



**High standards. Always.**

**Every second of every minute of every lesson counts.**

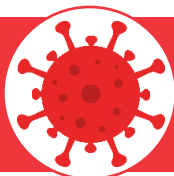
**All classrooms will be centres of excellence, where teachers teach and students learn.**

## Rationale

This policy has been designed to ensure that all students are given the upmost opportunity to achieve their potential.

Lessons will be disruption-free 100% of the time allowing teachers to teach and students to learn.

Every member of our Academy community will be given every opportunity to thrive.



### **COVID-Related Adjustments (shown in red italics)**

We are currently working in very different circumstances and as such, to ensure that standard of teaching and learning remain at the highest standard, adjustments have been made to this policy.

## Classroom Conduct

**On a lesson-by-lesson basis, students will have one simple choice to make:**

- ✓ To be in class working hard and progressing with their learning and striving to fulfil their potential
- Or...
- ✗ To be isolated from their peers for a period of one working day so that the learning and life choices of others is not negatively impacted.

**Every student has the right to disruption-free learning that maximises their chances of success and their ability to lead happy lives full of choice.**

**Every student, every lesson, every day will be expected to:**

- Arrive to line ups (before AM tutor time, after break time and after lunch time) and lessons on time (*Year group routines, as per Risk Assessment*)
- Where space allows, line up silently outside the classroom prior to the start of the lesson with learning equipment already in hand. (*For Year Groups remaining in their classrooms, students will be expected to read in silence during teacher transition*)
- Enter, stand silently behind their desks and be seated when invited to by the member of staff leading the lesson (*For Year Groups remaining in their classrooms, during transition, students will be expected to read in silence as the teacher enters, sit when instructed to do so and continue reading in silence during teacher preparation*)



## Every student, every lesson, every day will be expected to:

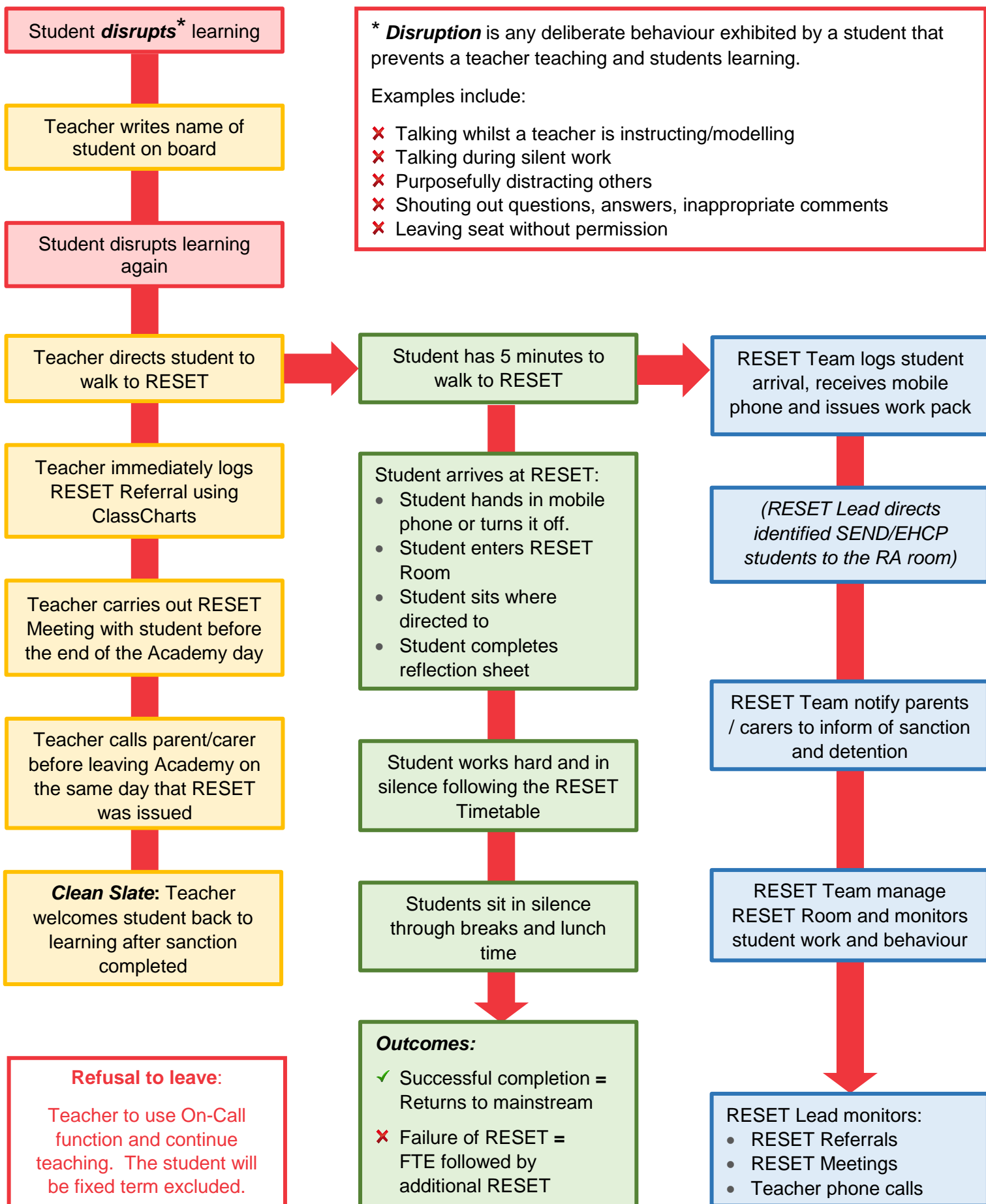
- Complete the `Do Now` task silently whilst the register is taken (all registers taken in first 5 minutes of the lesson)
- Listen in silence during Key Instruction Time, when the member of staff leading the lesson speaks
- Raise their hand to ask a question without calling out
- Treat each other with respect at all times
- Follow all instructions the first time asked
- Work exceptionally hard during Independent Focus to the best of their ability without disrupting any other student 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 and a toilet pass issued)

