



**Woodkirk
Academy
& Sixth Form**

**POSITIVE
BEHAVIOUR
AND
DISCIPLINE POLICY**

Woodkirk Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support children, families and staff at school.

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V1	Sep 2025	N Cook	Updated 2024 policy: statutory references; added KCSIE 2025; strengthened removal/Isolation (same-day parent contact, trained staff, data monitoring, reintegration); added DfE mobile phone guidance; clarified reasonable force (recording, parent notification, training); refreshed suspension/exclusion wording; explicit SEND/equality adjustments; added data monitoring and governor reporting.

STATEMENT OF INTENT

Woodkirk Academy believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of academy life.

We are committed to:

- Promoting outstanding behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority, and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all. Praising and rewarding good behaviour.
- Challenging and disciplining poor choices.
- Providing a safe environment, free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging positive relationships with parents/carers/guardians.
- Developing relationships with our students to enable early intervention.
- A shared approach which involves students in the implementation of the Academy's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all students can achieve.

This policy is written with reference to the following statutory and advisory documents:

- [Keeping Children Safe in Education](#)
- [Behaviour in schools: advice for headteachers and school staff](#)
- [Behaviour and discipline in schools: guide for governing bodies](#)
- [Use of reasonable force in schools](#)
- [Searching, screening and confiscation at school](#)
- [School suspensions and permanent exclusion](#)
- [Mobile Phones in Schools](#)
- [Working together to improve school attendance](#)

Legislation:

Education and Inspections Act 2006 (ss.90-94)

Education Act 1996 (s.550ZB)

Equality Act 2010

Children and Families Act 2014

Behaviour, removal, detention, searching/confiscation and exclusion data will be collated centrally. Data will be analysed (including by protected characteristics) and reported termly to governors. Patterns will be identified to inform interventions and reduce repeat incidents.

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1. INTRODUCTION

- 1.1. One of the main aims of Woodkirk Academy is to provide a stable and secure environment where students can flourish. To achieve this aim, we need to create an ethos where good discipline and respect for others is what we expect and where students accept that good discipline is an expression of what society sees as acceptable behaviour. We aim to ensure equality and fair treatment for all and promote a culture of praise and encouragement in which all students can achieve.
- 1.2. Co-operation and trust between parents, students and the Academy is the best method of dealing with any problems which may arise; coupled with a pastoral care system where early intervention is the key to success.
- 1.3. In the vast majority of cases the professional skill of teachers can solve most disciplinary problems but these skills need to be used within an atmosphere where poor or unacceptable behaviour carries sanctions, in the same way that good behaviour is rewarded.
- 1.4. Our positive behaviour system and uniform policy both play a vital role in creating a well organised and disciplined community:
 - 1.4.1. The positive behaviour system is designed to reward good behaviour on a consistent basis across the whole Academy and to provide the framework where consistent sanctions are applied for behaviour that does not meet our expectations.
 - 1.4.2. A school uniform creates a sense of belonging and an identity for the school in the community.
 - 1.4.3. A school uniform means that students do not have to worry about peer pressure when it comes to their clothes. When everyone is dressed the same, worrying about individual and separate clothes is not so important.
 - 1.4.4. There is no competition about being dressed in the latest trend, which can put a great deal of financial pressure on parents.
 - 1.4.5. Establishing a distinction between school and the other aspects of a child's life is important; the way a child behaves in school is different to how they behave at home, or when they are socialising in the community with friends. Wearing a school uniform helps to clarify this distinction.
- 1.5. Regular attendance and punctuality are also seen as an important facet of Academy discipline. Students who are absent without authorisation are putting themselves at risk and truancy is often a major indicator of disaffection or other problems. Parents have the primary responsibility to ensure that their children do attend. We treat unauthorised absence very seriously and are particularly concerned about parentally condoned absence.
- 1.6. For the purpose of this document, behaviour refers to student conduct in the Academy and outside the Academy gates as set out in the Department for Education (DfE) guidance. The latest DfE guidance can be found by [clicking here](#).
- 1.7. This policy operates in conjunction with the Woodkirk Academy Anti-Bullying and Harassment Policy.
- 1.8. Woodkirk Academy will ensure that it complies with the Children and Families Act 2014, the Equality Act 2010, the Education Act 1996 and regulations under those Acts.

1.9. Woodkirk Academy will always consider whether a student's SEND has contributed to the misbehaviour and if so, whether it is appropriate and lawful to sanction the student. In considering this, we will refer to the [Equality Act 2010](#) and [schools guidance](#).

- 1.9.1. Behaviour expectations apply to all students. Reasonable adjustments will be made for students with SEN or disability in line with agreed approaches. Behaviour records are monitored for disproportionate impact on students with protected characteristics. Staff will seek advice from the SENCo and pastoral teams and consider early intervention where patterns arise. We will consider whether any reasonable adjustments need to be made to the sanction in response to any disability the student may have. It is also important to seek to try and understand the underlying causes of behaviour and whether additional support is needed.
- 1.9.2. Following a sanction, strategies will be considered to help all students to understand how to improve their behaviour and meet the behaviour expectations of the Academy.

2. WOODKIRK ACADEMY SCHOOL UNIFORM - MAINSTREAM

Please refer to the Academy's Uniform Policy for full details of uniform requirements – [click here](#).

3. CODE OF CONDUCT FOR STUDENTS

- 3.1. The Academy expects high standards. In order to foster good social standards we recognise and encourage good behaviour and discourage inappropriate behaviour.
- 3.2. In common with other academies and schools, we have a number of sanctions that can be used if an individual's standards fall below those that we expect – see Appendices.
- 3.3. To help us maintain our standards we expect all students to consider the consequences of their actions and develop independent thinking.
- 3.4. In general, students are expected to:
 - 3.4.1. Dress sensibly and correctly by supporting the Academy dress code. **Coats or other articles of outdoor clothing must not be worn in the classroom at any time.** Outdoor clothing should be removed on entry to the school building and students are expected to carry coats or other outdoor wear whilst moving between lessons if there is no need to go outside. Hoods should never be up indoors.
 - 3.4.2. Attend the Academy regularly. The only reasons for a student having time off should be if:
 - 3.4.2.1. they are ill;
 - 3.4.2.2. there is a serious family emergency or incident; or
 - 3.4.2.3. they have an unavoidable appointment with an outside agency, for example doctor, dentist, hospital, interview etc.
 - 3.4.3. Arrive punctually, including all lessons. Move quickly and quietly between lessons.
 - 3.4.4. Refrain from eating or drinking in the classroom (except for bottled water, which is permitted).
 - 3.4.5. Avoid taking large bags into the classroom wherever possible. School bags should be a suitable size.
 - 3.4.6. Always work to the best of their ability.

- 3.4.7. Never attempt to distract or annoy fellow students, as this causes a loss of valuable teaching time.
- 3.4.8. Be prepared for lessons by making sure they have all the equipment necessary: a pencil case which holds 2 black pens, 1 red pen, 1 pencil and a ruler, books, PE kit, calculators, cooking ingredients.
- 3.4.9. Be polite, helpful and courteous towards other students, and all staff and visitors. Listen to, and follow instructions first time from members of staff.
- 3.4.10. Continue to work as normal when visitors arrive in the classroom.
- 3.4.11. Treat fellow students with respect, irrespective of their age, gender, race or disability.
- 3.4.12. The Academy does not tolerate bullying of any kind, including cyber bullying, prejudiced based and discriminatory bullying. If it is discovered that an act of bullying or intimidation has taken place, we will act with urgency to stop any further occurrences of such behaviour. Whilst it is very difficult to entirely eradicate bullying, we always do everything in our power to ensure that all children are able to attend school free from fear.
- 3.4.13. Always report any form of bullying to a member of staff using the online reporting form (or report via email at safeguarding@woodkirk.leodis.org.uk) or speak directly to a member of staff. Please refer to the Anti-Bullying & Harassment Policy.
- 3.4.14. Respect the Academy environment. Litter, vandalism and graffiti spoil things for everyone. Always use the litter bins provided, keep to paths to avoid damage to lawns and verges, do not misuse or vandalise Academy property. Always report vandalism. We also expect students to respect their local community with regard to litter.
- 3.4.15. Strictly follow Academy policy on alcohol and illegal substances.
- 3.4.16. Not bring aerosols or deodorant sprays of any description to the Academy. Such items will be confiscated if found.
- 3.4.17. Not smoke in and around school or on the journey to and from the Academy or at any point wearing Academy uniform (including e-cigarettes and vaporisers).
- 3.4.18. Not bring liquid tippex onto the site. It is potentially dangerous and can cause a great deal of damage to clothing and property. This will be confiscated if found.
- 3.4.19. Not chew gum or bring it onto site. Chewing gum damages furniture, floor coverings and clothing. Having chewing gum on site will result in an immediate detention.
- 3.4.20. Move around the Academy site in a sensible, calm and courteous manner.
- 3.4.21. Always behave sensibly and courteously on buses to and from the Academy.
- 3.4.22. Act at all times in a manner that will bring credit to both themselves and the Academy.
- 3.4.23. Remain in their class for the duration of the lesson unless instructed otherwise. Students will only be allowed to leave a class for medical reasons, to use the toilet (in exceptional circumstances) or at the direction of a teacher. Students seen out of class will be subjected to spot checks to establish authorisation of their absence from a lesson.
- 3.4.24. Not bring mobile telephones to the Academy, even if switched off.
- 3.4.25. Not make inappropriate use of the ICT facilities including websites. For further information see the Leodis Academies Trust Online Safety Policy.
- 3.4.26. Not ride bicycles on Academy grounds. Students who put themselves at risk may be banned from bringing a bicycle to school (see the Bicycle code of conduct). Students bring bicycles onto the Academy site at their own risk. Woodkirk Academy will not be held responsible for theft/damage. Students are advised to always lock bikes using a good quality lock. **Students should wear a helmet to cycle to the Academy. Students are expected to ride bikes on the journey to and from school in accordance with the Highway Code.**

- 3.4.27. Behave sensibly in washroom areas. Students must not share a toilet cubicle under any circumstances. Food and drink must never be consumed within the toilet area. Any student in breach of these rules will be held in detention the same night.
- 3.5. Specific classroom conduct is printed in every classroom, with consequences for poor behaviour alongside rewards for positive behaviour.

