

**Treviglas Academy**  
**Part of The Roseland Multi-Academy Trust**



**Student Behaviour Policy**  
**(Statutory)**

**Approved:** Summer 2025  
**Next Review:** Summer 2026

**Equality Impact Assessment - Policy Review**

**In reviewing this policy, we have tried to make a positive impact on equality by considering and reducing or removing inequalities and barriers which already existed. We have ensured that this policy does not impact negatively on the dimensions of equality.**

## Policy Statement

The Roseland Multi Academy Trust provides outstanding education for our communities Where Everyone Succeeds. We inspire a love of learning within environments that are happy, respectful and challenging where everyone feels valued and able to reach their full potential. Our values are: Kindness - Responsibility - Ambition.

In order to achieve our mission statement above, it's paramount all members of our school community adhere to these values and this is not negotiable.

Good behaviour in schools is central to a good education. Schools need to manage behaviour well so they can provide a calm, safe and supportive environment which young people want to attend and where they can learn and thrive. Being taught how to behave well and appropriately within the context they are in is vital for all students to succeed personally.<sup>1</sup>

Treviglas Academy is committed to creating a predictable environment of disruption free learning, putting exemplary behaviour at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. This behaviour policy supports our aspiration of a school culture *where everyone succeeds*.

The aim of this policy is to ensure Treviglas Academy's approach to behaviour meets and exceeds the following national minimum expectation for every child:

- a) the school has high expectations of students' conduct and behaviour, which is commonly understood by staff and students and applied consistently and fairly to help create a calm and safe environment;
- b) student behaviour does not normally disrupt teaching, learning or school routines. Disruption is not tolerated, and proportionate action is taken to restore acceptable standards of behaviour;
- c) all members of the school community create a positive, safe environment in which bullying, physical threats or abuse and intimidation are not tolerated, in which students are safe and feel safe and everyone is treated respectfully; and
- d) any incidents of bullying, discrimination, aggression, and derogatory language (including name calling) are dealt with quickly and effectively.<sup>2</sup>

Treviglas Academy believes that positive behaviour in all aspects of school life is essential to being successful in our community, and we create this inclusive, supportive learning environment by:

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<sup>1</sup> page 5. DFE 'Behaviour in Schools' February 2024

<sup>2</sup> page 6 DFE 'Behaviour in Schools' February 2024

- promoting a culture where positive behaviour is expected and taught explicitly
- expecting disruption free learning in every classroom;
- promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect;
- promoting positive social norms that ensure equality and fairness of treatment for all;
- encouraging consistency of response to both positive and disruptive behaviour;
- promoting early intervention;
- providing a safe environment; free from disruption, violence, bullying and any form of harassment;
- establishing positive relationships with parents and carers which involves them in the implementation of the school's policy and associated procedures.

### **Roles and Responsibilities**

- The Trustees will, in consultation with the Headteacher, review the policy to ensure its aims are explicit and meet all the statutory requirements as well as support the school in maintaining high standards of positive behaviour of students.
- The Headteacher, with their Leadership Team, will be responsible for the implementation and day-to-day management of the policy and procedures. The application of the policy will be applied consistently, fairly and without discrimination, providing additional support where needed to ensure all students meet the national minimum expectations for behaviour.
- Staff, including teachers, support staff and volunteers, will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential. Staff have a key role in advising the Headteacher on the effectiveness of the policy and procedures. They also have responsibility, with the support of the Headteacher, for creating a high quality learning environment, teaching positive behaviours for learning and implementing the agreed policy and procedures consistently.
- Parents and carers will be expected, encouraged and supported to take responsibility for the behaviour of their child both inside and outside the school, adhering to the Parent Code of Conduct. Parents are required to access Satchel One regularly as a primary means of viewing rewards and sanctions issued by staff.
- Students are expected to take responsibility for their own behaviour both inside and outside of school where our policy applies equally. Students will be made fully aware of the school's expectations, policy and procedures. Every student has a duty to follow the school behaviour policy and uphold the school rules and contribute to the school culture. This includes taking pride and care with their uniform, adhering to School Uniform Policy. In addition to this, students are responsible for their social and learning environment making it both safe and enjoyable by reporting all inappropriate behaviour.

Maintaining a positive culture is the responsibility of everyone in our community. As a school, we will positively reinforce the behaviour which reflects our values and prepares students to engage in their learning. Sometimes a student's behaviour will be unacceptable, and students need to understand that there are consequences for their behaviour. This will involve the use of reasonable and proportionate sanctions.

