Underpinning Brook 6th Form & Academy Behaviour Policy is a culture of inclusivity, and the British Value of Mutual Respect and Tolerance of those with different faiths and beliefs. Staff members greet students with a warm hello creating an environment in which every student feels valued and safe. The reward and sanctions system is used as a support and early intervention structure to encourage students to take responsibility for managing their own behaviour.

The Board of Governors believes that in order to enable an effective teaching and learning environment, good behaviour in all aspects of school life is necessary. It seeks to create an inclusive, safe and supportive learning environment in the school by:

* promoting good behaviour and discipline
* promoting self-esteem and self-discipline
* promoting proper regard for authority and positive relationships based on mutual respect
* ensuring fairness of treatment for all
* promoting early intervention
* providing a safe environment free from disruption, violence, bullying and any form of harassment
* encouraging positive relationships with parents and carers

**Achievement Awards**

There are four categories for Achievement Awards.

Achievement Awards will be presented to students at the end of term assembly.

* Academic Award
  + From subject teachers for excellence in a subject. Either progress and/or attainment
* Attendance Award
  + 100% attendance in one term period
* Perseverance Award
  + From subject teachers for perseverance in a subject
* Principals Award
  + Making a positive contribution to the Brook 6th Form & Academy school community (e.g. Open Evening/Days, Student Council events, working as a role model with younger students, positive impact in and around the school)

**No touching**

Brook 6th Form & Academy is a no touching school. This policy supports effective Safeguarding for all.

Students seen touching another person will be issued with a verbal reminder of the school policy. Students who continue to fail to adhere to the “no touching” policy will be sent to the Reflection Room for up to an hour to allow them time to reflect.

**Reflection Room**

Students who demonstrate inappropriate behaviour for learning in lessons, or inappropriate behaviour outside of lessons, are sent to the Reflection Room[[1]](#footnote-1) (to reflect upon their behaviour).

* The member of staff who has sent the student to the Reflection Room will record the inappropriate behaviour on CPOMS, alerting a member of the pastoral team.
* A member of the pastoral team, (or SLT), will meet with the student in the Reflection Room to discuss their behaviour, enabling the student to identify which behaviours were inappropriate and why, and how changing the inappropriate behaviour will lead to a different outcome.
* Reflection time is for an hour, or to the end of the teaching period. Students then return to the next lesson with a ‘fresh start’, and a more positive mind-set.

Time in the Reflection Room is part of the school approach to removing any behaviour that may disrupt learning, and or create an unsafe environment. Time in the reflection room is limited to an hour (unless a very serious incident) to allow students a reasonable amount of time to reflect, whilst also providing an opportunity for a fresh start at the next lesson. This is part of the school proactive early intervention approach.

Students who have behaved in a way that threatens the safety of themselves and or others will remain in the Reflection Room (and will not return to lessons) until their parents have met with a member of SLT. This may be up to two days, and on some occasions longer. Meeting with the Parents is part of the school approach to gaining the support of Parents in ensuring excellent student behaviour.

**Behavioural Detention following a period of time in the Reflection Room**

All periods in the Reflection Room are followed up with a 45- minute Wednesday detention. Parents are informed by letter (via School Coms).

Students who have behaved in a way that threatens the safety of themselves and or others may lose their break and lunch-times for up to a week, in-addition to the 45-minute detention.

**Mobile Phones**

Students are not permitted to use their mobile phones during the Academy day on the school site, with the following exception:

* Year 12 and Year 13 students can use their mobile phones in the canteen during morning break (11:00-11:30 hours) and lunch break (13:30-14:00 hours)

Students seen using their mobile phones during the Academy day on the school site will have their phone confiscated and stored in the reception area. Parents will be contacted to collect the phone from the school. The student mobile phone will remain with reception until parents are able to collect.

**Sanctions - Punctuality**

The expectation is that all students should arrive on time every day. Students who do not achieve this will be issued with the support and sanctions outlined below.

A digital attendance system has replaced paper-based records. Staff on duty will use a shared database to mark students present or absent in detentions.

**Late Detentions**

* Students late to school (after 8:30am) will have a 15-minute detention on the same day from 15:00-15:15 hours. SMS and email notification will be sent to Parents informing them that their son/daughter was late and has a 15-minute detention.
* Students who fail to attend the 15-minute detention will be issued with a 45-minute detention the following Wednesday. Parents will receive a telephone call to advise of the detention, and to ascertain whether the student is experiencing any issues or concerns.
  + KS5 Parents will be called by the KS5 Pastoral Lead
  + KS4 students will be called by the school Receptionist
  + Parents will also be advised by letter via School Coms
* Failure to attend a 45-minute detention will lead to a meeting with Parents and a member of the Pastoral team to focus on ways to improve their son/daughters punctuality.

**Sanctions - Behaviour**

**Behavioural Detention**

* Students who display inappropriate behaviour or behaviour that limits effective learning will be placed in a 45-minute detention on a Wednesday from 15:00-15:45, following a period in the Reflection room

**How time can be used in a Detention. In silence:**

* Students can complete homework tasks
* Students can read a book
* Students can sit facing forward

**Failure to complete a Detention**

* A further Wednesday 45-minute detention plus four 15-minute detentions in the same week (Monday, Tuesday, Wednesday, Thursday)
* Failure to complete above will lead to a meeting with Parents and a member of SLT

**Sanctions – Suspensions and exclusions**

“Good behaviour in schools is essential to ensure that all pupils benefit from the opportunities provided by education. The government recognises that school exclusions, managed moves and off-site direction are essential behaviour management tools for headteachers and can be used to establish high standards of behaviour in schools and maintain the safety of school communities”[[2]](#footnote-2).

Suspensions or exclusions of any kind are rare at Brook Sixth Form and Academy but, when it is appropriate to suspend or permanently exclude a pupil[[3]](#footnote-3) from the school, it is done so based on the statutory guidance issued by the Department for Education (DfE) which is summarised in the Suspension and Permanent Exclusion policy. Suspensions or Permanent Exclusions are reserved for serious offences in school or for a continued pattern of other offences. The behaviour of students outside school can also be considered as grounds for suspension or permanent exclusion. Reference should be made to the Brook Sixth Form and Academy Suspension and Permanent Exclusion Policy for specific detail.

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| Date of Approval Full Governing Body | February 2024 |
| Updated with electronic Approval | November 2024 |
| Date of next biennial review | February 2026 |
| Principal |  |
| Chair |  |

1. Previously known as Isolation [↑](#footnote-ref-1)
2. DfE Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement. August 2024 [↑](#footnote-ref-2)
3. Term pupil is used by the DfE and adopted in this policy. Brook 6th Form & Academy usually uses the term student [↑](#footnote-ref-3)