4. CLASSROOM CODE OF CONDUCT

- 4.1. It is the responsibility of all staff, not just teaching staff, to promote good behaviour. Staff are role models in this process and we demonstrate the behaviour we expect from students by the way we behave towards both them and our colleagues. High expectations must be at the heart of everything we do. We influence the actions of students by both our direct communication with them and through our observed actions, i.e. the pride we show in our dress, the way we move around the Academy/school and our positive verbal and body language (including our facial expressions) are all crucial in fostering the desired responses from students. In order to promote good behaviour we aim to develop the following expectations in our students, to:
 - 4.1.1. Work Hard
 - 4.1.2. Be Kind
 - 4.1.3. Take Responsibility
- 4.2. In the classroom, students are expected to:
 - 4.2.1. Always follow instructions the first time they are given
 - 4.2.2. Always arrive with all the necessary equipment and books for their lesson.
 - 4.2.3. Raise their hand and wait to be asked before they speak.
 - 4.2.4. Always get on with their own work and allow others to do the same.
- 4.3. It is an Academy requirement that each student should have their planner with them at all times. Should a student not have their planner, they will be referred to the Pastoral Support Team.

CONSEQUENCES OF POOR CLASSROOM BEHAVIOUR

1. Verbal warning (not recorded in Arbor)
2. Decredit (recorded in Arbor)
3. Detention
4. Severe – Refer to senior member of staff on call (room removal). This will result in the student being referred to the On Call room and they will be issued with a same day detention from 3pm; parents will be informed by text. The class teacher will contact the parent as soon as possible to explain the reason for their child being removed from the classroom (recorded in Arbor)

Students without the proper equipment will be issued an equipment negative incident in Arbor. At 10 equipment negative incidents the Form Tutor will intervene. At 20 incidents a detention will be issued and every ten incidents thereafter.

4.4. Rewards for good work and behaviour in the classroom are listed below, alongside the consequences for poor behaviour. Academy policy states that a ratio of 3:1 in terms of positive/negative should be the aim of every teacher. Staff will use praise and verbal recognition when a student's behaviour meets and exceeds our expectations. We see positive recognition as the key to motivating students to succeed. Everyone likes to be praised and positive recognition increases self-esteem.

REWARDS

Including:

- 4.4.1. Merits awarded by subject teachers.
- 4.4.2. Arbor positive behaviour incident.
- 4.4.3. Progress report scores used to calculate and identify prize winners.
- 4.4.4. Breakfast reward for best performing tutor group.
- 4.4.5. Awards ceremony.
- 4.4.6. Merit certificates.
- 4.4.7. Letters, phone calls and postcards home.
- 4.4.8. Celebration assemblies.
- 4.4.9. Pin badge.

4.5. We view consequences/sanctions as a choice. If students know that certain behaviours will attract consequences and these consequences will be hierarchical, then they choose to be subject to the sanctions that follow.

4.6. Students who repeatedly fail to meet the expectations in the classroom, and are issued with five decrements will be referred to the Form Tutor for intervention. At 10 decrements, and every five decrements thereafter, a 75 minute detention will be issued.

4.7. Parents will be notified of any recorded negative behaviour incidents in Arbor.

5. BEHAVIOUR ON THE WOODKIRK ACADEMY SITE

- 5.1. The same high standards of behaviour are expected from students around the Academy. In particular, movement around the corridors and stairs should be conducted in an orderly and quiet manner.
- 5.2. Students are expected to refrain from entering any 'out of bounds' areas. Students should follow the one-way system at all times in areas where this is applicable.
- 5.3. Students are expected to be polite to staff, visitors and each other.
- 5.4. Students who do not conform to expectations will be subject to sanctions as they are for classroom behaviour.

6. BEHAVIOUR MODIFICATION AND INTERVENTION

- 6.1. It is expected that students will receive points and recognition for positive behaviour in their lessons.

- 6.2. Should a student's behaviour require minor modification, a warning will be issued; this is not recorded.
- 6.3. On any occasion that a student's behaviour negatively affects others, sanctions will be applied, for example:
 - 6.3.1. late to lesson (recorded in Arbor);
 - 6.3.2. without the correct equipment essential for the lesson (recorded in Arbor);
 - 6.3.3. incomplete homework (recorded in Arbor);
 - 6.3.4. receives a written decredit for poor behaviour (recorded in Arbor);
 - 6.3.5. receives a detention for continued disruption in the lesson (recorded in Arbor);
 - 6.3.6. removed from the lesson (recorded in Arbor);

These behaviours are monitored throughout the day to offer support/intervention where required, and are checked regularly.

- 6.4. Should a student be removed from a lesson due to poor behaviour, this will be added as a negative behaviour incident in Arbor and the parent will be informed as soon as possible.
- 6.5. 10 decreeds - the Form Tutor will take action accordingly to reduce further accumulation of decreeds.
- 6.6. 20 decreeds - the Pastoral Support Worker for the year group will contact by telephone, or may ask the parent to attend school.
- 6.7. 30 decreeds over a half term will be referred to the Head of Year.
- 6.8. 40 or more decreeds will be referred to a member of the Senior Leadership Team.

7. BEHAVIOUR OUTSIDE OF WOODKIRK ACADEMY AND THE WIDER COMMUNITY (INCLUDING OUTSIDE OF THE ACADEMY DAY)

- 7.1. The guidance laid out in this policy applies both inside the Academy and out in the wider community, particularly if dressed in the Academy uniform. This may be, for example, trips, sports fixtures, work experience placements and the journey to and from school each day. For behaviour outside school, but not on Academy business, we may apply our behaviour policy where there is a clear link between the behaviour and maintaining good behaviour and discipline among the student body as a whole. Teachers have the power to discipline students for misbehaving outside of school, particularly if:
 - 7.1.1. This could have repercussions for the orderly running of the school (eg behaviour on social networks, assaults on fellow students).
 - 7.1.2. This poses a threat to another student or member of the public.
 - 7.1.3. This could adversely affect the reputation of the school/bring the school into disrepute.
 - 7.1.4. This prejudices the good order and discipline of the school.

- 7.2. In most cases, school will intervene in conflict between students outside of school, for example via social media. This may result in sanctions being applied. Students are expected to use social media in a positive, mature and sensible manner and they are responsible for their exchanges on all platforms in the same way as they are for face to face interactions.
- 7.3. In most cases school policies will be applicable when students are out of school on any trips or visits. Parents may also be required to collect any students whose behaviour is inappropriate whilst out on trips or visits.

8. TRUANCY

After it has been ascertained that a student has been truanting, the procedures will be:

- 8.1. Parents will always be contacted by letter, text, telephone or email. If any student is missing during any part of the school day, we will always aim to make direct contact with a parent via telephone.
- 8.2. At the discretion of the Attendance Improvement Officer, Head of Year or Vice Principal (Behaviour & Safety), parents may be invited to the Academy to discuss the reasons for truancy and the possible remedy.
- 8.3. **All** students who truant or abscond will be expected to make up any time missed from lessons so that outstanding work can be caught up. This will usually take place via extra detentions and/or placement in isolation, dependent on the individual case.
- 8.4. All relevant information will be recorded in the student's behaviour record.
- 8.5. In cases of persistent truancy, the Attendance Team will also be involved and formal procedures may be initiated. Prosecution is likely to be the final result of these procedures.
- 8.6. Students who abscond from the school site, present a serious safeguarding risk and are likely to be subject to an Individual Pupil Risk Assessment. Further consequences will be applied for those who repeat this. Parents will be asked to accompany their child to school to discuss the reasons for absconding.
- 8.7. Those who repeatedly abscond from school will be subject to an Individual Pupil Risk Assessment in order to safeguard individuals. This is likely to result in restrictions when on site.

9. ISOLATION

- 9.1. Isolation supports the pastoral work in school and is used to give students who have been involved in either persistent disruptive behaviour or a single, one-off incident, the opportunity to modify this behaviour in a controlled setting. Students who have been removed from their mainstream lesson will carry out set work that supports their curriculum. A period of isolation will result in additional support and counselling in order to help reduce the likelihood of further poor choices.

- 9.2. Students may be removed from a classroom for serious disciplinary reasons to ensure safety or to allow calm to be restored. Removal is for a limited period and must allow meaningful, supervised education. Students will never be locked in a room. Parents are informed the same day. The room is staffed by trained staff and resourced appropriately. Records of all removals are maintained and monitored (including by protected characteristics) to identify patterns and reduce repeat incidents. The Principal maintains oversight, sets principles for duration, and ensures a reintegration process is in place (reflection, restorative procedures, targets, support). Students with a social worker or who are looked-after will have professionals notified.
- 9.3. We prioritise lesson time for students and seek to minimise the use of isolation. Nevertheless, isolation is an important aspect of behaviour management and is used as a short-term sanction. The length of time a student is referred to isolation varies dependent on the circumstances. In the great majority of cases, this will not exceed two school days at any one time. A student referred to isolation will serve a same day detention. If another detention is scheduled for the student, it will be carried over to the next available detention slot.
- 9.4. Isolation is also used for students who contravene the Academy Uniform Policy. Please see the Uniform Policy for a detailed outline of the Academy's expectations
- 9.5. If a student refuses to enter isolation when instructed by staff, parents will be contacted and asked to persuade their child to abide by the agreed school rules(s) or to make sensible decisions about the next steps without escalating a situation. Once the issue is rectified, the student should be returned to isolation as soon as possible after collection. Students who continue to refuse to enter isolation are likely to be suspended from school. And the period of isolation upon return will be for two days. The initial sanction will always be completed prior to any student returning to mainstream lessons which includes the original period in isolation. In some cases, a student may be returned to a parent's place of work if they are unable to come into school.

