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## **Policy Statement.**

**Alpha Learning Staffordshire** believes that acceptable behaviour must be demonstrated by all staff and learners, in all aspects of school life.

## **Aim of the Policy.**

To create a culture of positive behaviour for learning.

To promote self-esteem and self-discipline.

To develop positive relationships, based on mutual respect.

To ensure equality and fair treatment for all.

To encourage and support positive relationships with parents/carers/guardians.

To promote a culture of praise and encouragement in which all students can achieve.

## **Behaviour Monitoring.**

Behaviour at **Alpha Learning** is monitored at all times, using the **BFL** (Behaviour for Learning) system. Students are encouraged to engage in the BFL, and discuss the grades given at the end of every lesson. This allows students to understand and reflect on their own behaviour.

Each lesson is treated as a “fresh start”, with any behaviours that have happened in previous lessons being put to one side to allow students the opportunity to make changes and improve their behaviour at any point throughout the school day.

Grades are given for attitudes to work set, overall behaviour and an additional grade given for student co-operation, with both the member(s) of staff and each other.

Students are awarded grades throughout the day, in all lessons and, also, during social times, breaks and dinners. The BFL date is then used to support the weekly tutorials and, also, communicated with home on a weekly basis as required.

The **Alpha Learning Rewards System** is exclusively aligned to the BFL.

## **Staff Training.**

At **Alpha Learning**, staff model appropriate behaviour at all times and recognise the importance of early intervention when maintaining expected and positive behaviour.

Teachers and support staff will receive training on this **Behaviour Policy** as an integral part of their induction programme. Teachers and support staff will receive regular and ongoing training as part of their continuing professional development (CPD) and in-line with changing policy/procedure.

All staff at **Alpha Learning Staffordshire** have undergone positive behaviour management and physical intervention training, should the unlikely situation arise. Nonetheless, unless we are protecting the student/s or staff, and any form of physical contact will only ever be considered as a last resort, after all possible de-escalation resolution options have been pursued.

### **Student Expectations.**

Pupils will be expected to follow the school **Code of Conduct**, which requires pupils to,

- Conduct themselves around the school premises in a safe, sensible and respectful manner.
- Arrive to lessons on time and ready to learn.
- Co-operate at all times with staff.
- Be polite and respectful to all.
- Show respect for the opinions/beliefs of others.
- Maintain the classroom '*Gold Standard*'.
- Show respect for the school environment.

In addition to this The Alpha Learning Placement Contract which is part of the admissions pack clearly sets out student, parent and school expectations. (See Appendix 2)

### **No Smoking Policy.**

In accordance with Part 1 of the Health Act, 2006, **Alpha Learning Staffordshire** is a smoke-free environment. This includes all buildings, out-buildings, and sheltered areas.

Parents/carers/guardians, visitors and staff must not smoke on school grounds and should avoid smoking in front of pupils and/or encouraging pupils to smoke.

All personal belongings will be handed in at reception at the beginning of the school day and these will be stored securely, in individual folders, in the main office and will be returned at the end of the school day. Failure to hand in items will result in items being removed and parents/carers/guardians being asked to collect them.

### **Alpha Learning Reward System.**

Student behaviour will be graded in each lesson using the Behaviour for Learning (BFL) system. Students will receive a grade for,

- Behaviour (**4-1**)
- Work (**4-1**)
- Target (**4-1**)

In addition, students have daily texts/phone calls home as required. We are very aware that, historically, our parents/carers/guardians have only had contact with schools when negative news is being passed on. Whilst it is our duty to report incidents, we encourage all our staff to contact home with positive news and praise. At **Alpha Learning**, we maintain regular contact with parents/carers/guardians and encourage parents/carers/guardians to contact us with any concerns they have or information they need to share.

Students have weekly tutorials, where the BFL for the previous week is discussed, looking at patterns in behaviour, highlighting lessons that may be problematic and encouraging students to reflect on their behaviour and track their progress when working towards the rewards we have at **Alpha Learning**.

Rewards include – Student of the Week Award, vouchers for 100% attendance (£15 per half term), and a half-termly voucher, for all students who score 75% or above on their BFL each week (£5 per each week 75% is achieved)

### **Unacceptable Behaviour and Sanctions.**

Behaviour is monitored using the BFL and grades are given, accordingly, for inappropriate or disruptive behaviour. Opportunities to 'pull-back' from a poor grade will always be offered, with staff encouraging students to engage in the process and always reflect on their behaviour. Parents/carers/guardians are always informed, if the behaviour is serious, and incident reports are completed by staff (**Appendix 1**).

