

Behaviour Policy

Heworth Grange

2025/26

EXCELLENCE AND EQUITY WITH INTEGRITY

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Approved by:	Local Academy Board
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Consilium
Academies

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Introduction

As part of Consilium Academies, this school follows the Trust's overarching behaviour policy, which is in line with the Department for Education (DfE) guidelines on behaviour in schools.

These local arrangements provide further clarity on how the school will implement the Trust-wide policy, outlining the school's core values, behavioural expectations, praise systems, responses to poor behaviour, and strategies to address contributing factors such as Special Educational Needs and Disabilities (SEND).

Academy Culture and values

At Consilium Academies, we are fully committed to maintaining the highest standards of behaviour across all our schools. We are resolute in ensuring that no student's learning is ever hindered by the behaviour of others.

We strive for every student, regardless of their background, to become courageous, curious, and independent thinkers. Through an academically rigorous curriculum that balances a broad range of knowledge and skills with deeper understanding, we provide a rich educational experience that helps students grow, explore new interests, and develop their character. Ultimately, we aim to help them discover their unique potential and "find their remarkable."

Every student deserves the right to study in an environment that is calm, focused, and productive.

When students do not meet these expectations, we believe in applying both sanctions and support. Sanctions are an important way for students to understand when their behaviour has fallen short, and with our guidance, they can use these moments to make better decisions in the future.

All students can be confident that no obstacles will prevent them from attaining their goals whether that be on the basis of their gender, ethnicity, beliefs, sexual or gender orientation, personal circumstance, or social background. All students have the right to expect that they can reach the very highest levels of achievement at Heworth Grange and that no barriers exist that can prevent that success. Individuals will be recognised, respected, celebrated and valued for their individual achievements by all students, staff, parents, carers, and the wider community.

Academy expectations

All stakeholders follow 'The Heworth Grange Way'. Through this, we will work together to provide the best learning experience possible for all students and ensure that it takes place in an environment that is safe, supportive, and positive; an environment of mutual respect and where the progress of each student is central to everything that we do. We will always respect, encourage, and support the dreams and aspirations of every student throughout their time at Heworth.

Staff are expected to praise excellent attitude and development both in and outside of the classroom using praise boards, applause moments, postcards, praise points on Class Charts and commendations for half term awards. Parents/carers and pupils can review their activity through the Class Charts app.

Classroom expectations

Our expectations are outlined below:

1. Arrive on time, fully equipped and ready to learn for each lesson which includes, their planner (in hand on entry), pens, pencil and ruler in a pencil case.
2. On entry, staff will meet and greet students on the door. They will complete the retrieval starter task that will be on the board ready.
3. Students will follow the school's 'SOLAR' model of teaching and learning in lessons.

4. Adhering to 'Active Listening 3-2-1' and completing all work in lessons.
5. On leaving, students stand behind their chairs, the room is tidy and they are dismissed in an orderly fashion and go directly to their next lesson.
6. Staff dismiss students from the classroom doors.
7. Students to always complete homework tasks to the best of their ability, routinely checking Class Charts for updated tasks.

Around the academy expectations

Our expectations are outlined below:

1. Be polite and show respect for other people.
2. Follow staff instructions – first time, every time.
3. Always wear the school uniform correctly. If a shirt is not tucked in the student will be asked to correct their behaviour. Blazers should be worn at all times unless directed by staff.
4. Outside coats must be removed inside the building.
5. Mobile phones and electronic devices are not permitted to be used anywhere in the academy. All electronic devices must be turned off at Checkpoint One, the gate on entry to the academy and must be placed in the bottom of the student's school bag until they leave the academy at the end of the school day. If a mobile phone or electronic device is used during the school day, we operate a "see it, lose it" policy and it will be confiscated and made available for collection by the pupil, parent/carer at 3pm (see details for mobile phones in policy). Emergency calls can be made from the Head of Year office or Student Reception.
6. All litter and rubbish must be put in the bins provided.
7. Eat and drink in the right place at the right time. All food must only be eaten in the designated area which is the Canteen. No food must be eaten on corridors at any time.
8. Walk around the site sensibly & quietly and keep to the left.
9. Walk with purpose to all lessons. Running on the corridor will result in a detention.
10. Arrive for lessons on time, truancy will not be tolerated.

