



## Co-op Academy North Manchester

<b>Name</b>	<b>Behaviour for Learning Policy</b>
<b>Approved by</b>	<b>Curriculum, Standards &amp; Learning Committee</b>
<b>Policy Created</b>	<b>July 2014</b>
<b>Review</b>	<b>1 year</b>
<b>Update Approved</b>	<b>September 2019</b>
<b>All policies are available to stakeholders either on the Academy website or upon request from the Academy's Main office.</b>	

### INTRODUCTION

#### 1. General Principles underpinning the Behaviour Policy.

<b>1.1</b>	The Behaviour Policy at Co-op Academy North Manchester is based upon an ethos that generates a positive environment for those who work and learn within it. Central to this ethos are the elements of choices, chances & consequences.
<b>1.2</b>	At Co-op Academy North Manchester all pupils are expected to behave in a way that creates an environment where; <ul style="list-style-type: none"> <li><input type="checkbox"/> staff can teach to the highest standard</li> <li><input type="checkbox"/> pupils can learn and achieve to their maximum potential</li> <li><input type="checkbox"/> all members of the Academy Community can work in a safe place</li> <li><input type="checkbox"/> staff, pupils, parents/carers, governors and visitors can enjoy and be proud of their association with Co-op Academy North Manchester</li> </ul>
<b>1.3</b>	The Positive Behaviour Management of our young people is most effective when a true partnership exists between school and home. Together we can make Co-op Academy North Manchester extremely successful, an Academy which we are all proud to belong to and an Academy where everyone enjoys attending.

#### 2. The concept behind Positive Behaviour for Learning.

<b>2.1</b>	As individuals we all choose how to act. However, it is important that we all recognise that for every choice or action there is a consequence.
<b>2.2</b>	A consequence is an outcome that arises as a direct result of the way we act.
<b>2.3</b>	At Co-op Academy North Manchester, consequences are issued by staff, not punishments. Pupils are in control of their own actions and if they have chosen to act in a certain way these actions will be the catalyst for the consequence to be given. Consequences are issued in relation to a pupil's actions.

#### 3. Rewards

<b>3.1</b>	<p>Positive Consequences: Praise and Rewards</p> <p>Co-op Academy North Manchester believes that positive reinforcement of good behaviour and rewarding success are essential tools for managing behaviour in the Academy. Praise should be used much more than warnings. Opportunities for praise should be actively sought by all staff, both teaching and non-teaching, in order to ensure that positive messages and meaningful rewards dominate pupil culture.</p> <p>At Co-op Academy North Manchester all staff will maintain a consistent approach towards rewarding pupils. By praising pupils and recognising their achievements others will be</p>
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	<p>encouraged to act similarly. Achievement Points will be given in all areas of the academy, both pastorally and through the curriculum, recognising a pupil's progress for the following:</p> <p><b>PROUD</b> - Full uniform, well presented work, a good representative of the academy</p> <p><b>PREPARED</b> - All equipment/kit/ingredients, ready to learn</p> <p><b>POLITE</b> - Courteous, helpful, respectful</p> <p><b>PERSEVERANCE</b> – Resilient and keeps trying</p> <p><b>PUNCTUAL</b> - To school and to all lessons</p>
3.2	<p>Achievement Points are also issued for:</p> <p>ATTENDANCE - 97% to 100% attendance to the academy for the week</p> <p>EXTRA-CURRICULAR – participation in extra-curricular activities</p> <p>and by Form Tutors, Heads of Year and the Principal for pupils who have demonstrated our ethos of 'working together for the best in everyone'. Pupils are able to exchange Achievement Points for items from the Rewards Shop.</p>
3.3	<p>Less formal, more personal praise can be equally effective. Positive consequences that can be used include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Frequent use of verbal praise both in and out of the classroom</li> <li><input type="checkbox"/> Rewarding language within marking</li> <li><input type="checkbox"/> Recognition though their name on the board leading to Achievement Points</li> <li><input type="checkbox"/> Phone calls home</li> <li><input type="checkbox"/> Postcards/letters home</li> <li><input type="checkbox"/> Invitation to 5 a day breakfast with the Principal and/or a member of the SLT</li> <li><input type="checkbox"/> MUFC rewards</li> <li><input type="checkbox"/> Certificates</li> <li><input type="checkbox"/> Recognition in assemblies</li> <li><input type="checkbox"/> Recognition in newsletters/on the website</li> <li><input type="checkbox"/> Meeting with the Principal or senior leadership team</li> <li><input type="checkbox"/> Priority for academy trips</li> <li><input type="checkbox"/> Achievement Points both in and out of the classroom</li> <li><input type="checkbox"/> Free tickets to school events</li> <li><input type="checkbox"/> Free breakfast</li> <li><input type="checkbox"/> Jump the queue lunch passes</li> <li><input type="checkbox"/> Recognition through displays</li> <li><input type="checkbox"/> Recognition through the TV screens around the academy</li> </ul>

