

Adagio School of Performing Arts

School Behaviour Policy



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Introduction

The Adagio School of Performing Arts (ASOPA) is an independent School. As such, it is under a legal duty to promote good behaviour amongst students by drawing up and effectively implementing a Behaviour Policy setting out the sanctions that may be imposed for misbehaviour, and by keeping a record of all sanctions imposed for serious misbehaviour.

ASOPA is dedicated to ensuring that the school environment supports learning and the wellbeing of students and staff through a strong sense of community cohesion. Cooperation, support and respect are the foundations of our community for both students and staff; we work hard to provide a safe school in which students will feel included in every aspect of school life and comfortable to voice their opinions.

This policy outlines what we expect from all our students in terms of their behaviour, the recognition we provide for good behaviour and achievement, and the sanctions that will be enforced if this policy is not adhered to. It extends to all members of our school community.

We aim to have a consistent and positive approach to behaviour management, and we expect everyone to take responsibility for their own emotions and actions, seeking to develop relationships based upon mutual respect. We aim for every pupil to be able to work, play and relax free from abuse, intimidation, harassment, bullying or teasing.

Good behaviour and self-discipline have strong links to effective learning and are vital for pupils to carry with them both during and after their time at ASOPA. All pupils should be aware of the standards of behaviour that are expected of them and take responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school built on trust and understanding, and that using this policy we can support all our students in developing a high level of social awareness. Our aim is to ensure that all our students leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life.

The ASOPA believes that poor behaviour in school and whilst learning remotely from home affects learning and the well-being of all. This Behaviour Policy establishes the principles that underpin good behaviour, gives details of sanctions that may be imposed for breaching the policy, and sets out guidelines as to how a good standard of behaviour will be maintained.

1). School Code of Conduct.

Mutual respect will be the basis of this code of conduct. In our community everyone is expected to show courtesy, good manners and consideration in caring for others and for the school. Our expectations are clearly expressed as follows:

- Be proud of your school and help to make it a happy place in which to live and work.
- Treat others with respect and consideration.
- Be polite and helpful. Remember to say, 'please', 'thank you' and 'good morning'. These are small common courtesies that we all appreciate.
- Think about your safety and that of others.
- Nobody should use language, which is abusive, offensive or rude.
- Be respectful of the school, its facilities, the site and the people in it and help to keep the buildings and grounds tidy.
- Wear your uniform with pride and do not abuse our code of dress.
- Be honest and truthful. Look after your own possessions and never borrow anyone else's without their permission.
- Tell someone if you are unhappy or worried so that we can help you.
- School is the place where you come to work make sure you always do your best and respect everyone's need to work and learn.
- Be punctual, enter the classroom or studio quietly remembering to have the correct equipment and uniform.
- Be focussed, determined and speak respectfully.
- Be sure to understand all details about prep before leaving a class and do not be afraid to speak up if you don't.

2). Practice

Be responsible for your own actions.

Poor behaviour will not be tolerated.

Guidance for parents on the school's expectations is in the Behaviour Policy Contract

All members of staff are responsible for maintaining a calm, safe environment at the school by carrying out duties before and after school and during break times.

Any significant changes to the Behaviour policy will be communicated to all stakeholders.

3). Students and Parents

Parents are expected to set a good example to all students by behaving in an adult, mature and amicable fashion always when they are present on the school site or outside its gates and during conversations with members of staff.

Any parental breaches of this behaviour will be referred to the Principal whose decision will be final in any matters arising from this.

Where parents behave in an unacceptable way while on the school site the Principal can withdraw their permission to be on the school site.

Parents should note that, once their permission to enter and be on the school site is withdrawn by the Headteacher on an individual basis, they will be committing a criminal offence if they enter the school site and cause a nuisance. In such circumstances, they can be removed and prosecuted by the police.

4). The School's Uniform Policy

Students and their parents are required to familiarise themselves with the School's Uniform policy and to ensure that students always comply with it.

If students are unsure about any aspect of this, they should discuss it with their teacher.

All students are expected to comply with the School's Uniform Policy which can be found on the school's website.

5). The School's Anti Bullying Strategy

The Headteacher has overall responsibility for managing the behaviour and safety of the school's students and will be the lead on the School's Anti-Bullying Policy.

ASOPA has zero tolerance on any form of bullying.

The school is fully committed to promoting diversity and inclusion in everything it does as a fair and equal place of teaching and learning and all students and staff are asked to pledge to this.

The School's Anti-Bullying Policy can be found on the school website.