Interaction/sanctions that may be used include,

- Reminders of expectations.
- Verbal warning of lowering of grade.
- Lowering of grade on BFL.
- Movement of seat.
- Removal from classroom to discuss behaviour.
- Phone calls home to discuss behaviour with parents/carers/guardians.
- Meetings called to discuss concerns and behaviour contract put in place.
- In the most serious cases, a fixed term or permanent exclusion may have to be considered, although at **Alpha Learning** we endeavour to be a non-excluding school. In the case of an exclusion being required we will consult with the on-roll school.

At **Alpha Learning** we pride ourselves in responding to the needs of the students; putting in place appropriate interventions that avoid the need for sanctions, as much as possible.

### **Searching/Contraband.**

As students arrive in the morning they are required to hand in all personal belongings at reception, including mobile phones. They are scanned using a handheld metal detector and have their temperature taken using a non-contact infrared thermometer (Applicable during Covid-19 guidelines).

If students refuse to comply, they will be warned to and given a chance to co-operate with staff. If they continue to not engage with requests, parents/carers/guardians will be contacted.

If any concerns are raised and it is suspected that a student is in possession of a prohibited/dangerous item, the following guidelines apply:

Under Part 2, Section 2 of the Education Act 2011, teachers are authorised by the Headteacher/Centre Manager, to search for any prohibited item including, but not limited to, tobacco and cigarette papers, illegal drugs, and alcohol, without the consent of the pupil, if they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.

Searches will be conducted by a same-sex member of staff, with another same-sex staff member as a witness, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.

### **Confiscation.**

A staff member carrying out a search can confiscate anything they have reasonable grounds to suspect is a prohibited item. This includes when suspicion of THC vape liquid and other potentially harmful materials which cannot immediately be identified.

If necessary, the Police will be called for the removal of the item/items and this will always be the case if the object is considered a weapon or illegal drug.

**Appendix 1**



**Incident Report**

**Student Name:** \_\_\_\_\_

**Staff member reporting incident:** \_\_\_\_\_

**Date of incident:** \_\_\_\_\_

**Name of witnesses (if any):** \_\_\_\_\_

**Logged on sims – Yes/No**

|   |
|---|
| Antecedence (what happened leading up to the incident):<br><br><br><br><br><br><br><br><br><br> |
| Behaviour (what was witnessed):<br><br><br><br><br><br><br><br><br><br>                         |
| Conclusion (what action was taken):<br><br><br><br><br><br><br><br><br><br>                     |

**Staff Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Use additional sheets if necessary, attach any witness statements if appropriate.**

**Witness Statement**

Brief incident description.....

.....

Witness statement taken Date .....Time .....

Name of Witness.....

Witness Address.....

.....

Employee/Student .....

**Statement**

This statement (Consisting of.....page(s) each signed by me) is true to the best of my knowledge and belief.

Signed by Witness.....

This statement was taken by .....

Signed.....At .....Date



Continuation page

This statement (Consisting of.....page(s) each signed by me) is true to the best of my knowledge and belief.

Signed by Witness.....

## Appendix 2

### **Alpha Learning Placement Contract**

#### **What you can expect from us**

As a Parent/Carer of a child that attends Alpha, we wish to include you in all aspects of school life and we will do that by setting out what you can expect from us, as a minimum, throughout the school year. This is as follows,

- An informative introduction to Alpha Learning – We will invite you to visit us and show you the school, meet the staff and be provide with all the information you require in a handy Admissions Pack, which you should retain for future reference.
- We will contact you, by 10am at the latest, if your child has not arrived for school.
- We will contact you with good news and achievements, as and when they happen.
- We will provide you with a half termly report on your child's academic and social emotional progress.
- We will invite you in for a Parents/Carer evening, at least once a year, where we will discuss progress.
- We will be available to talk, during school hours, answering any queries you may have or support you require.

At Alpha we have a strong social and emotional focus, in and out of the classroom. The relationships we develop and support we offer, ensures that we can work with our young people to identify issues that have impacted on their learning and, by doing so, try to work through and address them. Notwithstanding, we will always keep you informed of any issues that may arise and, we trust, this communication will always be a two-way process.

As an education provider, we are required by law to ensure a smooth passage of information between ourselves, the student, parent, home-school (if applicable), key workers (if applicable) and any other agency that is involved with the student and/or family. Accordingly, we will pass any key information on to these relevant stakeholders, but always ensure you are informed of what we share and why.

#### **What we expect from you, the Parent/Carer**

We wish to build a positive working relationship with the parents/carers of our students and, to aid us in achieving this, we ask for the following.

- Encouragement for your child to attend school every day.
- Notification of your child's non-attendance before 9.00.
- Respond to messages and telephone calls from us in a timely manner.
- Attend all meetings and parents/carers evenings, relating to your child.
- Engage with staff at Alpha, to always encourage learning and positive behaviour.

- Inform us of any issues or circumstances that may affect the behaviour and learning of your child.
- Talk to us – we are happy to take the time to sit and answer questions or supply/facilitate support for your child and your family.

