness).

During social times students should not be in the buildings unless in access rooms, designated lunch and breaktime areas or designated toilets.

Staff should contact Head of Key Stage if they have concerns with behaviour during social times to investigate and decide on consequence.

The Journey To and From Home

Students are expected to demonstrate a high standard of conduct on the journey to and from school as each person is an ambassador for our school in the community. Students are expected:

- To arrive at school and leave school in full uniform (no other items other than an appropriate coat to be worn – such items will be confiscated on sight including hoodies and sweatshirts)
- To look after the local environment and to respect our neighbours and all local residents

Exclusions

At Archway School we believe that learning is the most important reason for being in school and that opportunity to learn must be protected at all times. An exclusion from school may therefore be necessary in order to protect the learning opportunity of others. Any decision to exclude for either a fixed term or in rare cases, permanently, is not taken lightly. **Reasonable adjustments are considered before a Child In Care or a child with an EHCP receives an exclusion. The Designated Safeguarding Lead is consulted and their advice sought before a decision is taken.**