



**Cambridge Academy
for Science and Technology**
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Part of United Learning

Cambridge Academy for Science and Technology

Behaviour Policy 2024-25

Owner:	Danielle Pacey
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Behaviour Policy

Expectations

This policy sets out how CAST will promote good behaviour, self-discipline and respect, prevent bullying, ensure that students complete assigned work and regulate the conduct of students. In applying this policy, CAST will consider its duties under the Equality Act 2010 regarding relevant characteristics protected by that act, notably disability. It will also consider the needs of students with special educational needs. CAST will also have regard to its safeguarding policy where appropriate.

At CAST, learning is at the centre of everything we do. We believe that, in order to equip our students with the skill and experience required to fulfil their ambitions in the real world, we must ensure that we provide a learning environment at school where every person in the school community feels safe, secure and free to focus on their own learning. We believe that every single student has the ability to be exceptional – but to achieve this every student needs a safe, structured working environment where expectations are clear and every individual is held accountable for their actions. To ensure this is possible we have implemented a framework that sets clear expectations, promoting a culture where everyone is encouraged to take responsibility for their actions and feels safe, valued and respected.

Our policy aims to:

- promote positive behaviour
- promote self-esteem, self-discipline and positive relationships
- provide a safe environment where learning is disruption-free
- ensure a consistent approach to tackling poor behaviour
- make **reasonable adjustment** for those students with special educational needs and/or disabilities. This will include those students with a medical diagnosis or **Education Health Care Plan (EHCP)** in place as well as students with identified additional needs who may require more SEND / pastoral support

Policy Implementation

All staff are responsible for implementing the policy consistently and fairly throughout the school by setting the standards required to promote positive behaviour.

The Senior leadership team of CAST are responsible for ensuring all staff adhere to the behaviour policy and implement effective systems for keeping records of all reported incidents, reporting to governors and parents when required.

Students are responsible for

Punctuality and attendance

Students should:

- arrive on time to CAST each day
- arrive at their lessons on time
- aim for 100% attendance and punctuality

Behaviour and conduct

Students should:

- ensure that all electronic devices such as mobile phones, tablets are put on silent or switched off and in their school bag or locker at all times (except break and lunchtime for years 11-13)
- refrain from bringing items of high value into CAST (CAST does not accept responsibility for loss, damaged or stolen items)



- ensure that standards of uniform and appearance are excellent
 - not wear non-uniform items in and around school, including jumpers, hoodies or outdoor coats
 - students must wear appropriate outdoor shoes (no boots, trainers or steel- capped footwear)
 - shoes must be black with no visible markings/logos
 - no excessive jewellery
 - shaved hair / eye-brow lines are not permitted and nails should not be false
 - no hats/head covering aside from religious observance
 - limit eating and drinking to the designated area and dispose of litter and food waste in the bins provided
- never engage in 'play fighting' or physical behaviour of any kind which could infringe the rights of others or risk physical injury
- use polite and appropriate language and communication when addressing members of the CAST community and in public settings representing the CAST community, taking account of all students' needs across CAST
- follow reasonable instructions first time or as quickly as possible
- never engage in any behaviour which could be detrimental to any other individual's health or wellbeing (i.e. bullying)

Moving safely around the school site

Students should:

- walk quietly when moving around the school
- ensure they are in full uniform whilst moving around the site, arriving and departing from CAST
- be courteous to staff, other students, visitors, and all members of the public
- refrain from being drawn into large crowds where an incident may have occurred/be occurring, and instead ensure a member of staff is alerted immediately
- never behave in a manner or indulge in any behaviour which could seriously be detrimental to their own or others' health/wellbeing

Behaviour for Learning

Students should:

