



Cabot
Learning
Federation



Behaviour Policy

September 2023

Behaviour Policy

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1. History of most recent policy changes

Date	Page	Change	Origin of Change (e.g. TU request, Change in legislation)	Actioned By
28/08/18	Whole Document	Creation of new policy following review of existing policies.	Change to school behaviour system	Katherine Ogden Assistant Principal
03/09/19		Changes to policy following review of existing policy.	Change to school behaviour system	Catherine Walbridge Assistant Principal
04/01/20		Changes to policy following review of existing policy.	Change to school behaviour system	Catherine Walbridge Associate Assistant Principal
12/06/20	23, 24	Addition of addendum and appendix	Changes to school behaviour system in response to COVID 19	Catherine Walbridge Associate Assistant Principal
01/10/20	Whole Document	Changes to policy following review of existing policy and the combining of two policies to form one all through policy	Adaptation to COVID and the re-naming following SLT change	Andrew Marshall-Aherne Assistant Principal
30/09/21	Whole Document	Changes to policy following academy restructure and introduction of Lower, Middle and Upper School	Academy restructure	Katherine Ogden Principal
15/07/22	Whole document	Changes to policy regarding lesson disruption and to take into account new government guidance.	Changes to school behaviour system	Simon White Vice Principal
18/07/23	Whole document	Changes to section on lateness following changes to the structure of the school day. Extra detail added to the sections on community language and swearing following work by the behaviour and culture working group. Updated language in exclusions appendix to include fixed term suspensions.	Yearly review and working group feedback.	Simon White Vice Principal

2. Legislative Compliance

2.1 This Policy has been written as guidance for staff, parents or carers and young people with reference to the following guidance and documents:

- [Education Act 1996](#)
- [School Standards and Framework Act 1998](#)
- [Education Act 2002](#)
- [Education and Inspections Act 2006](#)
- [School Information \(England\) Regulations 2008](#)
- [Equality Act 2010](#)
- [Education Act 2011](#)
- [Schools \(Specification and Disposal of Articles\) Regulations 2012](#)
- [The School Behaviour \(Determination and Publicising of Measures in Academies\) Regulations 2012](#)
- [Prevent Duty Guidance for England and Wales April 2021](#)
- [Keeping Children Safe in Education September 2022](#)
- [Behaviour in Schools: Advice for headteachers and school staff July 2022](#)

2.2 Summary of what the law says:

The Principal must set out measures in the behaviour policy which aim to:

- Promote good behaviour, self-discipline and respect
- Prevent bullying
- Ensure that students complete assigned work
- Regulate the conduct of students.

The law applies to students whilst present on the Academy premises, but also at many times when not present at the Academy but still on-roll as a student of the Academy.

3. Links to Other Policies

This Policy has been written as guidance for staff, parents or carers and young people should be taken in conjunction with the following King's Oak Academy policies:

- Safeguarding and Student Protection Policy
- Anti-Bullying Policy
- Online Safety Policy
- Exclusions Policy
- Charging and Remissions Policy

4. Purpose of this Policy

- 6.1 King's Oak Academy is founded on two core principles, Work Hard and Be Kind, which allow our students to achieve excellent outcomes in a caring and stimulating learning community.
- 6.2 The purpose of this policy is to ensure that.
- a. All members of the school community are able to learn in a safe, secure and highly inclusive environment and have a shared responsibility for creating and maintaining acceptable behaviour.
 - b. All students and academy staff show respect for one another as learners and members of the school community and are encouraged to work hard and be kind.
 - c. All students follow clear, consistent high expectations and boundaries.
 - d. Consequences are applied consistently for unacceptable behaviour.
 - e. All members of the school community are listened to and responded to.
 - f. Parents/Carers are able to support teachers and students to promote positive learning behaviour in both the academy and the local community.

5. Principles

- 5.1 King's Oak Academy recognises that school should be a purposeful environment underpinned by strong relationships built on mutual respect.
- 5.2 We are committed to the emotional and mental well-being of our staff and students. Our approach ensures that the development of positive social, emotional, and learning behaviour is at the heart of our behaviour policy.
- 5.3 At King's Oak we embrace a relationship-based approach to learning, we build positive, caring and trusting relationships between students and staff, students with their peers and between school and parents.
- 5.4 All students can learn to develop habits of positive behaviour to support their learning and that of others.
- 5.5 All adults in the school are responsible for promoting positive behaviour following the guidelines set out below.

6. Roles and Responsibilities

School leaders, staff, students and parents/carers all have a role to play in promoting and sustaining the highest possible standards of behaviour for learning so that all children feel safe to learn and reach their full potential.

- 6.1 **The Principal and other School Leaders** are responsible for the implementation of this policy through making sure that all staff understand the behavioural expectations and importance of maintaining them. School leaders should be visible, routinely engaging with students, staff and parents on setting and maintaining the behaviour culture. Leaders must ensure that all staff are appropriately trained and supported in order to meet their duties under this policy.

- 6.2 **School staff** have an important role in developing a calm and safe environment, we expect all staff to understand the principles described above, and as such support the development of all students in learning about and taking responsibility for their behaviour. Staff should uphold this policy by demonstrating and teaching the expected behaviour and positive relationships reflecting the principles of Work Hard and Be Kind, enabling students to see good examples and be confident to ask for help when needed. Staff have a responsibility to challenge students to meet the expectations of the Academy.
- 6.3 **Students** deserve to learn in an environment that is calm, safe and supportive, where they are treated with dignity. We expect all students to exemplify behaviour both inside and outside of the academy that reflects the community principles of Work Hard and Be Kind. Students should contribute the the behaviour policy through their contributions to defining our culture through student council, CREW, tutor time and lessons. Students have a responsibility to report incidents such as bullying behaviour and a role in supporting their peers through activities such as peer mentoring. Students have a responsibility to arrive to the academy 'Ready to Learn'.
- 6.4 **Parents and carers** have a vital role in supporting positive behaviour and success in learning therefore we expect our parents and carers to promote positive attitudes towards school and support school decisions around rewards and consequences. To support the school, parents should get to know the school's behaviour policy and, where possible, take part in the life of the school and its culture. Parents have an important role in supporting the school's behaviour policy and should be encouraged to reinforce the policy at home as appropriate. Where a parent has a concern about management of behaviour, they should raise this directly with the school while continuing to work in partnership with us.

7. Behaviour expectations: 'Ready to Learn'

The 'Ready to learn' approach is underpinned in the school's values: Work Hard, Be Kind.

7.1 Every student in every class is expected to Work Hard, Be Kind and show they are 'Ready to Learn' by:

- a. Being in the **Right Place** at the **Right Time**
- b. Wearing their uniform correctly and with pride
- c. Valuing their own learning and that of others
- d. Showing respect towards themselves, others and our environment
- e. Contributing positively to our community

7.2 Staff will ensure that students are 'Ready to Learn' by:

- a. Caring personally for the health and wellbeing of our students.
- b. Being consistent in their expectations of students and communicating these clearly using the 'modes of learning' (Eyes on me, Discussion, Individual learning, Exam conditions).
- c. Dealing with off-task and unacceptable behaviour in an emotionally literate way and following the school policy.
- d. Planning lessons which aim to meet the needs of students.
- e. Modelling and promoting appropriate behaviour at all times.
- f. Building positive relationships with students.
- g. Celebrating success with our students.
- h. Recognising and learning from our mistakes.

