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**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 since 2000

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

**Contents**

[Focus Inception 3](#_Toc108795105)

[Focus Ethos 3](#_Toc108795106)

[Exclusions Policy 3](#_Toc108795107)

[Expectations – students should: 4](#_Toc108795108)

[Rules – 4](#_Toc108795109)

[Focus will not tolerate any of the following: 4](#_Toc108795110)

[Rewards – Focus can reward good behaviour with: 4](#_Toc108795111)

[Strategies – for dealing with poor behaviour: 4](#_Toc108795112)

[Disciplinary: 5](#_Toc108795113)

[Lateness without valid reasons-note/doc-cert: 5](#_Toc108795114)

[Illegal substances or weapons: 6](#_Toc108795115)

[Disciplinary Action 7](#_Toc108795116)

[Focus Motto 8](#_Toc108795117)

[Student Disciplinary Action Form 9](#_Toc108795118)

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.*

Exclusions Policy

It is Focus 1st Academy’ primary aim that every person in Focus 1st Academy feels valued, respected and welcomed, as such; each person is treated fairly in a safe, caring and joyful environment. The behaviour policy is therefore designed to support the way in which all members of staff work together successfully. In Focus we strive to ensure that students develop a positive sense of self-worth which in-turn will allow meaningful development in learning.

Expectations – students should:

* Treat other students with respect
* Be polite to staff
* Complete work set by teacher
* Arrive on time to lessons
* Use equipment as instructed
* Work appropriately with other students

Rules –

Focus will not tolerate any of the following:

* Violence or aggressive behaviour towards staff and other students
* The use of weapons
* Swearing at staff or students
* The use of alcohol or drugs on site or arriving at Focus under the influence
* The bullying of other students
* Constant disruption in class which disturbs leaning for other students
* Theft
* Use of Mobile phones
* No hoods or hats in class
* Damage to school property or equipment

Rewards – Focus can reward good behaviour with:

* Verbal praise
* Letters home
* Telephone calls home
* Annual reward vouchers
* Certificates
* Parent meetings
* Annual Presentation Day to celebrate students’ achievements

Strategies – for dealing with poor behaviour:

* Verbal warnings
* Sent out of class
* Letters home and or telephone calls home
* Temporary suspension from provision [1 week/5 school days]
* Meetings with parents
* Professionals meetings
* Student behaviour reports
* Withdrawal from provision

Bullying issues are recorded and monitored to the Headteacher to identify any potential patterns or trends.

We have developed an approach in which our staff proactively gather intelligence about issues between students that may provoke conflict; this information is utilised to prevent bullying occurring in the first place. This might involve talking to students about a problem, perhaps in lessons, on a one to one basis or call for a meeting with parents and/or professional – depending on the severity.

Disciplinary:

If a verbal warning has been issued, the tutor will inform the deputy and send the student up to deal/resolve the issue and documented in the logbook; if the deputy cannot deal/resolve the matter will be referred to the Head-teacher. The same would apply for all of the 5 disciplinary action stages; in absence the deputy the head will be informed.

Any serious acts of misconduct could override the disciplinary procedure in place and would lead to instant dismissal!

Lateness without valid reasons-note/doc-cert:

Registration is at 9:00 and classes commence imminently; students arriving after 9:00 will be sent to the Head or Deputy. Students that arrive later than 9:30 will automatically be sent home and parent/guardian notified. If a student is late on more than six occasions within a term then they will be issued with a warning which will reflect on any previous disciplinary actions. The plan of action shown below is run on a termly basis.

Illegal substances or weapons:

We have adopted a stop and search policy to support our children’s wellbeing against drugs and alcohol whilst in Focus 1st Academy. Simultaneously we have introduced metal detector wand that we use to detect any weapons or anything that symbolises a weapon.

If a student is caught with illegal substances [drugs or alcohol] or weapons such as scissors, knifes, hammers, tooth combs etc, students will face disciplinary action and/or instant dismissal from the school.

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

Disciplinary Action

**Disciplinary Action:**

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

**Stage 2 – 1 Day Suspension**

**Stage 3 – 2 Days suspension**

**Stage 4 – 3 Day Suspension**

**Stage 5 – 4 Day Suspension**

**Stage 6 – 5 Day 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 [as deemed by the Headteacher] will override the disciplinary procedure and could lead to instant dismissal

Focus Motto

**Focus Motto:**

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

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***Promoting good behaviour!***

Student Disciplinary Action Form

*FOCUS 1ST ACADEMY*

*STUDENT DISCIPLINARY ACTION*

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

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

*Type of Notice:*

*Stage 1 Verbal Warning or Stage 2 1 Day Suspension*

***Sent home if applicable***

*Stage 3 ⁭ 2 Days Suspension Stage 4 3 Days Suspension*

*Stage 5 5 Days Suspension Stage 6 Reduced Time-table*

*Stage 7 Permanent Exclusion*

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

*Reason:*

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

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

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

Last reviewed September 2021

Last reviewed June 2022