Behaviour Ethos and Pastoral Policy

Humberston Academy's Appendices

Behaviour and Pastoral Structure

Senior Leadership Team (SLT)

Name	Job title	Email address
Mr Daniel Shoubridge	Principal	dshoubridge@humberstonacademy.co.uk
Pastoral Leadership Team:		
Miss Laura Manners	Vice Principal (Pastoral) – Safeguarding and Attendance	lmanners@humberstonacademy.co.uk
Mr Robert Winn	Assistant Principal – Behaviour and Rewards	rwinn1@humberstonacademy.co.uk
Miss Harriet Smith	Assistant Principal – Personal Development, Wellbeing and Transition	hsmith3@humberstonacademy.co.uk
Quality of Education Leadership Team:		
Mr Robin Castle	Vice Principal (Quality of Education) – Assessment and Curriculum	rcastle@humberstonacademy.co.uk
Miss Sarah Gooseman	Assistant Principal – Teaching and Learning	sgooseman@humberstonacademy.co.uk
Miss Cassy Burrows	Assistant Principal – SEND Co-ordinator and LAC/CiC Coordinator	cburrows@humberstonacademy.co.uk
SLT Secondments:	Mr Sean Lee	slee@humberstonacademy.co.uk
	Mr Brian Aird	baird@humberstonacademy.co.uk

SLT Links to Year Groups

Name	Year Group Oversight	Email address
Miss Harriet Smith	Year 7	hsmith3@humberstonacademy.co.uk
Mr Brian Aird	Year 8	baird@humberstonacademy.co.uk
Miss Cassy Burrows	Year 9	cburrows@humberstonacademy.co.uk
Mr Sean Lee	Year 10	slee@humberstonacademy.co.uk
Mr Robert Winn	Year 11	rwinn1@humberstonacademy.co.uk

Heads of Year

Name	Job title	Email address
Miss Hayley Smith	Teacher of Maths and Head of Year 7	Hsmith@humberstonacademy.co.uk
Mr Oliver Close	Teacher of Science and Head of Year 9	oclose@humberstonacademy.co.uk
Miss Emma Fletcher	Teacher of English and Head of Year 9	efletcher@humberstonacademy.co.uk
Mr Brian Aird	Teacher of French and Head of Year 10	baird@humberstonacademy.co.uk
Mr Chris Edwards	Teacher of DT and Head of Year 11	cedwards@humberstonacademy.co.uk

Safeguarding Team

Name	Job title	Email address
Miss Laura Manners	Designated Safeguarding Lead (DSL)	lmanners@humberstonacademy.co.uk
Mrs Shelley Walker	Safeguarding Officer (Deputy DSL)	swalker2@humberstonacademy.co.uk
Mrs Sarah Blackwell	Safeguarding Officer (Deputy DSL)	sblackwell@humberstonacademy.co.uk
Miss Harriet Smith	Assistant Principal (Deputy DSL)	hsmith3@humberstonacademy.co.uk
Mr Robert Winn	Assistant Principal (Deputy DSL)	rwinn1@humberstonacademy.co.uk
Mr Cassy Burrows	Assistant Principal (Deputy DSL)	cburrows@humberstonacademy.co.uk

Pastoral and Wellbeing Team (wider safeguarding team)

Name	Job title	Email address
Miss Kirsty White	Year 7 & 8 Student Guidance Manager	kwhite@humberstonacademy.co.uk
Miss Nicola Buckingham	Year 9 Student Guidance Manager	nbuckingham@humberstonacademy.co.uk
Miss Mollie Bain	Year 10 Student Guidance Manager	mbain@humberstonacademy.co.uk
Miss Sophie Boom	Year 11 Student Guidance Manager	sboom@humberstonacademy.co.uk

Attendance Team (wider safeguarding team)

Name	Job title	Email address
Mrs Susan Chuck	Attendance Information Officer	schuck@humberstonacademy.co.uk
Mrs Sophie Downing	Attendance Welfare Coordinator (Y7, 8, 9)	sdowning@humberstonacademy.co.uk
Mrs Lucy Gibney	Attendance Welfare Coordinator (Y7, 10, 11)	lgibney@humberstonacademy.co.uk

LGBT+ Key Adults

Name	Job title	Email address
Miss Laura Manners	Vice Principal (DSL)	lmanners@humberstonacademy.co.uk
Mr Robert Winn	Assistant Principal (DDSL)	rwinn1@humberstonacademy.co.uk
Miss Harriet Smith	Assistant Principal (DDSL)	hsmith3@humberstonacademy.co.uk
Mrs Shelley Walker	Safeguarding Officer (DDSL)	swalker2@humberstonacademy.co.uk
Mrs Sarah Blackwell	Safeguarding Officer (DDSL)	sblackwell@humberstonacademy.co.uk
Mrs Kirsty White	Y7 & 8 Student Guidance Manager	kwhite@humberstonacademy.co.uk
Miss Nicola Buckingham	Year 9 Student Guidance Manager	nbuckingham@humberstonacademy.co.uk
Miss Mollie Bain	Year 10 Student Guidance Manager	mbain@humberstonacademy.co.uk
Miss Sophie Boom	Year 11 Student Guidance Manager	sboom@humberstonacademy.co.uk

Year Group Overview

Year Group	Student Guidance Manager	Head of Year	SLT Link
7	Mrs White	Miss Smith	Miss Smith
8	Mrs White	Mr Close	Mr Aird
9	Miss Buckingham	Miss Fletcher	Miss Burrows
10	Miss Bain	Mr Aird	Mr Lee
11	Miss Boom	Mr Edwards	Mr Winn

Miss Manners, Vice Principal (Pastoral) – Safeguarding and Attendance
Mr Castle, Vice Principal (Q of E) – Outcomes & Curriculum
Miss Smith, Assistant Principal – Personal Development & Wellbeing
Mr Winn, Assistant Principal – Behaviour and Rewards

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Other relevant DRET/ Humberston policies you may wish to read on our website:

3.1 DRET Anti-Bullying Policy

3.2 DRET Attendance Policy and HUA Attendance Appendix

3.3 Uniform Policy including PE Kit

3.4 DRET Behaviour & Ethos Policy

3.5 DRET Positive Handling Policy

3.6 DRET Exclusion/ Suspension Policy

3.7 DRET Mental Health Policy

3.8 HUA Safeguarding & Child Protection Appendix

3.9 DRET Safeguarding & Child Protection Policy

3.10 DRET Child-on-Child Policy

3.11 DRET Mental Health & Wellbeing Policy

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3.15 DRET Acceptable Use of IT Policy

3.16 DRET Pupils with Medical Needs Policy

Rewards and House Appendices:

1.1 Reward overview and continuum.

House Point Allocation	Reward	Additional Information
50	Postcard	Postcard home
80	Bronze certificate	Letter home (HOY)
100	Silver certificate	Letter home (HOY)
150	Gold certificate	Letter home (Principal)
200	Diamond certificate	Letter home (CEO)
250	Platinum certificate	Letter home (Trustee)
500	Principal's award	Rewards Trip*

*all students to receive 500 points will be in the prize draw to receive a **free** rewards trip.

Weekly Rewards:

- **Spin the Wheel –** A student from every year group who received a 100% attendance for the previous week, will be selected to 'spin the wheel' and win a golden ticket (1 of 7 prizes).
- **Raffle Tickets –** All students who received 100% attendance for the previous week, will receive a raffle ticket and could win 1 of 3 termly prizes.
- **Attendance BINGO –** Every week there is an attendance challenge for every Tutor group. If a Tutor group achieves this challenge, they tick off a square on their attendance BINGO card!

Termly Rewards:

- **Faculty and Department Awards -** Each subject area will present awards to students in every year group who have worked exceptionally hard.
- **Star Card Certificates –** These certificates will be presented in celebration assemblies.
- **Cakes and Ladders –** A tutor group initiative rewarding those who reach house points percentage thresholds. This occurs twice per half term.
- **Termly Rewards Afternoons –** Students who receive the highest House points, attendance and attitude to learning will attend a Rewards Afternoon with their Head of Year.
- **Termly Attendance Prizes –** Student will receive **House points** equivalent to their attendance percentage. The higher student attendance, the higher the House points! At specific times in the year, we also have festive incentives for attendance e.g. for the most improved and for the highest attendance.
- **Attendance BINGO –** Any Tutor group who completes all 6 squares on their BINGO card and gains a 'full house' will win a non-uniform day for their Tutor group!

End of Year Rewards:

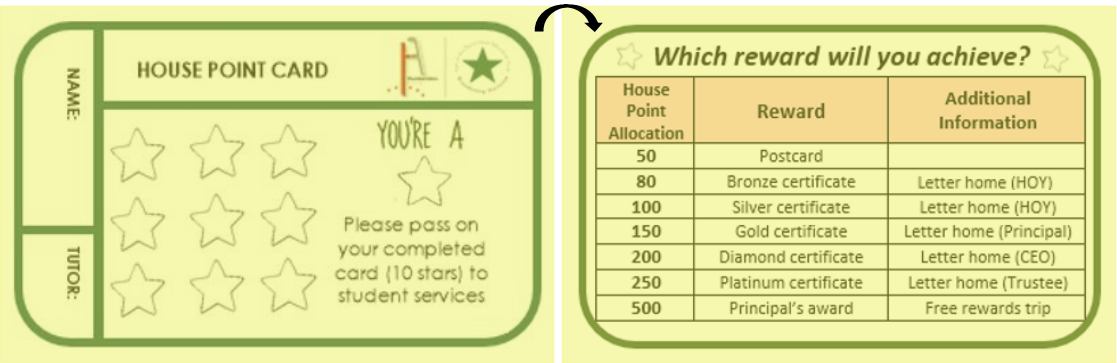
- **Zero Hero –** A zero hero is a student with zero behaviour points and zero absence. These students will be rewarded by the Principal and have the opportunity to win a voucher!
- **External Trip/s -** The students (across all years) who have the highest achievement points will be rewarded with an external trip/s.
- **Internal Event -** All students will have the opportunity for an in-house rewards day, which often includes lots of different, fun activities for the day.

