



# Positive Behaviour for Learning

Parent Handbook

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**learning**  
every minute of  
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## Disruption free learning for all

At North Oxfordshire Academy we believe that:

**EVERY student deserves disruption-free learning EVERY minute of EVERY lesson.**

Our expectations of behaviour are very high and we believe that all of our students are capable of meeting them. We accept no excuses for disruption to learning or poor behaviour. We have a very clear and well-structured behaviour system which supports this.

### Good Manners and Good Conduct

Our starting point is the belief that all students should have good manners. Students must be able to present themselves in the best possible light to prospective further education providers and employers. First impressions count and one of the first things that is noticed is a person's manners.

We aim to promote these values, ensuring that all North Oxfordshire Academy students adhere to the following guidelines:

- Greet teachers in the corridor with 'Good morning' or 'Good afternoon' for example.
- Open and hold doors for staff and other students.
- Say 'please' and 'thank you' at the appropriate time.
- Say 'Please may I?' when asking for something.
- Always answer the register with 'Yes miss/sir'.
- Say 'Pardon?' not 'What?' if they mishear something
- Never swear.
- Do not interrupt conversations; wait to be spoken to.
- Knock before entering a room or office and wait to be called in or for someone to open the door.
- Respect the local community; students represent the academy both on the way to and from school.

## Behaviour for Learning

We expect our students to be resilient and fully engaged in their learning. This means that they show effort and enthusiasm and persevere even if they find work difficult.

### NOA 9

Non-negotiable expectations of all students are found in our **NOA 9**.

| NOA 9 – Non-Negotiables  |
|--|
| 1. I attend every day and I am on time.                                |
| 2. I am smartly dressed in academy uniform with the correct equipment. |
| 3. I always try my hardest to learn.                                   |
| 4. I always do as I am asked, the first time I am asked.               |
| 5. I am in the right place at the right time doing the right thing.    |
| 6. I take pride in the presentation of my work.                        |
| 7. I commit to disruption free learning.                               |
| 8. I respect others, their opinions, and their personal space.         |
| 9. I always take pride in and respect my environment.                  |

### In lesson consequences

**First warning** - If a student disrupts learning or is not putting in the required effort in lesson, they will receive their **first warning** and their name will be written on the board, this will then be recorded on Arbor.

**Second warning** - If a student continues to disrupt the learning of others or not put in the required effort, they will receive a second warning. The student will be removed and will be collected for Reset for 24 hours.

|   |   |         |
|---|---|---------|
| <b>First disruption/<br/>poor effort</b>  | First Warning -name on the board – Warning issued | Warning |
| <b>Second disruption/<br/>poor effort</b> | Second warning – Removal to RESET – 24 Hours      | Removal |

**Detentions** If a student receives any of the consequences below, they will receive a detention. Detentions will be 45 minutes and will be on the same day.

| <b>Reasons for A detention to be issued</b>                               |
|---|
| Behaviour around the academy. Refusal to follow instructions              |
| Lateness to the Academy or to a lesson                                    |
| Failure to submit homework to the required standard/ on the required date |
| Continued eating around the academy after a warning                       |
| Incomplete equipment  |
| Uniform infringement and refusal to correct                               |
| Bullying first occurrence   |
| Mobile phone (See it, hear it, lose it)                                   |

Failure to attend a detention will result in further action.

You will be made aware of this, in some cases you will be required to attend a meeting the following day.

In some circumstances students may be required to complete a 90 minute detention with a member of the senior leadership team (SLT)

The reasons for this are:

- Persistent lateness - to the academy x3 per week.
- Truancy (to make up learning time lost).
- Any other incident agreed by a member of the Senior Leadership Team.

**Not In Academy meeting** - If a student does not attend their 90 minute detention, parents will be informed via text message and will be required to attend a meeting the following morning before the student then sits a full day of Reset from 8.45am-4pm.

**Reports** - If a student begins to receive a high number of incidents, a range of interventions and support strategies will be used to support them to improve their behaviour. This may include being placed on a monitoring report with clear targets for improved behaviour.

### Serious Incidents (SI)

**The following behaviours may lead to any number of the following sanctions: Community Service, Parent meeting, Academy detention, RESET, Fixed term exclusion, Governors Warning, Permanent Exclusion.**

|  |
|--|
| Verbal or physical abuse of staff                                |
| Fighting   |
| Swearing   |
| Possession or use of alcohol or drugs                            |
| Bringing a dangerous item into the Academy                       |
| Deliberate damage or theft to property                           |
| Smoking witnessed in or outside of the academy                   |
| Bullying or Racist behaviour                                     |
| Truancy  |
| Making malicious unfounded allegations against a member of staff |
| Walking out of class without permission                          |

### RESET

RESET is used when a student has received an in class removal or serious incident (after investigation).