7.3 Parent/carers will ensure that students are 'Ready to Learn' by:

- a. Ensuring that students are physically ready through a good nights' sleep and eating breakfast
- b. Supporting students in having the correct uniform and equipment for school
- c. Supporting students to attend school on time every day unless they are seriously unwell, ensuring that they are collected at the end of the day on time or have suitable, safe arrangements to get home.
- d. Communicate any concerns of important information to the school

8. Responding to behaviour

Rewards are used to recognise our students for the positive contribution they make to the school in lessons and in our community and to encourage children's positive behaviour.

8.1 A range of age-appropriate reward systems are used across the Lower, Middle and Upper School and are summarised below:

8.2 **All Through Rewards**

8.3 King's Oak Academy recognises that praise and reward are powerful motivational tools. Staff regularly recognise, praise and encourage appropriate behaviour. All school staff use these rewards to encourage positive behaviour:

- a. 'Star of the week' awards
- b. Tutor / Class Points
- c. Individual achievement points
- d. Lunch time awards
- e. Recognition stickers and certificates to highlight and support community prompting for discussion about successful learning
- f. Verbal recognition, praise and encouragement
- g. Praise phone calls / postcards home

8.4 Exceptional work or behaviour is recognised through students receiving a Head of School Award, these are celebrated either within their class group or in year group assemblies.

8.5 Class/Tutor Group teachers nominate up to 2 students per week to receive *Star of the Week* certificate in assembly.

8.6 **School Specific Rewards**

In the Lower School and lower Middle School (R-6), an emphasis is placed on 'Gem Powers' as a behavioural learning tool. Children will be celebrated by their class teachers for displaying the 'Gem Power' learning characteristics:

Amethyst Power: The ability to collaborate and cooperate

Diamond Power: The ability to solve problems

Emerald Power: The ability to manage emotions and bounce back

Ruby Power: being aware of others and how what you do and say might make them feel

Sapphire Power: The ability to stay focused

Topaz Power: The ability to communicate

In the Middle (7-8) and Upper (9-11) schools, rewards are earned for attendance, behaviour and achievement. These rewards range from tutor group prizes for attainment to rewards trips. Students are recognised in assemblies for working hard and being kind through Bronze, Silver and Gold awards for achievement points. At the end of each term, heads of year organise a rewards assembly with prizes given by subject and pastoral leaders. There are also opportunities for students to earn positions of responsibility within the academy such as on the student council.

9. Responding to misbehaviour: Consequences

- 9.1 We refer to our 'Ready to Learn' and school values (Work Hard, Be Kind) throughout and then consider using a sanction.
- 9.2 Whilst we maintain a shared language for our consequence system, the policy takes into account the age of children in the all through and aims to explicitly teach good learning behaviours, particularly to younger children..
- 9.3 The Stages of Crisis (appendix 1) framework is used in conjunction with the consequences outlined below.
Potential scripts for individual incidents can be seen in appendix 2.

<p>Recognise</p> <p>Staff will give clear explanations of their expectations in lessons, including setting the mode of learning. This mode will be either 'Eyes on me' (listening to another member of the group), Discussion (talking about the work in a pair or small group), Independent Learning (working quietly) or Exam conditions (working in complete silence – Y5-11). To set this mode, staff will give a clear countdown (e.g 3...2...1, Eyes on me)</p> <p>As part of setting the mode, staff will recognise students who don't appear ready to meet these expectations. This could be done through non-verbal signals such as a finger to the lips, or whole-group corrections e.g. "I'm waiting for 3 more people who aren't yet ready to learn".</p> <p>Where a teacher recognises an individual in need of support (more commonly in younger children) they may speak to them individually.</p> <p>Possible Teacher Response:</p> <p><i>"X, I can see that you are not quite ready to learn...are you okay? (rhetorical) / Do you need help?"</i></p> <p><i>"I can see you are feeling..." "I wonder how we can help you to ..."</i></p>		
Warning stage	Year R-6 Action	Year 7-11 Action
1) Remind	<p>The student receives a 'reminder' (1st warning) for not engaging in learning, distracting themselves or others or defiance.</p> <p>Suggested script:</p> <p><i>"X, this is warning for"</i></p> <p><i>"I...We...You... I expect to see (behaviour), we are showing (behaviour), you need to be showing (behaviour) to be ready to learn for you and others."</i></p>	
2) Refocus	<p>The child is told they need to refocus and should calm down or work (supervised) in a different location within the classroom/learning environment.</p> <p>Suggested script:</p> <p><i>"X, we gave you a warning for.... It is not necessary for you to have to refocus. This means you will need to move to (new location)."</i></p>	<p>The teacher will decide whether the student should refocus within the classroom, or stand outside for a refocusing conversation before welcoming the student back into the classroom. The teacher may ask the student to continue learning in a different seat to avoid further distraction.</p> <p>Suggested script:</p> <p><i>"X, I gave you a warning for... you therefore need to 'refocus' outside the classroom door. I will come and talk with you in xx mins to help you refocus so that you can continue your learning with our class."</i></p>

3) Reflection

Lose time to reflect:

The child will lose minutes of playtime to 'reflect'. This is limited to 5 minutes.

Suggested script:

"X, After the refocus, you have continued to ... As a result you will stay in for playtime for 5 minutes to reflect on your behaviour".

Move and Reflect Later:

Depending on the behaviour shown, the student may be removed from the classroom to spend time in another classroom. A record of this is noted by the Class Teacher. The student will spend time in 'reflection' at lunchtime with the Senior Leadership Team (SLT).

Suggested scripts:

"X, You have continued to ... You will now go toclassroom to continue your learning or speak to the teacher about your behaviour. "As a result, you will have to spend time reflecting on your behaviour at lunchtime with (Principal or member of SLT)"

Remove and Reflect:

The student will be told to leave the classroom and spend time in the Middle or Upper School (age dependent) Reflection Room.

The student will work in Reflection until 20 minutes into the next social time:

Time sent to reflection	Time out of reflection
Period 1/2	After morning break
Period 3/4	After 20 minutes of lunch
Period 5/Tutor	3.30pm

In Reflection, the student will be given literacy / numeracy work to complete (unless sent with work by their class teacher).

The class teacher is encouraged to speak with the student to Rebuild the learning relationship at the upcoming breaktime.

Suggested scripts:

"X, You have continued to ... You will now go to Reflection to continue your learning and reflect on your behaviour"

The parent/carer will receive an electronic notification to inform them that their child has been sent to Reflection & the student's class teacher will call home within 48 hours.

Note:

If a student is asked to learn in Reflection twice in one day, they will remain Reflection for the remainder of the day and required to complete an afterschool detention until 4pm.

The parent/carer will receive an electronic notification to inform them of this consequence & the student's Head of Year will call home within 24hours to discuss their behaviour.