## **Responding to Good Behaviour**

Good behaviour is recognised and rewarded constantly to promote and acknowledge not just academic success, but personal and social success also. Using positive recognition and rewards provides an opportunity for all staff to reinforce our school's culture and ethos of being ambitious, kind and taking responsibility.

Rewards are applied clearly and fairly to reinforce the routines, expectations, and norms of the school's behaviour culture. Examples of rewards include:

- verbal praise;
- communicating praise to parents via Satchel One, phone call or written correspondence;
- certificates, prize ceremonies, Headteacher commendations or special assemblies;
- positions of responsibility, such as prefect status or being entrusted with a particular decision or project; and
- whole-class or year group rewards, such as a trip.

## **Collective Responsibility**

At Treviglas Academy, we believe that behaviour cannot be modified in the long term by simply telling students to behave. Positive behaviour must be explicitly taught and modelled by all students. In order for students to learn to behave positively, there are various levels of support available, be it a student's tutor, teacher, Learning Lead, student support staff, staff member of Wellbeing, a member of the Leadership Team or members of staff from outside agencies who work with our young people. We expect all students to report unsafe or unkind behaviour and join staff in promoting a positive culture.

## **Responding to Misbehaviour**

When a member of school staff becomes aware of misbehaviour, they will respond predictably, promptly, and assertively in accordance with the school behaviour policy.

The first priority is to ensure the safety of students and staff and to restore a calm environment. It is important that staff across Treviglas Academy respond in a consistent, fair, and proportionate manner so students know with certainty that misbehaviour will always be addressed.

De-escalation techniques will be used to help prevent further behaviour issues arising and recurring and staff may use adaptations where appropriate, only if these support a student to meet the national minimum behaviour expectations as listed on page 2 on this policy.

Our response to misbehaviour achieves the following purposes:

a) **deterrence**: sanctions are effective deterrents for either a specific student or a general deterrent for all students at the school.

b) **protection**: keeping students safe is a legal duty of all staff. An action may be taken as a protective measure in response to inappropriate behaviour, for example, removing a student from circulation, this may be immediate or after assessment of risk.

c) **improvement**: to support students to understand and meet the behaviour expectations of the school and re-engage in meaningful education.

Young people may test boundaries, find their emotions difficult to manage, or may have misinterpreted the rules. Therefore, all students will be supported to **understand and follow the same rules** at Treviglas Academy.

### **Treviglas Academy's consequences for behaviour**

All behaviours (both positive and negative) and detentions will be recorded and shared on Satchel One. This will immediately notify parents via the Satchel One App or platform

#### **Treviglas Academy rewards**

The following guidelines for rewards have been agreed and staff will use them within levels as outlined below:

##### **0 Point:**

- Non-verbal praise – smile/nod
- Verbal congratulation/enthusiasm for student idea/success

##### **2 Point:**

- Positive entry on the data system (Satchel One) to acknowledge reward (Kindness, Ambition, Responsibility)

##### **4 Point:**

- Positive entry on the data system (Satchel One) to acknowledge reward (Kindness, Ambition, Responsibility)
- Recognition in tutor group/assembly
- Recognition as part of the reporting process

Students achieving positive points on Satchel One will be rewarded periodically with more substantial experiences.

### **Treviglas Academy sanctions for poor learning behaviours**

The aim of this sanction system within the Behaviour Policy is to enable all students to learn and feel safe, as is their right. All staff set out the school expectations clearly. Students are given a fresh start every day and in every lesson. The following procedures for sanctions have been agreed and staff will use them within levels as outlined below:

#### **Staff Sanctions**

These are used to promote improved behaviour for learning and support all students to follow the standards expected at Treviglas Academy. Examples of behaviour that will lead to

a staff sanction include disruption, shouting out, boisterous behaviour in the corridors, off-task behaviour, defiance, unsafe behaviour etc. The member of staff will issue:

- Verbal encouragement to support a positive behaviour choice
- Redirection
- Verbal warning

### **0 Point Sanction**

Staff will issue a '0 point sanction' if they have to address a minor poor behaviour either in class or during unstructured times. This may lead to a short detention, or conversation after the lesson has finished, with the member of staff to discuss the behaviour in question.

### **1 Point Sanction**

Staff will issue a '1 point' sanction for repeated poor behaviour or as an escalation from a '0 point' behaviour.

Students are not usually removed from lessons for a '1 point sanction'.

If a student is issued with a '1 point' sanction they will automatically receive a 10-minute centralised detention at break time in Reflection. It is the student's responsibility to attend this scheduled detention. If a student doesn't attend this 10-minute detention, they will automatically be placed in a 60 minute after school detention.