A phone call or a text home will be made to inform parents of the removal/incident and that a day in RESET is needed to reset behaviour expectations.

RESET runs daily 8:45-4pm. In the majority of cases students are expected to complete a full day in RESET.

RESET follows a very clear structure. Students must remain in silence working through the work provided. Students have break and lunch in the RESET room. Students are issued warnings for not meeting the expectations specified in RESET.

| RESET finish times              |             |
|---------------------------------|-------------|
| Each lesson                     | Finish      |
| 0 – 1 Warnings all day          | 3:30 finish |
| No more than 2 warnings all day | 3:45 finish |
| 3+ warnings all day             | 4:00 finish |

### Internal Exclusion

Internal exclusion is used when students have hit a certain threshold of removals.

Internal exclusion runs from 10:15 – 4pm

### Report System

Reports are issued after the monitoring of weekly behaviour data. Students will be given their report during tutor time on Mondays. Students are responsible for getting their report signed by every teacher they have (including tutor time) as well as their parents and assigned members of staff at the end of each day. Students are required to return their reports to their tutor/pastoral leader. Students are usually only on report for 2 weeks at a time and this will be monitored closely and discussed with parents.

Students will be put on tutor report if they receive 2 RESET referrals in a half term. If they receive 3 RESET referrals in a half term they will go onto pastoral report and 5 RESET referrals will be SLT report.

### Confiscation

The academy has a legal right to search students if there is reasonable suspicion that they have brought in items that should not be in the academy. These searches will be done by a member of the academy's leadership team. Items of concern will be confiscated and a detention/SI consequence will be issued depending on the item found and the circumstances. If the items are illegal, then Thames Valley Police will be involved and the student may face permanent exclusion.

### Positive Handling

Academy staff can use reasonable force to remove disruptive children from the classroom if:

- they have refused to follow an instruction to leave
- to prevent a student behaving in a way that disrupts a school event or a school trip or visit
- to prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- to prevent a student from attacking a member of staff or another student
- to stop a fight
- to prevent a student from harming him/herself through physical outbursts.

We have several key members of staff who are trained should this be required. The use of restraint it is always recorded and parents are informed.

*“Reasonable force – using no more force than needed. Restraint means to hold back physically or bring a student under control” (Use of reasonable force advice for head teachers, staff and governing bodies). DFE*

## Bullying

'Bullying is the *repetitive, intentional* hurting of one person or group by another person or group, where the relationship involved an *imbalance of power*. Bullying can be physical, verbal or psychological. It can happen face to face or online.'

The academy takes bullying seriously. If you feel your child is being bullied or is bullying others please do not hesitate to contact the school via the website reporting system or by phone. Students and parents can also report concerns regarding mental health and/or sexual harassment.

All reports of bullying are investigated and dealt with. We believe that our students should be educated around the effects of bullying and NOA takes pride in being a restorative academy. This can allow all parties that have been involved to have their voice heard and be part of the restorative process.

The academy's protocols around reporting bullying/mental health/sexual harassment are shared with students throughout the year so they are aware of who to talk to and throughout the year the academy reinforces its ethos - *all welcomed and valued* - through a number of awareness raising events and assemblies.

## Cyber Safety

Parents should be aware of and, if necessary, place restrictions on a child's use of social media sites. Cyber safety features heavily in the PSHE programme of the academy and the academy will involve other agencies if needed around students' behaviours over social networking.

If you require any support around what you can do as a parent to avoid cyber bullying and unsafe behaviours, please do contact the academy for additional information.

To report any bullying incidents/mental health or sexual harassment concerns students and/or parents can report this via our website at:

<https://www.northoxfordshire-academy.org>

## Report A Concern

### Phones and electronic devices

Mobile phones are banned from being used at North Oxfordshire Academy.

Mobile phones should be 'off and away' at all times, any phone seen or heard will be confiscated, this includes phones on display in shirt pockets.

Refusal to hand the device in will result in RESET and a parent called to collect the device.

Phones that are confiscated will be returned to students at the end of the day after they have completed a detention in the first instance, although should there be a second occurrence a call will be made home with the requirement for a parent/carer to collect the phone on their child's behalf.

The restriction is in place at all times while students are in the grounds of the academy. This includes when students arrive and leave at the end of the day. Phones should be away before students enter the school grounds and not accessed until they have left the site.