- line up quietly outside a classroom prior to the start of a lesson if not appropriate to enter straight away
- enter the classroom in a calm, orderly manner, sitting in the seating plan devised by the teacher and immediately commencing the activities
- listen to the best of their ability when a staff member is addressing the class
- refrain from shouting or calling out
- be equipped: PE kit, pens, pencils, calculator, reading book and folders
- refrain from consuming any food or drink (apart from water) in the lessons
- ensure that toilet visits are taken during break or lunch unless the student has a medical condition, in which case a toilet pass will be issued by the appropriate Head of Year (reasonable adjustment)
- take the necessary care and time to ensure that independent study and classwork in books is presented appropriately –and handwriting clearly legible.
- work to the very best of their ability in each lesson showing focus and diligence
- ensure that all independent study tasks are attempted and completed to the best of their ability
- seek a teacher or other adult's help if any aspects of independent study or classwork presents serious difficulty

Representing CAST



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Students are expected to demonstrate an appropriate standard of conduct on their journey to and from CAST regardless of whether they are in uniform or not, and in any situation where they are ambassadors for CAST.

Students are expected to:

- Follow the same expectations around behaviour outlined below which are relevant e.g. not getting into physical/verbal altercations, not smoking and not causing health and safety issues such as fires. This is not an exhaustive list
- demonstrate politeness and courtesy at all times
- use public transport, cycle lanes/pedestrian zones sensibly and safely
- dispose of litter appropriately
- respect members of the public / wider community and ensure that public areas and property are treated respectfully

Behaviour expectations

There are some behaviours which fall outside the CAST's expectations and would be dealt with by senior members of staff at the CAST. In such circumstances, an investigation will take place and all relevant parties will be informed at the earliest convenience. Subsequent sanctions will be decided upon by the relevant senior member of staff or the Principal. An indicative but non-exhaustive list of such actions which could lead to such an investigation would be:

- being verbally abusive to a member of staff
- bringing illegal substances or items into the CAST
- bringing a weapon or tool which could be used to injure another person in to CAST (including BB guns, etc.)
- the use of racist, sexist, homophobic or transphobic language
- persistent levels of defiance or aggressive behaviour
- persistent bullying
- a physical assault on another student or member of staff
- behaviour which may bring the reputation of the CAST into disrepute
- misuse of ICT
- intentionally interfering with any safety critical equipment
- gambling or any behaviour designed to extort possessions or funds from others
- knowingly bringing a trespasser onto the CAST site
- a significant breach of health and safety
- any behaviour which discriminates against the nine characteristics protected under the Equalities Act

Once the investigation is complete, the senior member of staff investigating the incident will liaise with the Principal and decide on an appropriate and proportionate sanction/s which could include:

- liaison with outside professional agencies to gain further support
- meeting with members of the Local Governing Body
- fixed-term exclusion
- permanent exclusion

All incidents of this nature will lead to a parent/carer reintegration meeting with a relevant member of staff, where additional support and intervention strategies can be discussed and agreed upon. The SENDCO will be involved for all children with an EHCP and one of the SEND team for all children on SEND Support.

Students will also be commended for acts of positive behaviour that are to be celebrated and recognised at the CAST. These behaviours can range from simple acts of kindness to hard work being demonstrated in and out of lessons over a period of time. Students are also encouraged to demonstrate positive behaviours beyond the CAST and support their local community through their actions and attitudes. Student rewards at the CAST



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include positive behaviour points, certificates, end of term celebration assemblies and end of term / year rewards and graduation events.

Behaviour Sanctions

Detentions

Detentions are set for a number of reasons which may include:

- lateness to school (without reasonable excuse)
- consumption of food around the school in places except those designated for eating
- incorrect uniform
- not handing in out of lesson learning
- not being equipped for learning
- misuse of phones
- failure to follow reasonable instructions

When setting a detention staff must consider:

- the welfare of the child
- whether the child has caring responsibilities
- whether parents should be informed of the detention and any travel arrangements. Inconvenience to the parents does not matter as long as the child has a means to get home safely.
- provide access to food, drink and toilet facilities during any detention

The permitted times for detentions are:

- any school day when the pupil does not have permission to be absent
- teacher training days.