10. RESTORATIVE PRACTICE

- 10.1. Where we consider it appropriate, students will be given the opportunity to redress any harm or damage caused (for example, cleaning graffiti, litter picking, helping in the Dining Hall) as an alternative to isolation or suspension.
- 10.2. Wherever possible, students who have had a disagreement or problem with other individuals will be brought together with a member of the pastoral team to try to resolve the issue amicably. This is often successful and may prevent the need for other sanctions to be issued. The Safer Schools Police Officer may also be invited to mediate at such meetings where the school deems it would be beneficial.

11. HATE INCIDENTS/CRIME

- 11.1. Woodkirk Academy is determined to eliminate hate incidents of any form. In the case of all forms of racist behaviour where students are victims, the formal procedures adopted by the Academy will be strictly adhered to and all cases of racist behaviour or alleged racist behaviour will be investigated thoroughly. **All** students involved in any form of hate incident will be subject to serious sanctions and **all** proven incidents will necessitate parental involvement with possible further action.

11.2. A hate incident is legally defined:

'any incident, which may or may not constitute a criminal offence, which is perceived by the victim or any other person, as being motivated by prejudice or hate'

11.3. Hate incidents may be based upon a wide range of characteristics, including: homophobic/sexual orientation, race/ethnicity, religion/belief, disability / SEN, gender identity. Hate incidents can consist of: verbal abuse or insults for example, derogatory comments, abusive language and 'jokes' relating to race, religion, disability/learning difficulties, sexual orientation, gender identity; insulting gestures, abusive telephone calls, offensive messages.

11.4. A hate crime is legally defined as:

***'any hate incident, which constitutes a criminal offence, perceived by the victim or any other person, as being motivated by prejudice or hate'* (APCO 2005 definition)**

11.5. Academy Procedures

11.5.1. Where a student is subject to any hate incident from a fellow student(s):

- 11.5.1.1. All cases will be officially recorded in the Hate Crime ("HIRS") personal behaviour log in Arbor.
- 11.5.1.2. The victim(s) will be asked to record events in writing.
- 11.5.1.3. All cases will be dealt with at Vice Principal (Behaviour & Safety) level via a formal interview. The Principal may also be present.
- 11.5.1.4. Support will be provided for all victims. This is likely to involve the Safer Schools Police Officer.
- 11.5.1.5. Parental complaints will be investigated.
- 11.5.1.6. Perpetrators of any form of hate crime will be subject to serious sanctions. Suspension of perpetrators may be the likely outcome.
- 11.5.1.7. Repeat offenders or perpetrators are likely to be permanently excluded or educated away from the main school site.
- 11.5.1.8. Where necessary, hate incidents will be officially reported to the police.
- 11.5.1.9. Appropriate support will be offered to the perpetrators of hate crimes.

11.5.2. Where a member of staff is the victim of a Hate Crime with a student as the perpetrator:

- 11.5.2.1. After investigation, the student concerned will be formally interviewed by the Vice Principal (Behaviour & Safety) and/or Principal with parents present.
- 11.5.2.2. The incident(s) will be recorded in the perpetrator's personal behaviour log in Arbor.
- 11.5.2.3. Suspension of the perpetrator will be the likely outcome.
- 11.5.2.4. Repeat offenders or perpetrators involving staff are likely to be permanently excluded or educated away from the main school site.

11.5.3. Hate crimes may also be reported to the police and we will always liaise with our Safer Schools Officer.

12. PHYSICAL ASSAULT

12.1. Cases of physical assault are becoming more common in society as a whole. The Academy will not condone **any form** of physical assault for any reason and when assaults occur the students concerned will always be subject to serious sanctions. Whenever possible, we encourage students to remove themselves from situations and seek the support of staff before any physical confrontation occurs.

12.2. Academy Procedures

- 12.2.1. All cases of physical assault will be recorded.
- 12.2.2. Victims and perpetrators of assault will be requested to record events in writing.
- 12.2.3. All cases of assault will be dealt with by the Head of Year and/or Vice Principal (Behaviour & Safety) level or above.
- 12.2.4. Support will be provided for all victims of assault.
- 12.2.5. Parental complaints will always be investigated and in-school interviews arranged whenever possible, most likely involving the Safer Schools Police Officer.
- 12.2.6. Perpetrators of any form of physical assault will always be subject to serious sanctions such as a fixed term suspension.
- 12.2.7. Serious assault, or repeat assaults, may result in the student being moved to another institution or permanent exclusion of the perpetrator.
- 12.2.8. Support will be offered to the perpetrators of physical assault as well as the victims.

Please note – assault on another Woodkirk Academy student beyond school hours, may be dealt with by the school in the same way, as this is likely to prejudice good order and discipline.

13. ABUSE OF STAFF

13.1. Any abuse of staff will not be tolerated. **All** students who **verbally abuse and/or threaten** staff will be subject to serious sanctions and **all** reported incidents will necessitate parental involvement. This may result in a fixed term suspension and in more serious cases, may result in permanent exclusion.

13.2. Academy Procedures

- 13.2.1. **All** cases of abuse of staff will be recorded.
- 13.2.2. **All** cases will be dealt with by the Vice Principal (Behaviour & Safety) and/or Principal.
- 13.2.3. The following hierarchy of sanctions will be used, depending on the seriousness of the offence:
 - 13.2.3.1. Internal isolation.
 - 13.2.3.2. Fixed term suspension.
 - 13.2.3.3. Off-site provision
 - 13.2.3.4. Permanent exclusion.

13.3. In cases of **physical attack, permanent exclusion** may result. The student will not be allowed back on the school site.

13.4. The above also applies to the abuse of staff via electronic means (for example, social networks).

13.5. Malicious accusations against staff

Any accusations against school staff which are found to be malicious will be subject to the Academy's disciplinary procedures. The most likely outcome will be suspension from school, with the possibility of police involvement where appropriate. If proven, this may result in the student being educated at another institution away from the Academy site.

14. OFFENSIVE WEAPONS

14.1. Students **must not** bring onto the Academy site, or carry on the way to and from the Academy, any dangerous and/or offensive weapon. This includes knives, scissors (excluding blunt ended stationery scissors), guns of any description (for example, air pistols, BB guns) or any item that we consider its purpose being to threaten or cause injury to a student or adult, including fireworks.

14.2. Any student caught in possession of any such item (whether used or not) is likely to be **educated off site or permanently excluded**. We will refer the incident to the Safer Schools Police Officer with a decision to be considered about formal police action.

14.3. Any member of staff, with the permission of the Principal/Vice Principal, has the right to search for such items. The Academy retains the right to dispose of any such item. Although a last resort, such items can be confiscated using reasonable force.

15. SCREENING AND SEARCHING STUDENTS

There are two sets of legal provisions which enable Academy staff to confiscate items from students:

15.1. The **general power to discipline** enables a member of staff to confiscate, retain or dispose of a student's property as a punishment, so long as it is reasonable in the circumstances. A member of staff may use common law to search students, with their consent, for any item. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully (*Section 91 of the Education and Inspections Act 2006*). The legislation does not describe what must be done with the confiscated item and the Academy behaviour policy may set this out.

15.2. Searches will be conducted by a same-sex member of staff and in the presence of another member of staff where possible or unless the student gives permission otherwise. This may not be the case if an instance arises that may potentially cause serious harm if the search is not done immediately and it is not practicable to summon another member of staff.

15.3. **Power to search without consent** for 'prohibited items' *Section 550ZA of the Education Act 1996 and Regulation 3: Schools (Specification and Disposal of Articles) Regulations 2012* including:

- 15.3.1. knives and weapons;
- 15.3.2. alcohol;

- 15.3.3. illegal drugs;
- 15.3.4. stolen items;
- 15.3.5. tobacco and cigarette papers;
- 15.3.6. fireworks;
- 15.3.7. pornographic images;
- 15.3.8. tasers or other devices which omit a shock;
- 15.3.9. any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and
- 15.3.10. any item banned by the Academy rules which has been identified in the rules as an item which may be searched for, for example mobile phones.
- 15.3.11. Students who refuse a search will be subject to further sanctions.

15.4. Searches may be carried out both on and offsite. Offsite includes school trips or other activities offsite where staff have lawful control of students.

15.5. Screening may be used to search for some items. This can be carried out without a student's consent, even if the Academy does not suspect them of carrying a weapon or any other banned item. Screening will involve the use of a wand.

15.6. If a student refuses to be screened, the Academy may refuse to have them on the premises until the issue is resolved.

15.7. If concerns continue to arise or the risk is perceived to increase, a parent may be asked to escort their child to school each day to conduct a search with a member of staff present prior to access to the school site.

[Further information is available - DfE document, Screening, Searching and Confiscation](#)

16. POWER TO USE REASONABLE FORCE

- 16.1. Staff may use reasonable force where necessary to prevent a student from committing an offence, injuring themselves or others, damaging property, or to maintain good order and discipline. All incidents are recorded. Parents will be informed on the same day. Staff involved receive a debrief and appropriate training. Powers to search, screen and confiscate prohibited items are exercised lawfully and proportionately, with consideration for SEND and safeguarding needs.
- 16.2. The Principal and authorised staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.
- 16.3. The Academy can also identify additional items in its school rules which may be searched for without consent. Force **cannot** be used to search for these items.
- 16.4. Any instance where reasonable force is used on a student will be officially recorded in the individual student record on CPOMS.