6). Disciplinary Sanctions for Misbehaviour

Members of staff at the school have the power to impose sanctions upon students for misbehaviour. Such sanctions must be reasonable and proportionate, and applied consistently to all students.

The following sanctions may be imposed upon students at the school for misbehaviour:

- Verbal reprimand or warning.
- Being given additional work to carry out to a satisfactory standard.
- Having to repeat unsatisfactory work until it meets a satisfactory standard.
- Having privileges removed (for example, participation in an activity).
- Regular reporting to a named member of staff for attendance or uniform checks.

- Detention during break, at lunchtime, after school or at weekends; these vary in seriousness and length (whole school/SLT/Headteacher's)
- Removal from circulation and temporary supervision by a member of staff. The school does not have specific provision for internal isolation, other than short term.
- Formal fixed term exclusion from the school.

- Formal permanent exclusion from the school.

The school recognises that inappropriate behaviour may, in some circumstances, be an indicator of other issues. Where behaviour is considered such an indicator, the school safeguarding policy will be followed. Additionally, we will consider whether the behaviour is the result of unmet educational or other needs, and at this stage we will consider whether multi-agency assessment is necessary.

Sanctions for Misbehaviour Outside of School:

Sanctions can also be imposed for misbehaviour which occurs outside of school when students are taking part in any activities arranged by or related to the school, while students are travelling to and from the school, or when the student is identifiable as a student at the school. Sanctions can also be imposed for misbehaviour which occurs outside of school that could have repercussions for the orderly running of the school, poses a threat to another student at the school or any other school or a member of the public, or could adversely affect the reputation of the school. The sanction itself will only be imposed on the student while he or she is on the school's site or is under the lawful control of a member of staff (for example, on a school trip).

Where a student is found to have made a serious allegation against a member of staff or another student that is proved to be untrue (rather than merely unsubstantiated), the Headteacher may impose a formal exclusion on the student involved. Alternatively, the

school and parent would look at other options if the student's continual attendance at school was untenable.

Detentions may be imposed on any student by any member of staff at the school and can take place either during school hours at break or lunchtime, or outside school hours either before or after school.

7). Safety and Good Order Within the School

Considerate and courteous behaviour always is the overriding principal of the school. Students are expected to observe the following rules:

- Observe the School's one-way system.
- Queue, if required, in an orderly manner without pushing in.
- Students should only eat in allocated areas when consuming food.
- Students must leave the property of other students, members of staff and visitors alone;
 - Take care of furniture in classrooms.
- Students should not cause damage to display or equipment.
- All students are trusted to behave appropriately and with consideration for others.
- Litter must go in the bins provided.
- Students are not allowed on or under the theatre stage, or on the lighting gantry, without the express permission of a member of staff.
- Students must take care of their belongings and not leave valuable items unattended. Valuable items should not be brought into the school. The school will not be liable for any items, valuable or otherwise, which go missing or sustain damage while on the school's site.
- Students are expected to keep noise to a reasonable level.
- Anyone seen smoking (including e-cigarettes) or drinking alcohol in school uniform – on or off the premises – will be dealt with most severely. These offences can lead to exclusion.

8). Rules and Expectations that Apply to all Members of the School Community

All members of the school community must make themselves familiar with the guidance given in the Parent and Pupil handbook, copies of which are available to all staff and pupils upon joining the school.

In particular, the following rules and expectations always apply:

- Always be on time.
- Keep your appearance smart and tidy. Wear school and vocational uniform or always adhere to appropriate guidelines of dress.
- Be considerate

Do not shout out during lessons and classes, or shout to one another in hallways, or when in public places.

- Be polite and respectful. This applies to staff, pupils and visitors.
- Take care of your environment and keep it tidy. Do not litter and do not vandalise property in any way.
- Firefighting equipment is only for use in emergency situations and should not be tampered with under any circumstances.
- Disobeying staff is not tolerated. Under no circumstances may illegal or inappropriate items be brought into school, and all pupils will respect and look after the school premises and environment.