#### 4. Behaviour Management in practice.

4.1	<p><b>The deployment of a positive behaviour for learning policy.</b></p> <p>If a teacher feels that a pupil is not behaving in an acceptable manner he/she will be issued with a <b>C1</b> (The first consequence issued as a direct result of a negative behaviour). This is a warning that the pupil needs to modify/change the way that he/she is behaving.</p> <p>If the pupil chooses to ignore this warning and does not modify their attitude or behaviour the teacher will issue a <b>C2</b> (The second consequence, a result of further negative behaviour). This is the pupil's final warning.</p> <p>Should he/she continue to behave in a way that the teacher feels is unacceptable the teacher will issue a <b>C3</b>. (The third consequence, a result of continued negative behaviour, despite two chances to modify his/her actions). This will mean that the pupil will now automatically be</p>
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issued with an after school detention. This will take place under the supervision of Pastoral Staff. Under normal circumstances the Academy will attempt to facilitate the detention two days after the teacher has issued the **C3**.

However, it is important to state that by law the Academy is not obliged to provide any notice in relation to a detention being issued and in some situations it may be that a “no notice detention” will be issued. Where notice is given the pupil will be issued with a letter informing them of the exact date when the detention is due to take place.

If a pupil continues to display a negative attitude to learning they will be issued with a C4 which means removal from lesson. (The fourth consequence, a result of continued negative behaviour despite at least three chances to modify his/her behaviour).

This will mean that the pupil will be collected by patrol staff from the classroom and escorted to complete their classwork in the C4 isolation room. The pupil has already received an hours after school detention once they received a C3 in the lesson. They will also be expected to participate in a restorative meeting with the member of staff who issued the consequence before the next lesson in that subject area. This will be facilitated by the pastoral team and the member of staff involved.

Once a teacher issues a C3 or a C4 this cannot be changed.

- All detentions run from 2:55pm until 3:55pm.
- They will last for 1 hour
- Should pupils arrive a few minutes late, they will need to make the time up at the end of the detention. Other sanctions will be issued for persistent lateness.
- If pupils talk or display negative behaviour during the detention they will be issued with a warning. Should they fail to modify their behaviour they will complete the detention standing up and will remain behind at the end of the session for a minimum of ten minutes.
- Pupils who fail to attend a detention will receive an immediate day of isolation.
- All pupils who receive isolation for missing a detention will complete a detention on the evening immediately following their day in Isolation.
- If a pupil is absent from the Academy on the day of their detention he/she will attend the detention on their next day in the Academy.

There is no statutory requirement to notify parents/carers of detentions or seek their permission, however, the academy believes that communication is important and will provide all pupils with a letter addressed to their parents/carers outlining that they have a detention and the reason(s) for this. This is normally given out during form time. If the pupil is not present during form time then it is their responsibility to collect the letter from the year team office where the detention list is also displayed. It is also the pupil's responsibility to pass the letter to their parent/carer and for parents/carers to request the letters from the pupil if they know that their child has received a detention. This is the same for all pupils in the academy. If a parent/carer wishes for copies of letters to also be posted home, then they must write to the academy to request this or discuss this in a meeting with the pastoral head of year. Additional copies will only be posted out on request.