Uniform

Please see uniform policy: <https://www.heworthgrange.org/page/?title=Our+Uniform&pid=38>

- Students are expected to wear uniform at all times when in school or when representing the school elsewhere.
- Shoes must be black and polishable - no named brands, no trainers.
- Skirts must be pleated and knee length.
- Blazers are compulsory.
- Jewellery is not permitted and will be confiscated with the exception of one pair of plain studs, no larger than 5mm in the ear lobe. However, these studs must be removed for PE and Technology.
- Hairstyles and makeup should be conservative. Only natural hair colour will be permitted.
- False nails/nail extensions, nail varnish and false eyelashes /eyelash extensions are also not allowed.
- The wearing of any headwear including those that hide the face e.g., hoodies, balaclavas and snoods is prohibited on the site. An exception is made for purposes connected to religion.

If a student does not have appropriate uniform, the academy will loan the student what is required.

If a student refuses the uniform support and is in breach of the academy uniform policy, they will be educated in C5 Reflection.

Punctuality and lateness

Students must be in their form group line up at 8:45am. Heads of Year will conduct a standing assembly with key information being shared before students move into classrooms.

To support all students to be prompt to school, the academy offer a free breakfast club from 8:00am and all pupils have access to pastoral staff (Head of Year and Form Tutors) in their year group areas from 8:30am.

Students late to school are required to attend a detention for 30 minutes after school the following evening.

Students are expected to attend every lesson on time. Transition time is built into the school day and a late bell will sound when it is expected that all pupils are now in learning. Students must 'beat the bell' to ensure prompt arrival at their lessons. Failure to do so will result in a late mark being recorded in the register and on Class Charts requiring the student to attend a 15 minute detention after school.

If a student arrives after school registration has legally closed, they will be given a U code in their register meaning although they are now present, they missed the roll call and will class as a session absence.

Repeated lateness to school will trigger a parental meeting to discuss any concerns and to work together; pupil, parent and school to decide any school interventions and/or external support required. A 6 week monitoring period will begin. After this, if there is no improvement to a student's punctuality to school, this could result in a fixed penalty notice.

Repeated lateness to lessons will also trigger a parental meeting and consequences for the student.

Student planner

Students should carry their planner with them at all times. Students will be asked to place their planner on the desk every lesson. Students' behaviour is logged in planners if they receive a C2 warning. The member of staff will remove their planner from the student's desk and keep it until the end of the lesson.

Homework can be logged in planners as well as notes from parents/ carers.

If a student needs to leave a lesson for any reason, then a note will be given in their planner by their teacher to show relevant staff. No student should be out of lesson without their planner.

All students will receive a planner at the start of the academic year. If a student misplaces their planner they will be expected to replace it. This can be paid for through ParentPay.

CCTV

Consilium Academies at Heworth Grange may use CCTV for the purpose of maintaining discipline and managing behaviour and safety.

Mobile phones and electronic devices

At our academy, we follow a "see it, lose it" policy regarding mobile phones and electronic devices. Students are not allowed to use any electronic devices, including mobile phones and smartwatches, while on academy premises. If a student brings a device to school, it must be switched off before entering the school gates (Checkpoint One). Phones should remain off until the student has left the school grounds.

If a student fails to follow this policy, their device (including earphones) will be confiscated. In the first instance of any term, the item will be returned at the end of the school day at 3pm. However, if there are further incidents of misuse, parents or carers will be required to collect the device in person.

Students who cooperate with staff when their devices are confiscated will receive their phone or device back at the end of the day, at 3pm. If a student does not comply with staff instructions, their device will be taken, and they will be sent to the Reflection room.

Emergency calls can be made from the Head of Year office or Student Reception.

Food and Drink

All litter and rubbish must be put in the bins provided.

Students are not permitted to bring fizzy drinks or energy drinks on site. If seen these will be confiscated before students enter through the gates. Large bags of crisps and confectionary are also not permitted on site and will be confiscated.

Students must eat and drink in the right place at the right time. All food must only be eaten in the designated area which is the Canteen. No food must be eaten on corridors at any time.