CAST will make **reasonable adjustments** for the thresholds outlined above for accumulating behaviour points as we recognise students' needs are very different and may be due to an underlying or diagnosed special educational need / disability relating to learning, communication, interaction or social, emotional and health needs. In these cases, CAST's SENCO and inclusion team will be involved throughout in trying to ensure the student's needs are being met whilst still adhering to the high standards the school sets. This process of reasonable adjustment is 'fluid' and will be ever-changing depending on the level of student need and in collaboration with all relevant stakeholders.

Behaviour in the classroom

At CAST we recognise the importance of providing a learning environment which is both engaging and conducive to learning. It is our firm belief that all students deserve disruption-free learning in their classes, to ensure that all subject content can be delivered in the most effective methods by our teaching staff and that students are encouraged to have ambitious academic aspirations for themselves.

Students who fail to meet clear, consistent and reasonable classroom expectations will be subject to the following steps:

- issue of a formal warning by a member of staff, followed by having their name written on the board. The warning is brief and specific – simply outlining that the student has been issued a warning and what it is for.
- if the student fails to meet the behavioural expectations in class for a second time, they are asked to report to reflection for a period the rest of the lesson they are in plus two more lessons.
- If a student receives more than one reflection in a week this will result in spending a whole day of lessons in reflection

- Failure or refusal to go to reflection when sent by a member of staff may result in a one-day fixed-term suspension, with a possible day spent in reflection completed upon their re-admittance to the school.
- school will continue to facilitate learning through use of appropriate electronic devices. Students should only use these devices to complete work and, if they are found to have accessed non-work-related sites, the student will repeat the sanction.

Warnings

Warnings are given in lessons for any behaviour that either stops a student learning or stops others from learning.

- Lateness
- Low-level disruption
- Calling out
- Off-task chatter
- Talking over a teacher
- Distracting others
- Bickering or unkindness
- Rudeness
- Physical contact
- Inappropriate language
- Refusal to follow instructions immediately
- Shouting
- Refusal to engage in their learning
- Throwing an object
- Chewing gum or eating in class
- Use or sound of mobile phone / headphones
- Damaging equipment or property
- Swinging on chair

Report System

At CAST we follow a graduated approach to dealing with incidents of poor behaviour ranging from informal behaviour management through to permanent exclusions. Students will be supported by the pastoral team. However, following communication with families, students whose behaviour is regularly poor will be placed on report. Below is a summary of the reporting windows:

- the first stage of the report system is monitored by the form tutor in an effort to 'get it right'. Students will be placed on report for two weeks and will need to have the report signed by all subject teachers and parents.
- following the initial two-week period, the report is reviewed. If the student's behaviour has not improved the next stage of the graduated approach is triggered through a report to the Head of Year/Key Stage
- if, after a further two weeks the behaviour has not improved, the report will be passed to an Assistant Principal to monitor
- if no progress has been made, the student will be placed on a Pastoral Support Plan (PSP). Behaviour is tracked closely with regular meetings with parents, students and external agencies to help support the student to meet set targets.
 - the plan usually runs for a maximum of 15 weeks. However, if there is a serious incident, the report can be stopped
 - a Panel meeting may also be convened. This is a serious event and is intended to be a 'shot across the bow' for students whose behaviour is not improving despite sanctions (such as detentions, reports, the use of reflection and fixed-term exclusions) and support.
- failure of the PSP usually results in a managed move for the student.



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- the report card system is a monitoring process and will be supported by appropriate sanctions where necessary.

Reasonable Adjustments

In any whole-school based behaviour system it is important for all stakeholders to recognise the importance of making reasonable adjustments students who may be unable to comply with the rules and expectations set out above for very legitimate reasons. The school would seek to make reasonable adjustments for students who have a clear, diagnosed and underlying special educational need / disability as well as students who have identified additional needs, which require SEND / pastoral support, which makes reaching the expected standard of behaviour consistently challenging.