[Further information is available – DfE document, ‘Reasonable Force’](#)

17. INTERNAL ISOLATION

- 17.1. Internal isolation seeks to avoid fixed-term suspensions by creating an in-school deterrent. Isolation is used for infringements of the Academy's behaviour policy.
- 17.2. Any student referred to the isolation unit will be expected to sit a one hour detention on the same evening (3pm until 4pm). It is anticipated that this detention will finish at 3.45pm for a student in the absence of poor behaviour.
- 17.3. Examples of behaviour for which students may normally be suspended or isolated:
 - 17.3.1. Repeat absence from scheduled detentions without advance notification from parent of an acceptable reason for absence.
 - 17.3.2. Disruption of lessons.
 - 17.3.3. Truancy.
 - 17.3.4. Smoking or vaping (smoking in the building is likely to result in further consequences).
 - 17.3.5. Fighting (serious incidents may require further action).
 - 17.3.6. Verbal abuse of students.
 - 17.3.7. Verbal bullying, including name calling.
 - 17.3.8. Possession of a mobile telephone in school.
 - 17.3.9. Failure to wear correct Academy uniform, including hair, make-up or jewellery etc.
 - 17.3.10. Acts of vandalism.
 - 17.3.11. Refusing to give their school planner to staff.
 - 17.3.12. Accruing multiple decrements in any one day.

This list is not exclusive or exhaustive.

- 17.4. Where the above types of behaviours are, or become, more persistent and/or malicious or are deemed sufficiently serious, **a suspension** is the most likely outcome.

18. EXTERNAL SUSPENSION

Complies with the
[DfE statutory guidance for those with legal responsibilities in relation to suspension](#).

- 18.1. A decision to suspend a student is only taken in response to:
 - 18.1.1. Serious breaches of the Academy's behaviour policy.
 - 18.1.2. The probability that allowing the student to remain would seriously harm the education or welfare of the student concerned, or the education or welfare of others in the school.
- 18.2. Suspension can be for a fixed period or a permanent exclusion. We use the terms suspension (formerly fixed-period exclusion) and permanent exclusion for serious breaches of this policy. Decisions are lawful, reasonable and fair, and take account of students' circumstances (including SEND and safeguarding). We follow statutory time limits and notification duties to parents/carers, the local authority and governing board, and provide education from day 6 of a suspension. Managed moves and off-site direction are used appropriately and with parental engagement.
- 18.3. The decision to suspend or permanently exclude rests with the Principal. Senior members of staff dealing with an investigation will make a recommendation based on their enquiries through the Vice Principal (Behaviour & Safety).

18.4. Parents have a duty to ensure their suspended child is not present in a public place during the first five days of any external suspension.

18.5. A student suspended for a fixed period of more than five days will receive full-time educational provision in another school's internal isolation unit from day six of their suspension, or at another suitable alternative provision.

18.6. Where a student is permanently excluded, the arrangement for the student to receive full-time education from day six of the suspension is the responsibility of the local authority.

18.7. Woodkirk Academy works in partnership with other local schools. The decision may be made to exclude a student for a fixed period of time to the isolation area of another school.

19. FIXED TERM SUSPENSION

Complies with the

DfE statutory guidance for those with legal responsibilities in relation to exclusion).

19.1. Students may only be suspended on a fixed period basis for a maximum of 45 school days during the academic year. Most fixed term suspensions will be for a short period. Longer suspensions can allow time to address the student's problems and, in some cases, consider other arrangements for his/her education.

19.2. Examples of behaviour for which students will normally be suspended for a fixed period are:

- 19.2.1. Defiance or disruption in the isolation area.
- 19.2.2. Incidence of repeated or persistent defiance, for example refusal to follow the instructions of staff.
- 19.2.3. Threatening behaviour towards other students.
- 19.2.4. Theft, or being an accomplice to a theft.
- 19.2.5. Possession of an illegal drug (see Section 33).
- 19.2.6. Use of an illegal drug prior to arriving on site.
- 19.2.7. Vandalism resulting in significant damage.
- 19.2.8. Repeated possession of a mobile telephone.
- 19.2.9. Inappropriate sexual behaviour, including sexual harassment.
- 19.2.10. Racist behaviour and other hate incidents.
- 19.2.11. Serious incidents that happen off the Academy site, where there is a clear link between the behaviour and maintaining good behaviour and discipline among the student body as a whole
- 19.2.12. Possession or use of fireworks on site (permanent exclusion may result; this being dependent on the individual incident)
- 19.2.13. Trespass on the Academy site.

This list is not exclusive or exhaustive.

19.3. A re-admission meeting involving student, parent, Vice Principal (Behaviour & Safety) and other appropriate senior members of staff will take place usually on the day preceding re-admission. The meeting will review the reasons for the suspension and consider the need for intervention to support the student's behaviour. The consequence of further suspensions will be explained. **The student will most likely be kept in isolation until the meeting takes place.**

19.4. Reasons for inappropriate behaviour will be discussed at the meeting. A decision will be made in discussion with parents as to whether further support and intervention is required for the student/family via Leodis Cluster.

20. INDIVIDUAL PUPIL RISK ASSESSMENTS

Any student who presents any form of risk to themselves and/or others may be subject to an Individual Pupil Risk Assessment (IPRA). Where physical intervention may be required, a Positive Handling Plan (PHP) will form part of the IPRA. Although any member of staff has the right to use reasonable force if deemed necessary, a number of the Pastoral Team are Team Teach trained and, whenever possible, one or more of the trained staff will deal with any situations requiring physical intervention. Physical intervention will always be a last resort.

21. PERMANENT EXCLUSION

Complies with the
DfE statutory guidance for those with legal responsibilities in relation to suspension)

- 21.1. The Academy will not normally permanently exclude students. When a student is deemed unsuitable to attend the Academy, either for a 'one-off' serious offence or because of a series of serious disciplinary offences, alternative provision will be sought. This may include a placement at another school or at another suitable facility, such as Southway, Footsteps or The Stephen Longfellow Academy.
- 21.2. Dependent on the severity or context, offences listed in section 19.2 may be considered serious enough for permanent exclusion.
- 21.3. The Principal reserves the right to permanently exclude in exceptional circumstances when a very serious breach of discipline has been committed.

22. DISRUPTION OF LESSONS

Disruption of lessons by a small minority of students is a major cause for complaint in secondary schools. Any form of disruption, even at low level, affects the education of every other student in the group, by wasting teaching time and by distracting other students who would otherwise be on task. The Academy Classroom Code of Conduct is aimed at minimising disruption, but for students who choose to ignore this code then the full range of sanctions will apply. Breaking this cycle of disruption for the small minority of students involved is often difficult, but we have a duty to the hardworking majority and are determined to reduce this type of behaviour to a minimum. Isolation is used for students who regularly disrupt the learning of other students. Further sanctions may be required for those who fail to respond appropriately to interventions.

23. SUPPORTING STUDENTS DISPLAYING CHALLENGING BEHAVIOUR

- 23.1. At Woodkirk Academy, we recognise that some students will struggle to manage their behaviour in school. As such, consideration is given to the individual needs of students at all times and we will work very closely with parents to support this. Some students will inevitably require further intervention which can be offered in school. This includes counselling, mentoring, anger management support and life coaching. The support of parents is vital in addressing any form of challenging behaviour.
- 23.2. Where appropriate, students will be referred to external agencies to provide further intervention and support. This may involve agencies such as Social Care, MST, CAMHS and other appropriate services that can be accessed through the Leodis Cluster.

- 23.3. Where multi-agency meetings are appropriate, interventions such as Early Help Assessments may also be put in place to support students and their families.
- 23.4. Where a student's behaviour gives cause to suspect that they may be suffering, or is likely to suffer significant harm, procedures will be followed as set out in the Academy's Safeguarding & Child Protection Policy. This may result in a member of Designated staff referring the issue to Social Care. In most cases, where appropriate, a parent will be informed of this course of action. There may be certain instances where it is necessary for Designated staff to refer to Social Care without prior contact with parents.
- 23.5. Students may be directed to another registered education provider for a period of time as an intervention to help improve behaviour.

24. DEFIANCE

We strive to ensure that relationships between staff and students remain positive at all times. Outright refusal to carry out instructions from staff members is rare, but any instance of this type of defiance will be treated very seriously and isolation from lessons will be the likely result. More serious incidents may result in suspension. We will always seek the support of parents in resolving any serious matter.

25. REMOVAL FROM THE CLASSROOM

This may be used when behaviour in the classroom is so serious that a removal from the room is the only option to allow the lesson to continue. A student will usually be removed to the On Call room. This will be recorded on Arbor. A same day detention will be issued. The subject teacher will make contact with parents to share an account of the reason. This will be as soon as possible after the incident though may not be the same day.

26. MOBILE TELEPHONES/TECHNOLOGICAL DEVICES

26.1. Years 7 to 11

- 26.1.1. Mobile telephones have proved to be a source of constant disruption. Staff waste valuable time dealing with issues such as theft, losses, texting during lessons and lessons being disrupted by call tones and vibrations. There are also increasing concerns surrounding text bullying and taking mobile phones in to public examinations, which is strictly forbidden.
- 26.1.2. Mobile telephones are not permitted to be brought onto site by students in Years 7 to 11. Where there are any necessary adjustments to these arrangements, they will be discussed with individual parents. Staff will confiscate a phone that is seen or heard. Parents will be informed on the same day, and retrieval arrangements will be clear (by an adult only). Staff acting lawfully are protected from liability for loss or damage. Escalating sanctions will apply for repeat breaches.
- 26.1.3. Any devices with the capability of recording footage or sound and taking photographs are prohibited. This includes where applicable, MP3 players and SMART watches (this list is not exhaustive). SMART watches with their own SIM card are prohibited and will be treated like a mobile phone.

