

TTA BEHAVIOUR POLICY

2026-2027

Guiding Principles

In The Totteridge Academy, we strive to provide a caring ethos where everyone in the school community feels safe, confident, valued and respected. By promoting an environment where everyone can live and work together in a supportive way enables all students to reach their full potential, emotionally, socially and intellectually.

We believe pupils' behaviour is a product of their environment and can be placed on a scale, rather than a binary measure. Just as we approach learning with a variety of strategies based on an individual's needs, we have similar strategies for teachers and students to develop healthy, respectful relationships that promotes improving behaviour for all.

The Principal will:

- Implement the school behaviour policy consistently throughout the school by setting the standards of behaviour.
- Keep records of all reported serious incidents of misbehaviour.
- Report to Governors, when requested, on the effectiveness of the policy.
- Ensure the health, safety and welfare of all children in the school.
- Report to/meet with parents/carers when necessary.

The Principal has the responsibility for giving suspensions to individual children for serious acts of misbehaviour. The Principal may permanently exclude a child for repeated, or very serious, acts of anti-social behaviour.

Recognitions and Consequences

Recognitions

Pupils at The Totteridge Academy understand that hard work and positive behaviour is the way in which they will achieve and get the most out of their education. Studies have shown that extrinsic rewards do not produce changes that are permanent. Our pupils will be praised and recognised when they display positive behaviour both inside and outside of the classroom. Members of staff will be in regular contact with parents and carers to ensure the communication between home and school is positive.

At the end of every week, all members of staff will issue 1 recognition recorded centrally onto Arbor to a student of their choice who they believe has displayed either remarkable behaviour or produced an outstanding piece of work.

Every week in assembly, the Principal will attend and publicly read out the recognitions in order to praise the students who have been working hard and have displayed positive behaviour.

Consequences

Reminder	Students will be given 'Reminders' by teachers for: - low-level disruption in class; - breaking minor rules around school; and - not meeting standards or uniform and organisation. These Reminders escalate if the behaviour does not improve: - to a Detention if a child does the same thing three times in a half term; or - to a Removal from Lesson if disruptive behaviour is repeated or not improved in the same lesson.
Detention	All detentions will be completed on the day of the incident - Lunch detentions take place for lateness and equipment - After school detentions are in three short slots: 1. 3.15-4.00pm 2. 4.00-4.30pm 3. 4.30-5.00pm - Students can receive up to three, for three <i>separate</i> incidents - Any further incident does not 'roll over'. This was a bad day, the student will have a discussion with a senior leader, but they will reset at 5pm ready to succeed again tomorrow. - Detentions cannot be rearranged – if a student misses a detention, they will be taken to the Refocus Room, previously called Internal Suspension the following morning. - <i>If they missed the detention due to a medical appointment, they must bring evidence and can then return to tutor time immediately.</i> All detentions are now completed centrally, in two spaces: - Homework incidents, in a computer room; and - Behaviour incidents, in the Old Gym - <i>There will still be Homework Club and subject interventions to support students who need extra help.</i>
Removal	Students will be removed from lessons or social time for serious breaches of our behavioural expectations. - They are taken to the Refocus Room, described below, where they will reflect and reset, supporting them to not make the same mistake again.



Summary of behaviours and consequences

Behaviour	Why it's important	Consequence
Late to school	We are preparing you for the professional world, where we want you to be the best.	Lunch detention
No core equipment ➤ Black pen; Purple pen; Whiteboard pen; Highlighter; Ruler; Calculator ➤ No planner		
Late to lesson	We are preparing you for the professional world, where we want you to be the best.	Reminder (when a student has three reminders, they get a Detention)
Incorrect uniform (any breach of the uniform policy that can be corrected)	We are preparing you for the professional world, where we want you to be the best.	
Needing a Reminder for in class behaviour (but doesn't lead to removal): • Shouting out; Talking; Reluctance to work; Head on desk; Making silly noises; lack of engagement; any minor disruption to learning.	Every child at TTA deserves disruption free learning every lesson.	
Eating/drinking in class	This can disrupt yours and the class's learning.	
Eating/drinking a banned item	These are bad for concentration, so they're not allowed in school	
Spraying water/juice	We are considerate of those around us.	
Chewing gum	This can be unhygienic and ruin the school environment for us all.	
Pushing in the lunch queue	We want the TTA community to be fair for everyone.	
Student in an out of bounds area (any area without a duty post)	We need students to be safe and supervised.	
Mobile phone goes off accidentally	Mobile phones are not allowed in school because they distract from learning.	
Any other behaviour not listed that isn't an immediate detention	Disruption free learning or keeping you safe, as appropriate.	
Unsupervised on site after school	We need students to be safe and supervised.	
No Homework	We work hard at TTA so that we can succeed academically.	Homework Detention
No PE Kit	We are preparing you for the professional world, where we want you to be the best.	Detention
Playfighting	It's our duty to keep the TTA community safe.	
Swearing	We speak to each other at TTA with respect and kindness.	
Using mobile phone in school (includes device seen at all)	Mobile phones are not allowed in school because they distract from learning.	
Dishonesty	We value honesty at TTA.	