Students who accumulate 3 fixed-term exclusions or 5 referrals to the Inclusion room in one school term will be considered for a Behavioural Support Programme alongside other relevant and available support, this will include:

- a meeting with the year team/Assistant Headteacher to review behaviour and attitude across academic subjects and to ascertain possible impact of a Behavioural Support Programme – this would involve a 3-week period working on key aspects of behaviour with the year team and or SEND team.
- a review of the Behavioural Support Programme after 3 weeks to ascertain impact.
- referral to the school outreach and pastoral support service where help and support can be sought. This is particularly important for students who may require reasonable adjustments to be made to their provision.
- Undertaking any relevant testing that may indicate an undiagnosed need which would lead to reasonable adjustments and additional support being offered by the school.

Restorative Conversations

At CAST we work really hard to foster productive relationships. However, in some instances relationships can become strained. In these situations, students and staff are encouraged to conduct a restorative conversation.

Conversations can be conducted with a mediator with all parties given the opportunity to voice their concerns and feelings.

Bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. It may involve an imbalance of power between the perpetrator and the victim.

One-off incidents, whilst they may be very serious and must always be dealt with, do not fall within the definition of bullying. They still can have a very disturbing effect upon children and their attitude to school and to learning.

Bullying will not be tolerated at CAST. Students who feel they are being bullied either in or outside CAST can report it to any member of staff. This also applies to parents/carers who are encouraged to report any incidents of bullying to CAST where a thorough investigation will take place. Any student seen to be the perpetrator of bullying (as defined by the definition above) will be sanctioned according to the behaviour and anti-bullying policy at CAST.

Use of social media

This applies to all forms of social media and the use of social media for both CAST purposes and personal use that may affect CAST, students or staff in any way. All staff are aware of the dangers of social media and students; parents/carers can report any concerns they have to any member of staff who will pass it onto a Head of Year/Key Stage or senior member of staff at CAST.

Instances of prohibited use are listed below (this is not an exhaustive list) and will lead to appropriate student sanctions:

- damage to the academies or its reputation even indirectly
- use that may defame CAST staff or any third party
- use that may harass, bully or unlawfully discriminate against staff, other students or third parties
- false or misleading statements
- use that impersonates staff, other students or third parties
- expressing opinions on CAST's behalf
- using CAST or UL logos or trademarks

In line with government guidance relating to the Prevent Duty, children must be kept safe from terrorist and extremist material and suitable filtering within the Academies is in place.

The power to discipline beyond the school gate

This behaviour policy extends to activities outside the school day and off the school premises when the pupil is:

- taking part in any school organised or school related activity
- wearing school uniform
- in some other way identifiable as a pupil at the school.

The behaviour policy can extend to any misbehaviour which could have repercussions for the orderly running of the school, pose a threat to another pupil, or member of the public, or could adversely affect the reputation of the school. This includes involvement in cyber-bullying of another student outside school.

Use of reasonable force

The school will follow the Department of Education advice 'Use of Reasonable Force – advice for school leaders, staff and governing bodies. Members of staff at the school have the power to use reasonable force to prevent students from committing an offence, injuring themselves or others, to prevent damage to property and to maintain discipline. The use of reasonable force will only be used when absolutely necessary and as a last resort. Where the use of force has been used more than once with a particular child it starts to become a foreseeable risk and therefore requires planning to reduce the chances of it being used again. Where restrictive physical intervention has been used more than once with a particular child, the school will write a positive handling plan (an annex to the Behaviour Plan) and share this with the parents.

Department of Education Guidance: <https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

Drugs

CAST operates a **zero-tolerance policy** on drugs for the health and safety of all staff, students and visitors. The CAST's policy on drugs applies to all CAST and CAST-related activities whether on or off site. This includes the journey to and from CAST. The word 'drugs' used in this policy does not just mean illegal drugs. It extends to alcohol, tobacco products, volatile substances and legal highs. Over the counter and prescription medicines are dealt with in the medical treatment section of this policy.