1.2 Star Card

Every student should have a Star Card as part of their 5 a-day. The teacher simply signs a star and passes it back to the student. Once a student has 10 stars signed, they can place this in the Star Card deposit box in C block, or alternatively they may pass to their tutor to deposit on their behalf.

For every milestone, a student is rewarded with either: a postcard or a certificate, dependent upon the number of House points achieved. Students must ensure they take ownership before handing in their

Star cards, ensuring all details on the card are completed. Student Services will log and track the number of House points that students are achieving. All letters will be sent home, whilst certificates will be presented in assemblies every half term.

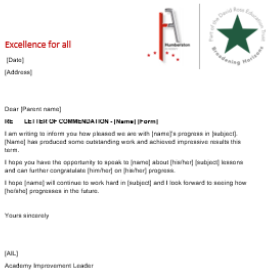


House Point Allocation	Reward	Additional Information
50	Postcard	
80	Bronze certificate	Letter home (HOY)
100	Silver certificate	Letter home (HOY)
150	Gold certificate	Letter home (Principal)
200	Diamond certificate	Letter home (CEO)
250	Platinum certificate	Letter home (Trustee)
500	Principal's award	Free rewards trip

1.3 Postcard

1.4 Reward Certificates

1.5 Faculty and Department Award letter and certificate (example):



1.6 Attendance Incentives (Overview)

Attendance Rewards

- **Weekly Rewards:**

Students receiving 100% attendance in a week, receive a raffle ticket from their tutor (***Monday morning).*** The student writes their name, year and tutor group on the back of the raffle ticket and places it into 1 of 3 prize boxes. At Christmas, Easter and at the end of the academic year, the draw will take place for each prize. The greater the attendance, the more raffle tickets, the more chance students have to win!

- **Termly Rewards:**

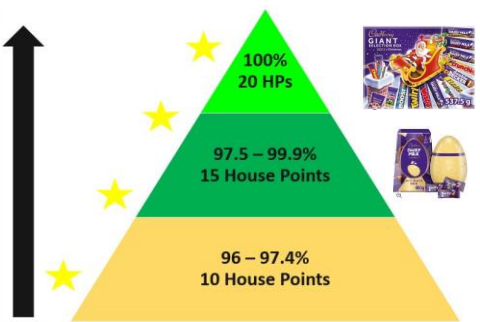
House points for individual % and certificates

- **Christmas, Easter and end of year:**

Attendance prize drawers, festive incentives.

- **Annual Rewards:**

Zero Heroes (zero absences and zero behaviour points) and Rewards Day!



1.6i) Weekly prizes:

- **100% Attendance Weekly Raffle Ticket** – If any individual achieves 100% attendance for a week, the student will receive a raffle ticket from their Tutor will be given the following Monday (attendance morning). The student writes their name, year group and Tutor group on the back of the raffle ticket, and they can place into 1 of 3 prize boxes. The prizes are drawn at Christmas, Easter and Summer, and the prizes are drawn by student voice. The higher the attendance, the more raffle tickets a student will gain, and the more chance of them winning a prize!

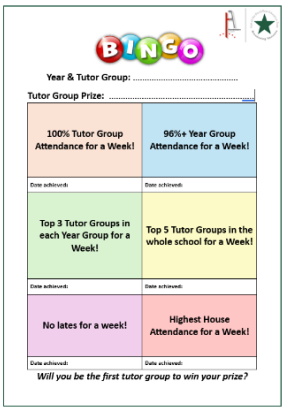
- **100% Weekly Tutor Group Attendance** - If any **tutor group** gains **100% attendance for a week,** they will receive a **tub of sweets/ chocolates.**

- **Tutor Room Attendance Door Signs -** Every **Monday morning** Tutors receive a door sign displaying their Tutor group's attendance for the previous week. The door sign is colour-coded dependent upon their attendance. Every Tutor group wishes their sign to be green or pink!

Attendance % and Colour
100%
96-99.9%
92 - 95.9%
92% and below

- **Weekly Spin the Wheel** – one student in every year group who achieves **100% attendance** in the previous week, will be chosen at random to **spin the 'wheel of opportunity'** in assembly and **win 1 of 7 prizes.** Prizes were chosen by **student voice. Prizes include:** free dessert, £10 Amazon voucher, HUA water bottle, golden ticket to leave 5 minutes early, chocolate/ sweets, queue jump and a further spin! The excitement for who has been chosen each week is quite something!

- **Weekly Attendance BINGO -** specific weekly challenges are promoted in assembly a week in advance. Results from the weekly challenge is shared in assembly every week! If a Tutor group achieve a challenge, they can tick off a bingo square. When the Tutor group achieves a 'full house' they gain a non-uniform day for the whole of their Tutor group! So far Mr Bogie's Tutor group are leading the way, ticking off 4 squares, and having only two more to go!



1.6 ii) Weekly assemblies and attendance in the Tutor Bulletin.

Weekly assemblies will include the following information in order to raise visibility and the importance of attendance.

Weekly:

- Tutor Group Attendance Figure
- Year Group Attendance Figure
- House Group Ranking

Accumulative (from start of year):

- Year Group Positioning
- House Group Positioning

Monday is 'Attendance morning' in relation to the Tutor Bulletin, where the following information is shared to inform Tutor promotion and intervention:

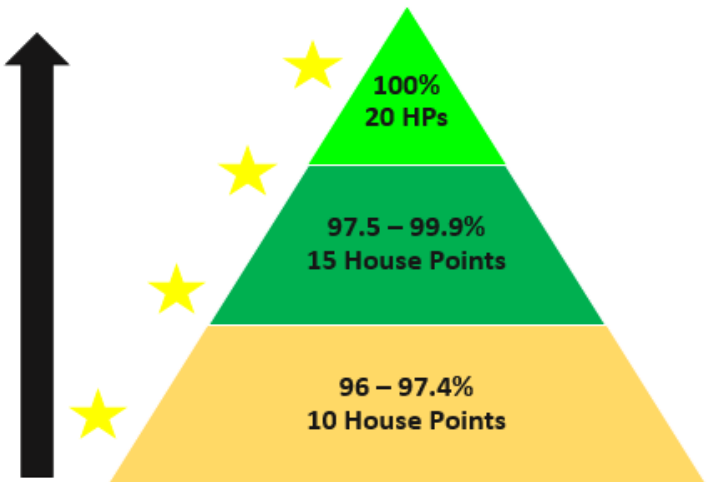
Weekly:

- Tutor Group Attendance Figure
- Year Group Attendance Figure
- House Group Ranking
- 100% Attendance Students (for the previous week)
- Punctuality data (class and AM lates) to inform 1-1 meetings with student and parent meetings with relevant staff members.
- Punctuality and Attendance reports

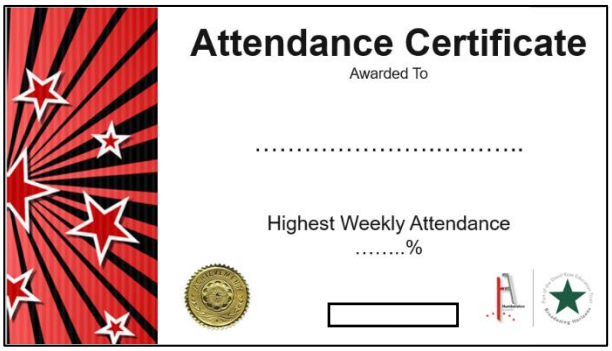
See our Attendance Appendix for more information on attendance and punctuality.

1.6 iii) Termly rewards

- **House Points:** Every term, the attendance term will reward students who have met the relevant attendance thresholds with the appropriate number of House points. Over the academic year, students have the chance to receive 120 points for just attending school. At specific times in the year, we also have festive incentives for attendance e.g. for the most improved and for the highest attendance.



- **Attendance Certificate:** Any student with 100% attendance for the term will receive a certificate in their rewards assembly.



- **Attendance Prize Draw:** One student is drawn at random from each prize box and announced in the rewards assembly. Student voice choose the attendance prizes.
- **Attendance BINGO:** Any Tutor group who completes all 6 squares on their BINGO card (across the course of the year, but could be achieved every half term) and gains a 'full house' will win a non-uniform day for their Tutor group!
- **Inter-House Assemblies:** Every term, the Head of House delivers an assembly which will include House attendance figures. House captains to receive trophy for that point in time in the academic year, prior to the overall winning House at the end of the academic year!

1.6 iiii) Annual rewards

- **Zero Heroes:** Students with zero absences and zero negative behaviour points receive a Zero Hero framed certificate in their end of year rewards assembly (7.1).
- **Rewards Day:** Attendance percentages are accounted for within the four-tiered approach for the annual rewards day. The higher a student's attendance, the more likely they will qualify for the higher tiers (e.g. off-site rewards trips).

1.7 Zero Hero letter and certificate

Zero Hero – a 'Zero Hero' is a student who achieves 100% attendance (zero absences) within the academic year and completes the year without zero negative behaviour points. These students will be rewarded by the Principal and will be entered into a prize draw in order to win a voucher. These students are role models to their peers and those around them, upholding Academy expectations all year round.

Excellence for all

15 July 2019

Dear Parents/Carers

RE: ZERO HERO AWARD

This academic year we have invested more of our time recognising positivity amongst our students with our new rewards structure and inter-house competitions.

Whilst we regularly identify outstanding contribution to life at Humberston Academy and specifically within subjects we also have taken time to scrutinise our data to discover who our 'Zero Heroes' are.

In order to achieve 'Zero Hero' status the following criteria must be met;

1. To achieve 100% attendance with zero absences within the academic year.
2. To complete the year with zero negative behaviour points.

I am delighted to inform you that <<Forename>> has met the criteria and therefore is one of just 25 students within the academy to achieve this status and is considered a role model for others to admire. This deserves a huge congratulations!