In an emergency, calls home may be made from student services or by welfare managers.

If parents need to contact their child this can be done via our main reception switchboard. We are able to get messages to students quickly and effectively.

Smart watches with internet access are also not permitted in the academy.

Failure to hand over a mobile phone/smart watch will result in parents being called and the student completing Reset.

## **Behaviour in the Community**

We expect our students to be outstanding ambassadors for North Oxfordshire Academy to and from school. We expect them to be and polite, courteous and considerate members of the community

This means:

- Walking sensibly using the pavements at all times.
- Being respectful towards members of the public, respecting public and private property.
- Behaving properly in local shops.
- Behaving in a safe manner on the roads.
- Respecting others: not gathering in groups, or using inappropriate language or physical contact.
- Respecting the property of others: do not lean on cars or walls, enter private property, drop litter, spit or smoke.

## **School-Police Liaison**

The academy works closely with Thames Valley Police to assist us in ensuring that our students are safe both in the academy and in the local community. They give advice, information and support to students and their families. Where a criminal offence is known by the school to have taken place either in or outside school this information will be passed to the police.

## **Reasonable Adjustments for Students with SEND**

Reasonable adjustments are made for managing behaviour which is related to a students' Special

Educational Need (SEND) or disability, in accordance with the Equality Act 2010. These reasonable adjustments are tailored to the individual student and are often made using advice from professionals. These adjustments may relate to the way that instructions are given, the way that behaviour is managed or the consequences that are used. The academy behaviour policy will not change but the consequences may be adjusted.

The Academy has a SEND and welfare team who provide early intervention to support student behaviour. We also recognise that poor behaviour may be a symptom of other needs that a student may have and we aim to address these as soon as they are identified.

# North Oxfordshire Academy Reward System 2021

## Be Kind

You will be rewarded with Kindness Cards in lessons and around the Academy.



## Work Hard

You will be rewarded in your subjects for, exceeding expectations, resilience, leadership, high quality homework and going above and beyond.

## Develop your Whole Self

You will be rewarded with Merits when you attend clubs or enrichment activities.

North Oxfordshire Academy uses a rewards system to recognise positive behaviour. Students will be praised for positive behaviour as part of our daily practices.

### Purpose:

- To motivate and encourage students
- To recognise students' effort and achievement above and beyond
- To reinforce the values, aims and ethos of the Academy
- To recognise and reward student contribution and commitment to the Academy permeating through all aspects of school life.

### Principles:

North Oxfordshire Academy seeks to ensure that:

- a positive ethos prevails through a culture of praise to raise self esteem
- all students irrespective of ability or background have equal access to rewards
- the reward system is fair, meaningful and consistently applied across the Academy

The NOA Reward system looks to develop students not only in terms of academia but also their personal development and wider self through focussing on Being Kind, Working Hard and Developing your Whole Self.

To encourage healthy competition and a sense of teamwork, the House structure offers charity and sporting competitions. The overall champion is the House with the most reward points over the year but the wider events that Houses are involved in are also recognised with trophies for Sports and Charity fundraising.

## Be Kind, Work Hard and Develop your whole self

### Be Kind Cards

The aim of rewarding kindness and community spirit is to recognise and promote the attributes and behaviours of a good citizen and to encourage students to be supportive members of a community.

Be Kind Cards can be given to students by any member of staff in school. They are for acts of kindness such as the actions listed below.

There will be a prize draw each week in assembly by year group.

- Showing kindness to others
- Being honest
- Showing respect for others above and beyond
- Assisting new students
- Outstanding conduct in the community
- Reporting an incident for the benefit of others
- Exceptional politeness to staff
- Offering to help staff (unprompted)
- Supporting a charity

## Work Hard Merits on Arbor

The aim of rewarding hard work is to recognise and promote the attributes and behaviours the students will need to be a model student that will help them to succeed academically. Verbal praise and positive language are part of our everyday routines and our warm but strict positive culture. Hard work is rewarded and split into the individual subjects to recognise achievement in all areas of the curriculum and allows each subject to celebrate success with the students.

Hard work is recognised by awarding **one merit** and can be given to students by any member of staff in school, however given that they are linked to hard work, teachers and learning support staff, will be the most likely to issue these rewards. Staff select from one of the options for the most appropriate match:

- Excellent contribution to class discussion
- Excellent engagement in class
- Going above and beyond
- Trying their best and challenging themselves
- Classroom leadership
- Resilience
- High quality homework
- Being proactive/well-organised

Each merit is worth **one point** so no judgement is needed on the 'level' of hard work and the amount of merits that should be given to ensure a consistent approach across the academy.