CAST will consider guidance issued by the Department for Education. CAST will monitor and deal with any drugs issues promptly and be proactive in trying to prevent any future drugs incidents. Students will receive drugs education as part of the PSHE programme and CAST will also involve outside agencies such as drugs education charities. Any incidents will be reported to the governors and United Learning Regional Director for their consideration.



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Any student found to be involved in a drugs-related incident will be disciplined in accordance with the behaviour policy. The sanction is likely to include permanent or fixed term exclusion from CAST. Dealing illegal drugs will, except in exceptional circumstances, lead to permanent exclusion. Using illegal drugs will, except in exceptional circumstances, lead to exclusion which may be permanent. This distinction between dealing and using is particularly important (using is for that student's use only found with the illegal drugs, dealing is classed as the intention to supply others with illegal drugs both for profit and non-profit purposes). Sometimes, it will also be necessary to involve the police. CAST will discuss this and take advice as necessary.

Confiscation of drugs

Any drugs found will be confiscated by staff who will dispose of them in accordance with guidance issued by the Department for Education. Similarly, any drugs-related paraphernalia such as needles will be disposed of in a prudent manner. CAST may carry out searches for drugs in accordance with this policy. Usually CAST will inform parents/carers when their child has been found to be involved with drugs, but where there are potential safeguarding issues the academies must act in the best interests of the child which may mean a decision not to inform parents/carers. Such a decision will be taken very seriously and usually with the benefit of legal advice.

Parental involvement

Usually the school will inform parents/carers when their child has been found to be involved in drugs but where there are potential safeguarding issues the school must act in the best interests of the child which may mean a decision not to inform parents. Such a decision will be taken very seriously and usually with the benefit of legal advice.

Rewards

At the heart of any successful behavioural policy there has to be a system that recognises, reinforces and rewards positive behaviour and achievement. At CAST we have a very clear rewards system run through our online management information system.

Students can be awarded achievement points for a number of different reasons:

- ✓ outstanding work
- ✓ high quality out of lesson learning
- ✓ positive comments from employers
- ✓ supporting peers/good citizenship
- ✓ excellent teamwork
- ✓ leadership
- ✓ taking responsibility
- ✓ creative thinking/innovation/problem solving
- ✓ positive contribution e.g. class discussions
- ✓ participation in extended curriculum activities e.g. Olympiads
- ✓ resilience in learning

We run an achievement points system, which is separate to the behaviour points system. This is the primary reward scheme in use across the school. Achievement points are awarded by staff directly to students through an online portal. On a termly basis, a count up their positive points takes place and students will be awarded certificates, vouchers and/or prizes. In addition there will be a trip organised at the end of the year where any students with an overall positive points total will be invited to attend (paid for by families).



We are committed to rewarding at all levels as a means of celebrating achievement across the entire community. All reward systems will be kept under review to ensure that no group of students is significantly under-represented or disadvantaged by the reward criteria

Prohibited items and searches

The following items are banned from CAST premises and school visits:

- any item that could be used with the intention of causing harm
- alcohol / drugs
- fireworks
- cigarettes or any smoking paraphernalia including e-cigarettes or shisha-type devices
- stink bombs / water bombs
- any paraphernalia designed to promote racist or derogatory themes or ideals, including extremist propaganda or pornography of any kind.

Items such as the above (this is not an exhaustive list) will immediately be confiscated by a member of staff and lead to an appropriate sanction dependent on the level of severity. Parents/carers will also be informed to ensure effective lines of communication are maintained.

The law relating to searches

CAST has the statutory power to undertake a search of a pupil or their possessions (without their consent) if there are reasonable grounds to believe that the pupil may be carrying a dangerous or banned substance or object, e.g. a weapon or illegal drug, or any other item which might pose a serious risk to the safety of that pupil and/or others. The specific items which can be searched for without consent are specified on page 11 of the DfE's [Behaviour and Discipline in Schools Guidance](#) with more detailed information provided in [Screening, Searching and Confiscation – advice for Headteachers, staff and governing bodies](#). This includes “any item banned by the school rules which has been identified in the rules as an item which may be searched for” (“Specific Banned Items”).