**No student has the right to purposefully disrupt the learning of another child and behaviour that threatens the life choices of others will not be tolerated**

## RESET: Maintaining 100% Disruption-free learning environments

1. If a student fails to meet any of these simple expectations (*see Classroom Conduct*) their name will be written on the whiteboard by way of a formal warning, and the member of staff leading the lesson will briefly explain to the student why their name has been written on the board.
2. The second time during a lesson that a student fails to meet these expectations they will be sent to RESET (*Internal Exclusion*) for 5 periods of learning, starting during the lesson from which the student is sent until the end of the same period the next day (*Monday if sent on the previous Friday*).
3. Failure to arrive within 5 minutes of being sanctioned or refusal to go to the RESET will result in a one-day fixed term exclusion with the day in RESET completed upon their re-admittance to the Academy.
4. If a student is sent to RESET, the member of staff who sent the student out will meet with the student at the end of the day for a 'RESET 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 RESET will be required to remain in Academy for an additional hour that day.
5. Students sent to RESET before lunchtime will be expected to complete a 1-hour detention on the same day that the RESET was sanctioned. For RESETs sanctioned after lunch, the student will complete the detention the next day.
6. The staff member will contact the parent of the student they sent to RESET to explain the reason and to ensure parents are aware of our high expectations.

# RESET: Referral Flow Chart





There are a number of things that will happen once a student has been sent to RESET. The following is a more detailed version of the behaviour process:

## **1. The student arrives at RESET:**

- 1.1. The student hands over their mobile phone or turns it off. They are warned that if they misuse their mobile phone in RESET they will be fixed-term excluded.
- 1.2. The student completes a reflection sheet in silence
- 1.3. Once the reflective sheet is completed, the student follows the RESET Timetable and completes a minimum of 4 sides of A4 per period on the coloured paper provided (dispensations will be made for students with SEND and/or additional needs)
- 1.4. The student will engage in a RESET Conversation with the teacher at some point during the day that they are sent to RESET (see page 5)
- 1.5. The student remains in RESET until the period that they were sent the next day (e.g. sent out lesson 3 remain isolated until the end of lesson 3 the following day)
- 1.6. RESET finishes an hour later than the end of the Academy day
- 1.7. If the student fails to meet the above expectations, they will be issued a fixed-term exclusion (FTE)
- 1.8. All FTEs must be followed by a meeting with the parent/carer prior to the student being readmitted into Academy (*Parents/carers will be required to `meet` with Academy staff prior to their readmittance to the Academy. This will be done via conference call when face-to-face meetings cannot be achieved*)
- 1.9. Students will rejoin mainstream lessons when they have successfully completed their RESET.

