



Castleford Academy



Post 16 Behaviour Policy

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Our post 16 behaviour policy seeks to promote and develop outstanding working relationships between students and staff whilst encouraging students to adopt a strong work ethic and self-discipline. We expect all students to show respect and maturity as they move through years 12 and 13, demonstrating their abilities to meet deadlines working towards taking the next steps into adulthood. In our Post 16 provision, we adopt the behaviour policy of the school.

To achieve this we believe that it is essential for students to have access to a positive working environment that offers guidance and support to match every student's needs with high expectations.

When students enrol at Castleford Academy, we ask them to sign the post 16 agreement. This outlines all the expectations of their attitude to learning and behaviour and their commitment to strive for success in all areas. Where student behaviour fails to meet our expectations then we will follow the system outlined in our policy.

The academy reserves the right to remove students from their course if they fail to adhere to the post 16 behaviour expectations.

1. Pupil Expectations

Pupils will be expected to follow the academy universal rules of Ready/Respect/Safe, which require pupils to:

- Adhere to the academy dress code.
- Conduct themselves around the academy premises in a safe, sensible and respectful manner.
- Arrive to lessons on time and fully prepared.
- Follow instructions given by staff.
- Behave in a reasonable and polite manner towards all staff and pupils.
- Show respect for the opinions and beliefs of others.
- Complete classwork as requested.
- Hand in homework at the time requested.
- Report unacceptable behaviour.
- Show respect for the academy environment.
- Failure to follow the universal rules will result in pupils moving through the behaviour system.

2. Unacceptable Behaviour

Castleford Academy defines "unacceptable behaviour" as:

any behaviour which may cause harm to oneself or others, damage the reputation of the academy within the wider community, and/or any illegal behaviour, or behaviour which may disrupt the education of the perpetrator and/or other pupils, including but not limited to:

- Discrimination – not giving equal respect to an individual on the basis of disability, gender, race, religion, age, sexuality and/or marital status.
- Harassment – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals.
- Vexatious behaviour – deliberately acting in a manner so as to cause annoyance or irritation.
- Bullying – a type of harassment which involves criticism, personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual.



- Cyberbullying – the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
- Possession of legal or illegal drugs, alcohol or tobacco.
- Arriving at the academy under the influence of drugs or alcohol.
- Possession of banned items.
- Truancy.
- Smoking.
- Refusing to comply with Academy rules/procedures and disciplinary sanctions.
- Failure to follow the instructions of a member of staff.
- Theft.
- Swearing.
- Fighting.
- Any other illegal behaviour.
- Lateness.
- Low level disruption and talking in class.
- Failure to complete classwork.
- Rudeness.
- Lack of correct equipment.
- Refusing to complete homework, incomplete homework, or arriving at the academy without homework.
- Refusing to adhere to Academy uniform policy
- Disruption on public transport.
- Use of mobile phones/electronic devices without permission.
- Graffiti.
- Breaching the IT acceptable use policy.

This is not an exhaustive list.

The academy operates a no physical contact rule; it is made clear to all pupils that physical contact of any nature will not be tolerated. Castleford Academy will not tolerate the use of physical violence to resolve any situation or conflict and provocation is not seen as justification for resorting to violent behaviour. Staff will not use physical restraint unless a pupil is at immediate risk – see Appendix 10 Restraint Policy

Breaking any of the academy rules will lead to sanctions and disciplinary action.

3. Smoking and drug policy

In accordance with Part 1 of the Health Act 2006, Castleford Academy is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.

- Parents/carers/guardians, visitors and staff must not smoke on the academy grounds and should avoid smoking in front of pupils and/or encouraging pupils to smoke.
- Pupils, including sixth form students over the age of 18, are not permitted to bring smoking materials or nicotine products to the academy. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches or pipes.
- Pupils smoking cigarettes or e-cigarettes on the academy premises will be internally excluded and spend time in Connect.