Merits are logged on Arbor and when a student receives a certain number of merits students can then achieve Bronze, Silver and Gold standards in each subject. These will be awarded at the end of each term.

## Weekly Celebration

### Tutor

One Card, One call worth **one Merit** points. This is shared with the Pastoral Leader to include in the Weekly Assembly.

### Pastoral Leader

Top three students in the Merit league will be celebrated in Assembly and get a Pastoral Leader Postcard home. This will be worth **one Merit point**.

Top three students in the Merit League in Year 7 and Year 8 to have wall of fame picture taken and shared in weekly celebration Assemblies and on screens.

### Faculty Director

Praise cards based on the highest number merits for the top student in each year group and by department/subject worth **one Merit point**. Faculty Director's will send these out twice per half term.

## Develop Your Whole Self – Arbor Register to give Merits for attendance.

All extracurricular activities will be promoted, and students will be encouraged to sign up in September and attend their chosen clubs throughout the term and year. Through great attendance, students will gain the greatest opportunities to learn outside the classroom and develop wider skills and characteristics.

The NOA Enrichment offer ensures that students are encouraged to engage in a wide range of activities beyond their classroom curriculum. Students are therefore being actively prepared for all aspects of life, not just academic success, as well as the development of students' character and other non-cognitive aspects of personality that underpin learning. Parents/carers and Tutors play a key role in encouraging students to partake in and sign up for activities. Through the daily tutor time programme, tutors target all students,

encouraging them to follow their interests or try a new activity.

The Enrichment offer links to the school ethos that students should ‘Make a Positive Difference’; to themselves, to others and to the community /wider world.

- Students accumulate Merits through committing to clubs, activities and opportunities through great attendance and engage in the enrichment opportunities
- The activities rewarded are wide ranging and vary from taking part in the Duke of Edinburgh scheme, to being a reading buddy to another student, being a student ambassador or taking part in a drama / musical performance or part of a sports team.
- There will be a specific yearly charity event for each year group EG Y7 Operation Christmas Child with points awarded to tutor groups with the greatest amount raised.

## Year group Celebration Assembly each term

### Overall Total Points Winner

One prize of a Voucher per year group.

### Termly 100% Raffle

Students with 100% attendance or 100% punctuality or 100% perfect behaviour are entered into a prize draw to win a Voucher.

### Rank Order Achievement Rewards Raffle

Pupils in the Top 10 Rank Order in each year group.

Top ten pupils who have made the greatest improvement in the Rank Order in each year group.

Students are entered into a prize draw to win a Voucher.

### Bronze, Silver and Gold

When students exceed thresholds they can achieve Bronze, Silver, Gold or Platinum in each subject area.

Merits for ‘hard work’ are split into individual subjects. For every reward given in Maths for example, the total number of Maths merits are added up and then the students can achieve Bronze, Silver and Gold standards in each of their subjects.

| Level of Reward | Total Merit Point Categories   | Subject Merit Point   |
|-----------------|--|---|
| <b>Bronze</b>   | <b>KS3</b> Bronze Certificate and Bronze Badge<br><b>KS4</b> Bronze Certificate  | <b>KS3</b> Bronze Certificate<br><b>KS4</b> Bronze Certificate                |
| <b>Silver</b>   | <b>KS3</b> Silver Certificate and Silver Badge<br><b>KS4</b> Silver Certificate  | <b>KS3</b> Silver Certificate<br><b>KS4</b> Silver Certificate                |
| <b>Gold</b>     | <b>KS3</b> Gold Certificate and Gold Badge and small seasonal item.<br><b>KS4</b> Gold Certificate, Gold Badge and small seasonal item.<br>Gold standard achievers also entered into prize draw with one student from each year group to win a higher value Voucher. | <b>KS3</b> Gold Certificate and Gold Badge<br><b>KS4</b> Gold Certificate     |
| <b>Platinum</b> | <b>KS3 and KS4</b><br>Platinum Certificate and Platinum Badge and Voucher<br><b>Tea with Principal</b>   | <b>KS3 and KS4</b><br>Subject Specific Platinum Certificate and Subject Badge |

With 14 subjects at KS3 students have 14 opportunities to have their name put into the prize draw to win a higher value Voucher. Students can achieve a certificate in any or all subjects every term.