## **2. Parents/carers will be contacted by the RESET Lead to inform them that their child has been sanctioned:**

- 2.1. The RESET Lead will email the teacher who issued the sanction to remind them to
  - attend the RESET Conversation
  - contact home
- 2.2. The teacher will have a RESET Conversation with the student (see page 5).
- 2.3. The teacher will then contact home before the start of the next Academy day to explain/discuss the incident unless the student fails RESET

## **3. RESET will be used following all FTEs, and in such situations, students will not return to mainstream education until the RESET has been successfully completed.**

## **4. Reasonable adjustments will be made where possible for students with SEND/EHCP and/or other agreed additional needs.**

# The RESET Conversation



These must **not** take place in the RESET Room. Instead, the teacher will ask the child to step outside, out of earshot of a potential audience.

## The RESET Conversation is an opportunity to:

- ✓ Reaffirm the high standards expected for behaviour and learning at the Academy
- ✓ Close the event and re-establish the relationship with the student that has been sent to RESET
- ✓ Share all the positive attributes that the student has and that which we admire
- ✓ Reinforce positive aspirations that we have for the child
- ✓ Share the fact that we value them and look forward to seeing them in lessons as soon as possible

## The RESET Conversation is **not** an opportunity to:

- ✗ Issue another telling off/administration of more punishment – the sanction has been absolutely satisfied by sending the student to RESET
- ✗ Engage in conflict with the student
- ✗ Ask multiple questions about why their behaviour was as such – that will be done by the relevant Year Manager and shared with colleagues if/as required

# General Conduct in the Academy



**All pupils are expected to take responsibility for their actions and choices at all times.**

For a serious breach of our code of conduct a pupil will **always** be fixed-term excluded 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
- ✗ Refuse to follow instruction first time
- ✗ Refusal to hand over mobile phone upon entrance to RESET
- ✗ Refuse to attend RESET
- ✗ Behave aggressively towards staff/students
- ✗ Smoke on Academy premises

## Mobile Communication Devices (Phones/Tablets/Headphones)

**‘See it, Hear it, Lose it’:** Mobile phone usage is banned from the Academy premises at all times. Students are permitted to keep them in their possession, but they must be switched off and kept out of sight and hearing at all times. Any mobile phone seen and/or heard at any time on the Academy site will be confiscated and parents / carers informed. 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 during the Academy day (8am – 4pm)
- ✗ If a student refuses to hand their mobile phone or other device over when asked, they will be sent to RESET for a period of one working day. Continued refusal to submit their phone whilst in RESET will result in the student being excluded for a fixed period of time until parents/carers are met with by the relevant member of staff
- ✗ Refusal to go to RESET will result in a one-day fixed term exclusion with the day in RESET completed upon their re-admittance to the Academy



## Concentration Aids

Please note that “Fidget Spinners” and other similar items are not allowed on the Academy premises and will be confiscated on sight. Alternative concentration support methods must be discussed with our dedicated SEND team.

## Smoking

No student will smoke on The Bulwell Academy grounds or when dressed in the uniform of our Academy. If a student smokes or chooses to associate with smokers the consequences will be as outlined below:

- ✗ Smoking/associating with smokers will lead to a one-day fixed term exclusion
- ✗ Refusal to hand over smoking paraphernalia if/when asked will lead to a five-day fixed term exclusion
- ✗ All tobacco and related paraphernalia will be destroyed [*Note: ‘Smoking’ is defined to include any tobacco-based products and e-cigarettes and vaping products*]

If it is suspected that a student has smoking paraphernalia in their possession, two members of staff will conduct a search. When available this will include the Principal and/or Senior Vice Principal. The gender of the searchers will support that of the student being searched. If no consent to search is given, the police may be called depending on the suspicion. Parents will be called to collect students immediately and an FTE of a duration will be given (*FTE length pending investigation*).