**Note :- For issues regarding equipment for lessons i.e. Books, PE kit etc all pupils have been verbally warned in the first week of term that these are essential for learning. This warning constitutes a C1 for all pupils. Therefore, when a pupil forgets their book or PE**

	<b><i>kit etc, they will be issued with a C2 and on the following occasion a C3.</i></b>
4.2	<p><b>Low level disruption</b></p> <p>Low level disruption not only seriously affects the learning of the pupil disrupting the lesson / learning environment but directly affects the learning of other pupils present and the teachers' ability to teach effectively.</p> <p>Low level disruption or inappropriate behaviour can be identified in a variety of forms. Below are some examples of Low Level Disruption, however, this list is not exhaustive.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lateness to form time /lesson</li> <li><input type="checkbox"/> A failure to follow instructions at the first time of asking.</li> <li><input type="checkbox"/> Displaying behaviour that prevents other pupils from learning.</li> <li><input type="checkbox"/> A refusal to engage in the learning process.</li> <li><input type="checkbox"/> Disrespectful responses to staff or other pupils</li> <li><input type="checkbox"/> General defiance.</li> </ul> <p>Through our Positive Behaviour for Learning procedures Co-op Academy North Manchester intends to address the issue of low level disruption whilst at the same time dealing effectively with more serious examples of inappropriate or anti – social behaviour.</p>
4.3	<p><b>Mid-high level disruption</b></p> <p>For disruption that has a significant effect on learning and/or safety a C3 may be issued without a C1 or C2 warning being given. This is discretionary and where this action is taken it is to prevent a pupil's removal from lesson or for an incident where it is deemed appropriate to escalate the consequence. If a pupil truants a lesson then they will receive an automatic C3.</p> <p>If a pupil continues to act in an inappropriate manner once they have received a C3 then they may be issued with a C4. This will result in the pupil being collected by a member of staff on Patrol and removed to the Patrol Room. Pupils will wait in the classroom to be collected or be asked to stand directly outside the classroom, in the sight of the staff member, until a member of staff collects them. Pupils will be escorted to the Patrol room and complete a reflective piece of work about the incident. Pupils will also be given the work that they have missed in that session to complete and must work in silence in the patrol room. As a consequence of this action the pupil will be issued with an hour detention after school.</p> <p>Pupils who receive two C4s in the same day will be removed from the academy community as a consequence and parents will be notified by the Year team. This will enable the year team to have the opportunity to discuss reasons for this behavior with the pupil.</p>
4.4	<p><b>High level disruption/serious incidents/non-compliance with the Academy's expectations</b></p> <p>For incidents that the Academy perceives to be of a serious nature, pupils will be issued with either isolation or a Fixed Term Exclusion and isolation. (All pupils who receive a Fixed Term Exclusion will be issued with a day in Isolation on their return to the Academy). All pupils involved in a fight will automatically receive at a minimum, a Fixed Term Exclusion. All victims of assault are entitled to make a formal complaint to the Police. Whilst a pupil is in isolation, they will be provided with the opportunity to reflect on their learning and consider strategies to improve their behaviour. The academy also works with pupils to identify any underlying reasons why their behaviour is not meeting the academy's expectations and we will work with them to improve this.</p>
4.5	<p><b>Isolation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pupils start their day in Isolation at 8:40am and finish at 2.55pm, unless they are serving a detention. However, if pupils display negative behaviour whilst completing the Isolation they will repeat a full day the following day or in some cases will receive a Fixed Term Exclusion.</li> </ul>

