



**Focus 1st Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment!**

Working in Partnership with North London Schools & Local Authorities Est. 2000

Accredited Independent School Status 2014 (Registration N0. 308/6003)

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Focus Inception

*Focus 1st Academy was set up in the year 2000 using European Social Fund to provide education and training and to-date has defied all the odds and was awarded the Independent School status in August 2014. This enables us to work in partnership with schools and local authorities to provide an alternative method of education for 14 to 16 year olds. Our student referrals are some of the most vulnerable young people and it is our duty to ensure that they are equipped with the appropriate skills and qualifications to ensure full participation within the modern workplace. Our team of professionals consisting of tutors, tutor assistance, pastoral support staff and mentors to nurture the students ensuring our work-based-learning approach alongside a variety of techniques are utilised and compatible to ensure the prevention of social and economic exclusion prior to adulthood which is underpinned through the subjects delivered whilst in classroom environment as well as on an individual basis.*

Focus Ethos

*Our programme fulfils the need of students who are disengaged from academic studies and may be exhibiting behavioural problems as a result. Our hands-on approach to learning creates an inspirational motivation for students wishing to pursue a career via the vocational route. The students are taught methods on how to improve their social skills in preparation for work/apprenticeship schemes and/or further education by learning in real-life situations and participating in sports, art and drama to express emotions. We believe that all individuals have a certain quality, which is sometimes concealed due to lack of confidence, mixed sentiments or disabilities. As such, recognising and coming to terms with barriers is a small part of the conflict, we are certain that all individuals are aware of their own weaknesses; the most vital part is engaging with professionals and adhere to individual training plans set which in turn prepares our students for economic and social integration into adulthood.*

Behaviour, Teaching & Learning Policy

It is our primary aim that every person in Focus 1st Academy feels valued and respected and that each person is treated fairly in a safe, caring and happy environment. The behaviour, teaching and learning policy is designed to support the way in which all members of staff work together successfully which, filters through to the success of our students. In Focus 1st Academy we strive to ensure that students develop a positive attitude towards life and self-worth which in-turn will allow meaningful development in learning and their mental wellbeing.

Expectations – students should:

* Treat other students with respect
* Be polite to staff
* Complete tasks set by teacher
* Arrive on time to lessons
* Use equipment as instructed
* Wear school uniform and ID badge
* Adhere to policies and procedures

Rules – Focus 1st Academy will not tolerate any of the following and could lead to instant dismissal:

* Violence or aggressive behaviour towards staff and other students
* Carrying of a weapons
* Swearing at staff or students
* The use of alcohol or drugs, smoking tobacco and/or vapes on site or arriving at Focus 1st Academy under the influence
* The bullying of other students
* Constant disruption in class which disturbs learning for other students
* Theft
* No hoods, hats or balaclavas in school

Rewards – Focus 1st Academy can reward good behaviour with:

* Verbal praise
* Cards home
* Telephone calls home
* Annual reward vouchers
* Certificates
* Parent meetings
* Annual Presentation Day to celebrate student’s achievements
* Star chart

Strategies – for dealing with poor behaviour:

* Verbal warnings
* Sent out of class
* Letters home and/or telephone calls home
* Temporary suspension from provision (disciplinary stages)
* Meetings with parents
* Professionals meetings
* Student behaviour reports
* Withdrawal from provision

**Disciplinary**:

If a verbal warning has been issued, the tutor will inform the deputy and send the student to reception to deal/resolve the issue which is then documented on the disciplinary database and in-turn is sent to parents and professionals. If the deputy cannot resolve the issue then this will be referred to the Headteacher. The same would apply for all 8 disciplinary action stages; in absence of the deputy the head will be informed. Any serious acts of misconduct could override the disciplinary procedure in place that could lead to instant dismissal! We have adapted a zero tolerance for Bullying, any student bullying will have a 5 day suspension and if this reoccurs then the student will be put on a reduced timetable and then permanently excluded as outlined in the disciplinary stages. Anyone instigating a fight will be on a reduced timetable and if the happens again then we will permanently exclude the studnet. Equally on good behaviour and/or remorse this can be reviewed.

Lateness without valid reasons-note/doc-cert:

We ask that students arrive at 9:am; registration is at 9:30 and classes commence imminently; students arriving after 9:30 will be sent to the Deputy Headteacher. If students have not arrived by 9:30am parents/Guardians will be contacted. If a student is late on more than on six occasions within a term then they will be issued with a warning which will reflect on any previous disciplinary actions. The disciplinary action shown below is run on a termly basis.

Uniform

If a student is not in uniform on more than on six occasions within a term then they will be issued with a warning which will reflect on any previous disciplinary actions. The disciplinary action shown below is run on a termly basis.

Illegal substances & Weapons:

We have adopted a stop and search policy to support our children’s wellbeing whilst in Focus 1st Academy. We have in place a supper scanner metal detector that was given to us by the local police to detect such items. Any students caught with an offensive weapon will result in an instant dismissal.