The following behaviour is regarded as completely unacceptable and will result in higher level disciplinary action and possibly in exclusion, depending on the circumstances:

- verbal or physical abuse to staff or fellow students
- the use of rude, derogatory, racist, sexist or defamatory language
- indecent behaviour
- damage to property
- misuse or supply of illegal drugs
- misuse of other substances
- theft
- gambling
- serious actual or threatened violence against another pupil or a member of staff
- any form of sexual harassment, abuse or assault including up skirting
- carrying an offensive weapon

- arson
- truanting from school
- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour
- posting negative comments about the school or staff on the internet
- sending or posting derogatory texts/emails/photographs/sexting/ electronic communications or engaging in any form of cyberbullying

9). Rewards, Sanctions and Managing Behaviour Rewards

ASOPA will track and keep record of behavioural rewards and sanction via the schools Reward System App

ASOPA believes that it is important to encourage good conduct throughout the school by celebrating and rewarding good behaviour. Verbal praise from an adult is an important reward for good behaviour or work. At ASOPA we strive to verbally acknowledge and reinforce positive behaviour whenever possible. Written feedback also indicates achievement, effort and means of further improvement. Rewards are also given for good behaviour and good work ethic, such as:

- Exceptional piece of work produced
- Improved level of work in
- Consistently well prepared for class
- Working consistently hard in class
- Random act of kindness witnessed by staff
- Consistently in correct uniform • Consistently well behaved in class
- Assisting staff with tasks
- Supporting another pupil in need
- Working beyond staff expectations

10). Code of Behaviour for Educational Visits and Offsite Conduct

Pupils are reminded:

- That they should arrive punctually.
- That they must always follow the directions given to them by members of staff.
- That they must listen to and follow directions given to them by staff employed at the venue and to treat the staff with courtesy and respect.
- That in public places they must behave in a considerate manner and not inconvenience members of the public in any way.
- That they must behave in a responsible and safe manner whilst travelling.
- That they must come equipped for and complete the appropriate work.

Pupils Must Never

- Eat, drink or chew gum whilst attending an exhibition, lecture etc.
- Leave their allotted group without prior permission from staff. • Leave the venue without prior permission from the visit organiser.
- Visit a venue's café or souvenir shop without prior permission from a member of staff.
 - Code of Dress For normal educational visits, pupils will be expected to wear full school uniform. However, there may be exceptional circumstances when other clothes are deemed more suitable. If alternative clothing is required, the member of staff arranging the trip will inform pupils

11). Banned Items

The following items are not permitted on the school site:

headphones (except school issued), chewing gum, hoodies, caps, stink-bombs, lighters, cigarettes, e-cigarettes, e-cigarette capsules, laser pens, jewellery.

This list is not exhaustive, and the school maintains the right to confiscate any item considered dangerous, offensive, or inappropriate or that may compromise safety.

The following items are considered dangerous and are also banned:

fireworks, illegal drugs, solvents, knives, blades, pointed items, alcohol, guns (including plastic toys or replicas), and any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

The school may search for the following items without the student's consent:

- Knives and weapons, alcohol, illegal drugs, and stolen items including money, (cash or credit/debit cards)
- Tobacco and cigarette papers, e-cigarettes, fireworks, and pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

A search without consent will only be carried out where the school has reasonable grounds for suspecting that a pupil is in possession of the item. Except in exceptional circumstances, a search will be carried out by a member of staff of the same sex as the pupil being searched, and in the presence of a second member of staff.

The school may use reasonable force to conduct a search for any of the following items:

- Knives and weapons, alcohol, illegal drugs, and stolen items
- Tobacco and cigarette papers, fireworks, and pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

School staff authorised to search for items are: Principal, Head Teacher, Bursar.

Students found in possession of 'banned' items will have them confiscated.

Mobile phones/headphones (if used) will have sanctions applied in line with the E safety policy. Regarding banned items (other than mobile phones/headphones) - confiscation is unlikely to be the only sanction applied, and students may be excluded from school for possession of banned items. In relation to dangerous items, stolen items, controlled drugs, and items which are evidence of an offence; it is likely the school will involve the Police. The school has the authority to 'dispose' of banned items where it is reasonable to do so.

The school has a zero tolerance to drug related incidents and The Principal has the right to permanently exclude a student in breach of this policy.

12). Use of Force

School staff have a power to use reasonable force when it is necessary to do so, usually either to restrain or control students. What is reasonable force?

- a) The term “reasonable force” covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.
- b) Force is usually used to control or restrain. This can range from guiding a pupil to safety by the arm, through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.
- c) “Reasonable in the circumstances” means using no more force than is needed.
- d) As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil’s path, or active physical contact such as leading a pupil by the arm out of a classroom.
- e) Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.
- f) School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

Schools can use reasonable force to:

- a) Remove disruptive children from the classroom where they have refused to follow an instruction to do so.
- b) Prevent a pupil behaving in a way that disrupts a school event or a school trip or visit.
- c) Prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others.
- d) Prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground.
- e) Restrain a pupil at risk of harming themselves through physical outbursts.

The school will never use force as a punishment for inappropriate behaviour or use force beyond that which is reasonable and proportionate to a situation. Adjustments will be made where necessary for disabled pupils and pupils with SEN.