Internal Suspension (Rebuild)

Following significant incidents (e.g. first vaping incident, rudeness towards staff, refusal to attend reflection) that did not result in an external suspension, the student will be removed from the classroom and spend time 'rebuilding' their behaviours and learning with an academy leader (e.g. Head of Subject, Head of Year, Senior Leadership Team).

The parent/carer will receive a phone call to inform them of this consequence and asked to attend either a phone call or face-to-face meeting with the Head of Subject or Head of Year.

External Suspension

Following serious incidents (e.g. fighting / structural vandalism / discriminatory language) an external suspension can be issued. Our Exclusions Policy provides further details on the rationale and procedures supporting suspensions.

- 9.4 Consequences (with the exception of suspensions) are renewed each day with every day being a new day and a new start.
- 9.5 If a student refuses to accept a second warning (2 - 'Refocus'), the teacher can exercise the right to continue educating the class in another learning space, whilst senior leadership assistance is called to support behaviour of student(s) through the use of a 'duty team support request'
- 9.6 At the point in which a student's behaviour requires support because they are refusing to leave the classroom, they may be entering or already in the stages and levels of crisis as referred to below. In this circumstance, it may be necessary to remove the student from the learning environment; senior leadership will be required to authorise this decision and Team Teach strategies will be used (see section 11).
- 9.7 If misbehaviour continues or members of staff consider the behaviour to be very serious, a member of the Leadership team (Principal, Vice-Principal, Head of School or Head of Year) becomes involved. This might result in:
 - a. A parent meeting
 - b. Daily behaviour report e.g. 'Head of School / Head of Year report'
 - c. Pastoral Support Plan
 - d. In-class behaviour chart and plan
 - e. Fixed-term Suspensions
 - f. Permanent exclusions
- 9.8 Continual challenging behaviour is recorded and monitored using 'PARS' which allows staff to develop insight into patterns of behaviour and how to better manage and support students.
- 9.9 Additional strategies are in place to manage persistent or serious misbehaviour. These are outlined in appendix 4.
- 9.10 Details on suspensions and permanent exclusions can be found in appendix 5.

10. Restraint/Positive handling 'Team Teach'

- 10.1 The safety of all students is paramount at all times.
- 10.2 There are times during the school day when it is entirely appropriate for adults to use physical contact with students, for example, when demonstrating teaching in P.E, supporting learning or administering first aid.
- 10.3 However, if a student endangers the safety of themselves, others or damages the school environment another member of staff must be called for support.
- 10.4 If a student is angry or aggressive, we always help them to calm (de-escalate or distract) and then resolve problems.
- 10.5 If there remains a risk to others or themselves, staff may in accordance with training and guidelines (Team Teach), positively handle a student.
- 10.6 In addition, should the actions of a student be prejudicial to the education of others, positive handling (Team Teach) strategies will be considered and employed where deemed appropriate.
- 10.7 Any Team Teach interventions which are used will be recorded in the Red Numbered and Bound Book.

11. Lesson Punctuality and Truancy (Middle and Upper School)

- 11.1 We expect students to be in the **Right Place at the Right Time**. If a student does not arrive at a lesson our first priority is to ensure that they are safe. Once their safety has been established, if the lesson is within 10 minutes of starting, the student will be returned to their lesson. The student will be marked late and logged as a '2nd warning returned to learning'.
- 11.2 If the student is found to have truanted beyond the first 10 minutes of the lesson, they will continue their studies in Reflection (refer to section 9 for Reflection durations).
- 11.3 Students who are persistently late to lessons will be sanctioned by their Head of Year to ensure that they make up the learning time they have missed.

Timings of the school day:

	School Day Starts	School Day Ends
Lower School Reception – Year 4	Gates open: 08:20am Classrooms open: 08:25am Gates close: 08:30am	Gates Open: 15:00
Middle School Year 5 – Year 8	Gates Open: 08:25am Year 5/6 Classrooms Open: 08:30am Year 7/8 Classrooms Open: 08:35am Gates Close: 08:35am	Gates Open: 15:10
Upper School Year 9 – Year 11	Gates Open: 08:25am Classrooms Open: 08:35am Gates Close: 08:35am	Gates Open: 15:10

Reception to Year 4		Year 3 – Year 4		Year 5 to Year 6		Year 7-11	
Session 1	08:30 – 10:10	Session 1	08:30 – 10:10	Early Morning Work	08:30 – 09:00	Tutor	08:40 - 08:50
Morning Break	10:10 - 10:30	Assembly	10:10 - 10:30	AM Session 1	08:50 – 10:20	Period 1	08:50 - 09:50
Assembly	10:30 – 10:50	Morning Break	10:30 – 10:50	Break	10:20 – 10:40	Period 2	09:50 - 10:50
Session 2	10:50 – 12:00	Session 2	10:50 – 12:30	AM Session 2	10:40 – 12:15	Break	10:50 - 11:10
Lunch	12:00 – 12:45	Lunch	12:30 – 13:15	Lunch	12:15 - 13:00	Period 3	11:10 - 12:10
Registration	12:45 – 12:50	Registration	13:15 – 13:20	PM Session	13:00 – 15:10	Period 4	12:10 - 13:10
Session 3	12:50 – 14:45	Session 3	13:20 – 14:45			Lunch	13:10 - 13:45
End of Day Reading/Story	14:45 – 15:00	End of Day - Reading/Story	14:45 – 15:00			Period 5	13:45 - 14:45
						Tutor	14:45 - 15:10

12. Uniform infringement

- 12.1 If a student in the Middle or Upper School does not arrive at school in correct uniform their parents/carers will be contacted and arrangements will be made for their parent/carer to bring in their uniform immediately.
- 12.2 If the parent/carer cannot bring in the uniform the student (Y7-11 only), with parent/carer consent, will be sent home to collect their uniform and return to the academy immediately.

13. Classroom & Community Language

- 13.1 How we communicate with each other reinforces our positive learning culture. Following our core values of “Work Hard, Be Kind” we expect our students and staff to speak to each other politely and finish our conversations.
- 13.2 Swearing is unacceptable in and around the academy and will always be challenged by staff. Sanctions will depend on the nature and context of the swearing and the age of the children involved. In Years 7-11, swearing in social time will result in a conversation with the staff member overhearing this, swearing in lessons will result in the student being sent to reflection, swearing at a member of staff will result in a minimum 0.5 days fixed-term suspension. In Years R-6 there is no fixed sanction for swearing and each case will be considered separately to determine where the child has encountered bad language and how best to support them not to repeat the language.
- 13.3 Unacceptable, discriminatory language, whether it is sexist, homophobic, racist, swearing or of a bullying nature will always be challenged by staff at King’s Oak Academy. It is not acceptable for students to excuse the discriminatory language as “banter”. Any incidents of inappropriate language should be logged on Bromcom.
- 13.4 Derogatory or offensive language is taken very seriously and will result in:
- Lower School:
 - First Incident: Educational conversation with student and parent to explain why the language/phrase used was inappropriate.
 - Second incident: ½ day FTS and parent meeting
 - Middle and Upper School
 - ½ day FTS and parent/student meeting focused on educating the student why discriminatory language is not acceptable.

