



Wize Up Behaviour Policy

Date of Policy: January 2024.

Frequency of Review: Annually.

Date of Next Review: February 2025.

Wize Up aim to create and foster an environment for young people that promotes good behaviour both within school and the local community. This policy is produced with regard to the 2010 Equality Act.

Expectations of Behaviour

We recognise that standards of behaviour are often based on values and principles outside of the school environment and, for many young people, social and peer influences form an important part of their perceived 'acceptable' code of conduct. In addition, young people generally come to Wize Up with a negative image of themselves and their prior learning. This feeling of failure can often result in them displaying unacceptable attitudes and behaviour towards other young people and staff.

Wize Up places an equal emphasis on the academic, social and emotional development of our young people and, as such, strives to promote an atmosphere that encompasses the principles of mutual respect, consideration and responsibility between staff and young people alike.

Code of Conduct

Wize Up's Code of Conduct sets out the expected behaviour of students and staff and constitutes the rules in order to maintain a good working environment.

Rewards

Young people are actively encouraged to develop good standards of behaviour through formal and informal praise by staff and Board of Management.

These can include:

- On the spot recognition of good behaviour within a classroom or leisure setting, either individually or whole groups, by the class teacher or Manager
- Telephone calls and/or letters to parents detailing incidents of good behaviour
- Progress Reports
- Vouchers for achieving excellent marks on their daily reports over a period of time and/or for outstanding behaviour

- Certificates presented in whole school assemblies
- Letter from the Board of Management

Sanctions

Young people attending Wize Up will usually have the opportunity to address and rectify unacceptable behaviour through meetings with peers, staff and others concerned before sanctions are applied. This restorative justice approach is used to enable students to gain a sense of the impact of their behaviour both on themselves and others.

However, when a student's behaviour shows no sign of improvement, the following sanctions may apply:

- Detentions
- Telephone call to parent/carer
- Cooling off period/ sent home
- Letter to parent /carer
- Meeting with student and parent/carer
- Fixed Term Suspension
- Withdrawal of place or referral back to referring school, Greenwich Authority Fair Access Panel (FAP) or the relevant local authority FAP

Wize Up operate an 'open door' policy for staff to share concerns with the senior team during daily meetings and other channels. This ensures that issues regarding unacceptable behaviour are communicated at an early stage and agreed strategies are put in place to prevent potential escalation. If a young person is sent home a call will be made to their parent to ensure someone will be home to receive them prior to them being released from school, ensuring that they return home safely, this is followed up by confirmation of them arriving home with a call. In addition, to informing parents we inform the referring body. Work will be provided for them to return the following day.

Suspensions

Any incident, which breaches the Wize Up Code of Conduct, is liable to result in Fixed Term Suspension and/or Withdrawal of Place/referral back to Fair Access Panel (FAP) or back to their referring school.

Fixed Term Suspensions (FTS)

In cases of FTS, a letter is sent to the parent/carer informing them of the nature of the incident, length of the suspension and date of return from suspension meeting (RFS). Please note that if a RFS meeting is stated on the FTS letter, the young person will not be permitted to return until this meeting is held.

Procedure for Withdrawal of Placement/referral back to FAP

(Below is an example of the disciplinary procedures within Wize Up however please note that cases viewed based on severity which could lead to files automatically being closed)

- Verbal warning
- Written warning
- Call home
- 2nd written warning
- Meeting with parent's
- Letter of concern
- 2nd meeting
- Final warning

- Final letter home
- File closed
- Please note: a total of no more than three FTSs over 2 terms

The decision to Withdraw a Place/refer back to FAP is made by the Head teacher and staff.

In extreme cases, a decision may be made by staff to withdraw a young person place/refer back to FAP or referring school when it is believed that the safety and wellbeing of other young people, staff or others is at risk.

Any complaints relating to the above should be made, in writing, to Head teacher.

Other policies, which relate to this policy, include the Anti-Bullying, Safeguarding, Equality, SEN, E-Safety, Acceptable use Agreement, Health and Safety, Health and Safety for Trips, Physical intervention, Offensive weapons,

Appendix Sanctions

To ensure that positive behaviour is adhered to young people must not only be rewarded but must also know the sanctions if this behaviour is not followed. The following will show the steps that are taken in the event of a young person not following the code of conduct.

| Reason | Sanctions | Support |
|---|---|---|
| Disruption to learning | Taken out of class and mini mentored by support worker along with a 15 minute detention | Young person is offered extra mentoring sessions |
| Continuing to disrupt learning | Verbal warning | Young person is reminded of the code of conduct and offered extra mentoring sessions |
| Continuing to disrupt learning after several verbal warnings | *Detention | Young person is reminded of the code of conduct and offered extra mentoring sessions |
| Open Defiance | Verbal warning x 3 before next warning issued on file with documentation of what was done before the warning was issued | Young person is reminded of the code of conduct, given main explanation of the reason for the verbal warning and asked to sign to confirm they understand why it has been given. Offered extra mentoring sessions and asked if they require any further support |
| Persistent disruptive behaviour | *Sent home and/or Written warning on file with documentation of what was done before the warning was issued | Parents/Carers informed |
| All other incidents above including verbal abuse to staff | *Internal suspension (min 3 days) | Parents/Carers informed |
| All other incidents above including verbal abuse to staff, physical assault, threatening behaviour, theft, damage to property Etc | *Suspension | Parents/Carers and school informed. Parents/Carers called to meet with Senior Leadership Team |
| All the above incidents in a more serious manner showing persistent defiance to the rules and no effort to make changes | File closed | Parents/Carers and school informed |

* **Detention** for every further verbal warning 5 minutes is given provided time out has not been requested, should the detention time exceed 60 minutes, the staff must inform the parents (if the detention is to take place at the end of the day). Detention time can be served during break time, lunch or at the end of the day. Detentions given for time wasting/lateness should be equal to the amount of time wasted/late.