26.1.4. Academy Procedures:

- 26.1.4.1. All mobile phones found on the Academy site will be confiscated. These will only be returned to an adult once the period of confiscation has run its course. Phones will be available for collection according to the timeframe detailed in Appendix A, paragraph F. Phones will not be returned until the period of confiscation has run its course.
- 26.1.4.2. Period of confiscation as follows:
- 26.1.4.3. First occasion: two full school days' confiscation
- 26.1.4.4. Second, third, fourth occasion: three full school days' confiscation
- 26.1.4.5. Fifth occasion onwards: four full school days' confiscation
- 26.1.4.6. On each occasion, the student will be placed in isolation for a short period of time, usually one full timetable period
- 26.1.4.7. Students who persist in bringing mobile phones on site may be subject to a fixed-term suspension.
- 26.1.4.8. The Academy retains the right to search for phones if a student is suspected of having one in their possession. Students who refuse a search will be sanctioned appropriately and parents may be requested to immediately attend school site to resolve the issue. Students who refuse to hand over their phone may be suspended and will be subject to further sanctions (they will remain in isolation until the phone is returned to school with the SIM card in the phone). If this matter persists for an extended period of time, school may decide to place the student at an alternative provision.

27. THEFT

- 27.1. Theft of property, either belonging to the Academy or to other students or staff will not be tolerated. In any proven cases of theft serious sanctions will apply, with suspension the probable outcome.

27.2. Academy Procedures

- 27.2.1. **All** incidences of theft will be recorded.
- 27.2.2. **All** incidences of theft will be dealt with and treated as a serious incident. This will involve the support of the Safer Schools Officer.
- 27.2.3. **All** cases of reported theft will be investigated and will include parental involvement of both the perpetrator and the victim. Please note that the Academy is not obliged to investigate mobile phone theft.
- 27.2.4. Outside agencies will be involved if this is appropriate, for example, police, Social Care and Youth Offending.
- 27.2.5. Where victims of theft, or the parents of victims, involve the police, the Academy will co-operate fully in any investigation.
- 27.2.6. Theft will result in time in isolation as a minimum and may well result in suspension.
- 27.2.7. **Students should hand any valuable items into a member of staff where theft may be a risk, for example PE lessons. If bags are left during lunchtime, for example, students should ensure valuable items, such as watches and money, are kept with them. Under no circumstances is the Academy responsible for the loss or damage of items brought onto the school site.**

28. VANDALISM/DAMAGE

28.1. Vandalism or causing damage to property will not be tolerated and any students who are involved in acts of vandalism or causing damage to Academy property will be subject to serious sanctions. Acts of wilful damage or vandalism are likely to result in suspension. Students will be expected to meet the costs of any damage they cause. This includes graffiti in the school planner, in which case students will be expected to purchase a new one (£5.00).

28.2. Academy Procedures

- 28.2.1. **All** acts of damage to property or vandalism will be recorded.
- 28.2.2. **All** acts of damage to property or vandalism will be dealt with at Vice Principal (Behaviour & Safety) level or above. The Safer Schools Officer is likely to be involved.
- 28.2.3. **All** reported cases will be investigated and parents involved.
- 28.2.4. Outside agencies will be involved if this is appropriate, for example the police etc.
- 28.2.5. The Academy may seek reparation where serious damage occurs.
- 28.2.6. Any acts of vandalism are likely to result in isolation as a minimum.

29. LITTER

- 29.1. We work hard to make sure our school is clean and safe. We expect students to respect the school environment and make sure all litter is put in a bin.
- 29.2. Any student who is caught dropping litter will be required to assist in tidying the school site during breaks and lunchtimes, equipped with a fluorescent jacket and litter grab. Any student, over the age of 14, who repeats the offence may be referred to the local Environmental Enforcement Officer. Under legislation introduced in 2005 under the 'Clean Neighbourhood and Environment Act' people guilty of dropping litter could be issued with a fine or three hours of community service on a Saturday morning. This includes the journey to and from the Academy or anywhere wearing the Academy uniform.
- 29.3. Litter picking / tidying classrooms may also be deemed as an appropriate sanction in other circumstances, as outlined in the Department for Education document 'Behaviour in Schools February 2024'.

30. BEHAVIOUR ON SCHOOL BUSES

Poor behaviour on school buses has become a major problem for most secondary schools and we are determined to minimise this problem. All school sanctions will apply to poor behaviour on school buses, including **suspension**. Poor behaviour is likely to result in the student being banned from school buses for a period determined by the Academy. Repeat offenders are likely to be permanently banned from using the school buses. Sanctions also apply to users of public service buses.

31. LEAVING SITE WITHOUT PERMISSION : YEARS 7 TO 11

31.1. The Academy has a strict policy concerning students leaving the school site. **All** students should be on the site at **all** times during the school day, unless there is a specific reason for leaving, for example a doctor's appointment etc. Students are **not** allowed, under any circumstances, to leave the school site to use local shops etc at lunch time or morning break.

31.2. Academy Procedures:

- 31.2.1. If a student needs to leave the school site they must have written permission from a parent. The only exception to this would be when a member of the senior staff gives permission in an emergency, or where parental permission has been arranged by telephone. The Academy reserves the right to insist upon written permission in all cases.
- 31.2.2. An Exit Permit requesting permission must be filled in by the student and signed by a member of the attendance team or pastoral staff before the student leaves the school site. This must be handed in at Student Services directly before leaving.
- 31.2.3. A Police Pass, alongside the Exit Permit, must be collected from Student Services on leaving, to avoid problems with police truancy patrols.
- 31.2.4. Any students leaving site without permission (absconding) will be subject to school sanctions, which may be a two-day period in isolation and/or supervised lunch and break times. If there is a concern for welfare, or the student is not immediately located, the police will be contacted.
- 31.2.5. Any student absconding from site without permission will be expected to attend a meeting with their parent and Head of Year before returning to mainstream lessons and is likely to spend two days in isolation until 4pm.
- 31.2.6. An Individual Pupil Risk Assessment (IPRA) is likely to be written for any student who repeats this behaviour. This will outline the measures in place to safeguard individual students. In some instances, this will include a Positive Handling Plan.

32. TRESPASSING ON ACADEMY SITE

Trespassing on school sites is a major problem nationally. We have been able to avoid most of the problems associated with this but are still subjected to instances of criminal damage, vandalism and nuisance. Our students are notified that they should not enter the school site except on official school business, or to take part in events that are part of our community lettings programme. Any students who choose to ignore this will be subject to serious sanctions, particularly where criminal damage and vandalism are involved. Abuse of staff or creating a nuisance at official events, for example Open Evenings, concerts, productions etc, will be treated very seriously and could result in **suspension**.

33. MISUSE OF DRUGS

- 33.1. The misuse of drugs by school-age children has become a serious problem, both locally and nationally. A 'Drug Awareness' module is part of our PSHE programme and the school, supported by the Local Committee, believes that drug-awareness education and a firm and consistent policy for dealing with students involved in drug related incidents have become a necessity.

33.2. Drugs referred to in this policy include both legal and illegal forms. Legal drugs include alcohol, tobacco and solvents sold over the counter and prescribed drugs (however by virtue of the age of our students, acquisition of these substances over the counter, would be illegal). Illegal drugs such as cannabis, ecstasy, heroin, crack/cocaine and LSD are prohibited under legislation. Drugs referred to include both classified drugs and legal highs, for example Mephedrone.

33.3. Drugs and the Law

- 33.3.1. The Misuse of Drugs Act (1971) and the Misuse of Drugs Regulations (2001) governs the manufacture and supply of controlled drugs for legitimate medical use. It, therefore, creates offences of unlawful manufacture, possession and supply.
- 33.3.2. Drugs controlled under the Act are classified according to toxic effect, ie hard drugs (heroin, cocaine etc), soft drugs (cannabis).
- 33.3.3. Possession of hard drugs can lead to a prison sentence – maximum penalties are severe.
- 33.3.4. It is an offence to knowingly allow anyone on your premises to produce, sell or give illegal drugs, even if they **only offer** to supply the drug.
- 33.3.5. If anyone is found in possession, on your premises, of what you think is an illegal drug you should inform the police and hand it in without delay.
- 33.3.6. The Act allows you to take possession of an illegal drug to prevent someone else committing an offence provided that you hand it to the police.

33.4. Signs of taking drugs

- 33.4.1. Sudden mood changes.
- 33.4.2. Unusual outbreaks of temper.
- 33.4.3. Lack of appetite.
- 33.4.4. Bouts of drowsiness.
- 33.4.5. Unusual smells on clothes etc.
- 33.4.6. Disregard for physical appearance.
- 33.4.7. Unusually dilated or constricted pupils.
- 33.4.8. Sores around the mouth or nose.
- 33.4.9. Suddenly losing interest in friends, sport etc.
- 33.4.10. Possession of unusual powders, tablets, capsules, hand rolled cigarettes.

33.5. Academy Procedures

- 33.5.1. Staff will **always** refer any suspicions concerning misuse of drugs to a senior member of staff. **All** such reports will be investigated at Vice Principal (Behaviour & Safety) level or above.
- 33.5.2. Any student suspected of being in possession of drugs will be searched. Any searches will involve the Safer Schools Police Officer whenever possible.
- 33.5.3. **All** students found in possession of illegal drugs or what is thought could be an illegal drug will be reported to a senior member of staff.
- 33.5.4. With the authority of the Principal, staff have the right to search and confiscate if they suspect anyone is in possession of such items.
- 33.5.5. In any cases where misuse of drugs is suspected parental involvement **will** be necessary.
- 33.5.6. The police will be involved in **all** cases of misuse of drugs.
- 33.5.7. All students involved in drug related incidents will be subject to **suspension**, in some cases permanent. This may involve the student being educated at another institution.
- 33.5.8. **All** students involved in the **supply** of illegal drugs may be subject to **permanent exclusion**. As a minimum, they will be educated at another institution. **Passing drugs to another student is classed as supply.**

- 33.5.9. The Academy will always offer support to students involved with, or at risk of involvement with, illegal drugs. With the permission of the student, this may be a referral to an external specialist agency.