14. Students' conduct and behaviour outside academy premises

- 14.1 When in public places, students are expected to act as ambassadors for the academy and ensure that, through their conduct, the academy's reputation is enhanced. Any misbehaviour which occurs outside of the academy premises and which is brought to the attention of the academy will be dealt with in the same way as if that poor behaviour had occurred on the academy site.
- 14.2 Students should be particularly mindful of the following:
- a. Smoking/vaping– smoking and vaping are not permitted on the way to or from the academy or at any time when identifiable as a King's Oak Academy community member.
 - b. Local residents - students should be kind and courteous to members of the local community;
 - c. Cycling/walking – students should use pavements sensibly and be sure to leave plenty of room for members of the public to pass safely in the opposite direction. Students should always use cycle paths where available.
 - d. Use of loud and bad language is unacceptable at any time.

15. Mobile phones

- 15.1 Students are not permitted to use their mobile phones/portable music devices e.g. Airpods, whilst on the King's Oak Academy site.
- 15.2 At times, teachers can give permission for a student/class to use mobile phones in their lesson provided there is an educational reason for doing so, listening to music or watching videos would not be allowed.
- 15.3 At all other times, if a student is seen in possession of/or using a mobile phone or headphones, the member of staff will be confiscated and stored in Main Reception.
- 15.4 At the end of the day, students may collect their mobile phone or headphones.
- 15.5 Repeated incidents of unacceptable phone use will result in students being required to hand their phone in to Main Reception each morning.
- 15.6 Please refer to Section 16 for additional guidance on prohibited items.

16. Prohibited Items and Confiscation

- 16.1 Any member of staff has the authority to confiscate, retain or dispose of a student's property as a punishment and are protected from liability for damage to, or loss of, any confiscated items. A refusal to cooperate will result in a higher level sanction.
- 16.2 The aim of the confiscation of a student's property is to maintain an environment conducive to learning; one which safeguards the right of other students to be educated. The criteria for confiscation may include:
- a. An item that poses a threat to others, e.g. a laser pen.
 - b. An item that poses a threat to good order for learning, e.g. use of a personal music player, mobile phone, headphones
 - c. An item that is against academy uniform rules, e.g. student refuses to take off his/her hoodie on entry to the academy.
 - d. An item that poses a health or safety threat, e.g. students wearing large earrings in PE.
 - e. An item which is counter to the ethos of the academy, e.g. racist or pornographic material.

- 16.3 If an item is confiscated, the property should be taken to the Main Reception as soon as possible, the item will then be labelled and stored securely until the end of the day where the student will be allowed to collect it.
- 16.4 In some cases, the Senior Leadership Team or Safeguarding Team might require the confiscated item to be collected by the students' parents/carer (e.g. tobacco / vape).

Searching, Screening and Confiscation of Electronic Devices

- 16.5 Staff may lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the student has a device prohibited by school rules, or the staff member has good reason to suspect the device may be used to cause harm, disrupt teaching, break school rules, commit an offence, cause personal injury or damage property.
- 16.6 Any data, files or images that are believed to be illegal will be passed to the police as soon as practicable, including pornographic images of students, without deleting them.
- 16.7 There is no need to have parental consent to search through a young person's mobile phone if it has been seized in a lawful 'without consent' search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.
- 16.8 All staff are aware that behaviours linked to sexting put a student in danger and are approach to dealing with sexting can be found in our Safeguarding and Student Protection policy.

Powers to search

- 16.9 In order to ensure that all students and staff are safe, nominated members of staff have the power to search a student's property without consent if they suspect that prohibited items have been brought onto the academy premises. Prohibited items include knives, weapons, illegal drugs, fireworks and alcohol.
- 16.10 The power to search will also apply if staff have reason to suspect that a student has an item which could be used to commit an offence and cause personal injury to students. If there is evidence pointing to a student having stolen property in their belongings, these will also be searched.
- 16.11 If it is suspected that a student has brought **banned** items into the school, such as **cigarettes, tobacco, lighters, E-Cigarette Pens and matches**, under the School's Common Laws, staff are able to search them and their belongings, with their consent.
- 16.12 Only nominated staff are able to search a student's belongings and the need to do this will be avoided at all costs by discussing with the student their responsibility to hand over items suspected to be on their person or in their bag on a voluntary basis. If the student refuses to be searched, the academy will apply an appropriate consequence as set out in its behaviour policy.
- 16.13 We are not required to inform parents before a search takes place or to seek their consent to search their student. There is no need for a written agreement for nominated members of staff to search a student.
- 16.14 In exceptional circumstances where there is concern about the health and safety of students and staff, nominated staff will conduct a search of student's pockets without consent, although this measure will be avoided at all costs and the involvement of the Police will be considered where safety concerns are paramount.
- 16.15 School staff can seize any prohibited item found as a result of a search. They can also seize any item, they consider harmful or detrimental to school discipline. All illegal or dangerous prohibited items will be handed over to the Police.

17. Resolving conflict and preventing bullying

- 17.1 At King's Oak Academy we teach students to resolve conflicts in a calm and respectful way. We train students to help 'resolve disagreements' and hold restorative conversations with adults and students. We believe it is important to promote mutual respect and eliminate 'hit-back' reactions which often cause further problems.
- 17.2 Teachers at King's Oak Academy will model the calm resolution of conflict through our interactions with students. We do not allow students to 'opt out' of conversations around misbehaviour. If a student fails to follow an instruction, teachers will use the verbal cue "I am giving you a reasonable request, are you choosing not to follow that request?" If a student refuses to engage with the adult at this stage, they will be sent to reflection.
- 17.3 The support of parents in achieving our aims around conflict resolution is crucial. We encourage students and parents to have a positive view of school and all members of our school community.

Anti-Bullying / Child on Child Abuse

- 17.4 Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online (Anti-Bullying Alliance).
- 17.5 Our school's policy for the prevention of bullying is based upon four views:
- Bullying has no place in our school. We have a 'zero tolerance' approach to abuse. Incidents are taken seriously. These will never be tolerated or passed off as 'banter,' just having a laugh' or 'part of growing up.'
 - When bullying happens, it is always right to tell. We ensure that victims will never be given the impression that they are creating a problem by reporting bullying, abuse or sexual violence/harassment
 - We will not ignore bullying or child on child abuse and swift action will be taken by all staff to support the victim and then supporting the perpetrator towards improved behaviour.
 - We will use preventive anti-bullying behaviour strategies to avoid bullying happening in the first instance.

17.6 Preventive anti-bullying behaviour strategies:

- Ensure that the supervision of students in our care is effective.
- All staff to encourage positive play and social interactions during break times.
- Incorporate a mindful approach (Jigsaw) to PSHE through personal, social, health and economic education with emphasis on emotional literacy, mental health and SMSC, especially spiritual development.
- Tackle bullying openly through direct teaching.
- Provide and develop, through the delivery of the curriculum, students' understanding of diversity. This may include visits, visitors and media.
- Celebrate diversity within classroom environment and assemblies.
- Staff refer to the school values and zones of regulation to support positive and constructive language.
- Adults to role-model challenge and negotiation in the classroom.
- Provide a safe environment that allows students to share concerns and worries with students and adults at an early stage.
- Educate students about the impact bullying has on others through the 'Bullying Intervention Group' (BIG)
- Undertake student conferencing to support review of student voice in school.
- Record any incidents which may be viewed as bullying on CPOMS.