Disrupting Learning Removal	Every child at TTA deserves disruption free learning every lesson.	Refocus Room for that period, detention, lost break & lunch. Return to next lesson. 2 nd time in a week = Refocus Room until 4pm
Disrespect Removal Including, for example: Refusal to hand over planner Challenging a Reminder or Detention Failure to follow a reasonable request Walking away from staff Rudeness towards staff Throwing things in class	Every person in the TTA community deserves to be treated with respect whilst doing their job.	Refocus Room until 4pm
Unkindness Removal Including, for example: Mocking or laughing at another student Using unkind language to another student, e.g. swearing at or telling another student to "shut up"	Every child in the TTA community deserves to feel safe and happy at school.	
Uniform issue that can't be corrected, with no DoL note (e.g. trainers)	We are preparing you for the professional world, where we want you to be the best.	Refocus Room until resolved by DoL
Detention and Refocus Room Behaviour Issues	We are here to refocus so we can return to learning. We learn from our mistakes.	Extended Detention / Refocus Room or Suspension



Mobile Phones

We are increasingly concerned about the impact of smartphones on children and young adults. Smartphones are, of course, a big part of life today and can be very useful for finding information and staying connected with family and friends. There is, however, an alarming amount of evidence of the negative effects of smartphones and social media on children and teenagers. These include:

- Poor mental health, such as depression, anxiety and low self-esteem.
- Issues with cyberbullying, attention, focus and sleep.
- Exposure to dangerous and harmful content, and inappropriate material.
- The addictive nature of smartphones, so time spent on a device reduces time spent playing, interacting and developing vital social skills.

It is for this reason that we are smart phone free and if mobile phones are seen or heard in school, the following 3-tiered system will apply:

- Tier 1 (first time): The phone is confiscated, and a detention is issued for the same day. The student will be able to collect their phone after their detention.
- Tier 2 (second time): The phone is confiscated, and a detention is issued for the same day. The student is also referred to Internal Suspension the following day until 4pm. The student will be able to collect their phone upon leaving their detention on the day they use their phone.
- Tier 3 (third or more): The phone is confiscated, and a detention is issued for the same day. The student is also referred to Internal Suspension the following day until 5pm. The phone will only be returned to the parents/guardians following a meeting taking place to discuss the continued defiance of following the school rules.

Detentions

Detentions being sat the same day as the incident means students can connect their consequence to their behaviour and learn from it; it allows staff and students to have restorative discussions and move forward positively; and it means every school day is a fresh start for students. Children make mistakes. We deal with them immediately, and then move on together.

24 hours' notice of a detention and parental permission to issue a detention **is not** required. When issuing detentions after school, staff will consider:

- The welfare of the child
- Whether the child has caring responsibilities
- Whether parents should be informed of the detention, any travel arrangements

Inconvenience to parents does not matter as long as the child has a means to get home safely.

The permitted times for detentions are:

- Any school day when the pupil does not have permission to be absent
- Saturday mornings but not those at the beginning and end of half term holidays
- Teacher training days.

If a lunch time detention is set, staff will allow a reasonable time for the pupil to eat, drink and use the bathroom.

Students are reminded and informed of the academy rules at the beginning of the academic year and throughout to ensure they make the right decisions and learn from their mistakes.



Breaching the Behaviour Code

The following would be considered extremely serious breaches of our behaviour code and may lead to Permanent Exclusion:

Items not permitted on the school site: stink bombs, lighters, cigarettes, e-cigarettes, laser pens. This list is not exhaustive and the school maintains the right to confiscate any item considered dangerous, offensive, inappropriate or that may compromise safety;

Dangerous Items also banned: fireworks, illegal drugs, solvents, knives, blades, pointed items, alcohol, guns (including plastic toys or replicas). Pupils found in possession of 'banned' items will have them confiscated and it is likely the academy will involve the Police. The academy has the authority to 'dispose' of banned items;

Sexual relationships (sexual relationships between pupils under the age of 16 are against the Sexual Offences Act 2003);

Malicious accusations against a member of staff that are proved unfounded, dependent on the severity of the accusation and the distress caused;

Intentionally setting off the Fire Alarm outside of a genuine emergency;

Serious bullying or cyber bullying (see **Anti-Bullying Statement for more information**) which includes posts or threats made via social media (whether done on or off-site);

Gambling on or near the academy premises;

Putting the academy into disrepute for poor behaviour outside of school within the community;

Aggressive, abusive or otherwise inappropriate behaviour on or off-site. All students represent the academy and we expect all pupils to contribute to the positive reputation in the wider community.