**If a student achieves gold in all 15 areas, they automatically receive a Principal's Award.**

### **Principal's Award**

The Principal award is designed to recognise exceptional achievement in any aspect of the NOA Reward approach. Students can be nominated by a member of staff or even a member of the local community to receive a special Principal's Award. Alternatively, the Principal Award can be achieved by achieving a gold standard in all 15 subject areas.

For a Principal's Award students receive:

- Certificate
- Voucher.

Principal could award Year 11 a free Prom ticket.

### **House Awards Each Term**

League table with each House awarded points according to the position in each league.

Each league scores points from 4 points to the league winner down to 1 point.

- Charity
- Sports

### **Annual Celebration**

#### **Academic Subject Celebration**

Top Rank Student in each subject

Top Rank Improve

Top Awarded Student in each Subject.

Subject Certificate and badge and Students entered into Raffle.

**Prom Year 11** students attend an End of Year Prom at the end of the exam season to celebrate their achievements. The NOA Reward system links to this and allows for student achievement to be acknowledged with money off their prom ticket:

Gold Standard Rewards – 50% off their prom ticket  
Principal Award – Free prom ticket

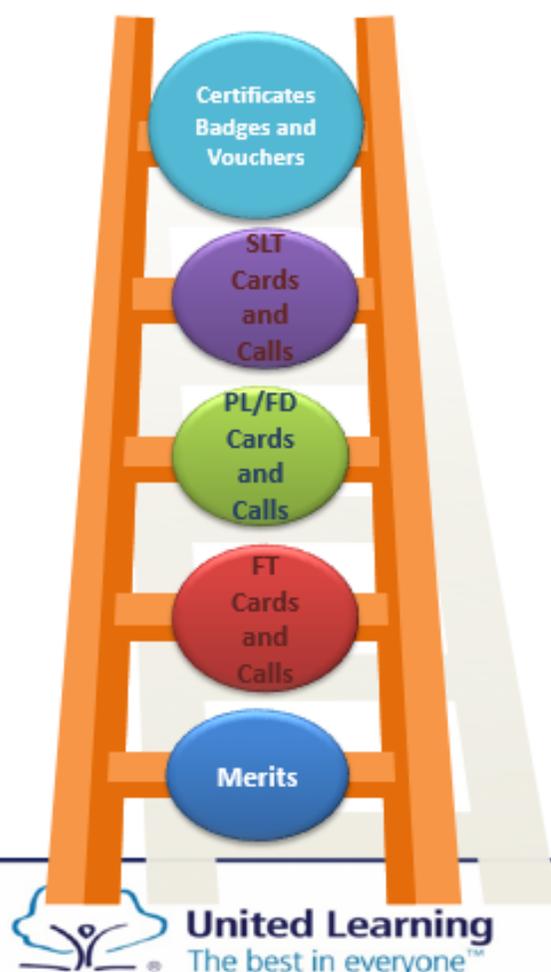
### **Annual Reward Events and Trips**

Students have the opportunity to qualify for Reward Trip/Event. Reward Events are enjoyed by students who have at least 97% attendance and zero behaviour sanctions, Home Learning detentions or exclusions during the published dates.

Each year group will have a celebration event, e.g. Y7 Disco, Y8 Film Afternoon etc

**Success breeds success.** Wherever possible, application, effort, excellence, contribution to the community and the consideration of others will be recognised.

# My Merit Ladder



## Celebration Assemblies

Students will be rewarded with Bronze, Silver, Gold or Platinum awards for 100% Attendance, Rank Order Success, Overall Merit Winners in each Subject area. Houses will celebrate Charity fundraising, House Events and Sporting Competitions.

## Senior Leadership Team

Each half term, SLT will reward students for progress and improvement across the Academy.

## Pastoral Leader and Faculty Directors

Each week your Pastoral Leader will reward students in their Year Group with a Praise card/call home and award a Merit point. Students will be added to the Hall of Fame each week.

Twice a term Faculty Directors will reward students in their Subject area with a Praise card/call home and award a Merit point.

## Weekly Form Tutor

Each week your Form Teacher will reward students in their Form Group with a Praise card/call home and award a Merit point.

## Daily Merits

Students will be rewarded through Kindness cards which enter you into a weekly year group raffle.

Students will be rewarded with Merits for Hard Work in their subjects and for engaging in Extra Curricular Activities after school



### Platinum

KS3 Certificate/Badge  
KS4 Certificate

Voucher and tea with Principal



### Gold

KS3 Certificate/Badge  
KS4 Certificate/Badge

Seasonal item plus raffle ticket



### Silver

KS3 Certificate/Badge  
KS4 Certificate



### Bronze

KS3 Certificate/Badge  
KS4 Certificate

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination

