

# The Halifax Academy Behaviour Policy

## Updated Behaviour Policy in Response to Co-Vid 19

Revised September 2020

To support our students, staff and families with transitioning back into the school environment, The Halifax Academy has updated expectations around behaviour and conduct. We ask and expect that students, families and staff support the recommendations and guidance contained within this policy to minimise the risk of illness and to maximise social distancing and hygiene procedures. This agreement contains the *minimum statutory requirements* required to minimise the transmission of Coronavirus.

The following policy addendum to the existing policy has been designed with reference to the Department for Education guidance documents:

[Behaviour and Discipline in Schools following the Coronavirus Outbreak](#)

[Preparation for Wider Opening of Schools 1st June 2020](#)

### Rationale

The Halifax Academy prides itself on values of Heart, Mind and Connect. Each of these values are aligned with characteristics we aspire to model and teach our students.

In light of the position we are in with regards to Coronavirus, it is essential that the Academy's behaviour policy reflects the need for increased safety, vigilance, and hygiene in the community coupled with our value system.

We are conscious of the shared challenges following the lengthy school closure, and as such are committed to ensuring that all of



**Heart**



**Creativity**

Creativity is mistakes  
- Grayson Perry



**Self Worth**

You are your best thing  
- Toni Morrison



**Kindness**

If you find it in your heart to care for somebody else, you will have succeeded - Maya Angelou



**Mind**



**Effort**

Quality is never an accident. It is always the result of intelligent effort - John Ruskin



**Understanding**

Nothing in life is to be feared. It is only to be understood. Now is the time to understand more so that we may fear less - Marie Curie



**Wisdom**

Never mistake knowledge for wisdom. One helps you make a living, the other helps you make a life - Eleanor Roosevelt



**Connect**



**Courage**

You must never be fearful about what you are doing when it is right - Rosa Parks



**Changing the World**

No one is too small to make a difference - Greta Thunberg



**Advocacy**

I raise my voice - not so I can shout, but so that those without a voice can be heard - Malala Yousafzai

our pupils and staff return to safe and secure environment, in which they can continue to learn and flourish.

We aim to support students and staff by providing them with a calm and orderly environment in which they can develop academically and emotionally. This behaviour policy addendum aims to form a partnership with families to allays fears, student anxieties and minimise the risk of cross contamination. It has also been created to ensure our school community, children and staff remain as safe as possible.

In revising our policy, we have worked on the following principles:

- 1) **Hygiene:** Ensuring we reduce possible risks of virus transmission to keep your child safe. Staff and students must have the consideration and care to remain continually vigilant with this.
- 2) **High expectations and consistency of routines** to keep your children safe. Your child may have gaps in their knowledge due to the prolonged absence from school. We want to repair this as quickly as possible. It is therefore important that we ensure excellent behaviour is in place so these gaps can be filled.

## **Section 1.1**

### **Hygienic Behaviour**

In order to protect your child and ensure government guidelines on sanitation are followed, we would like your support on the following: Students must not come to school if they display any symptoms of Coronavirus. If you need reassurance or support with this, please contact us at school.

Students must endeavour:

- To come to school with tissues and if possible with hand sanitiser.
- To put used tissues in their pockets until they pass a bin.
- To wash hands, for at least twenty seconds, at regular, timetabled intervals.
- To follow good coughing etiquette, coughing into their elbow if coughing is necessary.
- Follow social distancing procedures through using the one way system around the building.

Deliberate non hygienic behaviour compromises our safety. Unhygienic behaviour may include, but is not limited to:

- Spitting

- Fake coughing
- Throwing tissues on the floor.
- Physical contact with others at all times. This includes handshaking, back slapping, hugging etc
- Not telling an adult if feeling unwell
- Going against social distancing guidelines.
- Inappropriate disposal of food.
- Touching other people's belongings.
- Sharing food
- Any act which may increase the chances of transmission of the virus.

We understand the above instances can be due to forgetfulness or human error. To keep your child safe, if it is found that these acts are deliberate or malicious parents will be contacted and it may result in an exclusion from school. Compromising the safety of our children and staff is not acceptable.

To support your child and others with hygiene measures, there are clear guidelines on social distancing. These will be shared with all students as they evolve. Currently we will expect the following of all pupils:

- To stay at a 2m distance of others where possible.
- To sit in an allocated seat in group teaching.
- To wait outside at allocated 2m intervals whilst waiting for 1:1 meetings.
- To follow the one way system
- To maintain a social distancing in corridors.
- For pupils to use only the equipment provided to them in their equipment packs and not share this.
- To be polite and respectful, making space for others inside and outside the building.
- To not congregate in groups inside or outside of the academy.

## **1.2 Face Coverings**

We understand that it may be the norm in many of the families we support, to have elderly relatives living within the same home. We also know that there are higher than national rates of virus transmission in Calderdale. As a consequence of this, **we are taking additional precautions to ensure we are keeping the wider community**, as well as our students as safe as possible. As a school, we have work relentlessly over the Summer period to ensure our site minimises the risk of virus transmission.