34. SMOKING AND VAPING

34.1. The Academy has a no smoking and vaping policy for the whole of the school site.

34.2. It is now widely accepted that smoking is a major cause of several potentially fatal diseases. It is also widely accepted that the large majority of smokers begin the smoking habit while of school age. Other important issues, including secondary smoking and the question of social acceptability have further highlighted the smoking problem.

34.3. We believe that we must take a positive stance against smoking and this will be highlighted in assemblies, PSHE lessons and Form Tutor time. We will make all students and parents aware of this stance and the importance we attach to our non-smoking policy and the sanctions that will apply.

34.4. Academy Procedures

- 34.4.1. **All** students caught smoking / vaping in or around school premises, on school trips or on the way to and from school will be seen by the appropriate Head of Year and counselled about the dangers of smoking / vaping and informed of the sanctions which will be applied. The student will be referred to isolation for three hours and will serve a same-day detention for one hour, reduced to 45 minutes in the absence of poor behaviour.
- 34.4.2. **All** parents of offenders will be notified by text / email / telephone or letter and offenders will be subject to school disciplinary measures.
- 34.4.3. Persistent offenders may be subject to a fixed-term suspension if the previous measures fail. All parents of repeat offenders will be asked to visit school for a meeting. It is likely a referral may be made to the NHS School Nurse
- 34.4.4. **All** incidents will be recorded in the student's record.
- 34.4.5. The above sanctions also apply to vapes, vaporisers or other nicotine related equipment and to any student who has smoking items in their possession, for example lighters, tobacco. Students who are caught with student smokers are likely to be subject to the same school sanctions.
- 34.4.6. Staff have the right to either retain or dispose of tobacco, cigarette papers and lighters. This also applies to vapes and vaporisers.
- 34.4.7. Further support will be offered to students who smoke, for example external agencies.
- 34.4.8. Persistent offenders are likely to be subject to random searches if there is a suspicion they may be carrying such items banned by school.
- 34.4.9. The above sanctions also apply to students on trips and visits out of school

35. INAPPROPRIATE SEXUAL BEHAVIOUR

35.1. Woodkirk Academy's Safeguarding and Child Protection Policy outlines our stance on addressing child-on child sexual abuse, and the procedures in place will be adhered to if any instances of sexual harassment or sexual violence be uncovered.

35.2. Woodkirk Academy prohibits all forms of sexual abuse and discrimination, whether physical or verbal, including sexual harassment, gender-based bullying and sexual violence. Even if school receives no specific reports, we will assume sexual harassment and online sexual abuse is happening. The school will respond promptly and appropriately to any sexual harassment complaints in line with the Safeguarding and Child Protection Policy; appropriate steps will be taken to stop the harassment and prevent any reoccurrence.

35.3. Discipline for incidents of sexual harassment will be determined based on the nature of the case, the ages of those involved and any previous related incidents. Parents will be involved in all such cases, which may also be referred to the police and other outside agencies, for example Social Care (Child Protection). The suspension procedures will be initiated in all such cases. Consideration will be given to **permanently excluding** any student responsible for carrying out such an assault. This includes inappropriate sexual behaviour that may occur via the internet or other electronic means. Support will be offered to both victims and perpetrators.

35.4. The Academy will follow guidelines as set out in the latest KCSIE guidance (DfE), Part 5: child-on-child abuse and harmful sexual behaviour, Sexual violence and sexual harassment between children in schools and colleges September 2021 (DFE) and the AIM Education Guidelines. We will also follow the guidelines set out in the NPCC guidance 'When to call the police.'

35.5. In reported cases, a Risk Assessment Management Plan (RAMP) may be required. Parents will always be notified. A RAMP is intended to support both the alleged victim and alleged perpetrator. School will liaise with other relevant services whenever a RAMP is put in place, for example CSWS, police.

35.6. The Academy will always offer appropriate support and intervention to any alleged victims as well as alleged perpetrators

36. SEXUAL HARASSMENT

36.1. Any cases of sexual harassment or alleged sexual harassment will be investigated thoroughly by school unless the case is already under investigation by the police. **All** students involved in sexual harassment will be subject to serious sanctions including suspension or permanent exclusion, and all proven incidents will necessitate parental involvement. We will also liaise closely with the Safer Schools Police Officer about potential for further police action.

36.2. School Procedure

- 36.2.1. **All** cases of sexual harassment will be recorded.
- 36.2.2. All reports of sexual violence and harassment will be taken very seriously.
- 36.2.3. The victim(s) will be asked to record events in writing.
- 36.2.4. **All** cases of sexual harassment will be dealt with at Vice Principal (Behaviour & Safety) level or above, as well as the Safer Schools Police Officer.
- 36.2.5. Support will be provided for all victims and perpetrators of sexual harassment.
- 36.2.6. Parental complaints will be investigated.
- 36.2.7. Perpetrators of any form of sexual harassment will always be subject to serious sanctions. The severity of any sanctions will depend upon the exact details of the offence.
- 36.2.8. Serious or persistent sexual harassment is likely to result in the suspension or permanent exclusion of the perpetrator(s).

- 36.2.9. In some cases, it will be necessary for a student to move classes as a result of allegations, whether proven or not. We will follow the statutory guidance as set out in the latest KCSIE document at all times.
- 36.2.10. Outside agencies will be involved if this is appropriate for example police, social services, child protection etc
- 36.2.11. Although sanctions may be used, school will always aim to ensure an approach which is inclusive and supports students to address their behaviours as opposed to focusing solely on containing behaviours causing concern.
- 36.2.12. This includes inappropriate sexual behaviour that may occur via the internet or other electronic means.
- 36.2.13. Any such incident can be reported directly to school staff or via safeguarding@woodkirk.leodis.org.uk.
- 36.2.14. In cases where allegations of sexual violence and/or harassment are found to be unsubstantiated, unfounded, false or malicious, the DSL will consider whether the child or person who has made the allegation is in need of support or may have been abused by someone else. In cases where the report is found to be deliberately invented or malicious the school will consider whether it is appropriate to take any disciplinary action.

37. MANAGED MOVES

A managed move is used to initiate a process which leads to the transfer of a student to another mainstream school permanently. If a temporary move needs to occur to improve a student's behaviour, then off-site direction (as described in paragraphs 33 to 47 of the DfE [Suspension and Permanent Exclusion guidance](#)) should be used. Managed moves should only occur when it is in the student's best interests

38. HEALTHY SCHOOL POLICY – ENERGY DRINKS

- 38.1. Energy drinks (Lucozade, Red Bull, Powerade etc) and drinks with a high sugar content (Coca-Cola, Dr Pepper etc) are not to be brought onto school premises, a measure which is in line with the majority of schools nationally. A variety of studies have been published recently which highlight the fact that the stimulants (for example caffeine and high levels of sugar) that are contained within energy drinks can cause loss of concentration, anxiety and irritability among students.
- 38.2. Furthermore, the governors and staff believe that the consumption of energy drinks on site is contradictory to the aims and objectives of our school. We are extremely conscious that some of our students have become part of a culture where energy drinks are consumed as part of their everyday diet. Water is freely available to all students at break and lunchtimes.
- 38.3. Any student found in possession of energy drinks will have them confiscated and disposed of.
- 38.4. Sections 34.1 to 35.3 also applies to Sixth Form students.

39. SIXTH FORM

All sections of this policy apply to the Sixth Form, with the following exceptions:

39.1. Behaviour

- 39.1.1. All instances of attendance, progress and behaviour will be recorded on the School Information Management System (Arbor) by any relevant adult in the Academy.

- 39.1.2. For positive behaviour and conduct, students may receive letters of rewards/emails home, vouchers and other rewards.
- 39.1.3. For negative behaviour, students will follow sanctions of increasing severity.

39.2. Responsibilities

Sixth Form students must recognise their responsibility in acting as ambassadors to the Academy and be positive role models at all times, including in the area of school dress. We believe that dress plays a valuable role in contributing to the ethos and values it represents and in setting an appropriate tone for behaviour and attitude. See Appendix B for details of the Learning & Conduct Agreement. See Appendix C for details of the Sixth Form dress policy.

39.3. Technology

There are strict rules concerning the use of phones/electronic devices, **including not taking photographs or videos which capture other students**, and the acceptance that students who do wish to bring phones will do so at their own risk. Students are only allowed to use their mobile phones in the Sixth Form Centre, and in lessons if given permission by their teacher. Mobile phones should not be visible in any other area of school. Sanctions will apply for any students breaking these rules. Students must also be aware that mobile phones and digital music players are not allowed in public examination rooms and cancellation of all entries can result if this strict rule is ignored. See Appendix D for the Phone and Technology Policy and Appendix E for the Acceptable Use Policy.

39.4. Leaving site without permission

- 39.4.1. Students should be on the school site on a Monday and Thursday by 8.45am ready for form time at 8.50am. Students are allowed off site if they have a study period and must sign in and out at all times. Failure to arrive to form or lessons on time could result in a student having to remain on site for study periods.

39.4.2. Academy Procedures:

- 39.4.2.1. If a student needs to leave the school site when they should be in a lesson, they must have written permission from a parent, or verbal permission has been sought from the parent by the Head of Year.
- 39.4.2.2. An Exit Permit requesting permission must be filled in by the student and signed by the Head of Year or Head of Sixth Form before the student leaves the school site. This must be handed in at Student Services directly before leaving. A Police Pass should be collected if required.
- 39.4.2.3. Students returning later should sign in before going into lessons.
- 39.4.2.4. Students should scan out if they leave the site early when they have **finished all lessons** on a particular day.