If a student is caught with illegal substances [drugs or alcohol] or an object symbolizing a weapons such as scissors, , hammers, tooth combs etc, students will face the disciplinary action and/or instant dismissal from the school, as applicable without prejudice.

It is our duty to create a safe, welcoming and an educational nurturing environment for all our students and of course, the safety of our staff is of paramount importance too; thus, the reason for taking additional measure to reduce and combat inappropriate behaviour.

It is our duty to ensure that every child that attends our provision is in a safe place for their education. Focus 1st Academy has therefore taking new measure to eliminate the possibility of any weapons being brought into the school and are as follows,

* We aim to conduct random searches on a daily basis, any student refusing to participate in the search, will be
  + Sent home
  + Police notified
  + Receive a Disciplinary Stage against them [as applicable]
* Students caught with a weapon or an object symbolizing a weapon, will be
  + Confiscated
  + Sent home
  + Report incident to the police via 101 [police will pick up the weapon, as soon as possibly applicable]
  + Disciplinary Stage or permanent exclusion

Disciplinary Action:

**Stage 1 – Verbal/Written Warning (Sent home if appropriate)**

**Stage 2 – 1 Day Suspension**

**Stage 3 – 2 Days Suspension**

**Stage 4 – 3 Days Suspension**

**Stage 5 – 4 Days Suspension**

**Stage 6 – 5 Days Suspension**

**Stage 7 – Reduced Time-table**

**Stage 8 – Permanent Exclusion**

**Focus 1st Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment!**

**NB:** Any serious acts of misconduct [deemed by the Head-teacher] will override the disciplinary procedure and could lead to instant dismissal

Focus 1st Academy Motto:

Treat others in the same way that you want to be treated!

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Treat others in the same way that you want to be treated!

***Promoting good behaviour!***

*FOCUS 1st ACADEMY*

*STUDENT DISCIPLINARY ACTION – SAMPLE:*

Disciplinary Form

*Students Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date of Notice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Type of Notice:*

*Stage 1 ⁭ - Verbal/ Written Warning*

*Stage 2 - 1 Day Suspension (Sent home if applicable)*

*Stage 3 - 2 Days Suspension*

*Stage 4 - 3 Days Suspension*

*Stage 5 - 4 Days Suspension*

*Stage 6 - 5 Days Suspension*

*Stage 7 - Reduced Time-table*

*Stage 8 - Permanent Exclusion*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Reason:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Return to school*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Tutor/ Managerial Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Rewards System:

At the end of each academic term a student will receive a reward in a form of a voucher for either or,

* Acts of kindness [towards Students, Staff, Colleagues albeit in School, Work-placements and General Public]
* Good Behaviour
* Polite/Courteous
* Outstanding Attendance
* Punctuality
* Improvement

This will be discussed within our staff meeting to award the appropriate student.

Attendance and Punctuality

All students are expected to attend school as required and be punctual to their lessons in order to ensure that students gain maximum learning time and appropriate grades & qualifications that they are working towards. We have a tracking system in place that monitors attendance in all areas. The register is supervised by Sarah Barker the Deputy Headteacher who has the task of contacting the parents/guardian if their child is absent or late; she has the overall responsibility of contacting the workplace (where applicable) and provide feedback to the Focus 1st Academy’s external colleagues. We also have a lateness record form which is filled out every time a student arrives late into school, or late back from lunchbreak.

How does our Lateness Record work?

Students should always attend Focus 1st Academy at 9:00am. Our register closes at 9:30, if a student (s) arrives after 9:30am he/she will be marked as late.

Please be mindful that after 6 lateness’s recorded a disciplinary action stage will be issued automatically. Disciplinary action stages can be found on the next page and our Lateness Record form detailed below,

In September 2018, we implemented a school uniform, this was introduced to underpin discipline and promote good behaviour. All students attending Focus 1st Academy must wear the uniform at all times; any student that attends without the uniform will automatically be sent home [where applicable] and/or will be added to their disciplinary stage.

LATENESS RECORD

## LATENESS RECORD - Sample

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term Commencing: Term 1– Sep/Dec Term 2 – Jan/Apr Term 3 – Apr/Jul

|  |  |
| --- | --- |
| Date: |  |
| Time Arrived: |  |
| Lateness After 9:30am (state time below) Lateness After 1pm (state time below) | |
| Comment: |  |
| Cautioned by: |  |

|  |  |
| --- | --- |
| Date: |  |
| Time Arrived: |  |
| Lateness After 9:30am (state time below) Lateness After 1pm (state time below) | |
| Comment: |  |
| Cautioned by: |  |

|  |  |
| --- | --- |
| Date: |  |
| Time Arrived: |  |
| Lateness After 9:30am (state time below) Lateness After 1pm (state time below) | |
| Comment: |  |
| Cautioned by: |  |

|  |  |
| --- | --- |
| Comment: |  |
| Cautioned by: |  |

Teaching and Support Staff Responsibilities

It is the expectation of each teacher to manage behaviour for learning in their classroom, where they are responsible for maintaining the highest standards and a consistent approach.