- In the interest of health and hygiene, we request that people refrain from smoking outside the academy gates and in the vicinity of the academy gates and grounds. Pupils smoking outside the academy gates or in the vicinity of the academy grounds will be placed in Connect.
- 4. Items banned from the academy premises – these items can be confiscated and parents will be contacted regarding their return.**
- Fire lighting equipment e.g. matches, lighters, etc.
 - Drugs and smoking equipment:
 - Cigarettes
 - Tobacco
 - Cigarette papers
 - Electronic cigarettes (e-cigs)
 - Any equipment related to taking or smoking of drugs
 - Alcohol
 - Solvents
 - Any form of illegal drugs
 - Any other drugs, except medicines covered by the prescribed medicines procedure
 - Weapons and other dangerous implements or substances such as:
 - Knives
 - Razors
 - Catapults
 - Guns (including replicas and BB guns)
 - Laser pens
 - Knuckle dusters and studded arm bands
 - Pepper sprays and gas canisters
 - Fireworks
 - Dangerous chemicals
 - Other items:
 - Liquid correction fluid
 - Offensive materials (i.e. pornographic, homophobic, racist etc.)
 - Any other item/items which may be used to offend, harm or hurt individuals or groups.

We reserve the right to ban/confiscate other items that impact on academy behaviour or health and safety.

5. Post 16 Assertive discipline – In the classroom.

Failing to follow the universal rules will result in:

1

Informal warning in class

2

Formal warning 2



3

Removal from learning – Significant incident

Subject teacher to provide material for pupil to catch up in a compulsory study period and contact home

6. Behaviour System – Pastoral System

Stage 1: If a child receives five behaviour logs they will be placed on report to the form tutor for 10 days. Parents will be expected to sign the report every day and will be informed of the report by the form tutor. A meeting will also be arranged with parents to discuss the behaviour of the student. Sanctions will be put into place by the form tutor. Any student who is unsuccessful will be moved onto stage 2.

Stage 2: monitoring will move to the Post 16 year leader. Parents will be invited to a meeting to discuss behaviour and expectations. Sanctions will be put into place by the year leader and can include additional compulsory study periods and use of connect or use of IE. If an improvement is shown, students may be taken off report after a period of five days. If unsuccessful the Year leader report will be extended to 10 days. If unsuccessful after a further five days, pupils will be moved to Stage 3 and placed in IE for five days.

Stage 3: students are placed on monitoring to a member of the senior leadership team for an additional period of five days. Parents will be invited into school to discuss behaviour and expectations. If this report is unsuccessful, **students may be removed from the course.**

Stage 4: students removed from the course.

7. Attendance and Punctuality

All students are expected to attend 100% of their sessions listed on their timetable, including curricular subjects, registration, assemblies, supervised study, enrichment and form time.

Where a student has no timetabled session, we encourage them to use this time to study in Post 16 study areas.

If absence is unavoidable, the absence may be authorised. The school should be called via the attendance number at the earliest opportunity if a student is ill. If the absence is for other valid reasons, appropriate evidence should be brought into school. All absences will be considered unauthorised unless a valid reason is given.

Authorised Absence:

- Illness (A medical certificate will be required if the illness lasts longer than 10 consecutive days)
- A medical appointment (evidence of this is needed)
- Emergency Medical Care
- Court Attendance
- Religious observance
- Funeral
- Difficult family issues



- Agreed sporting activity
- Open Days (maximum of 5 – email confirmation required)

Unauthorised Absence:

- Term time holiday
- Driving lesson
- Doctor/dentist appointment (routine)
- Interview for casual employment
- Part time job
- Catching up on work
- You have decided to unofficially ‘drop the course’

Your attendance will be closely monitored by the Post 16 team, your Year 12/13 Leader and your form tutor. If you fail to meet attendance expectations, the following procedure will be implemented:

Attendance at Post 16 is compulsory for pupils who wish to study in our Post 16 provision. All course have guided learning hours. This is the hours of learning that pupils are expected to complete in order for the necessary learning to take place to complete the course. Failing to meet the guided learning hours will hinder the progress that students can make and in some cases make it impossible for students to complete the course. The attendance target for Castleford Academy Post 16 is 96%