Only the Principal or a member of academies staff officially authorised by the Principal, can undertake the search of a student, and there must be a witness (also a staff member). The person carrying out the search should be the same sex as the student being searched, as, ideally should be the witness. There is a limited exception to this rule (where a search can be carried out on a student of the opposite sex and / or without a witness) only where the Principal or designated member of staff reasonably believes there is a risk that serious harm will be caused to the person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Any searches of a student's own person or of their possessions will be carried out with due consideration for the student's personal dignity, health and safety, the CAST Safeguarding policy, United Learning staff-student relations guidance, and CAST's own Equal Opportunities policy. Any such searches must always be viewed as a last resort, when other methods of investigation and communication have failed and only if absolutely necessary, such as in extreme situations where leaving a student with such a suspected item could pose risks to others (or to that student). It is hoped that in the great majority of instances, there will be no need for a search to be carried out. Any staff authorised to carry out searches must have had sufficient training to enable them to carry out their responsibilities.

There may be rare instances where a child with a specific SEND diagnosis requires a different approach. For example, CAST may refrain from searching, unless in an emergency, if a child is tactile defensive or has a sensory sensitivity, which means that, a search may significantly escalate a situation. In such circumstance, CAST would deal with the situation in a different way, bespoke to the needs of the child to ensure all students remained safe.

Searches without Consent



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The following items are banned in school and students may be searched for them without their consent and without the consent of their parents:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and paraphernalia
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used:
 - i) to commit an offence,
 - ii) to cause personal injury to, or damage to the property of, any person (including the pupil).

Members of staff can use such force as is reasonable given the circumstances when conducting a search 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. Such force **cannot** be used to search for other items that a school has decided to ban under its behaviour policy. However physical resistance by a student to a search for those latter items can itself be subject to behavioural sanctions.

Before a member of staff carries out a search without consent, the member of staff must reasonably suspect that the student has the prohibited item in his/her possession. Only staff members authorised by the Principal may carry out searches without consent.

Where an item prohibited by this behaviour policy is seized as the result of a search and it is an electronic device such as a mobile telephone, the member of staff who seized the item may inspect the data on it, if he/she thinks that there is a good reason to do so. For this purpose, the member of staff has a good reason if he/she reasonably suspects that the data or file on the device in question has been or could be used to cause harm, to disrupt teaching or break the school rules. The school also reserves the right to inspect data on any electronic device which is confiscated by a member of staff. The school is entitled to retain the device if it contains material which has been or could be used to cause harm to disrupt teaching or break the school rules.

School staff can seize any prohibited item found as a result of a search and can also seize any item, however found, which they consider harmful or detrimental to school discipline. When deciding what to do with a prohibited item, the school will act in line with statutory guidance issued by the Department for Education.

Searches with consent

The school may search students with their consent for any item. A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that **serious harm** will be caused to a person if the search is not conducted immediately and where it is **not reasonably practicable** to summon another member of staff.

Extent of search

The person conducting the search may not require the pupil to remove any clothing other than outer clothing. 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but 'outer clothing' includes hats; shoes; boots; gloves and scarves. 'Possessions' means any goods over which the pupil has or appears to have control – this includes bags, lockers and desks. It is a condition of having a locker in school that the student gives their consent to it being searched. Any formal complaints about searches should be made in accordance with the school's usual complaints policy.

Confiscation of articles

CAST staff have the power to confiscate property from students under their general right to discipline contained in s91 of the Education and Inspections Act 2006.

Disposal or retention of articles confiscated from students

CAST will follow the Department for Education guidance 'Screening Searching and Confiscation - advice for headteachers, staff and governing bodies' (<https://www.gov.uk/government/publications/searching-screening-and-confiscation>) in deciding what to do with confiscated items.