In their dealing with students, staff are expected to promote the values of honesty, fairness, trust, politeness and respect for each other, modelling the desired behaviour which they expect from students

.

We expect all members of staff to follow these guidelines:

* It is the overall responsibility of the Curriculum Manager to oversee the Schemes of Work (SOW)
* It is the responsibility of each individual subject teacher to create the SOW in accordance with curriculum
* Once the SOW is set, teacher (s) should follow the schedule set in the SOW
* Lessons are well planned and delivered with differentiation, pace and challenge
* Ensure you are familiar with your students learning profile e.g. ILP, SEN, EAL,
* Punctuality to lessons
* Students are outside the classroom in silence (although not for lengthy periods of time)
* To know the names of the students in your class
* Use ILP to set targets and to track students’ progression and work completed
* Mentor to liaise with students and teachers
* Circulate around the room during the lesson to maintain good order and assist students who need help
* Mark constructively and promote dialogue with the students
* Reward students for effort, progress and attainment in line with the school’s reward system
* Respond promptly to any request for information on a student in the class
* At the end of the lesson instruct students to pack their bags, stand up and put their chairs under the desks
* Provide a staff presence on the corridor to manage behaviour by standing outside your classroom during movement time
* Any materials used to create documents ie SOW belongs to Focus 1st Academy

Students Responsibilities

All students are expected to be organised and show a positive and proactive attitude to learning in the classroom. You can show this by:

* Arriving on time for school and lessons in readiness to learn
* Taking pride in the presentation of your work
* wait outside until the classroom is available
* Entering the classroom in a silent and orderly manner
* Following the given instructions the first time it is asked
* Putting your hand up to ask a question or when unsure of what to do
* Work in silence unless instructed differently by the teacher
* Remaining in your seat unless given permission to move around the classroom
* Being respectful of others' contribution, work effort and point of view and actively listening when others are talking
* Avoiding any form of calling out or derogatory comments which disturb others from learning
* Completing all class work to the best of your ability
* Not eating, drinking or chewing in the classroom. Water may be consumed at the discretion of the teacher
* When using the computer, only visiting sites related to the task
* Complete work by the given deadline
* Ensuring that your work area is left tidy by pushing your chair under the table and placing any rubbish in the bin
* Leaving the classroom in an orderly manner once dismissed

The following learning behaviours are regularly reinforced at the school

* **Resilient learners** believe that they can succeed, even when things get difficult. They can manage their emotions and draw on different resources to help them become ‘un-stuck’. Resilient learners enjoy a challenge.
* **Resourceful learners** use a range of resources and are creative in their approach to solve problems. They learn with and from others, are flexible and apply what they have learned. Resourceful learners are willing to take risks.
* **Respectful learners** listen to each other and are mindful of other people’s work, effort and opinions.
* **Responsible learners** take ownership of their own learning. They reflect on their own areas of weakness and strength and ask for and offer help when needed. They learn well alongside others and know right from wrong.
* **Reflective learners** evaluate their own learning and look for ways of improving their own performance. They learn from mistakes and listen to different opinions. Reflective learners ask questions, look for patterns and link what they are learning to other areas of life.

Parental Responsibilities

We ask that Parents and Carers work with the staff at Focus 1st Academy to support their child’s Behaviour for Learning in the classroom by:

* Ensure that the student arrives in school on time on a daily basis
* Attending all Parents' Evenings and Support Evenings
* Overseeing the completion of homework tasks (if applicable)
* Monitoring your child's use of 'Show My Homework' and informing the school of any concerns
* Contacting the school about any concerns about your child’s progress

Equality Act 2010

This policy acknowledges the schools‟ legal duties under the Equality Act 2010.

Focus 1st Academy will also be aware of what children bring to their learning, from home and their prior experiences. We will ensure that children from different cultures, with different religions and worldviews, and pupils with special educational needs and disabilities (SEND) have full access to the curriculum.

To overcome potential barriers to equality Focus 1st Academy will take into consideration the following specific needs of children, and how these might affect children’s approaches to learning:

* SEN (e.g. Asperger Syndrome, Dyslexia, Dyspraxia, Attention Deficit

Hyperactive Disorder (ADHD), general learning difficulties etc.).

* Difficulties with communication, language and literacy
* Behaviour difficulties
* Physical impairment
* Emotional difficulties
* English as an additional language (EAL)
* Race and ethnicity
* Religious belief
* Gender issues
* Social background
* Ability.

**Last reviewed June 2017**

**Last reviewed February 2018**

**Last reviewed June 2018**

**Last reviewed March 2019**

**Last reviewed July 2020**

**Last reviewed September 2020**

**Last reviewed September 2021**

**Last reviewed January 2022**

**Last reviewed July 2022**