17.7 Bullying Response Strategies:

- All staff adhere to this behaviour policy, with particular reference to sanctions.

- b. Tell everyone involved in our school about our attitudes to bullying and our procedures for dealing with it.
- c. Deal with any incident of bullying by talking to everyone involved keeping written records on CPOMS and informing parents.
- d. Parents/carers of the aggressor and victim will be kept involved in incidents and outcomes and will be communicated with.

18. Behaviour expectations for students with SEND

- 18.1 The Academy will always take into account Special Educational Needs and/or Disability and the circumstances of other vulnerable students in implementing any aspect of the Behaviour Policy. The aim of this policy is to create calm, safe and supportive spaces which will benefit students with SEND.
- 18.2 Some behaviours are more likely to be associated with particular types of SEND such as students with speech, language and communication needs not understanding a verbal instruction. Behaviour and sanctions will also be considered in relation to any SEND needs, although it is not assumed that all misbehaviour is connected to a student's SEND need.
- 18.3 By knowing their students well, staff should anticipate likely triggers of misbehaviour and put in place support to prevent these, taking into account the specific needs of the student.
- 18.4 We are committed to working in partnership with parents/carers, the Local Authority and other services where it is recognised that a student's behaviour places them at risk of exclusion and whereby alternative provision may be required. In the case of students with a statement of SEND or Education Health-Care Plans (EHCP), the academy will always consider requesting an early annual review or interim/emergency review.

19. Communicating the Behaviour and Exclusions Policy

- 19.1 The Principal will be responsible for ensuring that this policy is implemented and for reporting to the Trust on its impact. The full written policy will be available on the school's website. Students and parents/carers who are new to the academy will be made aware of the policy prior to admission.
- 19.2 If a student or parent/carer feels that the measures or sanctions applied in the Attitudes for Learning and Exclusions policy are unfair or have been unfairly applied, then they can lodge a complaint through the academy's Concerns and Complaints procedure also available to download from the websites.
- 19.3 Parents/carers and students are expected to read and sign the home school agreement which will be sent to all parents when their student commences at the academy.

20. Implementing the Behaviour and Exclusions Policy

- 20.1 The Principal and staff will ensure that we achieve a consistent approach to behaviour management, teaching and learning.
- 20.2 The Academy believes that in order to support students and staff we must have a whole school approach to positive behaviour. This includes the need for us to have regard for classroom management, teaching and learning, developing staff skills and support through development opportunities and ensuring that we have effective pastoral systems in place. Staff development is a

vital element of this aspect of developing positive learning attitudes and a handbook has been created which supports staff in implementing the policy. All staff will have regular opportunities to share and develop their skills in promoting positive behaviour.

20.3 Parental communication

Ensuring that parents are part of discussions around rewards and sanctions is extremely important to us. To that end we have devised a system to ensure that parents receive up to date information about their student's behaviour.

In the Lower School we hold regular conversations with parents at drop off and pick up times to inform them of how their student is doing in school with regards to work and behaviour in order to celebrate successes and address any concerns proactively.

In the Middle and Upper School, parents are able to access Insight which overviews their student's attendance, homework completion and positive and negative behaviour logs. If a student is placed into the Reflection room, families will also be communicated with (see above).

21. Equality Impact Statement

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality using an appropriate Equality Impact Assessment. The policy may be amended as a result of this assessment.

22. Monitoring and review:

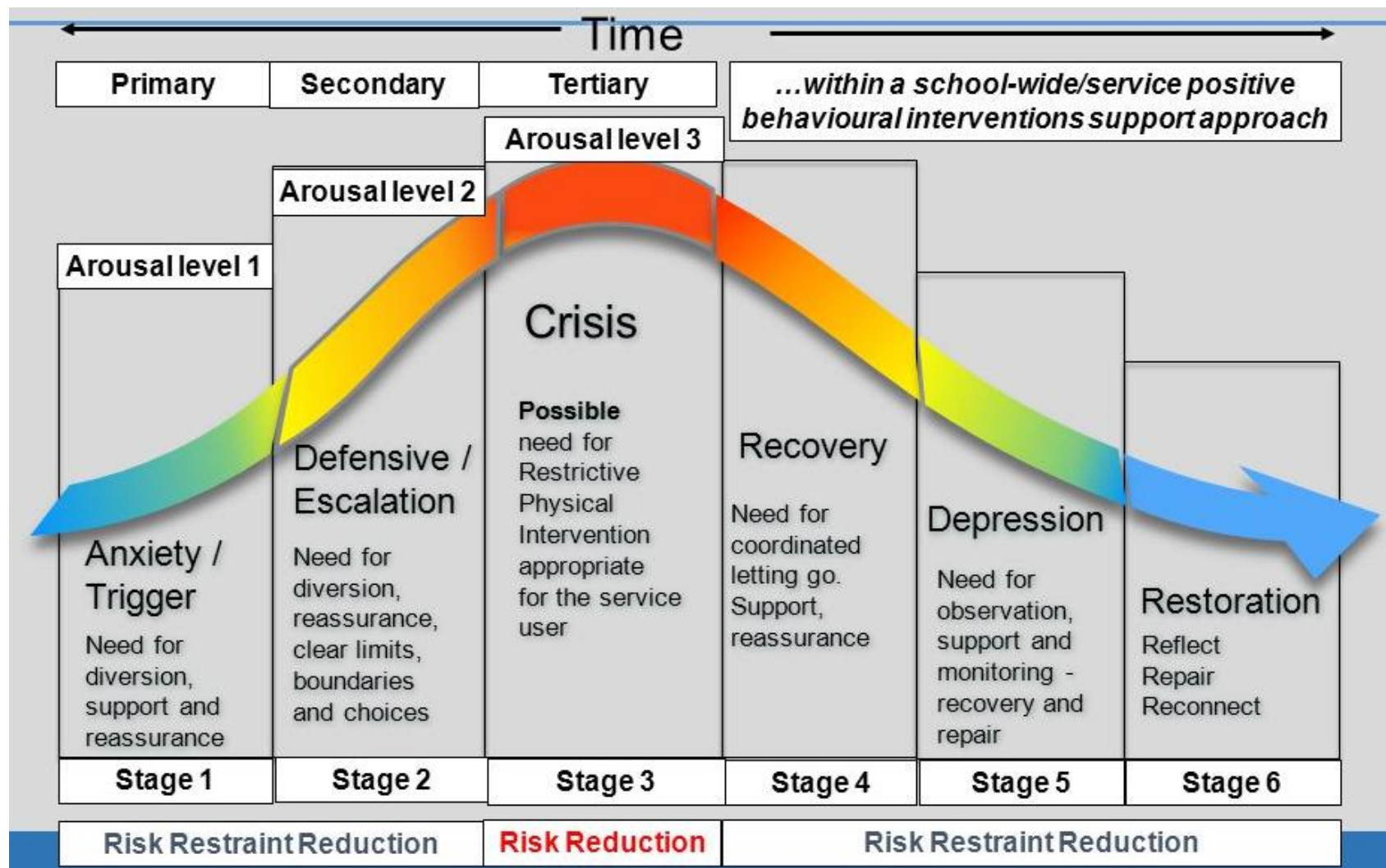
The Academy will evaluate the impact of this policy by receiving data from the relevant staff analysed by year group, gender, SEND and ethnicity on:

- Number and range of rewards for good behaviour each term
- Fixed term and permanent exclusions – number of and analysis of behaviour
- Number of detentions and analysis of behaviour
- Instances of bullying and action taken
- Support provided for the victims

Prior to any review of the policy, feedback will be sought from the student body, staff and parents on the effectiveness of the policy.