**What we expect from our Students**

- Attend every day and arrive by 9.00am.
- Engage in lessons.
- Respect everyone in the building.
- Listen to instructions and advice from all staff members.
- Talk to us - if you have any problems, are struggling with work, feeling unhappy or just want to vent, please talk to us and we will always do our best to help.
- Smoking is not allowed at Alpha. Cigarettes, vaporisers, cigarette papers, lighters, tobacco and any other associated products are not to be kept on your person during the school day and must be handed in at Reception upon arrival.
- We have a zero tolerance to drugs. If any student is found in possession of drugs they will be confiscated, and the relevant authorities informed immediately.
- Mobile Phones are not allowed to be used during lesson time. Phones must be switched off and handed in at reception in the morning, then returned to staff after lunchtime.

Please sign below to confirm that you agree to these expectations and support a positive home and school relationship.

.....

**On behalf of Alpha Learning**

.....

**Parent/Carer**

.....

**Student**

**Date**.....

**BFL -Behaviour for Learning**

| <b>Behaviour for learning (BFL)</b> |  |  |   |   |  |                     |                         |      |            |      |     |  |
|-------------------------------------|--|--|---|---|--|---------------------|-------------------------|------|------------|------|-----|--|
| Student Name                        |  |  |   |   |  |                     |                         |      |            |      |     |  |
| Week Starting                       |  |  |   |   |  |                     |                         |      |            |      |     |  |
| Individual Target                   |  |  |   |   |  |                     |                         |      |            |      |     |  |
|                                     | <b>Monday Lesson</b>   |  |   | <b>Tuesday Lesson</b>                     |  |                     | <b>Wednesday Lesson</b> |      |            |      |     |  |
| Behaviour                           |  |  |   |   |  |                     |                         |      |            |      |     |  |
| Work                                |  |  |   |   |  |                     |                         |      |            |      |     |  |
| Individual Target                   |  |  |   |   |  |                     |                         |      |            |      |     |  |
| Out of class                        |  |  |   |   |  |                     |                         |      |            |      |     |  |
|                                     | <b>Thursday Lesson</b>   |  |   | <b>Friday Lesson</b>                      |  |                     | <b>PT</b>               |      |            |      |     |  |
| Behaviour                           |  |  |   |   |  |                     | Mon                     | Tues | Wed        | Thur | Fri |  |
| Work                                |  |  |   |   |  |                     |                         |      |            |      |     |  |
| Individual Target                   |  |  |   |   |  |                     |                         |      |            |      |     |  |
| Out of class                        |  |  |   |   |  |                     |                         |      |            |      |     |  |
| <b>Behaviour</b>                    |  |  |   |   |  |                     |                         |      |            |      |     |  |
| 4                                   | Your behaviour has been good, followed all instructions, stayed in lesson the whole time, respectful to staff and students throughout  |  |   |   |  |                     |                         |      |            |      |     |  |
| 3                                   | Your behaviour has been acceptable, followed the majority of instructions, stayed in lesson the whole time, respectful to staff and students throughout  |  |   |   |  |                     |                         |      |            |      |     |  |
| 2                                   | Your behaviour needs to improve, you may have left on one occasion, followed instructions and showed signs of silliness and disrespect to other members of the group and staff.                      |  |   |   |  |                     |                         |      |            |      |     |  |
| 1                                   | Your behaviour has been poor. You may have left the lesson on more than one occasion, been constantly silly and unable to follow instructions. You have also shown disrespect to staff and students. |  |   |   |  |                     |                         |      |            |      |     |  |
| <b>Work</b>                         |  |  |   |   |  |                     |                         |      |            |      |     |  |
| 4                                   | You have gone above and beyond the required output of work. You have attempted additional tasks at current working level   |  |   |   |  |                     |                         |      |            |      |     |  |
| 3                                   | You have completed all the work which has been set during the lesson.  |  |   |   |  |                     |                         |      |            |      |     |  |
| 2                                   | You haven't completed all the tasks which have been set during the lesson, however you have made an attempt at some tasks  |  |   |   |  |                     |                         |      |            |      |     |  |
| 1                                   | You have not attempted any of the tasks set during the lesson and a greater effort of work is required.  |  |   |   |  |                     |                         |      |            |      |     |  |
| <b>Target</b>                       |  |  |   |   |  |                     |                         |      |            |      |     |  |
| 4                                   | Met target at all times  |  | 2 | Attempted to meet target some of the time |  | <b>Out of class</b> | SR - Self Removal       |      | T - Toilet |      |     |  |
| 3                                   | Met target majority of the time  |  | 1 | Not attempted to meet target              |  |                     | R - Removal             |      | D - Drink  |      |     |  |