### **2 Point Sanction**

Staff will issue a '2 point' sanction for significant poor behaviour or as an escalation from a '1 point' behaviour.

Students are removed from lessons for a '2 point' sanction to avoid disruption to other students' learning. They will then attend the school Reflection Room.

When a student is issued with a '2 point' sanction, they will automatically receive a 60 minute After School Detention. It is the student's responsibility to attend this scheduled detention and parental responsibility to provide transport home after the detention. If a student doesn't attend this 60 minute After School Detention, they will automatically be placed in the school's Reset Room for their next day of school.

### **3 Point Sanction**

'3 point' sanctions are usually issued by a member of the Leadership Team when a student's behaviour is persistent and/or serious.

Any defiance from a student towards staff will result in a 3 point sanction. If a student receives two '2 point' sanctions in the same day, this will be escalated to a '3 point' sanction. All 3 point sanctions will result in the student being placed in the school's Reset Room for at least 5 periods.

### **Reflection Room**

Any '2 point' sanction will result in a student being placed in the school Reflection Room. This room is staffed by our Inclusion Support Manager. A student will remain in this room until they complete a reflection task and can demonstrate an understanding of their poor

behaviour and show readiness to return to their learning. For most students, this is the end of the lesson they received the sanction for.

### **Reset Room**

This room is staffed by members of the Leadership Team and often used as an alternative to issuing a suspension. If a student fails to achieve the expected standards of behaviour in Reset, they will be suspended. All students returning from suspension will spend at least one full day in Reset. Students' break times in Reset will be adapted and different to those of the rest of the school.

### **A suspension can be given for:**

- Persistent and escalated defiance of the school rules
- Failure to achieve expected behaviour standards in Reset
- Smoking/Vaping on site. This includes having items involved in smoking/vaping and/or being in the company of others involved in smoking/vaping
- Rudeness/abuse/defiance towards staff
- Significant poor/dangerous behaviour towards other students

Treviglas Academy reserves the right for any incident to be escalated to a suspension, at the Headteacher's discretion, if it is deemed a serious and/or escalated presentation of these behaviours.

Support is put in place on a student by student basis, considering any specific needs. These may include:

- Adjustment to behaviour policy in lessons
- Support from the Student Support team
- Tutor Report
- Head of Year Report
- Support from external agencies

### **Detentions**

Treviglas detention procedures seek to be in line with government advice. The key points to note are:

- Schools are entitled to give detentions which take place within the school day e.g. break and/or lunchtime, but students must be given an opportunity to eat, drink and visit the toilet. Therefore, at Treviglas, a break time detention will be no more than 20 minutes long and then there are 10 minutes left to eat, drink and go to the toilet if needed.  
Students must arrive at their detention promptly.
- An After School Detention will have the duration of one hour after school. The school will inform parents via Satchel One if an After School Detention has been put in place. Government guidance affirms that schools don't have to give parents notice of After School Detentions or tell them why a detention has been given. It is the

student's responsibility to attend this scheduled detention and parental responsibility to provide transport home after the detention. Students must arrive at their detention promptly.

### **Types of Misbehaviours**

At Treviglas Academy we have a zero tolerance of racism, sexism, misogyny, homophobia, transphobia, xenophobia and forms of discrimination in our words, actions or attitudes.

#### **Physical Abuse**

Physical abuse/fighting is a very serious breach of our code of conduct and expectations of caring for each other. There is never an excuse or reason for using violence as there will always be a member of staff somewhere close for advice and help. An incident that involves a physical assault could lead to a fixed term suspension and at least one day in internal exclusion. A reintegration meeting with the student and parent/carer is essential before the student can return to their normal timetable and it may be appropriate to also provide additional support to ensure the student's reintegration into the community is successful and sustainable to meet the national minimum expectations. A permanent exclusion will also be considered if the physical assault is considered by the school to be serious and/or premeditated.

#### **Verbal Abuse**

Verbal abuse is also a serious breach of our code of conduct and expectations of caring for each other. There is never an excuse or reason for using verbal insults or abuse towards any member of our community, even if it is claimed there was no malice intended. Any incident that involves verbal abuse may lead to a fixed term suspension or time in internal exclusion. A reintegration meeting with the student and parent/carer may be needed if the student has been suspended and it may be appropriate to also provide additional support to ensure the student's reintegration into the community is successful and sustainable to meet the national minimum expectations.