Appendix 1. Stages and Levels of Crisis

King's Oak recognises that behaviour is a form of communication and different adult-led actions are required to respond to and support behaviours demonstrated by students.



The table below provides the stages and suggested responses to support de-escalation:

Stage	Examples	Response
<p>Stage 1 Anxiety/Trigger</p>	<p>Low level behaviour</p> <ul style="list-style-type: none"> • Individual shows signs of anxiety • Hands over ears • Hiding face • Rocking or tapping • Withdrawal from group • Refusing to engage • Adapting defensive postures 	<p>Divert, support and reassure</p> <ul style="list-style-type: none"> ➤ Read the behaviour and body language ➤ Intervene early to remove sources of frustration (reposition student, briefly taking student out of situation – <i>walk, have a look at this,</i> ➤ Explain clearly what is happening and what will happen next (now and next reminders) ➤ Communicate – talk and I will listen ➤ Use appropriate humour / being playful ➤ Divert and distract ➤ Suggested scripts: <ul style="list-style-type: none"> • <i>I can see you're feeling...</i> • <i>How about we....</i> • <i>Have you seen..?</i> • <i>When I feel ..., I like to ... (talking alongside)</i>
<p>Stage 2 Escalation</p>	<p>Medium level behaviour</p> <ul style="list-style-type: none"> • Displays high tension • Making noises and moving around • Belligerent and abusive • Talking louder, higher, quicker • Aggressive posture, including handling of potential weapons (pencils) • Low level destruction • Challenges (<i>"I will not, you cannot make me"</i>) 	<p>Divert, support and reassure, clear limits, boundaries and choices</p> <ul style="list-style-type: none"> ➤ As above responses ➤ State desired behaviours clearly ➤ Set clear and forceable limits ➤ Offer alternatives and options ➤ Offer clear choices ➤ Offer a get out with dignity ➤ Consider making the environment safer alerting potential need for help (<i>"We need support"</i>) ➤ Removing the audience ➤ Guide the elbows towards safety. ➤ Suggested scripts: <ul style="list-style-type: none"> • <i>I ... We... You.... school values</i> • <i>We can see/understand you feel...</i> • <i>Shall we explore this ...</i> • <i>Let's resolve this issue by talking.</i> • <i>It is not safe to....</i> • <i>I am reminding you of what you have been asked to do you need to follow the adult instruction. It is not okay to</i> • <i>We will expect you to complete the missed learning task and this can happen in your playtime, either this morning, lunchtime or tomorrow.</i> • <i>Well done for choosing to return to your learning.</i>

<p style="text-align: center;">Stage 3 Crisis</p> <p style="text-align: center;">‘Red Zone’ (Zones of Regulation)</p>	<p>High level behaviour</p> <ul style="list-style-type: none"> • Shouting and screaming • Crying • Damaging property • Headbanging against people or surfaces • Slapping or punching self • Hurting others (headbutting, pinching, biting, kicking) • Damaging property • Moving towards danger • Climbing trees, roofs or out of windows 	<p>Restrictive Physical Intervention</p> <ul style="list-style-type: none"> ➤ Make the environment safer ➤ Move furniture and remove weapons objects ➤ Guide assertively – hold or restrain if absolutely necessary [Refer to Section 10.5]. Ensure face, voice and posture are supportive not aggressive ➤ Use Help protocol to save face by changing face “More help required” ➤ Supportive adults offer “More help available?” Supportive adults may not necessary take over but support through task (e.g. get additional trained adult, collect water bottle) ➤ Suggested scripts: <ul style="list-style-type: none"> • <i>I can see you are angry...</i> • <i>I would be angry too if...</i> • <i>I can see/hear that...</i> • <i>It must be really difficult when...</i> • <i>I am wondering if...</i> • <i>Thank you for telling me that...</i> • <i>I see you are finding it really hard because...</i> • <i>I know you are angry/scared/worried but I am listening to you.</i>
<p style="text-align: center;">Stage 4 Recovery</p>	<p>The recovery stage</p> <ul style="list-style-type: none"> • Could be confused with anxiety stage • May sit in hunched position • In an enclosed space • Can revert to crisis without build up 	<p>Co-ordinated letting go, diversion, support and reassurance</p> <ul style="list-style-type: none"> ➤ Support and monitor ➤ This may not be a good time to touch, as touch at this stage can provoke a revision to crisis ➤ Give space and time ➤ Insulation from sources of frustration (e.g. triggers, noise, crowds, people watching) ➤ Look for signs that the person is ready to communicate. ➤ Suggested scripts: <ul style="list-style-type: none"> • <i>“We are going to give you space”</i> • <i>“Let us move to...”</i> • <i>“We can play this...” (non-related to incident game/puzzle)</i>
<p style="text-align: center;">Stage 5 Depression</p>	<p>The depression stage</p> <ul style="list-style-type: none"> • After the incident, people can become depressed. They may not want to interact but still need support and reassurance. 	<p>Observation, support and monitoring- recovery and repair</p> <ul style="list-style-type: none"> ➤ Reassure ➤ Personalised response to previous trauma and trauma informed response. ➤ Low threat, low challenge opportunities ➤ Suggested scripts: <ul style="list-style-type: none"> • <i>“Shall we go and...” (preferred activity of interest, visit an adult)</i> • <i>“You can join me to do a job I need to do...”</i>

<p style="text-align: center;">Stage 6 Restoration</p>	<p>The restoration stage</p> <ul style="list-style-type: none"> • Post incident support 	<p>Review, Reflect, Repair, Reconnect</p> <ul style="list-style-type: none"> ➤ Support, reassure and monitor ➤ Respond to any signs that the person wants to communicate ➤ Show concern and care but do not attempt to resolve residential disciplinary issues at this stage ➤ Apply TELL <p>Suggested scripts:</p> <ul style="list-style-type: none"> • <u>T</u>ime: listening for time and choosing the right time - <i>“We have time..” We are going to talk about how you feel and what happened..”</i> • <u>E</u>nvironment: Comfortable, neutral with no disturbance. Remove artificial barriers sitting alongside. <i>“Let us sit in this room / space...”, “How do you feel now?”</i> • <u>L</u>isten: “Listening with your eyes”; understanding their point of view; non-judgmental <i>“I understand what you are saying”, “Tell me more..”</i> • <u>L</u>isten: Share other perspectives; how we can work together; <i>“Do you have ideas of how we could we avoid a repeat of this incident/behaviour?”; “There are strategies we can use when we feel...”</i>
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Appendix 2: Teacher scripts for lesson-based behaviours.