39.5. Exams

- 39.5.1. Non-attendance will mean students are charged for the exam and if it results in the qualification not being awarded, they will be charged the full qualification entry fee.
- 39.5.2. Students will be charged the full qualification entry fee if they are disqualified for non-compliance with JCQ regulations including but not limited to; plagiarism or banned items being found about their person in an examination.
- 39.5.3. Should a student's attendance at lessons fall below 80% we reserve the right to withdraw them from their exams unless they pay the entry fees.

YEARS 7 to 11 PASTORAL SANCTIONS

At Woodkirk Academy, a range of sanctions exist and care is taken to apply the sanction most appropriate to the student concerned and the seriousness of the misdemeanour. Poor behaviour in school is often an indicator of other concerns/issues in a young person's life. Pastoral staff will always consider further support and interventions alongside sanctions.

School detentions typically run from Tuesday to Friday. Staff may use detentions on any day after school and parents will be notified if a student is kept back on the same day, but consent is not required. Detentions will be reasonable and take account of students' circumstances. Any student arriving late to school (after 8.50am) will be instructed to stay behind for one hour, reduced to 45 minutes in the absence of poor behaviour, on the same day after Period 5 has finished. The majority of main school detentions are scheduled to run for one hour but in the absence of poor behaviour the detention will run for 45 minutes. If the student already has a detention after school, the detention will be carried over to another day. Failure to attend a detention will result in a 75 minute detention the following day / detention slot. Failure to attend the 75 minute detention will result in a referral to the Isolation Unit.

DETENTIONS: the law does not suggest that schools must inform parents. Equally, schools are not obliged to ask parents for permission. Nonetheless, Woodkirk Academy will always notify parents when detaining a student

Woodkirk Academy understands the need to take into account, and be sensitive to, individual needs of our students when applying sanctions. This may include making reasonable adjustments, as necessary, at the discretion of pastoral staff. This may include students who fall into categories such as those below:

- Students with SEN needs
- Minority, ethnic and faith groups
- Travellers, asylum seekers and refugees
- Students who need support to learn English as an additional language
- Children in public care (or previously in care)
- Young Carers
- Students with a social worker (or previously with a social worker)

A Detentions Failed to Attend

Failure to attend a detention will result in a 75 minute detention the following day / detention slot. Failure to attend the 75 minute detention will result in a referral to the isolation unit until 4.15pm.

Repeated failure to attend – further sanctions will be decided by the Vice Principal (Behaviour & Safety) and may result in the recommendation of a fixed-term suspension. A parenting contract may also be started with possible use of external agencies (parent support).

Students are likely be collected at the start of the last period and placed in isolation for any future detention until completed.

B Late to school

Students who are late to Form Time must register as late with their Form Tutor. A one hour, reduced to 45 minutes in the absence of poor behaviour, same-day main school detention will be issued, to start at 3pm. Students who arrive after 9.10am must register as late at Student Services

If a student arrives after 9.20am, the register will be coded with a 'U' and is an unauthorised absence for the whole morning. Parents will be informed by letter of legal action if this continues.

Students who are persistently late will be collected at the start of period 5 (2pm) and placed in the isolation unit and remain there until 4pm.

C Truancy

Students who truant from school or from lessons will be sanctioned by the relevant Head of Year or Vice Principal (Behaviour & Safety) as appropriate. Sanctions will depend on the severity and the individual circumstances. Students who truant will make up time after school as appropriate. Any student absconding from the school site will most likely be subject to an IPRA (Risk Assessment) as this type of behaviour causes serious safeguarding concerns. Pastoral Staff will, in discussion with parents, look to identify the causes of such behaviour and offer appropriate support where necessary.

Truancy from a lesson where a student remains in school will be sanctioned with an after school detention for each lesson truanted.

Truancy from school will result in a period in isolation and an after-school detention issued

Absconding From School

Two days in isolation until 4pm

D Uniform- Including Jewellery, Hair and Make-up

Incorrect uniform – appropriate sanctions will be applied by the Pastoral/Behaviour Support Worker or Head of Year in conjunction with Vice Principal (Behaviour & Safety). Parents to be contacted by Behaviour Support Worker/Pastoral Support Worker or Head of Year.

Hair

The Academy recognises that there will always be a variety of hairstyles worn by students. Most hair styles are appropriate. Styles deemed to be inappropriate include: haircuts that are excessively short, ie lower than grade 0.5 and/or where hair has been cut to bare skin; haircuts where patterns, stripes or letters have been cut into the student's hair; or hair that is dyed in bright or unnatural colours. Hair must be blended.

We reserve the right to ask students with long hair to tie it back. This will be a requirement in certain situations for health and safety reasons, for example during PE and cooking lessons.

Jewellery

Up to a single plain, entirely metal stud not greater than 5 mm in diameter may be worn in each ear, in the lobe. No other earrings should be worn. Taping over, or the wearing of invisible/clear earrings or piercings, is not permissible.

No other jewellery should be worn in school. We are aware that there may be occasions when some students request to wear religious symbols. These will be considered on an individual basis.

Make-Up

Make-up, including false eyelashes, and fake tan is not allowed for any reason. The Academy retains the right to ask students to remove any make-up or false tan. Students who repeatedly wear make-up and fake tan may be issued with a detention, referred to isolation or sent home for parents to ensure make-up and/or false tan is removed before students are returned to school as soon as possible.

NON-COMPLIANCE WITH THE UNIFORM POLICY

1. Where uniform infringements can be addressed in school this will be done, including the removal of make-up and jewellery, including earrings and piercings; clean items of clothing may be loaned for minor and rare infringements.
2. Where this is not possible, students may be denied access to the school site at the start of the day and asked to return home to rectify the infringement. In other cases, parents will be asked to collect their child such that the matter can be dealt with. The Academy may seek consent from the parent to send the student home in order to address the issue. The student should then return to school wearing the correct uniform.
3. If parents are unavailable, then the student will be removed from mainstream lessons for the duration of the school day. This will normally be in isolation. Appropriate work will be provided. Contact will be made with parents to ensure that the student wears the correct uniform the following school day.
4. Where it is not possible to address a uniform breach quickly, for example short hair styles that need time to grow out, these will be considered case by case, with possible outcomes including removal from mainstream lessons or working from home.

E Students refusing to hand over planner

Planners remain the property of the Academy and must be handed over to any member of staff upon request

3 lessons in isolation and a same-day detention issued (3pm to 4pm)

Repeated refusal, further sanctions will be decided by the Vice Principal (Behaviour & Safety) and may result in the recommendation of a fixed term suspension out of school and/or some time based off-site at a partner school. Consideration to be given to underlying causes and appropriate intervention.

F Mobile phone (does not re-start at the beginning of the academic year and sanctions applied without exception)

If a student is found to have brought a mobile phone to school, it will be confiscated and that student will be referred to isolation. A same-day detention (3pm – 4pm or 3.45pm finish for good behaviour) will be issued. The period of confiscation is as follows:

First incident	2 full school days
Second, third or fourth incident	3 full school days
Fifth and subsequent incidents	4 full school days

Confiscated phones may be collected after 3pm on the identified day. All phones must be collected by an appropriate adult; it will not be returned to the student under any circumstances. Weekends do not count as part of the period of confiscation, for example if a phone is held for two full school days and is removed on Friday, it can be collected by an adult after 3pm on the following Tuesday. See table below for two full school day confiscations.

Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Mon	Tue
Taken	Day 1	Day 2 Returned 3pm						
	Taken	Day 1	Day 2 Returned 3pm					
		Taken	Day 1	Day 2 Returned 3pm				
			Taken	Day 1			Day 2 Returned 3pm	
				Taken			Day 1	Day 2 Returned 3pm

Three and 4 full school day confiscation periods can be calculated from the table by adding 1 and 2 **school days** respectively. For example, a phone taken on a Wednesday and held for **3 full school days**, will not be available for collection prior to 3pm on the following Monday.

Students failing to attend the after-school detention will be issued with a Friday afternoon detention for 75 minutes (3pm to 4.15pm). In addition, an additional full school day will be added to the period of confiscation.

Students refusing to hand over their mobile phone will be held in the isolation unit and a parent will be contacted should the student continue to refuse. It will be an expectation for the parent to visit the school site to convince their child to comply. The next day, the parent and student will be expected to come to school together to hand over the mobile phone. The student and parent will be asked to return home should the mobile phone not be handed over for confiscation. The SIM card must still be in the original phone. In addition, if a student refuses to hand over a mobile phone an additional full school day will be added to the period of confiscation.

Students may be subject to random screening for repeatedly contravening the school rules regarding mobile phones. For some, this may be on a daily basis.

Persistent and repeated confiscations may result in fixed-term suspensions. This may involve regular screening. Confiscated phones – see [Section 26](#) for further information.

G Smoking / vaping

A minimum period of 3-hours in isolation (with a same-day detention). In addition, the student will be referred to Friday detention (3pm to 4.15pm)

Student may be subject to random bag searches and screening on entering the site and IPRA considered. Further sanctions to be decided by the Vice Principal (Behaviour & Safety) and/or Principal and may result in a fixed term suspension out of school and/or time based off-site.

Students caught smoking inside school premises may be suspended with input from the Safer Schools' Officer as this is a criminal offence and puts others at serious risk. This may well result in a student spending time at another institution.

H Students going off site / absconding – break/lunchtime

Two days in isolation until 4pm

Repeat offenders will be subject to further sanctions including an IPRA.

I Students absconding from isolation

Two days isolation until 4pm and the original period of isolation to be served again.

Sanctions to be considered by the Vice Principal (Behaviour & Safety) depending on the individual circumstances. Absconding from isolation represents a serious breach of school discipline.

Repeatedly absconding from isolation is likely to result in a fixed-term suspension



APPENDIX B

SIXTH FORM LEARNING AND CONDUCT AGREEMENT

It is expected that all students in the Sixth Form abide by the conditions outlined herein for the duration of their time at Woodkirk Academy.