It is strongly recommended at this time that staff do not use reasonable force unless they judge the situation to be an emergency, where no other course of action was possible. This will be for the individual member of staff to judge, given the situation.

13). Mobile Phone/Electronic Devices Policy

Mobile phones, smart watches, tablets, headphones etc. are a feature of modern society. Most students own them, and they enhance communication and student safety. They are of high monetary value. They nearly all have integrated cameras which can be used to take photographs that could have child protection, data protection and disciplinary implications. Any school policy must ensure behaviour does not cause offence to a teacher, student, or another person, nor

impedes/distracts the learning of the user or others. Views on issues concerning these devices vary and hence clear guidelines are necessary to ensure all understand and apply the rules. From September 2020, the school is a 'mobile' and 'headphone' free site for **every** student. This is due to the COVID emergency and the risk of cross-contamination from these high-use devices.

These devices **SHOULD NOT BE USED ON THE SCHOOL SITE**. Exceptions to this rule are:

Students are permitted to use their mobile phone in the main school car park before 8:35am and after 3:25pm (e.g., before the start of the school day/after the end of the school day).

1. Smart watches should be set to 'non-notification' mode, so that they cannot receive incoming calls/texts/notifications.
2. Students are not permitted to wear headphones on the school site – if headphones are required for teaching and learning these will be provided by the school in a hygienic manner.
3. Parents should NOT be called or texted by students if they feel ill or to pass on information that has happened at school. Nor should parents attempt to contact students. Office phones are available for direct communication between parents and students throughout the day. Messages can be relayed in both directions.
4. Security is the responsibility of the person owning the device. The school will not be held responsible for the loss or theft of such device, nor for damaging effects of their use. They are brought in at the owner's risk. Parents should ensure the devices are properly insured. They should not be left where they could be stolen or used by others without permission. They should preferably be locked away. They should be kept safe.
5. If a student is asked to hand their phone/device/headphones to a member of staff, this is non-negotiable. Discussions about the situation can take place once the phone/device/headphones have been handed over. Any student not following this instruction will be addressed in line with the school behaviour policy.
6. Please note that this policy also extends to extra-curricular visits/residential visits where it will be up to the discretion of the lead teacher to enforce the policy, where appropriate.

14). Sanctions

Staff will use professional judgement in applying the above policy.

1. If a student deliberately violates the policy and is caught by a person in authority, the device will be confiscated (and kept in a safe place), and the device will only be handed back to a parent or carer of the student when they come into the school to receive it physically.

2. If a parent/carer declines to collect the device, after seven calendar days it will be returned to the student.
3. To ensure student safety, devices will be handed back if this timescale extends over a school holiday; in this situation the device will be confiscated for the remaining time after the holiday has ended. SIMs MUST NOT be removed from devices.
4. Any student resisting confiscation will be referred to a member of the leadership team.
5. If a second offence occurs, the confiscation will allow parental collection after 1 week (handed back to student after two).
6. If a third offence occurs, the confiscation will allow parental collection after 2 weeks (handed back to student after three).
7. Any further offences, may results in further action being taken in line with the School Behaviour Policy

15). Formal Exclusion from the School

Permanent Exclusion:

The student may be excluded permanently from the school if it is proved on the balance of probabilities that the student has committed a grave breach of discipline or serious misconduct.

Permanent Exclusion is reserved for the most serious breaches. The Principal shall act with procedural fairness in all such cases.

The principal's decision to permanently exclude shall be subject to a Governors' Appeal Meeting if requested by the Parents within seven days.

The Parents will be given a copy of the Governor's Appeal procedure current at the time.

The student shall be suspended from the school pending the outcome of the Governor's Appeal.

If the Student is expelled, there will be no refund of the Acceptance Deposit or of Fees for the current or past Terms

There will be no charge to Fees In Lieu Of Notice but, save for any contrary provisions in any other agreement made between the Parents and the School, all arrears of Fees and any other sums due to the school will be payable.

Removal in other circumstances:

The Parents may be required to Remove the Student permanently from the school, if after consultation with the Parents, and if appropriate with the Student, the Principal is of the opinion that by reason of the student's conduct, behaviour or progress, the student is unwilling or unable to benefit sufficiently from the educational vocational opportunities and/or the community life offered by the school.

Withdrawal of the Student by the Parents may be permitted as an alternative to Removal being required. The principal shall act with procedural fairness in all such cases and shall have regard to the interests of the Student and the Parents as well as those of the school. The principal's decision to require the Removal of the Student shall be subject to a Governors' Appeal if requested by the Parents. The Parents will be given a copy of the review procedure current at the time. The student shall be suspended from the school pending the outcome of the review.