This demonstrates that <<Forename>> is focused and engaged in Humberston life and therefore is giving themselves every opportunity of being successful and achieving their academic potential in future years.

We will be celebrating <<Forename>>'s achievements within the final assemblies that take place on Friday 19th July. <<Forename>> will receive a framed certificate and they will be in the draw for the chance to win a £20 Amazon gift voucher due to this accomplishment.

<<Forename>> should be incredibly proud of their achievement and we challenge them to sustain this next year.

Yours sincerely,

Mr D Shoubridge
Principal

Miss L Manners
Assistant Principal

Tel: 01472 319990

1.8 House System

Humberston Academy has a horizontal tutor system with 6 or 7 tutor groups in each year. Each tutor group is allocated a House group and is led by Head of House.

D	R	E	A	M
Determination	**Resilience**	**Endeavour**	**Ambition**	**Motivation**
Mr Sleight	**Mrs Thangaraju-White**	**Mr Bluku**	**Mr Ayre**	**Ms Kamis**

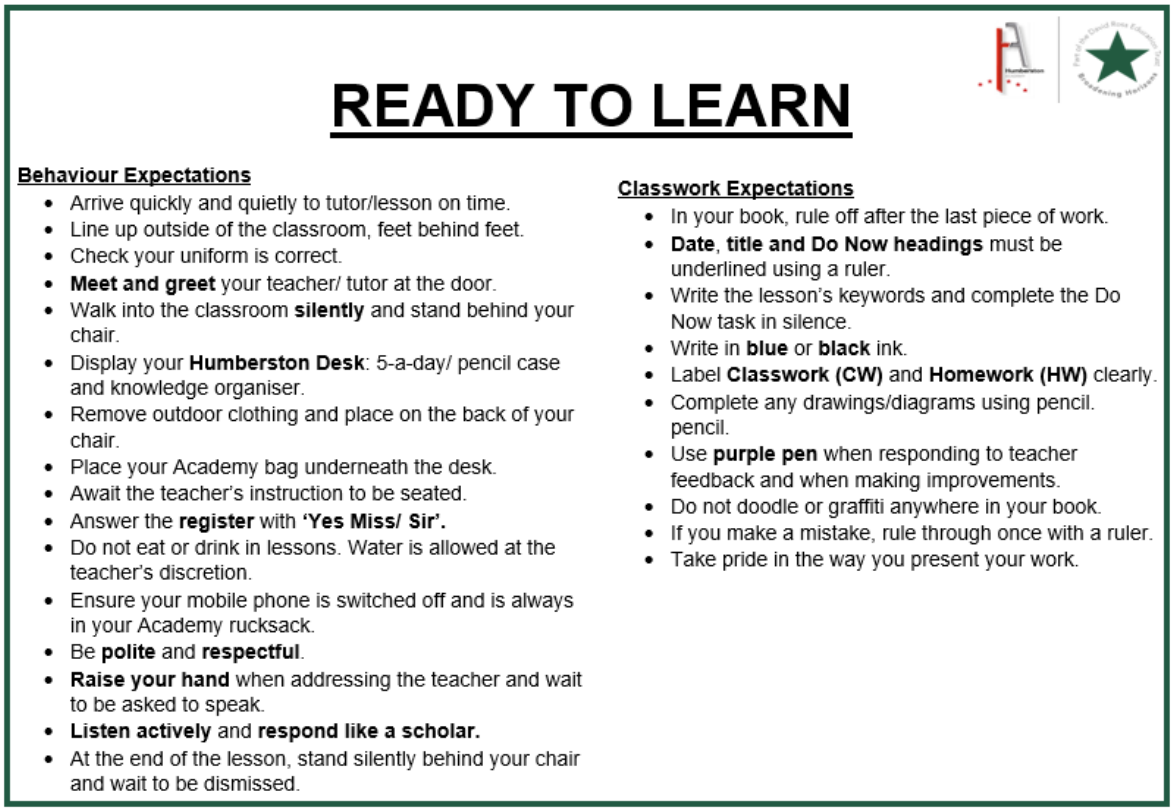
1.9 Student Roles

Roles
Prefect
Student Voice
Joe Catley Ambassadors
Head Boy
Head Girl
Deputy Head Boy
Deputy Head Girl
Anti-Bullying Ambassadors
Well-being Ambassadors

Behaviour Appendices:

'Ready to Learn Display Boards' are in every lesson and consist of the following documentation (2.1 – 2.6).

2.1 Ready to Learn:



READY TO LEARN

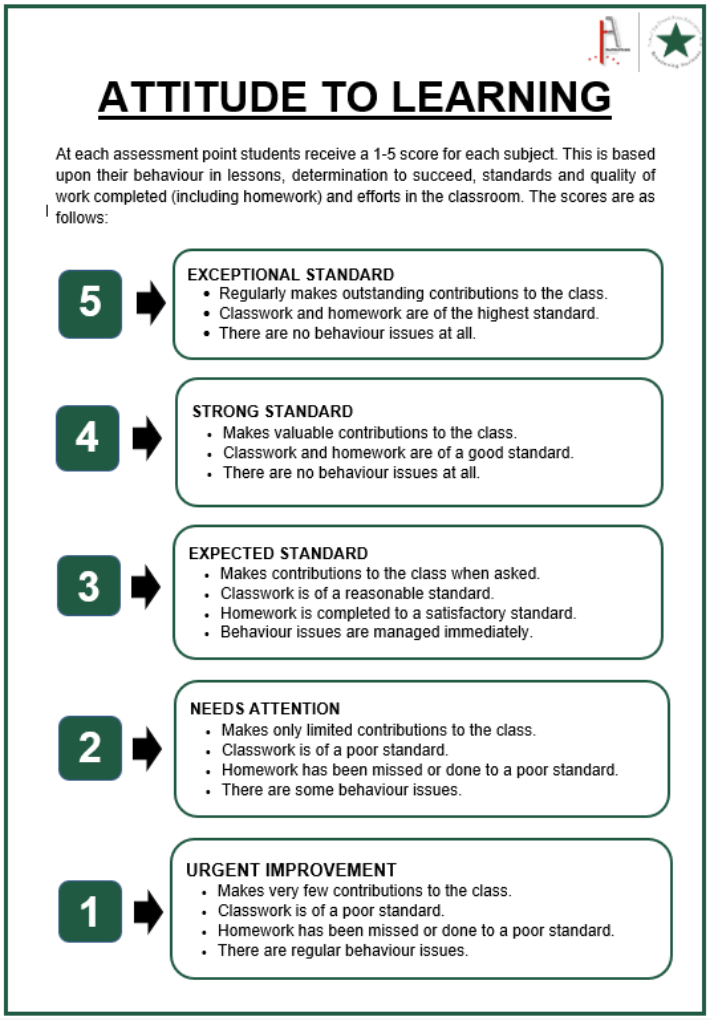
Behaviour Expectations

- Arrive quickly and quietly to tutor/lesson on time.
- Line up outside of the classroom, feet behind feet.
- Check your uniform is correct.
- **Meet and greet** your teacher/ tutor at the door.
- Walk into the classroom **silently** and stand behind your chair.
- Display your **Humberston Desk**: 5-a-day/ pencil case and knowledge organiser.
- Remove outdoor clothing and place on the back of your chair.
- Place your Academy bag underneath the desk.
- Await the teacher's instruction to be seated.
- Answer the **register** with **'Yes Miss/ Sir'.**
- Do not eat or drink in lessons. Water is allowed at the teacher's discretion.
- Ensure your mobile phone is switched off and is always in your Academy rucksack.
- Be **polite** and **respectful**.
- **Raise your hand** when addressing the teacher and wait to be asked to speak.
- **Listen actively** and **respond like a scholar.**
- At the end of the lesson, stand silently behind your chair and wait to be dismissed.

Classwork Expectations

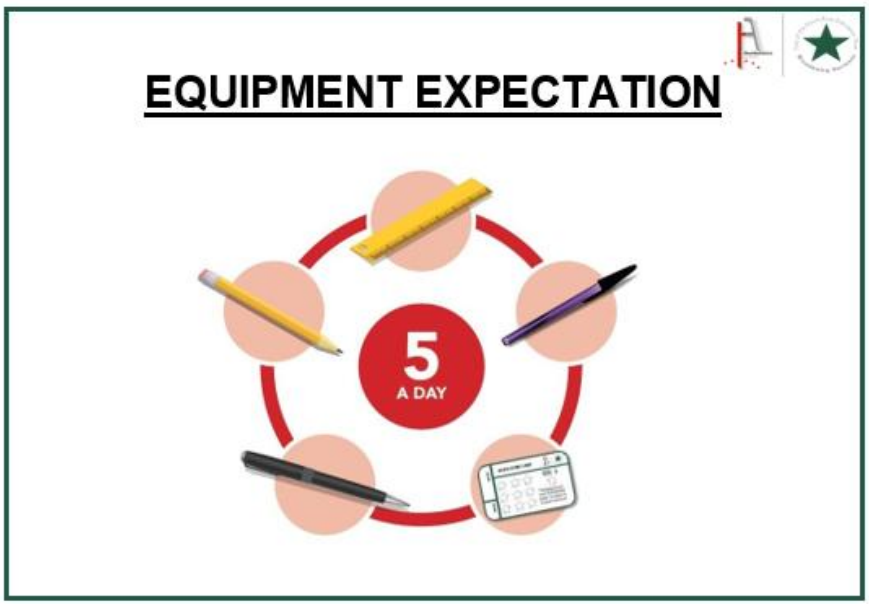
- In your book, rule off after the last piece of work.
- **Date**, **title and Do Now headings** must be underlined using a ruler.
- Write the lesson's keywords and complete the Do Now task in silence.
- Write in **blue** or **black** ink.
- Label **Classwork (CW)** and **Homework (HW)** clearly.
- Complete any drawings/diagrams using pencil. pencil.
- Use **purple pen** when responding to teacher feedback and when making improvements.
- Do not doodle or graffiti anywhere in your book.
- If you make a mistake, rule through once with a ruler.
- Take pride in the way you present your work.