Latest [Government Guidance on Face Coverings](#) has recommended students in Secondary settings wear face coverings in indoor communal areas where social distancing may be restricted. As a precaution and due to the vulnerability of many of our students and staff with medical needs, all children and staff (bar those medically exempt) will be required to wear a face covering at lesson changeover and in communal areas.

Coverings will be provided by the school and students will be supported with this adjustment. Face coverings will not be necessary in classrooms.

Families and students should be mindful of the following guidance:

- Students should cover their nose and mouth with coverings and not wear it on their lower half of their faces.
- Hands should be washed before and after wearing coverings. Hand sanitiser/washing facilities will be readily available around our building.
- Students should not share face coverings or interfere with face coverings belonging to other students.
- Students must not use face coverings as an opportunity for misconduct.
- Students wearing hijab, should not use these as face coverings but rather use coverings provided.
- Students will be required to dispose of coverings at the end of the day or ensure that reusable coverings are washed.
- Students having trouble wearing face coverings are asked to seek help from the pastoral team to support with this.

### **1.3 Movement around school**

A one-way system around the school has been designed to ensure social distancing can be maximised. It is clearly signposted throughout the building and will be demonstrated to students in the first few weeks in September. Pupils should look out for signage that indicates the direction in which they should be moving. This signage includes reminders that social distancing must be maintained on the corridors.

### **1.4 Uniform**

Uniform Pupils are expected to attend any sessions in full school uniform.

We expect a high standard of personal appearance from both staff and students. We are proud of the high standard set by our pupils, something which is often praised by visitors to the school. Our uniform helps to promote a serious working ethos and a sense of pride in the school.

Boys	Girls
Black blazer with school logo	Black blazer with school logo
White shirt buttoned to collar	White shirt buttoned to collar
House tie (available from school)	House tie (available from school)
Black smart trousers (must not be made from denim or elasticated material)	Black skirt or smart black trousers (must not be made from denim or elasticated material)
Plain black footwear	Plain black flat footwear - No stilettos, platform or wedge heels.
Dark socks	Black or white socks/black tights
A4 Bag	A4 Bag

Jewellery is not allowed except for a single watch and small stud earrings

- Pupils can wear belts but they must be plain black with no studs or decoration
- If worn, make up must be subtle
- Jean-style/combat trousers/leggings/tracksuit bottoms, long boots or open-toed shoes/sandals must not be worn

Optional Uniform Items:

- The Halifax Academy jumper
- Plain black hijabs only (which must be worn securely wrapped or tied back, with the face and school tie clearly visible)
- Girls black tunic
- Plain black coat or jacket

Student will be permitted to wear a plain black coat or jacket (no hoodies) within the building.

Students should not wear false nails, coloured contact lenses and false eyelashes.

Please note that we will contact parents of students arriving at school in non-uniform or wearing inappropriate footwear, with a view to them going home to change. Outdoor coats must be navy blue or black. Tracksuit tops or 'hoodies' are not acceptable. Shirts must always be tucked in and students must wear a black blazer and school tie at all times.

Students persistently refusing to comply with the uniform policy will be excluded from lessons.

## **Section 2.1**

### **High expectations and consistency of routines**

We want your child to receive the best education possible by protecting them from disruptive behaviour . We want teachers and all staff to support and nurture without obstacles through a culture of high expectations and success. To facilitate this, the following will be expected of our students:

#### **Entry to lessons**

- Students should socially distance using the one way system to attend lessons.
- Students must wash their hands for at least 20 seconds or use hand sanitiser before entering a classroom
- Entry must be calm, patient and orderly and in adherence to teacher guidance on expectations.
- Where required, students must place bags and belongings in designated areas with removal of stationary and equipment needed for their lesson.
- All other students must enter and manoeuvre towards their designated seat and stand behind their chair until requested to sit down.

#### **During lessons**

- Students must adhere the seating plan designed by the member of staff. Students must not move from the allocated seat at all unless he/she has prior consent.
- Students will not be permitted to use the toilet during the lesson unless parents have contacted the Academy to state their child may need more regular access to toilets due to a medical condition. Students will be expected to sanitise their hands before re entry.
- Bags, coats and stationary must be kept away from other students to avoid cross contamination of items.
- Disruption in lessons is completely unacceptable as it hinders the learning of others and the ability of the member of staff to teach your child.
- The following will therefore apply to those causing disruption, being defiant or obstructive to your child's learning process:

<b>Issue</b>	<b>Consequence</b>	<b>Who</b>	<b>Next Steps</b>
<b>First incidence of disruption</b>	Student given a verbal warning	Teacher	None required unless behaviour escalates
<b>Second incidence of disruption</b>	Student given a final verbal warning	Teacher	None required unless behaviour escalates
<b>Third incidence of disruption</b>	Student 'on call' to be spoken to or removed from the lesson	Year manager & then Teacher	Where appropriate or possible, a 'Repair conversation' should take place before the end of the day or via a call home.  This should be logged via SIMs
<b>Repeated non compliance throughout the school day</b>	Fixed Term Exclusion or Education off site	Year manager/PL/SLT	Meeting with parents- this will be done over conference call where possible.  Fixed Term Exclusion  Student must complete missed work on Microsoft Teams as uploaded by subject teachers. This will be overseen by their Progress Leader.  Year manager/SLT/PL to discuss reintegration plan.
<b>Deliberate Non compliance with Hygiene expectations or other serious incidents (verbal aggression, fighting etc)</b>	Student removed from lessons	Year manager/PL/SLT	Meeting with parents- this will be done over conference call where possible.  Fixed Term Exclusion  Student must complete missed work on Microsoft Teams as uploaded by subject teachers. This will be overseen by their Progress Leader.  Year manager/SLT/PL to discuss reintegration plan.
All issues will be logged centrally via SIMs and be available to parents via the Parent app.			