Termination of this Agreement due to breach of conduct:

There is an expectation that the Parents will behave courteously, reasonably and with respect shown to staff and students at the school. If the Parents engage in aggressive, abusive, dishonest or obscene behaviour or language towards staff or other members of the school's community, this may constitute a fundamental breach of this Agreement.

The school will not tolerate abusive language or behaviour towards its staff, to whom it has a duty of care. Serious parent misconduct may result in termination of this Agreement by the Principal, with or without notice (in the case of notice, this would be one full Term).

Regard will be given for the wellbeing and best interests of the student in relation to the timing of the student's departure and assistance with school transfer.

Fees following Removal from the School:

If the Student is removed or withdrawn from the school in the circumstances.

Fees shall be saved that the Acceptance Deposit and the Additional Deposit, if paid, will be refunded without interest less any sums owing to the school.

Leaving status: The School reserves the right to record the leaving status of the Student on the Student's file immediately after Permanent Exclusion or Removal or Withdrawal.

Governors' Appeal: The Parents may request a review by Governors of a decision to Permanently Expel or require the Removal of the Student from the School or from boarding (but not a decision to suspend the student unless the Suspension is for 11 School days or more or would prevent the student taking a public examination). The request shall be made as soon as possible and in any event within seven days of the principal's decision being notified to the Parents. The Parents will be entitled to know the names of the Governors who make up the appeal panel.

Governor's Appeal procedure:

The Principal will advise the Parents of the procedure (current at that time) under which a Governors' Appeal shall be conducted by a panel of three Governors. If the Parents request a Governors' Appeal,

the Student will be suspended from School until the review procedure has been completed. While suspended, the student shall remain away from School and will have no right to enter the school premises during that time without written permission from the Principal. A Governors' Appeal will be conducted under fair procedures in accordance with the requirements of natural justice.

16). Online/Remote Learning Protocols/Behaviours

In the event the school must put in place a system of remote (online) learning for students it is crucial that students and parents are aware of the behaviour expectations and safeguarding issues regarding online learning.

All students at the school sign an ICT User Agreement which enshrines the principles around the appropriate use of school systems. This user agreement extends to systems used for remote learning.

All students have been provided with guidance/protocols (as have parents) regarding the use of specific technology. This guidance contains clear expectations of student behaviour.

Student should only ever use any school approved system, including remote learning systems, stored virtually (in the cloud), for educational purposes

Any student found in breach of the ICT User Agreement, whilst not on the school site, but using an approved school system in appropriately), will be subject to sanctions, in line with this School Behaviour Policy

Inappropriate use of a remote learning platform, (in breach of the ICT User Agreement) would include:

- Using the system in a way it was not intended
- Actions, either intention, or unintentional, which cause harm or stress to a third party
- Use of any language considered inappropriate
- Engaging in malicious communications of any sort
- Any actions which would breach our Ant-Bullying Strategy
- Communicating with students through the system, in a way, not relating to learning set by teachers

The school may use a remote learning solution to monitor student attendance and will contact parents/carers if any concerns are raised – for example if a student fails to submit work as requested.

Staff at the school may contact students, via email, or through phone calls made by designated members of staff.

17). Covid-19 Symptom Management

If any student in the school develops symptoms of coronavirus at home and has been attending school:

The parent/carer should ring the school absence line and inform the school of the symptom (a new continuous cough, a high temperature, a loss of, or change in, normal sense of taste or smell (anosmia)). The school will then make contact to confirm the period of nonattendance.

The student should self-isolate and book a PCR test (not an LFD test). If the PCR test result is negative, then the student can return to school. If it is positive, then the student should isolate for 10 days and will be contacted by NSH Track & Trace.

If the student is subsequently sent to school during the period when self-isolation should still have been taking place, then the student will be sent home immediately for the remainder of the self-isolation period.

If a student is present in school and is either in confirmed/suspected breach of the self-isolation guidance or displays symptoms which may be deemed consistent with coronavirus, then the school will send the student home and the guidance from the government will be followed.

If a student is awaiting collection, they will be moved to a room where they can be isolated behind a closed door. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.

If the student needs to go to bathroom while waiting to be collected, they will use a separate bathroom

PPE will be worn by staff caring for the child while they await collection if 2 metres cannot be maintained

All students are expected to inform a member of staff if they are displaying any of the symptoms of coronavirus. Students would be expected to do this immediately.

The school will follow the protocols and guidance set up by the government in the event of confirmed cases of COVID-19.

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