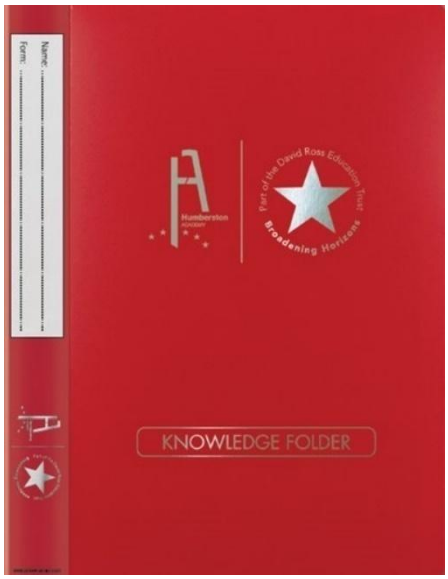
2.2 Attitude to Learning:



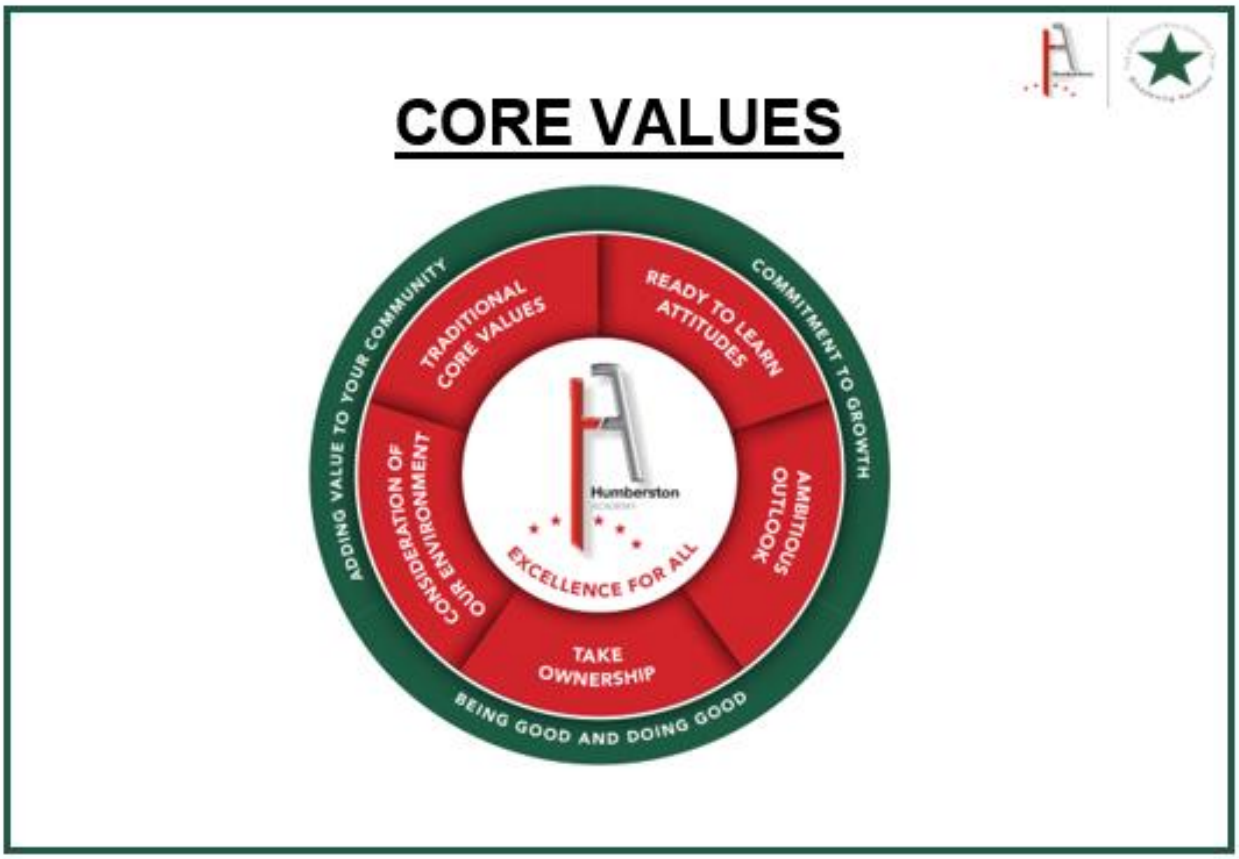
2.3 Equipment Expectation: 5-a-Day and Knowledge Organiser

The '5 a-day' initiative consists of a pen, pencil, ruler, purple pen and star card/ anti-bullying card (star card and anti-bullying cards are provided). We encourage a full pencil case to provide the optimum opportunity for outstanding learning to take place. All students also have a Knowledge Organiser (see below) which comprises of key terms and subject terminology for each subject. Knowledge Organisers are used for knowledge retrieval and homework tasks. Students must ensure that they have their 5 a-day and Knowledge Organiser with them every day and are displayed on the desk in every lesson.

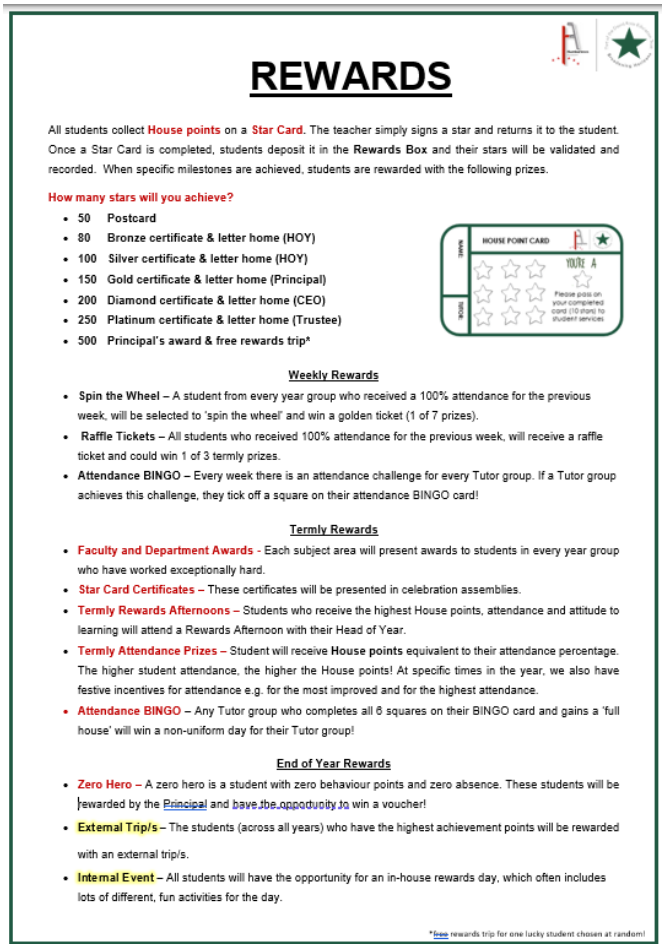




2.4 Humberston Academy embeds five traditional core values in every aspect of school life.



2.5 Rewards System (see previous 1.1 section)



REWARDS

All students collect **House points** on a **Star Card.** The teacher simply signs a star and returns it to the student. Once a Star Card is completed, students deposit it in the **Rewards Box** and their stars will be validated and recorded. When specific milestones are achieved, students are rewarded with the following prizes.

How many stars will you achieve?

- **50 Postcard**
- **80 Bronze certificate & letter home (HOY)**
- **100 Silver certificate & letter home (HOY)**
- **150 Gold certificate & letter home (Principal)**
- **200 Diamond certificate & letter home (CEO)**
- **250 Platinum certificate & letter home (Trustee)**
- **500 Principal's award & free rewards trip***

Weekly Rewards

- **Spin the Wheel** – A student from every year group who received a 100% attendance for the previous week, will be selected to 'spin the wheel' and win a golden ticket (1 of 7 prizes).
- **Raffle Tickets** – All students who received 100% attendance for the previous week, will receive a raffle ticket and could win 1 of 3 termly prizes.
- **Attendance BINGO** – Every week there is an attendance challenge for every Tutor group. If a Tutor group achieves this challenge, they tick off a square on their attendance BINGO card!

Termly Rewards

- **Faculty and Department Awards** - Each subject area will present awards to students in every year group who have worked exceptionally hard.
- **Star Card Certificates** – These certificates will be presented in celebration assemblies.
- **Termly Rewards Afternoons** – Students who receive the highest House points, attendance and attitude to learning will attend a Rewards Afternoon with their Head of Year.
- **Termly Attendance Prizes** – Student will receive **House points** equivalent to their attendance percentage. The higher student attendance, the higher the House points! At specific times in the year, we also have festive incentives for attendance e.g. for the most improved and for the highest attendance.
- **Attendance BINGO** – Any Tutor group who completes all 6 squares on their BINGO card and gains a 'full house' will win a non-uniform day for their Tutor group!

