

TTA BEHAVIOUR POLICY

2025-2026

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

A pupil, who breaks a classroom or academy rule will be given a warning and an explanation of what

is expected of them in order to be successful. All pupils will be given a chance to improve and correct their behaviour but if the pupil continues to disregard the academy rules they will be removed from the lesson for the rest of the day and sit a 1-hour detention after school. If the removal happens during Period 2 or Period 3, the pupil will also be out of lessons the following morning and back to their normal timetable Period 2 or 3 that day. Rudeness and disrespect towards staff, which includes waking away from staff will not be tolerated and this will also result in a referral to Internal Suspension. At The Totteridge Academy we believe in respect and disruption free learning. All pupils have the right to an exceptional education.

Detentions

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 the 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
- Weekends 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.

Detentions are given for removal from lessons when a student has disturbed and deliberately disrupted the teaching and learning, using poor language and for chewing gum. This is not an exhaustive list and the students' are 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.

Head of Department / Director of Learning Referral

A student who fails to accept responsibility and fails to attend a teacher consequence will be referred to the Head of Department / Director of Learning and a more severe consequence will be set. This is likely to be an after-school detention. This consequence will be written into the student planner and logged onto Arbor.

Failure to attend the Head of Department / Director of Learning consequence will escalate to a centralised 1-hour detention after school with the Vice Principal. A 2-hour detention will be set if students fail to attend the 1-hour detention and parents will be contacted to discuss the seriousness of failing to follow the academy rules.

Failure to attend the 2-hour detention will result in a 1-day internal suspension and the 2-hour detention is still expected to be completed and this will be added to the students' planner by the Director of Learning and parents/carers will be informed. All internal suspension referrals will be completed by the Director of Learning and placed on file.

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

Internal Suspension

Internal Suspension is used to internally isolate pupils in school for disruptive behaviour which is preventing others from learning or for failing to attend the most senior detention in the academy (2-hour detention). Outside of lesson removals, pupils can only be referred to the Internal Suspension Room by Senior Staff and Directors of Learning who will determine the length of time to be spent there, all agreed by the Senior Vice Principal. If the student is placed into Internal Suspension for failing to attend the 2-hour detention, the 2-hour detention still stands and will also be completed on the



next available date. There are disrespectful behaviours that lead to a pupil being referred to Internal Suspension and these include, walking away from a member 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 fixed term exclusions, 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/carer 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.

Respite Placement/Managed Move

The Principal is able to arrange a respite placement 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.




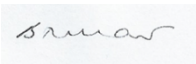
Permanent exclusion would be used in serious one-off cases such as malicious accusations against school staff, an assault of a member of staff, selling illegal substances or for repeated misbehaviour and failure to respond to a Behaviour Support Plan. On occasions, pupils are withdrawn from school and a place is taken up in one of the local authority Pupil Referral Centres 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: Chris Fairbairn	Name: Bronwen Tumani
Signature: 	Signature: 
Role: Principal	Role: Chair of Governors

Approved By:	LGB
Policy Overseen by:	Janina Aitken
Last Review Date:	Spring 2025
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