Students in the Sixth Form are considered adult role models for the younger members of the Academy and their conduct and attitude should reflect this at all times both in and out of school.

Discipline and conduct are subject to the same requirements as detailed in the Academy Behaviour Policy and we will treat students as young adults when dealing with issues arising.

Attendance and Punctuality will be dealt with in line with the Academy Attendance Policy and the Sixth Form attendance procedures.

Learning and Progress

I understand that I am expected to:

- Sign up to study the equivalent of at least 3 full time level 3 courses and maintain this level of study
- Attend all lessons on my timetable
- Complete all work, including any missed due to absence, to the best of my ability
- Keep organised notes, files or books for all subjects as required
- Be aware of, and make a conscious effort to attain and exceed, my minimum expected grades
- Have my Academic Diary and relevant subject material available daily
- Accept constructive criticism positively and use it as a vehicle for self-improvement
- Notify my Subject teacher, in advance, if I am unable to meet a deadline
- Spend independent study periods undertaking academic work
- Respect the right of other students to work without interruption or distraction
- Limit any part time work to a maximum of 12 hours per week
- **Remain behind, without prior notice, until 4pm as and when required and for all assessment weeks**
- Consult a member of the Sixth Form Team regarding any personal issues arising from or affecting my work without delay

Attendance

I understand that I must:

- Abide by the Sixth Form Attendance Policy
- Aim to achieve 100% attendance, with 96% as the minimum
- Contact the attendance team to notify them of non-attendance on the first day of illness
- Attend all lessons/form punctually (be there in time for the **start** of lessons)
- Provide legitimate documentation and complete a 'Prior Notification of Absence' form in advance of known non-attendance, e.g. hospital appointment, driving test, work experience.
- Consult the Sixth Form Team if needing to leave site (e.g. due to illness)
- Not arrange unauthorised activities during Academy hours, e.g. holidays, driving lessons, non-urgent GP/dental appointments



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&
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- The Academy will have the final say on the legitimacy of any absence
- Absences during mock or final exams **will not** be authorised
- Be available to attend meetings/support sessions on all school days at any time throughout the school day until 4pm
- Not undertake paid employment during school hours

Behaviour and Conduct

I understand that I must:

- Role model appropriate behaviour and conduct at all times, including travelling to and from the Academy
- Follow all instructions given by any member of staff immediately
- Abide by the Sixth Form Dress Policy
- Wear my ID badge visibly (on the lanyard provided, around the neck) at all times
- Adhere to the Technology Policy
- Respect Academy property and report damage immediately
- Follow the behaviour policy for the Academy
- Abide by the rules of the Student Desktop and 'Bring Your Own' policies
- Not post images of the Academy; post images/video footage of staff, students or visitors; or make reference to the Academy name without prior written consent from the Principal or delegated staff
- Not abuse printing privileges or waste resources
- Not possess on the school site drugs, alcohol, tobacco or tobacco related products, weapons or incendiary devices and understand that to do so is strictly prohibited

Exams

I understand that:

- Non-attendance to an external exam will mean I am charged for the exam and if it results in the qualification not being awarded, I will be charged for the full qualification entry fee.
- If I am disqualified for non-compliance with JCQ regulations including but not limited to: plagiarism, or banned items being found about my person in an examination, I will be charged the full qualification entry fee.
- If my overall attendance falls below 80% the Academy reserve the right to withdraw me from exams unless I pay the entry fees.

Progression Into Year 13

I understand that my place in Year 13 is at risk if I do not:

- Work with dedication and purpose to achieve my MEG in all subjects
- Maintain more than 96% attendance.



General

I understand that I must:

- Adhere to the Sixth Form Learning and Conduct Agreement with regard to attendance, deadlines, underperformance and conduct.
- Recognise that enrichment activities are vital in demonstrating many skills and attributes, which will help in applying for university courses, apprenticeships and employment.
- Not order food deliveries or consume 'take-aways' anywhere on the Academy premises.
- Not use the grass areas under any circumstances for leisure purposes during Academy time.
- Take responsibility to keep the Academy safe and secure.
- Be responsible for my own valuables. As such, I will not bring unnecessary items or large amounts of money into the Academy.
- Report any anti-social behaviour.
- Not park on Academy premises or in the local area in a way that may cause complaint

APPENDIX C

SIXTH FORM DRESS AND PRESENTATION CODE OF CONDUCT

As young adults and role models within the academy it is expected that students in the Sixth Form present and conduct themselves appropriately at all times.

The Sixth Form Dress Code is there to ensure that the high standards the Academy has of its students are upheld and to ensure that students have and maintain high standards for themselves. Students should present themselves in such a way that they are considered well presented enough to represent the Academy and its values within the community.

Dress should be suitable for the Academy community. Students should dress for a professional environment as they are here to study and learn. Clothing that would be appropriate for a social event with friends may not be appropriate for the learning environment at the Academy. Students are allowed to wear any colours as long as the following principles are applied:

'Are my clothes'?

S – sensible?
M – moderate?
A – appropriate
R – reasonable?
T – tasteful?

Examples of points for consideration

- Leggings can be worn but should be done so modestly. Leggings should be fully opaque.
- Shorts can be worn in warm weather provided they are knee length and tailored (no sports shorts).
- Skirts should be worn just above, at or below knee length.
- Tops should be modest, for instance; no shoe-string straps, no vests, no low cut tops or backless tops. No body contour dresses are permitted.
- Midriff must be covered.

Some examples of dress considered inappropriate are included in the non-exhaustive list below

- Logos of political allegiances
- Backless shoes, eg flip-flops, sliders
- Underwear on view
- Outdoor wear worn in lessons or indoor communal areas
- Extreme hairstyles
- Hats and hoods, worn anywhere on site (other than in very poor weather)
- Ripped t-shirts, jeans or trousers

Piercings and Tattoos

Facial piercings, spacers, plugs or scaffolding and visible tattoos are not permitted. Students with such piercings will be required to remove them and replace them with a clear plastic piercing retainer. Students with visible tattoos will be required to cover them whilst attending the Academy. A small discreet stud or ring in the side of the nose is permitted.

Students should carefully consider the timing of any such piercing or tattoo so as to avoid conflict or disagreement whilst attending the Academy.

Hairstyles

Students should maintain a non-ostentatious hairstyle for the duration of their time in the Sixth Form. The colouring of hair should be restricted to dye of a natural colour. Facial hair should be maintained and presentable

Academy ID badges must be worn at all times (on the lanyard provided, around the neck).

The Academy has the final say on suitability in all instances

SIXTH FORM MOBILE PHONE AND PORTABLE TECHNOLOGY CODE OF CONDUCT

Below is an outline relating to the acceptable use of mobile technology within Woodkirk Academy by Sixth Form students.

Sixth Form students are expected to act as role models for the rest of the Academy and as such their use of mobile technology should reflect their standing as young adults within the Academy community.

1. Mobile phones are permitted for use in the Sixth Form Centre.
2. During study periods, phones should be used for work purposes only. This includes all areas of the Sixth Form Centre and LRC.
3. With permission from staff, a student may use their phone in a lesson for work purposes only
4. Mobile phones should not be visible in any other area of the school. Failure to comply with this will result in the phone being confiscated and sanctions below will apply.

Sanctions

1. Any student who is not using their device as demonstrated above, may have it confiscated. Failure to hand the phone to a member of staff may result in more severe sanctions in line with the Academy Positive Discipline & Behaviour Policy.
2. A confiscated device as a first offence will be returned to the student at the end of the day. Parents will be informed.
3. A second offence will result in the device being confiscated for 24 hours. The student can collect this from the main reception at an agreed time. If this occurs on a Friday it will not be returned until Monday.
4. A third offence will result in the device being confiscated for 24 hours. If this occurs on a Friday it will not be returned until Monday. A parent must collect the device from the main reception at an agreed time.
5. Any further offence will result in the student having to hand in their device to the Sixth Form team at the start of each day for an agreed time.
6. Any further infringements will be deemed as serious. In this instance, students may no longer have the right to bring their device onto Academy premises.

WOODKIRK ACADEMY SIXTH FORM

ACCEPTABLE USE POLICY FOR STUDENTS

I understand that use of the Internet and electronic communication is granted to me as a privilege, in return for my acceptance of this agreement. Any misuse on my part may result in loss of that privilege and other sanctions being taken. This also applies to any activity undertaken outside the Academy which contravenes the acceptable use rules of the Academy.

All online **and offline** activity will be appropriate to:

- Ensure the safety and security of the Academy system.
- Ensure respect for all members of the community.
- Maintain the reputation of the Academy.

In particular, this means:

- I will only access the Academy IT system and Internet via my authorised account and password, which I will not make available to others.
- I will not give out any personal information in my emails, like my mobile number or address, or arrange to meet anyone I do not know.
- I will ensure that I do not wilfully damage the system by means of malicious code (e.g. virus infections, malware etc.), hacking or physical tampering.
- Language which I use in electronic communication will be appropriate and suitable, as for all Academy work.
- I will respect copyright of all materials.
- I will not wilfully interfere with and /or delete another person's work files.
- I will not send or forward messages, publish or create material which is offensive, hurtful or otherwise upsetting to another person. Nor will I post anonymous messages or forward chain letters.
- I will not use a mobile phone, camera or other electronic device to take, publish or circulate pictures or videos of anyone without their permission.

In addition, I understand that:

- Use of the network to knowingly access inappropriate materials such as pornographic, racist or offensive material is forbidden and may constitute a criminal offence.
- Guidelines for safe use of the Internet must be followed and I will report any materials or conduct which I feel is unacceptable.
- The Academy reserves the right to examine or delete any files that may be held on its computer system, to monitor any websites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.