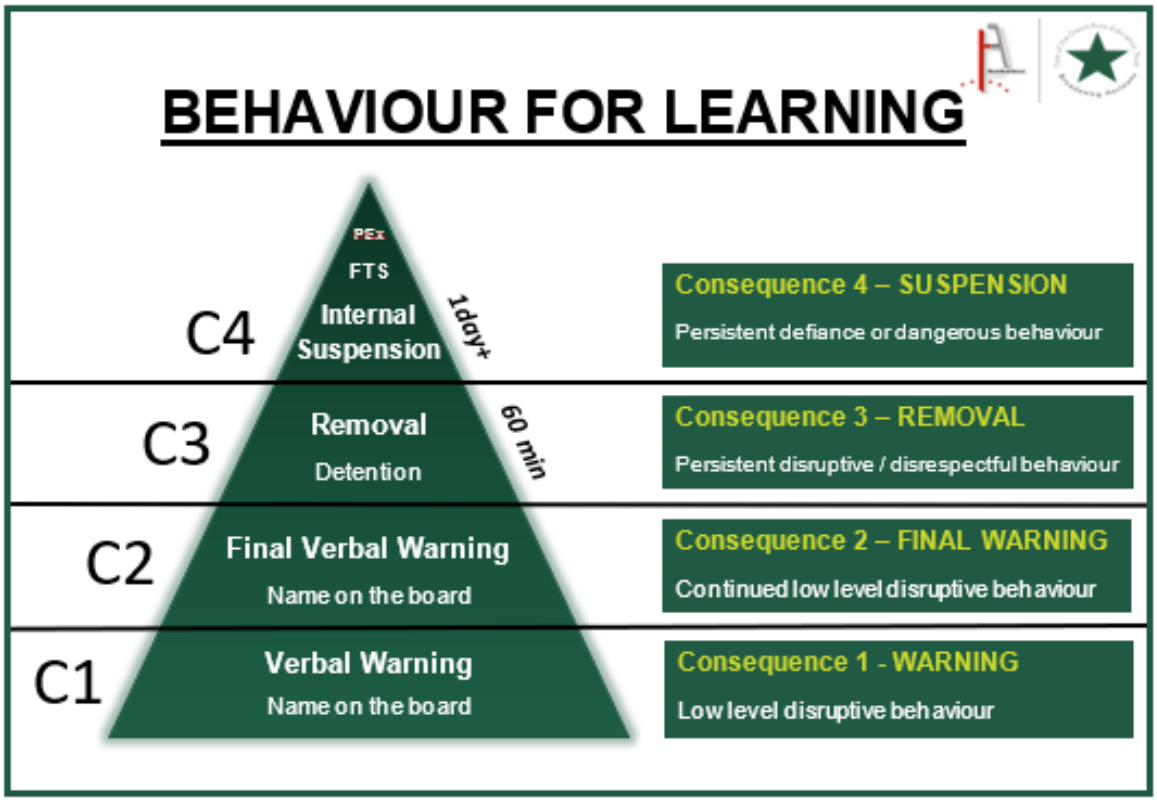
End of Year Rewards

- **Zero Hero** – A zero hero is a student with zero behaviour points and zero absence. These students will be rewarded by the Principal and have the opportunity to win a voucher!
- **External Trip/s** – The students (across all years) who have the highest achievement points will be rewarded with an external trip/s.
- **Internal Event** – All students will have the opportunity for an in-house rewards day, which often includes lots of different, fun activities for the day.

*free rewards trip for one lucky student chosen at random!

2.6 Behaviour System

Negative behaviours are classified into certain stages as shown below:



2.7 Detention System and Escalation Process

- C3 detentions are held every **Monday, Tuesday** and **Friday**.
- C3 detentions are all issued after school on these evenings.
- A student will have only one C3 detention on one evening.
- Parents/carers will be informed if their child is in detention at least 24 hours in advance via the My Child at School (MCAS) App.

Sanction	Duration of Detention	Dismissed from Detention
C3	60 minutes	4pm

Escalation Process:

When a student fails to attend a detention, it automatically will escalate to a day in Internal Exclusion.

Sanction Absconded	New Sanction Issued
C3 (60 minutes)	C4 (Internal Exclusion until 4pm)

Any student who fails to uphold high behaviour expectations whilst in detention will be expected to complete the detention again or will be issued with a day in Internal Exclusion dependent on the severity or escalation of the incident. In line with our relational approach, we always wish to work with our students to reduce the risk of any repeat misbehaviour.

Please see the Attendance Policy Appendix for information on detentions for lates to school and lessons.

2.8 Investigation Process: Internal Exclusion / Fixed Term Suspensions

If any serious incident has occurred, students will be asked to write an incident/witness statement as part of an investigation process. A thorough investigation will take place prior to any sanction being issued. Whilst the investigation is taking place, the student involved may be placed in Internal Exclusion to prevent collaboration with their peers. A final decision will then be made by the Assistant Principal regarding any Internal Exclusions, or the Principal for any Fixed Term Suspensions, including permanent.

2.9 Removal Procedure (C3)

If deemed necessary by the classroom teacher, a student may be removed from the lesson. Possible reasons are as follows:

- Persistent defiance
- Persistent disruption
- Using inappropriate gestures
- Bullying or harmful behaviour displayed to a peer/teacher
- Threatening behaviour
- Vandalism
- Display of sexualised behaviour and gestures, including, sexual harassment or violence.
- Inappropriate gestures or language (including swearing)
- Verbal abuse (toward the teacher or any student)
- Health and safety reasons
- Disrespectful behaviour

For every period of the school day there is a **Removal Room** where students are relocated to. If an incident has occurred at break or lunch time, it may result in the student being placed in the Removal Room for the following period. Within the Removal Room, students reflect upon their behaviour with the Removal Teacher and work through together how the situation could have handled better next time (relational approach). If students need time to re-regulate their emotions, time is given for this to occur prior to any intervention taking place.

2.10 Behaviour Support (Reports / The Pastoral Support Programme / Student Services / Wellbeing Room / School Nurse / School Counsellor / Mentoring / SEND Provision / Curriculum Walkthroughs).

Daily Reports:

Humberston Academy follows an escalation system for daily reports (Tutor → Head of Year → PSP). Daily reports allow for greater support and monitoring of students.

- **Tutor Report** - this is the lowest level report and is most commonly used for monitoring student behaviour. A student may be placed on Tutor report if there is a persistent breach of basic expectations, which may include: low level issues across 2 or more subjects, or a persistent issue in 1 subject area. There are also Attendance Reports to support and monitor student attendance. The Tutor is responsible for this report and will communicate with parents/ carers as required.
- **Head of Year Report** – this report is implemented as an escalation to the Tutor report, or if a student has been involved in a serious incident. Following any fixed term exclusion, a student will automatically be placed on this report for closer monitoring. The Head of Year is responsible for this report and will communicate with parents/ carers as required. Your child's tutor will also check this report, in addition to the Student Guidance Manager to offer further pastoral support.

On each of the above reports, there is most commonly **one target** which is bespoke to each student. Targets will relate to one of the following report types: Daily (bespoke target), Uniform, Homework, Punctuality/Attendance and Equipment (5-a-day).

With each report, we embed our warm:strict approach and support students accordingly in relation to their individual needs.

- **Positivity Report:**

This report is often used to boost self-confidence and motivation to learning. This report is monitored by the Student Guidance Managers (pastoral team).

Students are placed on Tutor, Head of Year and Positivity reports for a **two-week period prior to review**. At this point in time, the student may continue to be on the same level of report or their report may be escalated or de-escalated dependent upon the student's behaviour. The Tutor, Head of Year or Student Guidance Manager will be communication with you as required.

- **Pastoral Support Programme (PSP):**

Humberston Academy provides a Pastoral Support Programme for students who are at risk of permanent exclusion due to persistently failing to adhere to the Academy rules and expectations.

With collaboration from the student, parents and the Academy, the student will have agreed targets that need to be achieved daily. The student will have agreed sanctions and rewards issued in school and at home. The student's behaviour will be monitored daily by the Assistant Principal with responsibility for behaviour (Mr Winn) in tutor time and at break and lunch times. Parents/carers will be expected to sign the report at the end of each day and to communicate accordingly with the Academy. The Pastoral Support Programme will be reviewed after 16 school weeks, with a mid-review held after 8 weeks.

Parents/ carers are expected to sign reports at the end of each day and to communicate as required with the Academy. It is important that all parties (school, student and parent/ carers) work together to support student behaviour.

Student Services (Pastoral Team):

The pastoral team consists of:

- Year 7 and 8 Student Guidance Manager – Mrs White
- Year 9 Student Guidance Manager – Miss Buckingham
- Year 10 Student Guidance Managers – Miss Bain
- Year 11 Student Guidance Manager – Miss Boom

Student Guidance Managers offer pastoral support to all students as and when necessary. Students are encouraged to visit Student Services at break/lunch times or before/after school. This is to ensure that students are not missing vital lesson time. Student Guidance Managers can make external referrals to: Compass Go, Young Minds Matter, Cudox and other agencies as necessary. Student Guidance Managers will also support the relevant Head of Year to investigate any behaviour incident as necessary.

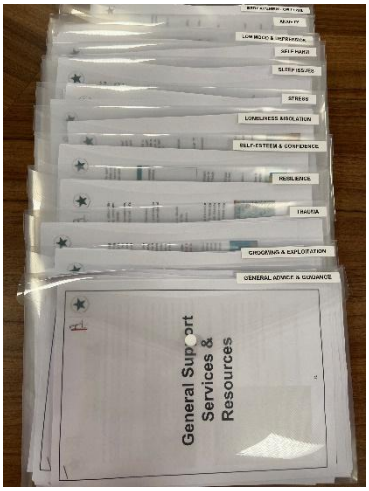
Wellbeing Room:

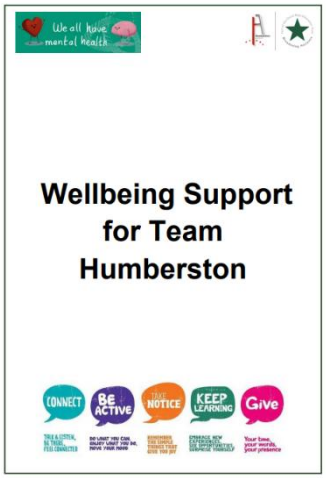
The Wellbeing Room may be accessed by students at break and lunch times. Students may book this space via the Student Services Team. This environment is bright, calm and tranquil, allowing time for students to reflect, refocus and meditate.

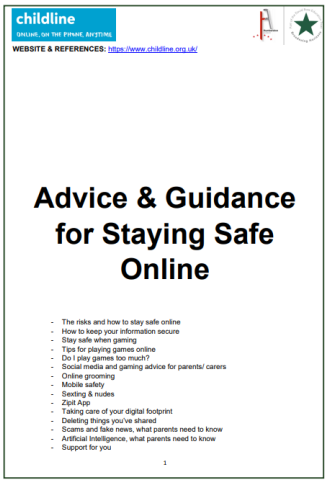
If students are struggling with their wellbeing or to regulate their emotions, the wellbeing room is the ideal environment and safe space for all students to access. 1:1 or small group interventions by a teacher or Student Guidance Manager will be offered as required to particular students.