## “Lines in the Sand”

There are some lines that we will not tolerate any students crossing. If they do, it is highly likely that they will be permanently excluded from our Academy. An indicative but non exhaustive list would include:

- ✗ Swearing at the Principal
- ✗ Bringing recreational drugs into the Academy
- ✗ A weapon / weaponised item 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

## 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 say to all students **‘Keep Left, Keep Going, Get There’**.

Unsafe, antisocial and disruptive behaviour between lessons including break and lunchtime will be sanctioned using RESET.

It is essential that all students are aware of the time and the need to arrive promptly to every lesson to avoid any consequence.



During social times students are expected to do the following:

- To sit/stand (*socially distanced*) with their friends before Academy, break, lunch and after Academy in the designated duty areas of the Academy
- Food is to be eaten in the designated areas only; such as the canteen (*in lunchtime areas*)
- Students are not permitted to be inside the buildings during break and lunchtimes – arrangements will be made for wet weather

## The Journey to and from Home

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

- To arrive at Academy and leave Academy in full uniform (students are not permitted to wear hooded sweatshirts at any time on the premises – such items will be confiscated on sight)
- To use the traffic light crossings where possible to cross the road safely
- To use the cycle lanes/pedestrian zones safely (following the highway code of conduct at all times)
- To take any litter home and dispose of it properly
- To respect our neighbours and all local residents

## Uniform: First Impressions Count



Please refer to “Uniform Requirements” – available in printed format and on the Academy website:

➤ [bulwellacademy.org.uk/main/parents/uniform](http://bulwellacademy.org.uk/main/parents/uniform)

- During cold/wet weather, students are encouraged to wear an outside, waterproof coat for the journey to and from Academy and during break time and lunchtime. Please note that denim / leather jackets and hoodies are NOT permitted, and such items will be confiscated on site
- Uniform will be worn correctly at all times
- Shirts will be tucked in at all times
- Blazer sleeves will be worn down and not rolled up
- Skirts will be worn to a length of 2 inches above the knee or longer
- Outside coats will not be worn indoors and must be removed in classrooms

In cases where medical reasons require a modification to the uniform policy, notice on letter headed paper from a medical professional must be addressed to the Head detailing the reason and may still be refused.

*Notes from parents will not be accepted for missing/forgotten items of uniform or medical dispensations.*



Line-ups throughout the day will be used to ensure that students look pristine. In cases where personal appearance and uniform fails to adhere to the guidance **and** cannot be resolved immediately, students will be sent to RESET until the matter is resolved in full. Prohibited items of clothing will be confiscated on sight. Refusal to adhere to the guidance after discussion will result in a fixed term exclusion.



The following policies should be read in conjunction with this document (all policies are available on the Academy website on the [Policies](#) page or in printed format on request):

- Creative Education Trust (CET) Behaviour for Learning Policy
- Covid-19 Addendum to CET Behaviour Learning Policy

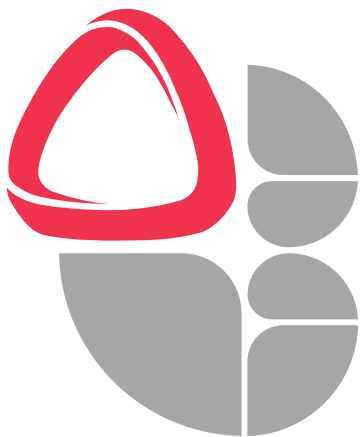
In addition, please refer to “Uniform Requirements” available here:

- [bulwellacademy.org.uk/main/parents/uniform](http://bulwellacademy.org.uk/main/parents/uniform)

For any further queries, please contact the Academy by email or phone:

**E: [enquiries@bulwellacademy.org.uk](mailto:enquiries@bulwellacademy.org.uk)**

**T: 0115 967 986**



**THE BULWELL  
ACADEMY**  
*Creative  
Education  
Trust*

Approved Dec 2020

by Academy Improvement Board

Review: Annually