### **Bullying, including Child on Child Abuse, Cyberbullying and all forms of harrasment**

Please refer to our **Kindness and Respect Policy**

#### **Behaviour towards Staff**

Dealing with misbehaviour negatively affects the wellbeing of teachers and, for some, it is a reason why they leave the profession.<sup>3</sup> . At Treviglas Academy it is imperative our staff feel safe and supported. Any behaviour or action that negatively affects the wellbeing of our staff will be managed as a serious breach of the behaviour policy. This includes verbal, physical abuse, malicious allegations and/or any online activity involving staff names and/or images/videos.

#### **Defiance**

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<sup>3</sup> page 5 DFE 'Behaviour in Schools' February 2024



A student's refusal to follow any member of staff's instruction will be considered a breach of the school's behaviour policy and will be sanctioned accordingly.

## **Truancy**

Keeping students safe is a primary responsibility and so, if a student is not where they should be, it will be deemed as truancy, therefore resulting in a sanction (depending on context).

Unless explicitly directed otherwise by a member of the leadership team, timetabled lessons and defined social areas at break/lunchtimes are to be adhered to at all times.

Any temporary adaptations made to timetabled lessons must be adhered to or these adaptations will be removed and a sanction applied as this will be treated as truancy also.

## **Prohibited Items at Treviglas Academy\***

- knives or weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco;
- cigarette papers;
- vapes\*\*
- fireworks;
- pornographic images;
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to, the property of, any person (including the student).
- This list is not exhaustive.

\*a minimum sanction for possessing any of the above items will be a fixed term suspension

\*\*if a group of students are found to have a vape on them, the group will receive the same sanction regardless of who owns the vape or used the vape.

The Headteacher, and the staff they authorise, have the statutory power to search a student or their possessions where they have reasonable grounds to suspect that the student may have a prohibited item<sup>4</sup>

In the event of a search or confiscation, Treviglas Academy will adhere to all guidance in the DFE's 'Searching, Screening and Confiscation' July 2022

## **Mobiles**

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<sup>4</sup> page 7 DFE 'Searching, Screening and Confiscation' July 2022

Never used, seen or heard - At Treviglas Academy we adopt a policy where students keep possession of their mobile phones only on the strict condition that they are never used, seen or heard – with the consequence of immediate confiscation for breaching this to act as an effective deterrent. A student's mobile phone needs to be kept in their bag and not on their person.

All staff at Treviglas Academy have the authority to confiscate a mobile phone if used, seen or heard by a student as using a mobile phone is prohibited throughout the school day.

The school accepts no responsibility **whatsoever** for theft, loss, damage or health effects (potential or actual) relating to mobile phones, mobile devices or other valuable item brought into school. It is the responsibility of parents and students to ensure their property is properly insured.

### **Deliberate damage to property**

Any deliberate damage to any property belonging to an individual or the school will be considered a breach of the school's behaviour policy and will be sanctioned accordingly.

The list of misbehaviours above is not exhaustive and applies to behaviour both inside and school of school. Any behaviours in the community which bring the school into disrepute will be considered a serious breach of the policy.

### **Malicious Allegations/Accusations by Students against School Staff**

Allegations of abuse of students by school staff are taken seriously and we will deal with any allegations quickly in a fair and consistent way that provides effective protection for the student and supports the person who is the subject of the allegation. Students who are found to have made deliberately false allegations will face a suspension or Permanent Exclusion.

### **Drugs**

Treviglas Academy will not tolerate drug use of any sort on school property or during off-site school activities. The school will discipline any person found to be in possession of drugs or equipment related to drugs very seriously. This includes solvents and any other substance that can be misused or harmful.

Students found to be in possession of drugs in school will be issued with a Permanent Exclusion.

Students found to have used drugs in school will be issued with a Permanent Exclusion.

Any student found to have supplied drugs in school will be issued with a Permanent Exclusion.

### **Tobacco/vaping**

In line with legislation, the school has a policy of No Smoking in the building or anywhere on the school site. Any involvement of a student in any tobacco or vaping related activity will lead to a suspension.

### **Alcohol**

Consuming, carrying or supplying alcohol is strictly prohibited. Any student found to be involved in any alcohol related activity will lead to a suspension or a permanent exclusion.

### **Racist/Homophobic comments**

If a member of the school community hears or witnesses comments that could be viewed as racist or homophobic it will be and witness accounts will be taken and a decision made. All investigations will proceed as quickly as possible. Where there is uncertainty regarding a serious incident, multiple accounts may be required to establish the balance of probability.

Any student found to be making racist or homophobic comments will lead to a sanction which will correlate to the seriousness of the incident. This may lead to a sanction which may be a suspension and at least one day in internal exclusion or a permanent exclusion.