Students and staff can access a wealth of resources within the Wellbeing Room which include:

- Support sheets (covering a range of wellbeing topics)
- Wellbeing booklet (specific and general advice and guidance)
- Advice and guidance for staying safe online booklet
- Wellbeing books, newsletters and leaflets
- Wall displays for key support
- Zones of regulation resources
- Emotion cards
- ICAN card (school nursing text service)







School Nurse, Compass Go and Cudox:

Humberston Academy has a School Nurse who visits on a weekly basis to support our students as and when necessary (1:1 appointments). We as a school can refer to the school nurse, however we encourage students to use the ICAN text service. A sexual health clinic also occurs at lunch time for year 9, 10 and 11 students (drop-in clinic).

Compass Go practitioners run both1:1 and small group (Pod) sessions for students who are struggling with low level wellbeng concerns. They use a cognitive behaviour therapy-based approach and see students for 6 weeks, focusing on giving them tools to support themselves and their own emotional regulation. Students who require a high level or longer term intervention may be referred on to Cudox or Young Minds Matter

Cudox (counselling service) attend the academy twice a week to support students with a wide range of wellbeing concerns (1:1 appointments). This is a referral process with consent from the student and parents/ carers. Cudox are solution-focused, exploring the root cause for the worry/ concern and providing appropriate strategies for positive change.

Mentoring:

Students may be offered a mentor to support with their academic studies and pastoral needs as required. Mentors may create a revision timetable, support students with key topics and prompt students to keep focused and motivated on their classwork and homework. A mentor is an additional member of staff in school who they may seek support from.

SEND Provision:

- SEND Co-ordinator (SENDCo) – Miss Cassy Burrows
- SEND Lead (Review & Referral Lead) – Mrs Janice Rimmer
- SEND Manager – Miss Beccie Berisha
- A team of Teaching Assistants

Humberston Academy has a SEND Hub in the centre of the school, otherwise known as 'The Hive'. The Hive is a nurturing environment which supports our SEND students, looked after children/ children in care (LAC/CiC) and our most vulnerable students. Students may access The Hive and the outside patio area at break and lunch times. The Hive provides students with a safe space in school where identified key adults may be located. Intervention classes or 1:1 sessions also take place at different periods throughout the school day.

Additionally, Humberston Academy has a Learning Hub for students who require support with particular lessons and where SEND/further interventions are delivered. The Learning Hub may be used for students who are on a step-out of mainstream lessons, yet this is a short-term intervention.

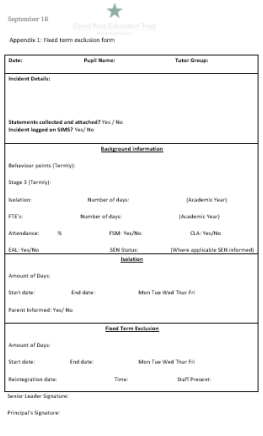
Attendance Welfare Coordinators (AWC):

Humberston Academy has two AWCs who complete home visits on a regular basis to support students' attendance. The attendance team conduct School Attendance Panels accordingly. Miss Manners (Vice Principal) and the attendance team have weekly meetings to discuss how to support students with the lowest attendance. The attendance team continue to address and reduce attendance barriers, in order to re-engage students.

Curriculum Walks:

Leaders actively walk the Academy and access classrooms each period of the day to support staff and students. High expectations are reinforced, and good teaching practice is shared.

2.11 Fixed Term Suspension Form and Letter

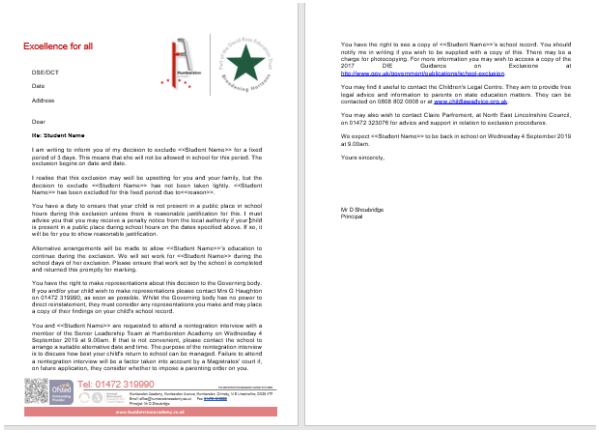


Appendix 1: Fixed term exclusion form

Date:	Pupil Name:	Tutor Group:
Incident Details:		
Statements collected and attached? Yes / No **Incident logged on SIMS?** Yes/ No		
Background Information		
Behaviour points (Termly):		
Stage 3 (Termly):		
Isolation:	Number of days:	(Academic Year)
FTE's:	Number of days:	(Academic Year)
Attendance: %	PSM: Yes/No	CLA: Yes/No
EAL: Yes/No	SEN Status:	(Where applicable SEN informed)
Isolation		
Amount of Days:		
Start date:	End date:	Mon Tue Wed Thur Fri
Parent Informed: Yes/ No		
Fixed Term Exclusion		
Amount of Days:		
Start date:	End date:	Mon Tue Wed Thur Fri
Reintegration date:	Time:	Staff Present:

Senior Leader Signature:

Principal's Signature:



Excellence for all

DSE/DCT

Date

Address

Dear

Re: Student Name

I am writing to inform you of my decision to exclude <<Student Name>> for a fixed period of 3 days. This means that she will not be allowed in school for this period. The exclusion begins on date and date.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude <<Student Name>> has not been taken lightly. <<Student Name>> has been excluded for the fixed period due to<<reason>>.

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the dates specified above. If so, it will be for you to show reasonable justification.

Alternative arrangements will be made to allow <<Student Name>>'s education to continue during the exclusion. We will set work for <<Student Name>> during the school days of her exclusion. Please ensure that work set by the school is completed and returned this promptly for marking.

You have the right to make representations about this decision to the Governing body. If you and/or your child wish to make representations please contact Mrs G Haughton on 01472 319990, as soon as possible. Whilst the Governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

You and <<Student Name>> are requested to attend a reintegration interview with a member of the Senior Leadership Team at Humberston Academy on Wednesday 4 September 2019 at 9.00am. If that is not convenient, please contact the school to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed. Failure to attend a reintegration interview will be a factor taken into account by a Magistrates' court if, on future application, they consider whether to impose a parenting order on you.

Tel: 01472 319990

You have the right to see a copy of <<Student Name>>'s school record. You should notify me in writing if you wish to be supplied with a copy of this. There may be a charge for photocopying. For more information you may wish to access a copy of the 2017 DfE Guidance on Exclusions at http://www.gov.uk/government/publications/school-exclusion.

You may find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted on 0808 802 0008 or at www.childlawadvice.org.uk.

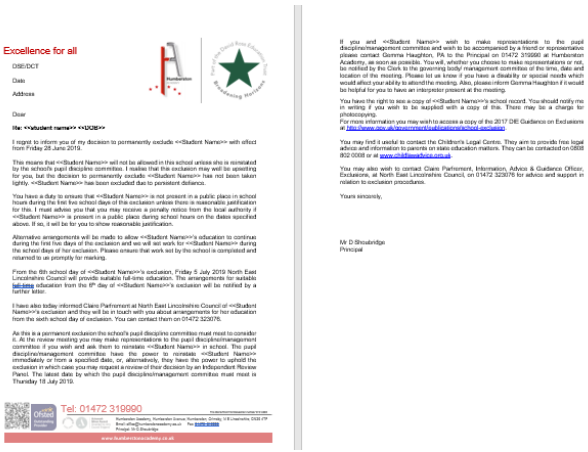
You may also wish to contact Claire Parfrement, at North East Lincolnshire Council, on 01472 323076 for advice and support in relation to exclusion procedures.

We expect <<Student Name>> to be back in school on Wednesday 4 September 2019 at 9.00am.

Yours sincerely,

Mr D Shoubridge
Principal

2.12 Permanent Exclusion Letter



Excellence for all

DSE/DCT

Date

Address

Dear

Re: <<student name>> <<DOB>>

I regret to inform you of my decision to permanently exclude <<Student Name>> with effect from Friday 28 June 2019.

This means that <<Student Name>> will not be allowed in this school unless she is reinstated by the school's pupil discipline committee. I realise that this exclusion may well be upsetting for you, but the decision to permanently exclude <<Student Name>> has not been taken lightly. <<Student Name>> has been excluded due to persistent defiance.

You have a duty to ensure that <<Student Name>> is not present in a public place in school hours during the first five school days of this exclusion unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if <<Student Name>> is present in a public place during school hours on the dates specified above. If so, it will be for you to show reasonable justification.

Alternative arrangements will be made to allow <<Student Name>>'s education to continue during the first five days of the exclusion and we will set work for <<Student Name>> during the school days of her exclusion. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the 6th school day of <<Student Name>>'s exclusion, Friday 5 July 2019 North East Lincolnshire Council will provide suitable full-time education. This arrangements for suitable full-time education from the 6th day of <<Student Name>>'s exclusion will be notified by a further letter.

I have also today informed Claire Parfrement at North East Lincolnshire Council of <<Student Name>>'s exclusion and they will be in touch with you about arrangements for her education from the sixth school day of exclusion. You can contact them on 01472 323076.

As this is a permanent exclusion the school's pupil discipline committee must meet to consider it. At the review meeting you may make representations to the pupil discipline/management committee if you wish and ask them to reinstate <<Student Name>> in school. The pupil discipline/management committee have the power to reinstate <<Student Name>> immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion in which case you may request a review of their decision by an Independent Review Panel. The latest date by which the pupil discipline/management committee must meet is Thursday 18 July 2019.