Vandalism and damage to property

Students should respect all school property both inside and outside the classrooms. Any damage to school property will result in students being placed in the reflection room until the level of vandalism is ascertained.

Bullying and anti-social behaviour

We will always deal with incidents of anti-social behaviour and bullying swiftly. Anti-social behaviour and bullying may include verbal, physical, sexual or cyber bullying. Appropriate staff will deal with all incidents in a swift and robust manner. We will regularly promote students speaking out and create a culture where students are encouraged to talk to a member of staff if they are concerned or worried about such incidents.

We promote and instil the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs in all its forms through our curriculum. We make use of our curriculum and assemblies to reiterate clear anti-bullying messages. Direct sanctions can range from a formal warning to detentions or exclusions. Suspension and restorative approaches are used to serve as a clear message that we will not tolerate any form of bullying.

As appropriate, we will encourage students to:

- tell an adult whenever they have concerns
- walk confidently away from confrontation

- surround themselves with supportive friends
- be vigilant, keep watch and be supportive of one another
- report any incidents of bullying (either to a staff member or by using or online 'Sharp' system)
- delete or block any unwanted messages or friends who leave inappropriate comments on social media
- never respond to harassing or rude texts, emails, blogs
- use privacy settings properly

Behaviour beyond the school gate

Students within Consilium Academies are expected to represent our values and uphold the high standards of behaviour both on their way to and from school, and while wearing our school uniform. We believe that our expectations extend beyond the school gates, and we expect students to conduct themselves with the same respect and responsibility in the wider community as they do within the school.

If a student's behaviour falls short of these expectations, the same behaviour procedures outlined in our policy will be followed

Weapons and banned items

Banned items include:

1. Aerosol or other 'atomising' sprays
2. Chewing Gum
3. Cigarettes, e-cigarettes, vapes, matches and lighters
4. Nicotine pouches (snus)
5. Energy drinks
6. Large bottles of fizzy drink
7. Marker pens or indelible markers
8. Laser pens
9. Mobile phones if seen, heard or used on academy premises (during academy hours) and should be switched off and out of sight
10. Electronic equipment
11. Fireworks
12. Any device or media that is reasonably suspected of being used to access pornographic images
13. Any item brought into the academy with the intention of being sold or passed on to other students which, in the principal's opinion, will cause disruption or be detrimental to students' safety, wellbeing, the learning environment or the running and operating of the academy. This list is not exhaustive, and the academy reserves the right to ban other items over time.

The academy has determined that, in addition to legislative guidance, any knife (irrespective of length) constitutes an offensive weapon and should not be brought into the academy. In addition to knives, axes, BB guns, air guns, catapults, slings, will also be deemed to be offensive weapons. Other types of offensive weapons will include lengths of pipe, bats, other blunt instruments, or items judged to be carried with the intention to inflict injury on another individual, for instance blades removed from pencil sharpeners.

Screening, searching and confiscation

Please refer to the DfE guidance 'Screening, Searching and Confiscation: Advice for Headteachers, staff and governing bodies.'

In addition to the practice identified in the DfE guidance, Heworth Grange Academy also bans the following items and as a result is able to search students to check for:

- Any item brought into the academy with the intention of the item being sold or passed on to other students which in the academy staff's opinion will cause disruption to the academy or be detrimental to academy practice
- Food and drink brought into the academy must be for the consumption of one student only e.g. multiple bottles of drink or packets of crisps are not permitted.
- Energy drinks are not permitted in the academy and they will be confiscated if seen. These will be put in the bin and not returned.
- Academy staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to learning.
- Any confiscated food or drink will not be returned to the students and will be destroyed.
- Items confiscated by the academy such as jewellery and mobile phones will be securely locked away in the safe and can be collected by students at the end of the day in the first instance in a half term. In the second instance, parents/carers will be expected to collect them except where the academy has chosen to dispose of the confiscated items for example, cigarettes, vapes, alcohol or lighters.

If at the end of the academic year items have not been reclaimed, the academy reserves the right to destroy the item.

Where the academy finds controlled drugs, these will be delivered to the police as soon as possible but may be disposed of if the principal believes there is a good reason to do so.

Where a member of staff finds tobacco, cigarette papers, vapes or alcohol they will dispose of them.