- Pupils are expected to wear full academy uniform and in an event that they are wearing trainers they will be provided with replacement footwear.
- There is an expectation that pupils will complete work from all lessons that they are missing that day as a result of being isolated. Any work that is incomplete must be completed at home that evening.
- Coats, bags, headsets & mobile telephones will be removed from pupils in the Isolation room and locked away for safe-keeping. If a pupil refuses to hand in any of these items they will receive a Fixed Term Exclusion.
- Pupils eat their lunch in the Isolation room.
- Pupils do not talk to other pupils within the Isolation room.
- Pupils will not be permitted to eat or drink other than at allocated times during Isolation. Packed Lunches must contain foods that comply with the Healthy Schools Agenda. Food/drink items that are not deemed suitable will be confiscated by staff.
- Pupils who refuse to be placed in isolation will receive a Fixed Term Exclusion for failure to follow the academy expectations.
- If a Fixed Term Exclusion has been issued a parental meeting will be arranged to discuss the incident. Following the meeting the pupil will serve a day in isolation followed by an hour's detention.
- Pupils who have been placed in isolation as a failure to attend a detention will attend an hour detention directly after until 3.55pm.
- Pupils who may have additional needs will be supported, as appropriate, by the SENDCo and/or the year team.

If pupils make the right choices they will never be issued with a C3 or a C4 isolation. Pupils will always have a chance to think about what they have done and change any negative behaviours.

Please remember the Academy aims to keep exclusions and times in isolation to a minimum and to continue to use all sources of information which are available to us to help us to meet the needs of a child. When issued they are to provide time for us to investigate incidents and for pupils to reflect on their actions. However it is our belief that exclusions are not necessarily a consequence for an action. Therefore excluded pupils will always face a consequence on their return to the Academy.

This procedure promotes our drive to raise Attendance and Inclusion whilst creating the perfect platform for pupils to learn and teachers to teach. Please be aware that the educational environment is ever changing and modifications may be made to these procedures at any time.

#### 4.6 **Alternative Provision**

A number of pupils at KS3 and KS4 are offered a variety of alternative curriculum provisions as a way of supporting their wider development and equipping them with skills and experience for the world of work and also to improve behaviour.

Important acknowledgements underpinning this policy are:

- That the academy recognises the need to personalise the curriculum for some pupils
- That a minority of pupils at KS3 struggle to meet the academic and social demands of mainstream education expectations;
- That a minority of pupils at KS4 struggle to meet the academic demands of their core GCSE subjects or the social demands and mainstream education expectations;
- These pupils may be damaged by their experiences in subject areas that they cannot access, or may negatively impact on the learning of their peers;
- These pupils need additional provision to enhance their experiences and qualifications at the end of KS3 and KS4;
- These pupils need to develop skills and experience of the world of work to reduce the

chances of them being NEET post-16.

**It is also noted that** Some pupils at KS3 and KS4 need medical support which must be a specialist provided, such as at The Hospital School;

The academy uses a range of providers for Alternative Education as well as having its own provision on site called the Pathways Centre. External providers include, but are not exclusively:

- Harpurhey Alternative Provision Schools (HAPS)
- Greater Manchester Alternative Provision ( GMAP)
- Manchester School Pupil Referral Unit (PRU)

The academy also works with The Hospital School.

In addition, where pupils are unable to access one of the settings and are confined to home (eg accident, severe illness, bail orders etc.) the academy may explore the option of using an approved on-line learning package called EdLounge/EdClass. This is an accredited provider that provides supervised learning for pupils. Where pupils are registered with EdClass they provide the supervisory role with their teaching staff providing on-line monitoring, guidance and tuition. In addition to this academy staff will have undertaken a visit to assess the suitability and safeguarding arrangements for that pupil and continue to carry out home visits as per our safeguarding procedures.

#### 4.7 **Respite placements/Managed Moves**

In agreement with other secondary schools in the Manchester & other local authorities, pupils may be placed on a behaviour placement at other establishments in line with the academy Intervention strategy. This is a form of intervention we employ in response to a pupil's persistent disruptive behaviour or a serious breach of the behaviour policy.

A managed move will enable the pupil to have a fresh start in a new school. It can also be a strategy in response to persistent breaches, of the school's behaviour policy and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

The host school will provide appropriate work although Co-op Academy North Manchester may provide work packs for pupils on short respite placements. However, for a managed move, the pupil will follow the curriculum of the host school and this will be explained to the pupil and their parent.