Tel: 01472 319990

If you and <<Student Name>> wish to make representations to the pupil discipline/management committee and wish to be accompanied by a friend or representative please contact Gemma Haughton, PA to the Principal on 01472 319990 at Humberston Academy, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the governing body/ management committee of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform Gemma Haughton if it would be helpful for you to have an interpreter present at the meeting.

You have the right to see a copy of <<Student Name>>'s school record. You should notify me in writing if you wish to be supplied with a copy of this. There may be a charge for photocopying.
For more information you may wish to access a copy of the 2017 DfE Guidance on Exclusions at http://www.gov.uk/government/publications/school-exclusion.

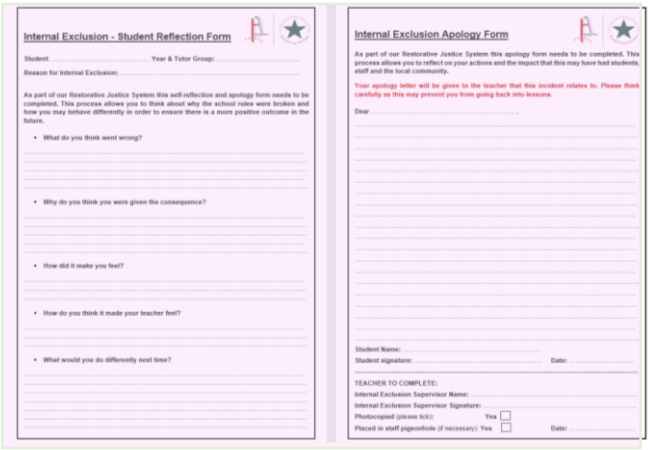
You may find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted on 0808 802 0008 or at www.childlawadvice.org.uk.

You may also wish to contact Claire Parfrement, Information, Advice & Guidance Officer, Exclusions, at North East Lincolnshire Council, on 01472 323076 for advice and support in relation to exclusion procedures.

Yours sincerely,

Mr D Shoubridge
Principal

2.13 Restorative Practice and Apology Form – used in the removal and internal exclusion room.



Internal Exclusion - Student Reflection Form

Student ..... Year & Tutor Group: .....

Reason for Internal Exclusion: .....

As part of our Restorative Justice System this self-reflection and apology form needs to be completed. This process allows you to think about why the school rules were broken and how you may behave differently in order to ensure there is a more positive outcome in the future.

- What do you think went wrong?
- Why do you think you were given the consequence?
- How did it make you feel?
- How do you think it made your teacher feel?
- What would you do differently next time?

Internal Exclusion Apology Form

As part of our Restorative Justice System this apology form needs to be completed. This process allows you to reflect on your actions and the impact that this may have had students, staff and the local community.

Your apology letter will be given to the teacher that this incident relates to. Please think carefully as this may prevent you from going back into lessons.

Dear .....

Student Name: .....

Student signature: ..... Date: .....

TEACHER TO COMPLETE:

Internal Exclusion Supervisor Name: .....

Internal Exclusion Supervisor Signature: .....

Photocopied (please tick): Yes ☐

Placed in staff pigeonhole (if necessary): Yes ☐ Date: .....

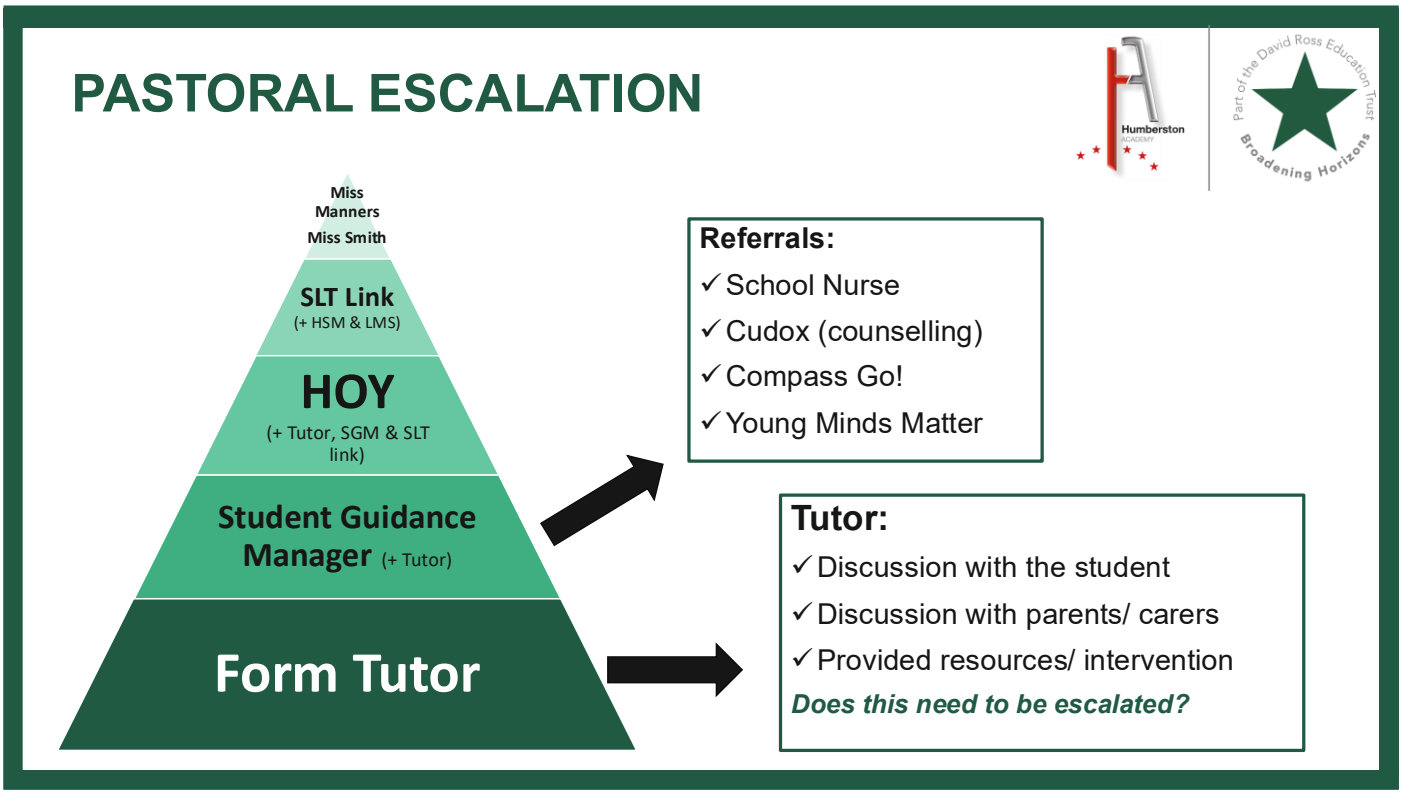
2.14 Mobile phones, Smart Watches and Electronic Devices

Humberston Academy appreciates that mobile phones are a useful tool for communication and it is important for students to feel safe on their journey to or from the Academy. Therefore, students can bring their mobile phones into the Academy, however they **must always be switched off and in their Academy rucksack prior to entering the school gates.** Any student who is suspected of using a mobile phone will be searched by Academy staff. If parents/ carers wish to contact their child during the day, then messages can be given to Reception in order for them to be relayed to the student.

Similarly, smart watches (including Apple watches and Fitbits), headphones or any electronic device are **not permitted** on site due to the potential safeguarding concerns and disruption to learning that they may cause. If a mobile phone, smart watch or an electronic device is seen or found on a student (e.g. within a blazer or trouser pocket), they will be confiscated and taken to reception and await collection from a parent/carer. **Any student caught with any of these items, will be issued with a C3 detention,** prior to an escalation of the behaviour policy. If any photographs, videos or voice recordings are taken by a student on site, or a student fails to hand over their electronic device, the consequence will be a C4.

2.15 Pastoral Escalation

If a child (or parent/carer) has a pastoral concern, their first port of call is their child's Tutor. The Tutor will offer low-level pastoral support as necessary. If the low-level pastoral concern persists or escalates, the concern may be escalated to the pastoral team (Student Services/ Mental Health Leads). The Student Services team have the opportunity to refer to relevant external agencies, for example school nurse, Cudox, Compass Go, Young Minds Matter, We Are With You. If further concerns are raised, the child's Head of Year (HOY), SLT link, Miss Smith (Assistant Principal for Pastoral) and Miss Manners (Vice Principal for Pastoral) will further review and offer support accordingly.



Humberston promotes key staff who support student mental health, these are known as our **mental health leads** within the school:

Mental Health Leads

Designated Senior Mental Health Lead
Miss Manners (DSL) – Vice Principal

Mr Winn (DDSL)
Assistant Principal

Miss Smith (DDSL)
Assistant Principal

Miss Burrows (DDSL)
Assistant Principal

Mrs Walker (DDSL) – Safeguarding Officer

Mrs Blackwell (DDSL) – Safeguarding Officer

Miss Bain – Student Guidance Manager

Miss Boom – Student Guidance Manager

Miss Buckingham – Student Guidance Manager

Mrs White – Student Guidance Manager

2.16 Support Services Available

Please see the slide below for examples of support services Humberston Academy promotes. Please see our 'pastoral page' on the Humberston Academy website for further resources and signposting.

THINK U KNOW

ChildLine 0800 1111

YOUNGMiNDS
fighting for young people's mental health

kooth

Your Health & Wellbeing Matters.

Need Help or Support?

- Speak to your **Tutor**
- Speak to your **Student Guidance Manager** (pastoral)
- Speak to your **Head of Year**
- Safeguarding Officers & the Senior Leadership Team
- Any teacher you feel comfortable talking to
- Listening@humberstonacademy.co.uk / @dret.co.uk
- Anti-bullying@humberstonacademy.co.uk / Report cards
- Your Doctor / GP
- Young Minds Matter – www.youngminds.org.uk
- School Counsellor/ School Nurse – TEXT 07507331620
- Compass Go – 1:1 or small group work
- Apps – www.kooth.com free online counselling service
  Childline – www.childline.org.uk
- NSPCC – 0800 1111 or help@nspcc.org.uk
- The Samaritans – 116123 or jo@samaritans.org
- www.NHS.co.uk / www.rethink.co.uk

NSPCC

2.17 LGBT+ Support

- **LGBT+ key adults** are available for your child to speak to and are well promoted around the academy. **Further advice and guidance on LGBT+** are also shown on the below slide.