The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully. A minimum of two staff will be present for any screening and searching incidents.

The designated safeguarding lead or deputy is informed and involved in any searches where there are reasonable grounds to suspect a pupil is in possession of a prohibited item.

Modified timetables

In exceptional cases, where it is in the best interest of a student, a temporary part-time timetable may be implemented to address their specific needs. This might be necessary, for instance, if a medical condition prevents a student from attending full-time education, and a part-time timetable is part of their reintegration plan.

Any modified timetable will be reviewed every two weeks or in line with any reintegration package to ensure it remains appropriate. The aim is for these arrangements to be in place only for the shortest time possible, and they should not be considered a long-term solution.

Promoting positive behaviour

All students are immersed in a culture of praise both inside and outside of the classroom. Praise boards, applause moments, postcards, year group awards, praise points linked through Class Charts and conversations with members of staff are all used to embed this culture.

Students are recognised for their efforts and outcomes and have the opportunity to celebrate wonderful work every week with senior staff, showcasing what they have learned.

Each week, students are entered into our 'Spin to win' event where they can win several prizes including events with senior members of staff to acknowledge their attendance. Each half term students also have the chance to participate in the attendance reward day to celebrate their attendance.

The academy leads a Passport to Success where students review their progress weekly with their form tutor, considering their attendance and Class Charts points gained. Students can use their Class Charts points to purchase items from the school shop – Points Paradise.

Responding to poor behaviour

In all curriculum areas and around the school, consistency of the behavioural system is key in ensuring that the climate for learning is positive and allows progress to be made. All staff apply a simple set of actions and consequences. Low level disruption can be characterised as (but is not limited to) the following:

- Off task behaviour
- Talking when asked not to
- Not paying attention
- Lack of work/effort Inappropriate conversation/language
- Attempting to disrupt the learning of others
- Chewing
- Poor attitude to learning

In lessons students are given up to two warnings if their behaviour is not compliant with the non-negotiables. In cases of very poor behaviour – for example where the safety, welfare or education of others is seriously affected – the teacher may determine that it is not appropriate to give warnings and may immediately make a higher-level response.

We follow a staged behaviour response as below:

- **C1** First disruption to learning - the student's name is recorded on the class board with a tick.
- **C2** Second disruption to learning – a second tick is added to the student's name on the class board and their planner is removed by the teacher who holds this on their desk.
- **C3 Department Referral:** If a student's behaviour is not compliant with warnings, or if warnings are not appropriate because of the seriousness of the poor behaviour, then a C3 (department) Referral may be issued.
- For a C3 Department Referral, the student will be directed to continue their learning in a designated classroom, usually within the same department, and will receive a 30 minute detention.
- C3 Referrals are logged via Class Charts and this data is routinely analysed by Senior Leaders, Pastoral Leaders and Form Tutors.

The Academy has a 'Gate Keeper' who reviews Class Charts throughout the lesson and will proactively communicate to department leaders, pastoral team and senior leaders via radio about concerning logs and classrooms who may require support.

C4 Reflection Referral: If a student's behaviour has not improved following a C3 Department Referral, the student is issued with a C4 Reflection Referral (this is added to Class Charts).

The student is taken to C4 Reflection by a member staff, having waited at their classroom until collected. If it is not appropriate for a student to wait inside the classroom, then he/she may be asked to wait outside briefly until the member of staff arrives (who will also speak with the teacher to understand what has taken place).

In Reflection, students continue to access their curriculum and remain until the end of the lesson or for longer periods if required until they are ready to re-join their classes.

C5 Reflection (full day): A student who is involved in a serious incident may be sent to the Reflection Room for the rest of the day. This is a serious consequence, and parents/carers are informed. A student issued with two C4s in a day will also remain in C5 Reflection for the remainder of the day.