Pupils will adhere to the host school's behaviour procedures and arrive and leave at the host school times. It is the parent/carer's responsibility to arrange appropriate transportation to and from the host schools. Pupils will be expected to attend in full school uniform. If this is a respite placement, this will be our academy uniform, but for a managed move, the uniform will be that of the host school.

A behaviour agreement will be discussed and agreed at the start of any placement. The pupil and parent will be present in a pre-admit meeting and regular reviews will take place at the host school with a member of the Co-op Academy North Manchester pastoral team present, along with the staff from the host school. Placements can be terminated at anytime if the behaviour agreement is contravened by the pupil. Next steps, such as alternative provision may be explored at this time. Failure of a placement will not result in the pupil being admitted back into the academy.

#### 4.8 **Fixed term exclusions**

Please remember the Academy aims to keep exclusions to a minimum. When issued they are in line with policy. However it is our belief that exclusions are not necessarily a consequence for an action. Therefore excluded pupils will always face a consequence on their return to

	school. This consequence is a day in isolation. The academy has a separate exclusions policy.
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## 5. Parent/carer Meetings.

5.1	The Academy may invite parents/carers to attend a meeting with staff to discuss a particular issue in relation to a concern over a pupil's general behavior or in relation to a specific incident. If the matter has resulted in the pupil receiving a fixed term exclusion and the parent/carer do not attend the meeting for whatever reason, the pupil concerned will remain in isolation until that meeting has taken place and the issue has been resolved. In most cases pupils will attend all or part of the meeting with their parents/carers and this will be decided by the staff member leading the meeting. Pupils should do so in full academy uniform without exception. Where incidents involve members of staff it is not Academy procedure for the staff to be present at the meeting.
5.2	The Academy does not allow parents/carers or third parties to record Parental Meetings. Anyone secretly filming or recording a meeting will be banned from attending the Academy site with immediate effect. This is also the case for any telephone conversations or meetings off site.
5.3	Please note that Academy staff will only meet parents/carers who are officially registered on the Academy system. Parents/carers are entitled to bring a friend to accompany them to a meeting but only registered parents/carers are permitted to participate in discussions.
5.4	The academy therefore works hard to accommodate meetings at a mutually convenient time for all parties. In addition in exceptional circumstances a home visit may be requested and this should be considered by academy staff.
5.5	Where a parent/carer has been banned from the Academy site due to their previous conduct an appropriate adult may meet with the Academy and act as their representative in the meeting. The appropriate adult must be agreed by both parties prior to any meeting taking place.
5.6	All minutes of meetings will be recorded in a meeting summary booklet and a signed copy from all parties will be shared with the parents/carers at the end of the meeting.
5.7	Please do read the academy's communication policy to ensure that you are clear about the communications between home and school, the time frames that the academy works within and our expectations that during the meetings our academy values will be demonstrated by all parties.

## 6. Uniform Requirements

6.1	Co-op Academy North Manchester has a discrete uniform which is designed to enhance the Academy's positive image and enable pupils to have a sense of belonging. It is compulsory that only those items stipulated within the official Academy Uniform list (see Appendix A) are permissible to be worn by our pupils. The official Academy Uniform must be worn by all pupils who are on roll at Co-op Academy North Manchester at all times, without exception. This includes arriving and leaving the academy each day in the correct full academy uniform. Pupils who contravene the Uniform Policy will receive a sanction in line with our behaviour policy
6.2	Co-op Academy North Manchester operates a Zero Tolerance approach to jewellery and body piercings being worn by its pupils at any of the aforementioned times. All jewellery and body piercings will be confiscated by staff and locked away by the Heads of Year. Pupils will be given a receipt for the item/s and these can be collected in the week prior to a Half-Termly/Termly holiday. Trainers are not permitted to be worn in the Academy except in PE Practical sessions. All shoes must be black leather/faux leather. Footwear that is branded with a sports logo or name is also not permitted and where pupils arrive at the Academy in trainers or shoes that are not black leather/faux leather, pupils will be placed in isolation or an alternative form of footwear may be offered enabling the pupil to remain in the Academy and continue learning. Pupils who refuse to accept the consequence or refuse to wear the alternative footwear offered will be excluded from the Academy.
6.3	Full length tailored trousers are compulsory. Mini-skirts are not permitted and all skirts must be worn at knee length or just above. If a longer skirt is to be worn then it should be no longer than calf length. Skinny (tight) jeans/track suit/jogging bottoms, culottes or ski pants, leggings

	or tight fitting trousers are not acceptable and are not part of the uniform.
6.4	Furthermore, pupils are not permitted to attend the Academy with any form of pattern shaved into their heads/eyebrows, 'Mohican style haircuts' and unnatural colourings to their hair, including coloured braids. Although the Academy does not operate a "zero tolerance" approach to pupils wearing make up any foundation must be kept to a natural tone and brightly coloured lipsticks are not permitted. The length of pupil's nails should also be kept to an acceptable minimum in respect of the Health and Safety requirements for practical activities such as Sports and Design Technology etc. Coloured nail polish/varnish are not permitted. Failure to comply with any of the above rules will result in isolation and may also be judged as persistent disruptive behavior which could result in a Fixed Term Exclusion until the issue has been resolved. The academy will always work with parents/carers who are unable to afford the appropriate uniform, and discussions regarding this should be had with your child's Head of Year.
6.5	For religious reasons girls may wear a Hijab in black. This should be of plain black cotton with no embroidery, decoration or fringing. It should be tied securely around the head and neck with the ends tucked in for health and safety reasons.

### **7. Mobile Telephones, Headsets, bluetooth speakers, smart watches etc.**

7.1	The Academy rules stipulate that mobile telephones can only be used at break and lunchtimes to listen to music through a headset. Pupils are not allowed to use their phones to make or receive calls and the sending and receiving of texts is also prohibited. Pupils are not permitted to access social media during academy time and record, send or receive videos and photographs. Pupils wishing to contact parents/carers should contact their appropriate Year Office and likewise parents/carers should refrain from contacting pupils directly and ring the main switchboard on 0161 681 1592. This prevents any misunderstandings and miscommunication.
7.2	Pupils should never have mobile telephones out in lessons or on the corridors between lessons as this negatively impacts on learning. This rule also applies to the headsets. Any pupil in breach of the above rules will have their mobile telephone confiscated with immediate effect and this will only be returned through collection from the Year office at 3.55pm on the day of confiscation or during the following day's morning registration. They will also be issued with a C3 detention. The academy reserves the right to remove headsets and these will not be returned until the final Monday of each half term in which they were removed.
7.3	When pupils are being spoken to regarding an incident the pupil's mobile phone must be handed to staff to prevent communication with a third party that may contaminate the investigation.
7.4	The academy may need to arrange for mobile phones to be handed in at the start of the day if persistent issues arise or there is a serious issue
7.5	Pupils are not permitted to use smart watches in the academy. Any pupil in breach of the above rule will have their Smart watch confiscated with immediate effect and this will only be returned through collection from the year office at the end of the academy day or during the following day's morning registration.

### **8. Miscellaneous.**

8.1	<p><b>Academy Guidelines in relation to Drugs/Prohibited Substances.</b></p> <p>Pupils found supplying or distributing illegal substances and or any items deemed to be drug paraphernalia face Permanent Exclusion from the Academy. Pupils found in possession of illegal substances will on the first occasion automatically receive a Fixed Term Exclusion whilst the situation is being investigated and any child in possession of drugs could receive a permanent exclusion.</p> <p>All pupils involved in any illegal drugs related incident will be referred to the Police to be dealt with under the Misuse of Drugs Act. The Principal authorises all staff with the power to search pupils in line with DFE guidance. The academy will also make appropriate referrals for pupils in order that they can receive additional support.</p>
8.2	<b>Academy Guidelines in relation to Bladed Articles/Weapons (including replicas)</b>

	<p>Any pupil found in possession of a bladed article or weapon (including replicas) of any type or size could face Permanent Exclusion. At the very least he/she will receive a Fixed Term Exclusion. All pupils found in possession of a bladed article or weapon (including replicas) will automatically be referred to the Police and will be dealt with accordingly.</p> <p>In law fireworks such as 'bangers' etc are classed as fireworks and are not allowed in the academy. Co-op Academy North Manchester operates a zero tolerance approach in relation to fireworks. Sanctions will be put in accordingly.</p>
8.3	<p><b>Smoking.</b> Co-op Academy North Manchester is a No Smoking Site and as a result operates a strict No Smoking Policy. Pupils found in possession of cigarettes, e-cigarettes, vaping devices, lighters or other smoking paraphernalia will have the items confiscated and they will not be returned. A Detention, Isolation and in some cases a Fixed Term Exclusion may be issued where pupils are caught smoking, vaping or using e-cigarettes, or in possession of these. Further support is available from the school nurse and will be sought for pupils.</p>
8.4	<p><b>Food and Drink.</b> All unhealthy drinks and snacks are prohibited at Co-op Academy North Manchester. Where pupils are found to be in possession of fizzy and/or high sugar energy drinks and snacks these will be confiscated and not returned. If a pupil is found selling food/drink then the items will be confiscated and not returned. Parents/carers will be notified and a sanction may be issued.</p> <p>Chewing gum is banned from the Academy.</p>
8.5	<p><b>CCTV and Requests for Documentation</b> The Academy will not release copies of CCTV footage as this would contravene Child Protection and safeguarding guidelines and GDPR. Documents containing information which names other pupils will always be anonymised to protect individuals.</p> <p>Any requests for documentation relating to a child should be made under the GDPR policy.</p> <p>The Academy operates a Positive Behaviour for Learning Policy which incorporates the DFE guidance for schools. The Academy follows the DFE guidance for searching &amp; confiscation.</p>
8.6	<p><b>Bicycles</b> Any pupil that rides a bicycle must wear an appropriate safety helmet. Bicycles are only permitted to be ridden in the bicycle lanes that lead to and from the Charlestown entrance. If pupils are entering the academy from Victoria Avenue East then they must dismount before they enter the academy grounds. All bicycles must be locked in the bicycle shed. Any pupil who persistently break these rules of the policy will be prohibited from bringing a bicycle onto the academy premises.</p>

## **UNIFORM**

Here at Co-op Academy North Manchester we expect our pupils to be proud to wear our uniform. All pupils must attend and leave the Academy every day in full Academy uniform.

Please note that trainers of any sort (including converse) and boots of any kind are not permitted.

No hoodies, hats or caps, or other such outerwear can be worn within the Academy building. Jewellery and make up are not a part of the Academy uniform should not be worn. This includes nail varnish.

Uniform is stocked and can be purchased from Co-op Academy North Manchester. A full list of the uniform, including the PE kit and the full address of the uniform supplier, can be obtained from the Admissions Secretary. Our uniform expectations are clearly communicated to all parents/carers and pupils throughout the Academic year and are also outlined in the pupil's planner for quick reference.

### **Co-op Academy North Manchester Uniform:-**

- Academy Blazer
- Black Skirt/Trousers
- White shirt
- Black jumper (optional)
- Year group tie
- Plain black leather/faux leather shoes

### **PE Kit**

- Royal blue sport top (with logo)
- Black shorts (with logo)
- Plain black ankle socks
- Royal blue long socks for football
- Trainers

### **Optional kit**

- Plain black Co-op Academy North Manchester training top & pants (with logo)
- Plain black PE/Dance leggings – only the academy leggings may be worn.

## Details on Alternative Provision Placements

All procedures have been developed on the basis of the following principles:

- Pupils referred to off-site alternative provision should be referred on the basis that this provision is more appropriate for them than the provision the academy is able to provide.
- If an alternative placement breaks down the situation will be discussed and meeting convened and if it is unable to be resolved the pupils will be expected to return to the academy.
- Service Level Agreements are in place for all provision.
- Once committed to off-site alternative provision, pupils must attend and failure to do so should carry the same consequences as non-attendance at the academy.
- The academy will monitor attendance through close links with the alternative provision provider.
- Attendance at off-site alternative provision will be monitored closely and every step should be taken to ensure that accurate attendance data is kept by the academy.
- All professionals have a statutory responsibility to safeguard and promote the welfare of children and young people and tracking and reporting attendance at alternative provision is an essential component in achieving this.
- There is an expectation that any safeguarding concerns are raised with the DSL at the academy and that all alternative providers adhere to the safeguarding policy held by the academy.
- The academy works closely with other mainstream secondary schools to provide managed move places. There will be some pupils for whom a managed move is more suitable – and this may be attempted, with parents' consent, prior to other off-site/alternative provision.

## Behaviour

Pupils attending an alternative provision will be expected to adhere to a code of conduct as outlined by the individual provider. Pupils are expected to represent the academy positively through their behaviour and attitude and any breach of the Academy Behaviour Policy or provider's code of conduct could result in termination of the placement and the academy having to decide on next steps for the pupil.

## Process

- The academy will set up a meeting involving all relevant parties, including parents/carers and others as appropriate.
- A representative from the academy will clearly explain to families the reasons why the alternative provision is being offered. If the provision is being offered as an alternative to permanent exclusion this must be clear to parents to that they are able to make an informed decision. If parents refuse to accept the offer of alternative provision as an appropriate alternative to permanent exclusion, the Principal of the school would need to decide whether to proceed with the original exclusion.
- Pupils must attend the off-site alternative provision as required and parents/carers must support this.
- Alternative learning providers will contact the academy whenever the pupil is absent and also make contact with parents and try and resolve the issue ensure regular attendance is achieved and if unsuccessful contact the academy attendance team for support and advice. If necessary this should then be referred to their agencies as appropriate.
- The academy will formally monitor attendance and update records and maintain contact with the alternative learning provide on a weekly basis.
- If the placement does not appear to be working or if the pupil is not attending - a formal meeting should be held involving the academy, parent/carers, pupil and any other appropriate person. The meeting will reinforce the expectations of the original agreement while seeking feasible alternatives.
- If a pupil is permanently excluded from an alternative provision placement, a meeting will be convened between the named mainstream school, alternative provider and the family to

discuss either a return to the pupil's named school or to identify a further alternative provider. If these are not viable, and the pupil's behaviour warrants, a permanent exclusion from the academy may be issued.

### **Staff responsibilities**

The academy utilises the skills and experience of an off-site manager with the following responsibilities:

- Identify pupils for whom an alternative provision may be appropriate;
- Source appropriate alternative providers in line with pupil interests and skills;
- Meet regularly with alternative providers, pupils and families to review progress;
- Monitor attendance, behaviour and progress of pupils in alternative provision;
- The use of alternative provision is overseen by the Vice Principal for pastoral care;
- Any agreement around alternative provision for a pupil must be regularly reviewed. Timescales and responsibilities for reviewing the agreement must be clear to professionals, parents and the pupil and occur every term;
- Impact/success will be measured against the targets the pupils are set in a meeting once per term. Examples of these could include attendance, behaviour and qualifications.

### **Power of academies to direct a pupil off-site for education to improve behaviour**

Governing bodies of maintained academies have the power to direct a pupil off-site for education to improve his or her behaviour. (Education Act 2002) The Secretary of State has made regulations, as is required by the related primary legislation, concerning academies' use of power.

Under the current regulations, parents will be notified in writing of any requirement that their child attend off-site provision. Notice must be sent as soon as practical and no later than two days before the off-site placement is due to begin. The notice letter must be sent out explaining:

- The reasons for the referral to alternative provision;
- The aims of the placement;
- The period for which the pupil will be required to attend the placement;
- The date and time the placement will start;
- The address the pupil will need to attend and the name of the person to whom they must report on the first day;
- Details of the session times i.e. the time the morning and afternoon sessions start and end.

### **Monitoring, Evaluation and Review**

The academy will regularly review the use of alternative provision to ensure that individual programmes are demonstrating value for money against pupil progress and outcomes.