LGBT+ and Gender Identity Support

Key Adults:

Miss Manners (SLT/DSL)

Mr Winn (SLT/DDSL)

Miss Smith (SLT/DDSL)

Mrs Walker (DDSL)

Mrs Blackwell (DDSL)

Mrs White (SGM)

Miss Bain (SGM)

Miss Boom (SGM)

Miss Buckingham (SGM)

LGBT+ Advice & Guidance:

- **LGBT Foundation** – Call **0345 330 3030** (weekdays 10am-6pm) or email**:** info@lgbt.foundation.
- **Switchboard** – Call **0300 330 0630** (10am-11pm every day), online chat and email service at https://switchboard.lgbt/contact/.
- **Stonewall Youth website** – Call **08000 50 20 20,** website www.youngstonewall.org.uk.
- **The Proud Trust** - www.theproudtrust.org/for-young-people.
- **The Be You Project** – Great advice, guidance and support in collaboration with NHS and Porchlight, https://thebeyouproject.co.uk.

Trans & Gender Diverse Guidance:

- **Mermaids** – Call **0344 334 0550** (weekdays 9am-9pm), emergency text service – text 'Mermaids' to **85258**, website: www.mermaidsuk.org.uk.
- **Mindline Trans+** (UK-wide helpline) - call **0300 330 5468** (weekdays 8pm-midnight).
- **Gendered Intelligence** - genderedintelligence.co.uk and 'Knowledge is Power resource'.
- **Gender Identity Development Service** – www.gids.nhs.uk/branches/leeds or email: gids@tavi-port.nhs.uk

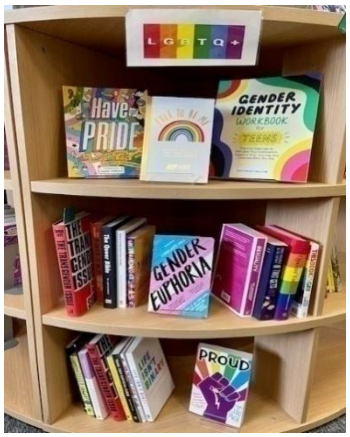
GIDS Gender Identity Development Service

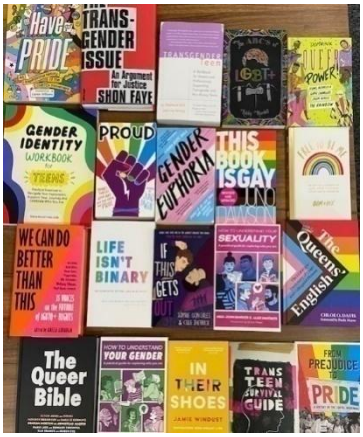
Advice Support & Information 0345 3 30 30 30

Our **School Nurse** also supports students who wish to gain further support on LGBT+. Students can use the text services (as previously mentioned).

- **Pronoun badges** are available from Student Services for £1 should your child wish to wear one. These badges were requested from student voice and the style and design were chosen through a variety of individuals (including: staff, SLT, governors and most importantly, our students).

- **LGBT+ section in the library** where students can read and gain further support on these topic areas.

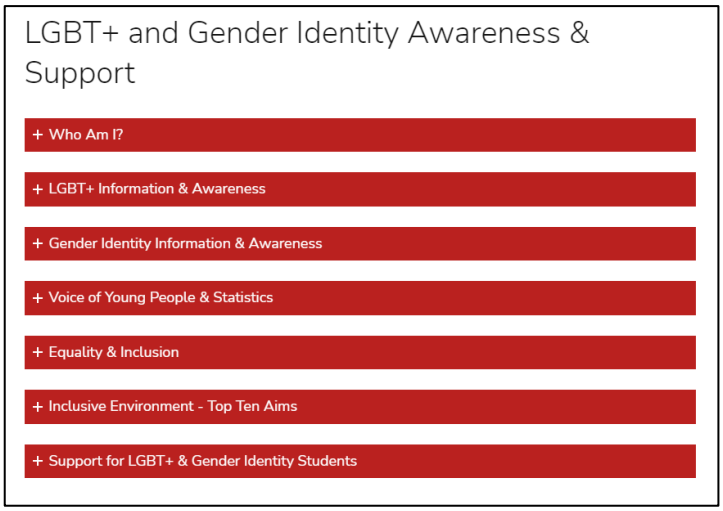


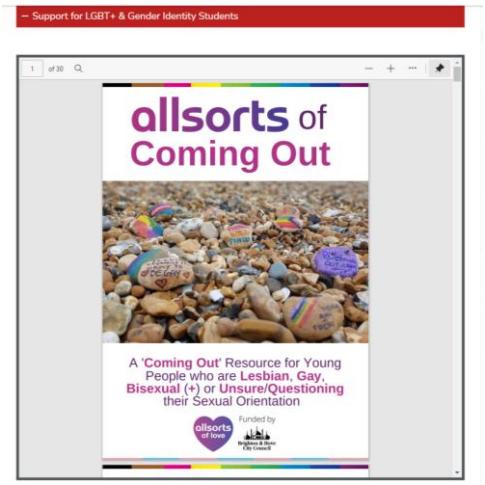


- **Inclusion and Diversity Club** is run fortnightly on a Friday lunch time and is open to all year groups and was rebranded for September 2025 as **'Help Unite All' Club** as voted for by our students/ student voice. There are different discussion topics every week and our LGBT+ ambassadors continue to promote and raise awareness of the Rainbow Flag Award.

Humberston Academy achieved the **Rainbow Flag Award in October 2022** and it was renewed in **April 2025,** demonstrating the commitment to inclusion, particularly to LGBT+ inclusion and visibility.

Please visit our **pastoral page** on our Humberston Academy website for further LGBT+ support (for both students and parents/carers).





2.18 Harmful Sexualised Behaviour and Discriminative Behaviour

At Humberston Academy there is a zero-tolerance on harmful sexualised behaviour (HSB) or discriminative behaviour. If any serious incident of this nature has occurred, students will be asked to write an incident/witness statement as part of an investigation process. If this behaviour is online then any evidence will be collected, such as screenshots or messages. A thorough investigation will take place prior to any sanction being issued. Any explicit images, videos or photographs will not be viewed as this is child pornography.

Whilst the investigation is taking place, the student involved may be placed in Internal Exclusion to prevent collaboration with their peers. A final decision will then be made by the Assistant Principal regarding any Internal Exclusions, or the Principal for any Fixed Term Suspensions, including permanent, and the Designated Safeguarding Lead.

Any student found to have committed sexualised or discriminative behaviour will be logged on our discrimination tracker (and CPOMS {safeguarding} software as appropriate). Those involved will receive

education, support and an appropriate sanction as necessary regarding their behaviour, in addition to a mediation and an apology towards the victim.

2.19 Anti-Bullying and Our Campaign

Bullying is defined as, *"the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face to face or online."* It is often aimed at certain groups, for example because of race, religion, gender or sexual orientation. It can include:

- Physical assault
- Teasing
- Making threats
- Name calling
- 'Banter'
- Cyberbullying - bullying via mobile phone or online

Our Vision:

Humberston Academy endeavours to ensure all students are protected from bullying, of any form. We will make all necessary steps to ensure all students, parents/ carers, staff and governors are aware of our intention and its impact. Humberston Academy continues to act proactively to prevent bullying and to ensure students are clear about the definition of bullying, understand how to report it and the impact it can have.

Anti-Bullying Campaign:
Humberston Academy continuously receives student voice feedback upon our Anti-Bullying Campaign to ensure our students feel heard, safe and are listened to.

The campaign to date has included: an anti-bullying charter, anti-bullying slogan (see it, feel it, report it), letters to parents/carers, assemblies, awareness days, anti-bullying report cards, report boxes, recruitment of anti-bullying ambassadors, anti-bullying ambassador training, promotion of safe spaces, display boards, PSHE sessions, tutor time education, the launch of 'The ABC' (anti-bullying centre – further safe space), anti-bullying badges, blue high-vis jackets for anti-bullying ambassadors and staff, online referral system – anti-bullying@humberstonacademy.co.uk and an anti-bullying competition.

We take immediate action to every bullying allegation and investigate thoroughly, ensuring support and sanctions are implemented accordingly.

Reporting mechanisms:

4 Anti-Bullying Reporting Mechanisms

Reporting systems for any alleged bullying:

- **Speak to your Tutor** or any member of staff.
- Use your **anti-bullying report card** and place in one of our boxes around the academy.
- **Email:** anti-bullying@humberstonacademy.co.uk
- **Speak to an anti-bullying ambassador** in your social area or in our safe spaces.

A polite remember to include all the information on the anti-bullying report card or in your email so we can investigate the incident thoroughly. We always act immediately and take every allegation extremely seriously.

2.20 Banned and Prohibited Items

Any student who may allegedly be carrying a banned or prohibited item, would classify as grounds for a student search, to safeguard staff and student welfare. Please see the list of banned and prohibited items below and the 'Searching, Screening and Confiscation' policy on our website for further information.

Banned	Prohibited (law)
Glass bottles	Drugs
Aerosols	Weapons/ Knife
Chewing gum	Tobacco
Energy drinks	Alcohol
Electronic items	Stolen items
SMART watches/ Fitbits	Cigarette papers
Fun snaps/ fire snaps or equivalent	Fireworks
Vapes / E-cigarettes	Pornographic images
Lighters	
Matches	
Tools / sharp objects (e.g. screwdriver)	
Hoodies	
Baseball caps	
Jewellery (other than one small stud)	
Stink bombs	
Super glue	
Pepper sprays/ gas canisters	
Catapults	
Dangerous chemicals	
Ropes/ cable ties	