Most student behaviour scenarios should be managed effectively by the classroom teacher.

Scenario: Not engaging in own learning	Script (teacher decision)
Rocking on chairs	(Name), it is important that we are focusing on the task (remind of task), this is your first warning --- <i>I understand / I wonder if you might be feeling (insert emotion here), but it is important that we are focusing on the task (remind of task), this is your second warning</i>
Drawing on whiteboards	
Not trying to listen	
Fiddling to distract	
Refusing to attempt task despite offer of help	
Not following clearly instructed mode of learning after reasonable adjustment time to follow provided	
Scenario: Distracting others' learning	Script (teacher decision)
Patting/Tapping to get attention	(Name), it is important that we are ready to learn and allow others to learn, you now need to (remind of task), this is your first warning --- (Name), I understand / I wonder if you might be feeling (insert emotion here), but it is important that we are ready to learn and allow others to learn, you now need to (remind of task), this is your second warning
Talking when they shouldn't be	
Shouting/calling out	
Talking over others to distract	
Fidgeting / poking (including gatherings or assemblies)	
Making distracting noises	
Not following agreed noise levels as instructed	
Scenario: Defiance	Script (teacher decision)
Misuse of, or not looking after equipment e.g. carelessly braking without intent, not using for intended/instructed purpose	(Name), in this classroom we ("treat our resources with respect", "line up, single file, in a straight line, in silence", "we work hard and always try our best", "treat each other with respect", "follow the teacher's instructions", "are safe and sensible"), please do so now. This is your first warning --- (Name), I understand / I wonder if you might be feeling (insert emotion here), but in this classroom we ("treat our resources with respect", "line up, single file, in a straight line, in silence", "we work hard and always try our best", "treat each other with respect", "follow the teacher's instructions", "are safe and sensible"), please do so now. This is your second warning
Not lining up 'properly'	
Eye rolling/flippancy	
Refusing partner/group work/join in	
Disrespectful behaviour e.g. rolling eyes/tutting/ body language	
Out of seat without permission	
Not following direct instructions (after name used)	
Disregard for others e.g. laughing at	

In rare cases, a student behaviour scenario might result in an immediate removal to the reflection room and require HoY/SLT follow up.

Scenario (Instant removal from learning)	Script (teacher decision)
Swearing/Disrespectful/aggressive	(Name), that behaviour is not appropriate, especially at KOA. You need to leave this learning environment and go to the reflection room now. --- If student protests - --- Look, maybe you didn't mean to do what you did, but this is what happened, (insert), and this is the impact it had, (insert). I have asked you to leave, and this needs to happen now. We can discuss this later.
Bullying	
Defacing/deliberate damage to school property	
Spitting	
Dangerous Behaviour: e.g. throwing objects, play fighting, refusing to make safe choices, climbing, physical aggression, deliberating hurting themselves	
Racism/Discriminatory/Derogatory language	
Leaving the classroom without permission/ not returning within the agreed timeframe (without valid excuse).	
Being out of lessons and unable to present a (teacher pass)	

In rare cases, a student behaviour scenario might result in an immediate removal to the reflection room and require HoY/SLT follow up.


Once a student has left the learning environment following from an immediate removal, depending on the situation, the classroom teacher may then like to address the class:

"I don't want to lose too much learning time, but what just happened is serious, and I want to address this. In this classroom with respect each other. In this classroom we treat each other with dignity. We just saw there an example of where that did not happen, and I never want to see that again. I don't wish to discuss this any further now because, quite frankly, I'm so disappointed that it did happen. Now, let's move on."

Appendix 3: Classroom posters




Classroom Poster (YR-6)

Consequences System



Recognise:

- Be 'Ready to Learn'.
- Follow your teacher's instructions during the lesson.
- Work to the best of your ability.



1 **Remind:**

- **1st Warning** - your teacher will remind you of our expectations.

2 **Refocus:**

- **2nd Warning** – your teacher will remind you to refocus, calm down or learn in a different place within the classroom to make sure you are ready to learn.

3 **Reflect:**

<ul style="list-style-type: none">• 3rd Warning <p>Lose time and reflect – you will lose 5min minutes of playtime to 'reflect'.</p>	<p>Move and Reflect Later – you will spend time in another classroom and then spend time in 'reflection' at lunchtime with the Senior Leadership Team (SLT).</p>
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Work Hard | Be Kind

Consequences System



Recognise:

- Be 'Ready to Learn'.
- Follow your teacher's instructions during the lesson.
- Work to the best of your ability.

1

Remind:

- **1st Warning** - your teacher will remind you of our expectations.

2

Refocus:

- **2nd Warning** - a conversation with your teacher about your behaviour, **logged on PARS**.
- You may be asked to refocus outside the room.
- You might be asked to move seats.

3

Remove and Reflect:

- **3rd Warning** - you will be asked to leave the classroom and go to the **reflection room**.
- You will **lose 20 minutes of social time**.
- **Phone call home**.

Right Place, Right Time:

- Students who are out of lessons **without permission** will be sent to the **reflection room**, **lose 20 minutes of social time** and a **phone call home** will be made.
- Serious or dangerous behaviour will result in a straight removal and reflection.
- An **unsuccessful reflection** will result in a day of **rebuild**.

Work Hard | Be Kind

Modes of Learning

Eyes on me



- Keep eyes on the speaker
- Listen carefully to learn and understand
- No talking

Discussion



- Listen actively and use **full responses**
- Positively engage in questioning and discussion
- Focus only on the specific topic of discussion

Individual Learning



- Quiet and focussed environment
- Concentrating on your own work
- Hands up for teacher support

Exam conditions



- Working in silence
- No distractions
- No turning around – eyes only on your own work

Work Hard | Be Kind

Appendix 4: Additional Behaviour Support Strategies

Community Service

Community Service could typically be given for misdemeanours with littering, damage to school property. These community service tasks may include cleaning, litter-collecting, cleaning desks or room-tidying.

Immersion / Fixed Term Suspension Reduction Programme (SuRPs)

The “Exclusion from maintained schools, academies and pupil referral units in England (DfE, January 2018)” explains that schools have the power to direct a student off-site for education to improve their behaviour. As part of the Cabot Learning Federation **alternatives to suspension agreement**, we can when required place students into other CLF schools in response to either one-off serious incidents of behaviour or in response to persistent failure to follow the academy’s rules.

Depending on the conditions of the Immersion / SuRP, the student may either work in the host academy’s equivalent of the Reflection room or spend a period of time following a regular timetable of lessons.

Managed Moves (MM) / Negotiated Transfers (NT)

King’s Oak Academy work with the CLF and other South Gloucestershire schools to provide Managed Moves/ Negotiated Transfers. MMs/NTs are offered to students and parents/carers where the students conduct at King’s Oak Academy places them at risk of exclusion (fixed term or permanent) as a way of avoiding these situations. The MM/NT duration is normally 12 weeks with a review after 6 weeks.

If the student engages well in the new academy and all parties are satisfied, then at the end of the trial period the student will move permanently to the new academy.

If the student’s behaviour or engagement at the new academy is not satisfactory then the NT/MM end and the student will return to their old academy.