- Reflection (C4 / C5) is an educational space for students whose behaviour has not met the required standards during a particular lesson. It is also where students may be educated for longer periods of time to help them to moderate their behaviour and re-join their classes. This is coordinated centrally by the Assistant Principal – Behaviour to allow for consistency across the school.
- Parents are informed of any C4 / C5 by Class Charts, and the Assistant Principal Behaviour monitors all placements in Reflection.
- If a student is placed in Reflection (C4), parents are automatically notified that the student now has an afterschool detention for 1 hour.
- C4 Students leave Reflection at the end of the lesson and are expected to turn up at the end of the next school day to complete their 1 hour detention (they may choose to complete their detention the same day).
- Students may spend more than the remainder of a lesson in Reflection if the Head of Year/ Assistant Principal Behaviour has requested this or where an incident is being investigated.
- Where possible, the member of staff who referred the student to Reflection will visit the student during their afterschool detention and a positive, restorative conversation takes place, agreeing on actions for the next lesson.

C6 Off Site Direction – To support a student to break the cycle of repeat poor behaviours and breaches to the behaviour policy, the academy may instruct the student to attend an offsite direction. The placement will allow a student to have a period of reflection and is an alternative to a suspension to keep the student in education. All off-site direction is co-ordinated through the Assistant Principal for Behaviour with the length of placement being in response to the specific behaviour/incident.

It is the responsibility of the family to ensure the student can attend/travel to the provision and that they provide a packed lunch (unless the student accesses free school meals).

To support families, where a parent/carer is unable to get their child to the OSD provision, the academy can support with transport if requested. However, if a student fails an OSD placement, the transport bill will be invoiced to the parent/carer.

Students will meet the taxi driver at main reception where staff will confirm the destination and then take the child to the taxi.

Once at the destination, the taxi driver will escort the child into the reception of the other school.

Main reception will follow up with a call to check that have arrived.

On the way back, the accommodating school will call to say our student is en route and the taxi driver will drop the student off at main reception.

Provisions we work with are:

1. Provision 1 Washington School, Spout Lane, Washington, NE37 2AA
2. Provision 2 Thornhill School, Thornholme Road, Sunderland, SR2 7NA
3. Provision 3 Lord Lawson, Birtley Lane, Birtley, DH3 2LP
4. Provision 4 Kingsmeadow School, Market Lane, Dunston, Gateshead NE11 9NX

C7 Suspension: When all interventions have failed to improve behaviour, a student will be issued with a suspension from Heworth Grange, followed by a planned and structured re-integration process to help ensure the student's prompt and successful return. A reintegration package may include an OSD placement.

Reintegration meetings will be with the Head of Year. If concerns persist and a student has repeat suspensions, reintegration meetings will be held with the Assistant Principal for Behaviour.

If a student continues to breach the behaviour policy resulting in further suspension, parents/carers and the student will meet with the Vice Principal Pastoral and/or Principal of the academy.

C8 Permanent Exclusion: All decisions to exclude are serious and only taken as a last resort or where the breach of the Academy rules is serious, and:

- in response to a serious breach or persistent breaches of the Trust’s behaviour policy, and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or students in the school

Any decision to suspend or permanently exclude a pupil will be made when it would be lawful, reasonable and procedurally fair.

When establishing the facts in relation to a suspension or permanent exclusion decision the principal must apply the civil standard of proof (‘on the balance of probabilities it is more likely than not that a fact is true’), rather than the criminal standard of ‘beyond reasonable doubt.’

This means that the principal should accept that something happened if it is more likely that it happened than that it did not happen.

Reasonable adjustments and SEND

At Consilium Academies, we recognise that some students with Special Educational Needs and Disabilities (SEND) may face unique challenges that can impact their behaviour.

In line with our commitment to inclusivity and equality, we are dedicated to making reasonable adjustments to support these students in managing their behaviour effectively. This may include tailored strategies, additional support, or modifications to the environment that help students overcome barriers and engage more positively with the school community.

We work closely with SEND teams, parents, and external professionals to ensure that adjustments are appropriate and that every student is given the opportunity to succeed and thrive within the school setting.

Academy contacts for behaviour

Principal	N. Rodgers	Send to: Heworthgrangeenquiries@consilium-at.com 0191 421 2244 (main switchboard)
Senior leader responsible for behaviour	S. Rennie	
Designated safeguarding lead	C. Froom	
SENDCo	E Bushby	
HOY		
Head of Year 7	L Heslop	
Head of Year 8	R Chippindale	
Head of Year 9	L Gates	
Head of Year 10	J Maynard	
Head of Year 11	S Brooks	