### **Suspensions and Permanent Exclusions**

Only the Headteacher, or a person acting with the Headteacher's authority, can suspend/exclude a student from school. A permanent exclusion will be taken as a last resort.

A decision to suspend/exclude a student will be taken only:

- in response to serious or persistent breaches of the school's behaviour policy, and
- if allowing the student to remain in school would seriously harm the education or welfare of others.

Before deciding whether to suspend/exclude a student, either permanently or for a fixed period, the Headteacher will:

- consider all the relevant facts and evidence, including whether the incident(s) leading to the suspension/exclusion were provoked;
- allow the student to give their version of events;
- consider if the student has special educational needs (SEN)

### **Suspensions (Short Fixed Term Exclusions)**

The following procedures will apply for suspensions (short fixed term exclusions). This is a very serious sanction. Only the Headteacher or, in case of absence, and as delegated, a member of the Leadership Team, can issue a suspension. A member of the Leadership Team will provide work to be completed at home. Following a suspension, a reintegration meeting will be held involving the student, parents/carers, a member of senior staff and other staff, where appropriate.

When returning from suspension, all students will spend at least one full day in Reset.

### **Permanent Exclusion**

In rare circumstances the decision might be taken to permanently exclude a student. This will need to be done when all other options have been explored. Reasons for permanent exclusion include actions which endanger or threaten other students or staff. The school will always follow statutory procedures laid down for such exclusions and will ensure that contact with appropriate agencies is made as early as possible in support of the student.

### **Police**

There may be exceptional circumstances where, in the headteacher's judgement, it is appropriate to inform the police of a suspension (fixed term or permanent). These might include:

- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon

The Headteacher will consider whether or not to inform the police where such an offence has taken place and, if appropriate, the local Police will be informed. The headteacher will also consider whether or not to inform other agencies, e.g. social workers etc.

### **Education Welfare Officer**

The Education Welfare Officer will be notified of all suspensions (fixed term or permanent) by the headteacher. The Education Welfare Officer works with the school to support attendance in school.

### **Board of Trustees**

The Chair of the Trustees will be notified of all suspensions (fixed term or permanent) by the headteacher.

Parents/carers have the right to make representations about the decision to exclude to the Trust Board. If a parent/carer wishes to make representations, they are asked to contact the Clerk to the discipline committee at [info@theroselandmat.co.uk](mailto:info@theroselandmat.co.uk). The Trust Board will consider any representations in line with the Department for Education's statutory guidance on suspensions and exclusions.

### **Screening, Searching and Confiscation.**

The retention, confiscation and disposal of certain items should be applied in a reasonable and proportionate way as part of the school's Behaviour Policy. Criteria for confiscating items might include – jewellery that presents a health and safety risk, or items that counter the ethos of the school, for example racist or pornographic materials. The school will seek police advice, for example, about suspected illegal drugs or items which might be used as weapons.

School staff can search students with their consent for any item. The consent does not have to be in writing. If a member of staff suspects that a student has a prohibited item and the

student refuses to agree to be searched, then the school can sanction the student in accordance with the student behaviour policy.

A Headteacher or a member of staff authorised by the Headteacher can carry out the search for prohibited items where there are reasonable grounds for suspecting that a student is in possession of a prohibited item.

The member of staff must be the same gender as the student and another member of staff should act as a witness. However, a search can be carried out by a member of staff who is of the opposite gender to the student and without a witness where the staff member reasonably believes that there is a risk of serious harm to a person if such a search is not carried out immediately and it is not reasonably practicable to call another member of staff. In such cases, staff should consider the increased expectation of privacy for older students.

School staff can seize any prohibited item found as a result of a search. They can also seize any item that they consider harmful or detrimental to school discipline.

### **Off-site Behaviour**

Disciplining off-site behaviour covers the school's response to all non-criminal poor behaviour and bullying which occurs anywhere off the school premises and which is witnessed by a member of staff or reported to the school by a member of the public.

This includes any bad behaviour when the young person is:

- Taking part in any school-organised or school-related activity or
- Travelling to or from school or
- Wearing school uniform or
- In some other way identifiable as a student at the school

Or misbehaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the school or
- Poses a threat to another student or member of the public or
- Could adversely affect the reputation of the school

In all of these circumstances the Headteacher will also consider whether it is appropriate to notify the police of the actions taken against a student. If the behaviour is criminal or poses a serious threat to a member of the public, the police should always be informed.

### **Links with other Policies**

This behaviour policy is linked to our exclusions policy.