What Parents/carers can do:

- Ensure students arrive on time each day, well equipped and in a fit state to learn.
- Take an interest in the education of their son/ daughter by talking to them about the academy and by attending academy events including parents’ evenings and careers interviews.
- If you are aware that your child will be absent from the academy – please write a note explaining the absence and send it to the form tutor.
- Contact the Attendance officer from 8.00am on 01977 605063 to inform of any absences.
- Inform the post 16 year leader immediately if there are any matters that arise that may affect the attendance of your son/daughter.

It is the academy’s policy that all absences should be accounted for either by parents or carers.

If students fall below the academy target of 96% this, we will work with them to improve their attendance as follows:

Stage 1 – Attendance falls below 96%. Monitoring of attendance via form tutor/attendance officer.

Stage 2 – Attendance falls below 90%. Formal meeting with year leader and attendance officer to discuss reasons for poor attendance and how this can be addressed. Concern letter sent to parents.



Stage 3 – Attendance falls below 87%. Parent /Carer meeting. Formal written warning letter issued. At this meeting clear targets will be set for attendance and pupils, parents/carers will be informed that failing to meet those targets may result in removal from the course.

Stage 4 – Students removed from the course.

8. Academy Dress Code. Mobile Phones, Smart Watches and other Electronic Devices

The academy has a dress code that all students are expected to follow. We feel that the way in which students dress reflects their commitment and enthusiasm for the ethos of the academy.

There is an emphasis on being clean and tidy and students must appreciate that not all items of clothing are appropriate for a school environment. Students should recognise that conflict over the dress code is inappropriate. The academy dress code is practical and allows a choice within very clear boundaries.

Judgment on correct dress will be at the discretion of any member of the Post-16 team and SLT. To avoid unnecessary cost, if students are in any doubt about a hairstyle, or the purchase of an item of clothing, they should speak with a member of the Post 16 team before going ahead. Students will be asked to rectify any hairstyle, or change any clothing/footwear that is perceived to be unsuitable.

The following guidelines will apply:

- ID badges must be worn around the neck with the Castleford Academy Post-16 lanyard at all times
- Jewellery, including earrings, should be discrete. Facial piercings are not allowed.
- Hair colour must be natural looking. Extreme hairstyles are not acceptable.
- Hats must not be worn in school and coats should be removed for studying and lessons.
- Tops should be smart, modest and non-provocative, so should not show cleavage, have slits, cuts or be cropped.
- If shorts are worn, they must be knee length.

The following are not permitted:

- Clothing should not have inappropriate slogans or print, a slogan is deemed to be inappropriate if it may cause offence or conflict.
- No stilettos, flip-flops, or backless sandals, high knee length boots.
- No excessive make-up.
- No skin-tight or see-through leggings/shorts (leggings may be worn under a also skirt or dress).
- No hot pants, miniskirts or short shorts.
- No visible tattoos.



Mobile Phones, Smart Watches and other Electronic Devices

With reference to mobile phones, smart watches and other electronic devices, please note these items are allowed to be used in the Common Room only. Phones must be switched off and kept out of view at all other times. The camera function must not be used at any time as it may breach privacy rules and phones must not be taken into examinations. Headphones should not be visible when walking around the Academy. The use of headphones in lesson is at the discretion of the member of staff.

Any student acting in breach of these guidelines will have the phone confiscated and passed to the appropriate Head of Year. On the first instance the phone will be returned at the end of the Academy day. For any further instances the phone will be kept until arrangements can be made for collection by a parent or carer.

Students must sign the IT acceptable use policy. This sets out the expectations for the use of IT and social media both inside and away from the academy. Any breach of this policy will be taken extremely seriously and may lead to disciplinary action being taken against a student.

9. Complaints

Parents should follow the Castleford Academy complaints procedure. Please refer to the policy for further guidance.