Knowingly bringing a 'trespasser' onto the school site;

Serious damage to academy or other property;

Any significant breach of health and safety on or near the academy premises.

Significant and repeated poor behaviour and consistently failing to follow academy rules.

Staff have the power to discipline beyond the school gate and this extends to activities outside the school day and off the school premises when the pupil is;

- Taking part in any organised or school related activity
- Travelling to and from school,
- Wearing school uniform or in some other way identifiable as a pupil of The Totteridge Academy

Even where the conditions above do not apply, our behaviour policy extends to any misbehaviour which could have repercussions for the orderly running of the school, pose a threat to another pupil, or member of the public, or could adversely affect the reputation of the school.

Behavioural Interventions

Refocus Room



The Refocus Room is used to internally remove pupils from their main timetable for disruptive behaviour which is preventing others from learning, for disrespect to staff or unkindness to others, or for failing to attend their detention in. Outside of these things, pupils can only be referred to the Refocus Room by Senior Staff and Directors of Learning who will determine the length of time to be spent there, all agreed by the Pastoral Senior Leadership Team.

The disrespectful behaviours that lead to a pupil being referred to the Refocus Room include walking away from members of staff, poor behaviour during unstructured time and refusing to follow reasonable requests.

Report

A report will be used by Form Tutors and Directors of Learning to focus students on behavioural targets (such as punctuality, behaviour etc). Students must give the report to their teacher at the beginning of every lesson, and the teacher will complete it at the end of the lesson. Parents/carers are expected to support the process by checking and signing the report daily. According to circumstances, students might be placed on report by a member of the senior team.

Behaviour Support Plan (BSP)

A Behaviour Support Plan is set up for a pupil who is thought to be at risk of Permanent Exclusion due to either repeated suspensions, disruption of lessons or other serious misbehaviour. A support package is devised in order to assist the pupil to improve his or her behaviour. Prior to starting a BSP or in the early stages of a BSP, if a child is continuing to misbehave a respite placement at another school or at an Alternative Provision Centre may be offered. Failure to respond positively to a BSP would ultimately lead to either a Managed Move or Permanent Exclusion.

Suspensions

Suspensions (where pupils are sent home for a fixed period of time) are only used in exceptional circumstances such as, failure to complete Internal Suspension, where the pupil's behaviour is felt to pose a risk to the health and safety of others or failure to conform in an acceptable way and therefore interfering with the smooth running of the academy. Upon a pupil returning from a Suspension, a parent/carers meeting will take place and a reintegration form will be completed and placed on file. As part of the support programme, the pupil may also be placed on a report to support them in their lessons and around the academy so that their behaviour does not lead to other consequences which could put their place at the academy at risk.

Senior Staff Panel (SSP)

A Senior Staff Panel is set up for a pupil who is thought to be at risk of Permanent Exclusion due to either repeated disruption of lessons or other serious misbehaviour. A SSP could also be triggered if a pupil accumulates too many consequences which are logged onto Arbor over a period of time.

Principal's Final Warning

The Principal may setup a final warning meeting if a pupil's behaviour has deteriorated and all other interventions have failed. The parent of the child will be made aware that after this meeting anymore issues regarding their child's behaviour could/will lead to a Permanent Exclusion.

Off-site Direction/Managed Move

The Principal is able to arrange a respite placement which is also known as off-site direction or a managed move to another school on occasions to avoid permanently excluding a pupil.



Permanent Exclusion/Local Authority Provision

Permanent exclusions are rare but are a sanction available to the Principal should there be extreme circumstances or a student has persistently failed to respond to other sanctions or strategies intended to support him/her in modifying his/her behaviour.

Permanent Exclusion would be used in serious one-off cases such as malicious accusations against school staff, an assault of a member of staff, selling illegal substances or for repeated misbehaviour and failure to respond to a Behaviour Support Plan. On occasions, pupils are withdrawn from school and a place is taken up at The Pavilion Study Centre or other provision is arranged in conjunction with the local authority as an alternative to Permanent Exclusion.

Conclusion

We are committed to working supportively with parents and will always contact parents at an early stage if we have any cause for concern. Equally, we recognise that guiding young people through their teenage years can be challenging for parents as well as teachers and wherever possible will support parents in this process.

We at The Totteridge Academy strive to put emphasis on the positive aspects of our pupils and look for the good to raise their esteem and self-worth and will contact parents to inform them of the recognitions they have received and give positive information. The school's behaviour management policy is designed to ensure effective learning and help pupils to be good citizens and happy, confident, and considerate young people who have developed a strong moral code to guide them through life.

Signed off by:

Name: Tom Knott	Name: Anahita Milligan
Signature: 	Signature: 
Role: Principal	Role: Chair of Governors

Approved By:	LGB
Policy Overseen by:	Talia Hour
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