Below is a non-exhaustive guideline of the reasons for sanctions being applied:

| Behaviour | ACTION | | | | Other |
|--|--|------------------------|----------------------------|----------------------|---|
| | Detention time (mins/hours) | Warning | Suspension | Meeting with parent | |
| Disruption to learning/time wasting | 15 mins up to the time wasted | | | | Taken out of class and mini mentored |
| Lateness | 1 hour in the case of year 11 students. In the second term, detentions will be served once afterschool clubs have finished and not run alongside the time spent for after school clubs | | | | |
| Persistent verbal abuse or threatening language after being challenged | 15 mins | | | | |
| Interrupting a session | 15 mins | | | | |
| Leaving a session without permission | 15 mins | | | | |
| Directed verbal abuse | 30 mins | | | | |
| Behaviour deemed disrespectful to staff | 30 mins | | | | |
| Leaving site without permission | 1.5 hours | | | | Work missed to be completed during this time, detention served during lunch over 3 days |
| Continued disruption to learning | | Verbal warning | | | |
| Open defiance | | Verbal warning on file | | | |
| Persistent disruptive behaviour | | | | | Sent home |
| Persistent disruptive behaviour e.g. truancy | | Written warning | | YES | |
| All other incidents above including verbal abuse to staff | | | x3 day internal suspension | YES | |
| All other incidents above including verbal abuse to staff, physical assault, threatening behaviour, theft, damage to property | 1 hour | | Suspension up to 10 days | Yes before returning | Return from suspension form to be completed |
| All the above incidents in a more serious manner, showing persistent defiance to the rules and no effort to make changes | | | | | File Closed |
| When a young person returns from a suspension they are to be put on red report for close monitoring and may be required to attend at least two sessions with the counsellor. | | | | | |

Please note this is only a guideline and therefore other behaviours not mentioned may also receive a detention. In addition, the table only states the minimum detention time, this time may be increased depending on the situation.

***Sent Home/cooling off period** - this is rarely used, however the Senior Leadership Team along with parent/carer (and potentially referring partner) will assess if the young person needs to take more time out and start a new day fresh to avoid having another disciplinary action on their file, at this stage the parents are usually invited in for a meeting. Work will normally be issued for completion and returning to school the following school day. This sanction is considering the needs of our cohort and to not unfairly disadvantage them due to a diagnosed or suspected condition under investigation. Our approach is inclusive considering the difficulties our young people face. Depending on the reason for being sent home attendance will be coded accordingly.

***Internal suspension** is to be used when a young person receives a warning that would warrant an suspension, however if the member of staff believes that the reason for the final warning is not enough to incur an external suspension then an internal suspension is used. The terms of an internal suspension are that the young person misses both break and lunch time, they are to continue with work from the previous session. At lunch time they are permitted 30 minutes to eat on site and then are to be given work to complete by the member of staff who gave them the warning. It must be explained to the young person that if they do behave in a manner that will warrant another warning during this time then the external suspension will be used.

*** Suspension** with suspensions over 3 days work must be prepared and sent home for completion during the suspension period. Before returning a meeting with parents is to be arranged with relevant changes made to the young person’s individual learning plan should this be required.

During the course of this meeting a return from suspension form is to be completed with both parents, young person and Wize Up staff signing their acknowledgement of it.

***Reduced timetable** this is rarely used, however this is put in place not as a sanction but to support young people return to attending school full time and adjust their behaviour. If it is deemed following consultation with parents and other relevant parties that this would be in the young person’s best interest to assist learning.

Mobile Phones

Mobile phones are not allowed during session time, young people are informed during their induction of this rule and that if they are found with their phones it will be confiscated for the remainder of the term. All young people are required to lock their phones away in the staff held locker in the morning and lock away and other classroom prohibited items. Should these items not be placed in the locker they could be confiscated for the remainder of the term.

Uniform

The Wize Up uniform as detailed below:

| | |
|--|---|
| Wize up tie (<i>can be purchased from the main office at the cost of £5.00</i>) | White shirt/blouse long or short sleeved |
| Plain black trousers or skirt | Plain black cardigan or jumper |
| Plain black footwear | Plain black or natural coloured tights |
| FOR PE ONLY: Black jogging bottoms or shorts, white top and trainers | |

To clarify Wize Ups uniform does not allow for hooded/polo tops or any uniform which does not consist of the items outlined above.

Classroom prohibited items are as follows:

- 1) Any food or drink item including fizzy drinks or sweets
- 2) Any musical or electric equipment i.e. mobile phones, ipods, mp3 players, clickers
- 3) Cigarettes and lighters (these are not permitted on the premises)
- 4) Hats, Coats, Scarves and any other garments that could be classified as outerwear
- 5) Make up items including nail polish (these could also be destroyed)
- 6) Brushes or combs
- 7) Any item that could be constituted as a weapon, young people must note that this action can result in their file being closed.
- 8) Illegal and/or offensive items

Please note items 1, 3 and 5 will be confiscated and destroyed Items 8 will be confiscated and may require further intervention by relevant agencies including the police. Item 2 will be confiscated and returned at a later time.

In addition to the above items not being permitted in the classroom young people are not allowed to bring illegal substances including alcohol, fizzy drinks or sweets onto the premises.

We would ask that parents refrain from sending their young people into Wize Up with valuable items in addition to money as we cannot be held responsible should it be lost or misplaced while on the premises.