Engage and the Nest

‘Engage’ (Secondary) and ‘The Nest’ (Primary) are off-site provision based in Bristol. They are funded and accessed by academies within the CLF. The provision provides opportunities for students who are not engaging in their education at King’s Oak Academy to work with trained staff in small groups or 1-1 to re-engage them in their education.

The aim of the placement is to support the student’s successful return to King’s Oak Academy. As a provision which is an extension of King’s Oak Academy we ask for parental support to place a student at The Nest or Engage and always endeavour to work with parents/carers and the student to re-engage them in education.

Appendix 5 – Fixed Term Suspensions and Permanent Exclusions

In serious circumstances of disciplinary breakdown, the sanction of exclusion will be used. Only the Principal and Vice Principal can issue a Fixed Term Suspension. If a student is suspended, the parents/carers will be informed as soon as practicable, initially by telephone and then by letter. Parents must meet with either the Principal, Vice Principal or Assistant Principal (Head of School) before a student can return to class following a Fixed Term Exclusion.

Examples of student behaviour likely to lead to a Fixed-Term Exclusion:

- refusal to follow the normal behaviour expectations and discipline of the academy
- abusive language towards a member of staff
- physical violence towards another student or member of staff
- serious harm to the reputation of the academy through grossly irresponsible behaviour outside the academy
- persistent bullying or intimidation of another student
- significant involvement by a student with items or substances that should not legally be in their possession in the academy
- Smoking in the academy

At King's Oak Academy extensive effort is made to improve a student's behaviour to avoid permanent exclusion. However, the Academy has the discretionary powers to permanently exclude a student who has proved over the long term, or through a single act to be beyond the care and control of the academy. In exceptional circumstances, the Academy reserves the right to permanently exclude a student without the student having had any previous fixed term exclusions or programme of support. Examples of a single act that could lead to permanent exclusion might include:

- Being in possession of an offensive weapon
- Being in possession of or supplying drugs
- Serious and on-going bullying
- Serious acts of violence against a member of the Academy community
- Extremely serious damage to/theft of Academy property
- Sexual or indecent assault

The academy makes every effort to investigate serious matters which may lead to suspension or exclusion; taking into account at all stages our statutory duties in relation to SEND, functions under the Equality Act 2010 and our duty not to discriminate against students on the basis of protected characteristics (such as: disability, sex, race, religion, belief, sexual orientation, pregnancy/maternity or gender reassignment). This involves direct discussion with students who were involved in incidents either as witnesses, bystanders or victims. All students at risk of suspension/exclusion will be required to write a written statement; this provides a clear opportunity to write a truthful account of events which will then be discussed with them with a member of the Pastoral or Senior Leadership Team prior to a decision about suspension/exclusion being made. Students who require an adult to help them with this statement will receive such assistance.

Any decision to suspend or exclude a student from the academy will be made in line with the principles of administrative law i.e. that it is a lawful, rational, reasonable, fair and proportionate response. When establishing the facts in relation to an exclusion decision the Principal or Vice-Principal will apply the civil

standard of proof; i.e. "on the balance of probabilities" it is more likely than not that a fact is true, rather than the criminal standard of "beyond reasonable doubt".

Whilst suspension/exclusion may still be an appropriate sanction, the Principal or Vice-Principal will take into account factors that are identified after an incident of poor behaviour has occurred. For example, where it comes to light that a student has suffered bereavement, has mental health issues or has been subject to bullying.

Parents/carers will always be aware of the reasons for these sanctions and there are legal guidelines which will be followed (these include the right of appeal). Return from a period of suspension or exclusion will always involve a re-integration meeting with parents/carers, the student and a senior member of staff. Where required, a student and parent may be asked to sign a written behaviour contract as part of the reintegration process (Appendix B).

If a student is excluded, the academy will, without delay:

- Inform the student's parent/carer of the period of any suspension or exclusion and the reasons for it

The school will also, without delay provide parents/carers with the following information in writing:

- The reasons for the suspension or exclusion
- The period of a fixed period suspension or, for a permanent exclusion, the fact that it is permanent
- Parents/carers right to make representation about the exclusion to the Academy Council
- Advise the parent/carer how their representation may be made; and
- Where there is a legal requirement for the Academy Council to consider the exclusion, that parents have a right to attend a meeting, be represented at this meeting (at their own expense) and to bring a friend.
- A date and time for a reintegration meeting with a senior member of staff to discuss the return to school. This meeting may involve other agencies who can or are supporting the student in or out of school. Where required, a student and parent may be asked to sign a behaviour and support agreement as part of the reintegration process
- This written communication will also make it clear that parents must ensure their student is not present in a public place at any time during school hours for the duration of the exclusion and, where required, provide details of alternative provision (e.g. Engage) which has been arranged if the exclusion is for over 5 days.

Notifying the Local Authority (LA) and the Cabot Learning Federation (CLF) (taken from “A Guide to the Law, September 2017 Statutory Guidance)

Following a suspension or exclusion, King’s Oak Academy notify both the LA and the Federation of the details of the exclusion, including the reasons for it, in the case of:

1. a permanent exclusion or a fixed-period suspension
2. a fixed-period suspension of more than five days or which brings the days the student has been excluded in one term to more than five
3. a suspension or exclusion that would result in the student losing the opportunity to take a public examination.

For all other suspensions the Principal will notify the Federation once a term through their reports to the Academy Council.

Following a suspension or exclusion we will:

- Follow agreed protocols for ensuring that students who are suspended for over 5 days receive education on the 6th and subsequent days until the end of the suspension, by referring the student to a suitable provision. This may be referral to the ‘Engage’ provision operated by the Cabot Learning Federation, a period of time at an alternative academy (which may or may not be part of the Cabot Learning Federation) or, if no other alternative exists, a referral to the Student Referral Unit (PRU) operated by the local education authority.
- Ensure, where the parents/carers of a suspended or excluded student do not speak, or do not have a good understanding of English, that correspondence and documentation relating to the suspension/exclusion are translated into their mother tongue. In such cases the academy and/or LA will arrange for an interpreter to be present at any meetings with the parent about the suspension/exclusion. Suitable arrangements for disabled parents/carers will also be made.
- Ensure, following a fixed-term suspension, that a re-integration meeting is held, preferably on the day the student is due to return after the suspension. The re-integration meeting will normally include a member of the Senior Leadership Team, a member of the Pastoral Team, the student and the student’s parent/carer. Other relevant people may attend, for example a member of the Children’s and Young Peoples Service and/or the student’s Phase Leader.

The minimum time limit will not apply to any suspension which would result in the student losing an opportunity to take a public examination.

In the case of incidents involving drugs, knives and serious assaults the academy will act upon local and national guidelines to use either long fixed term suspensions and/or permanent exclusions as deemed most suitable according to the context and circumstances of the incident

The Federation has a duty to consider parent’s representations about exclusion and may delegate this to a designated sub-committee comprised of at least three CLF board or committee members.

The Federation will consider the reinstatement of an excluded student within 15 school days of receiving notice of the exclusion if:

- The exclusion is permanent
- It is a fixed period suspension which would bring the students total number of school days of exclusion to more than 15 in a term; or
- It would result in a student missing a public examination or national curriculum test