**\*\***'Repair Conversations' provide the opportunity for student and staff to address and remedy any difficult situations that may have occurred. The aim is to allow the student to voice any frustrations they may have had or explain disruption caused. The intention of the staff member is to explain the detrimental impact this had on other students and the learning process. The conclusion should be to reintegrate the student back into the lesson so learning can continue. Where the situation is not as straightforward as this, the student/staff member may choose to have a second staff member present to facilitate this process.

### **Exit from Lessons**

- Students must always take their belongings with them
- Students will be dismissed from the room one row at a time and expected to do so in a socially distanced manner
- Students must leave the room in an orderly and considerate manner to designated areas

## **Section 2.3**

### **Basic Equipment**

- The Academy will provide 'Stationary Packs' to all students. This will include all stationary needed for the school day including scientific calculators. Students must organise themselves by ensuring they bring this pack daily.
- Students must also ensure they bring in revision guides, folders and books needed for lessons timetabled for that day.
- Students not organising themselves in this manner are compromising hygiene protocols by expecting equipment to be loaned or shared. We should avoid this to keep each other safe.

### **Mobile Phones**

The Halifax Academy accepts the role mobile phones can play within learning and have therefore allowed teacher **sanctioned use of them in KS4 lessons. Students can use mobile phones whereby the teacher has instructed them to** do so, to facilitate learning e.g uploading working on the Microsoft Teams.

To protect student learning, students using Mobile phones and their accessories without permission, will have it confiscated and parent/carer will be asked to personally collect the item the following school day. Repeat offenders within the same term will have their phones confiscated for a week.

Students who refuse to hand over their phone will be issued with a Fixed Term Exclusion.

## Section 2.4

### Online Conduct/Social Media

When interacting with other students and staff online, students should always be kind and respectful to each other. Microsoft Teams and school email will and should be the only mode of communication outside school hours where the teacher is available.

Students should never attempt to contact staff via social media or make comments about staff on social media

platforms. Any inappropriate comments to staff online, will be taken very seriously and could result in a referral to

the police. This is also the case of for any online bullying towards other students or peer-on-peer abuse that is

disclosed to the Academy during this time.

## Section 2.5

### Social Times

- Students will be expected to remain in their 'bubble' and designated areas during social times.
- Students are encouraged to bring in a healthy snack but food must not be shared.
- Students should always endeavour to socially distance.
- Students will be permitted to go to the toilet but must not *meander* around school into non designated areas.

## Section 3.1

### Restorative Justice

Where appropriate, the pastoral team at The Halifax Academy will use restorative approaches to resolving problems or conflict between students. By using this, we want:

- Our students to develop emotional literacy, responsibility and empathy
- Create a more positive learning environment with better attendance, and fewer behaviour incidents
- Raise children and young people's awareness of the impact of choices on others

- Reduce exclusions

The principles of this is based on:

- Respect for all, acknowledging that each person has an opinion that maybe *different* but valuable
- Taking responsibility for your own actions
- Developing the skills of our students to resolve conflict, repair harm and avoid a repetition of behaviours.

### **Restorative Conferencing or Meetings**

A restorative conference can be used to bring those involved in conflict together to listen to each other and hear how each person has been affected. They will then decide on a resolution that will help prevent a repeat of the same incident.

Restorative conferences will take place with the agreement of students involved with the hope of avoiding exclusion-based sanctions. They may be used in the following circumstances:

- Friendship issues
- Conflict
- Bullying
- Disruptive behaviour in lessons

## **Section 3.2**

### **Pastoral Support**

We have an incredibly skilled and dedicated team of staff at The Halifax Academy. thrive on establishing strong relationships with the children they work with so they can be supported throughout their time with us. At the heart of this, a team of dedicated pastoral team is devoted entirely to student support. The pastoral team support students, staff and families in overcoming social, behavioural and emotional barriers to learning. They may do this through varies intervention strategies:

- Behaviour Support Plans
- 1:1 mentoring support - intervention strategies used to help reinforce positive behaviour and learning habits; opportunity for self-reflection; steps to success targets; anger management support.
- 1:1 support in if needed

- Social time support
- Liaising with families
- Restorative meetings
- Behaviour contract
- Liaising with external agencies to gauge specialist support

In cases where the strategies above have been exhausted and behaviours causing significant concern are being repeated, we may look at Fixed term Exclusions, a Managed Move to a different School or in extreme cases, a Permanent Exclusion.