



North Oxfordshire Academy
The best in everyone™
Part of United Learning

Positive Behaviour for Learning

You
deserve
disruption-free
learning
every minute of
every lesson



Parent Handbook

NOA Mission:

We exist to provide our students with the best life chances in Oxfordshire.

NOA VISION

To be an academy where students receive a world class education in character and academics leading to happiness and fulfilment in life.

Disruption free learning for all

At North Oxfordshire Academy we believe that:

EVERY student deserves disruption-free learning EVERY minute of EVERY lesson.

Our expectations of behaviour are very high and we believe that all of our students are capable of meeting them. We accept no excuses for disruption to learning or poor behaviour. We have a very clear and well-structured behaviour system which supports this.

Good Manners and Good Conduct

Our starting point is the belief that all students should have good manners. Students must be able to present themselves in the best possible light to prospective further education providers and employers.

We aim to promote these throughout the academy and in our taught behaviour curriculum, ensuring that all North Oxfordshire Academy students adhere to the following guidelines:

- Greet teachers in the corridor with 'Good morning' or 'Good afternoon' for example.
- Open and hold doors for staff and other students.
- Say 'please' and 'thank you' at the appropriate time.
- Always answer the register with 'Yes miss/sir'.
- Never swear.
- Do not interrupt conversations; wait to be spoken to.
- Knock before entering a room or office and wait to be called in or for someone to open the door.
- Respect the local community; students represent the academy both on the way to and from school.

Behaviour for Learning

We expect our students to be resilient and fully engaged in their learning. This means that they show effort and enthusiasm and persevere even if they find work difficult.

NOA 9

Non-negotiable expectations of all students are found in our **NOA 9**.

NOA 9 – Non-Negotiables

1. I attend every day and I am on time.
2. I am smartly dressed in academy uniform with the correct equipment.
3. I always try my hardest to learn.
4. I always do as I am asked, the first time I am asked.
5. I am in the right place at the right time doing the right thing.
6. I take pride in the presentation of my work.
7. I commit to disruption free learning.
8. I respect others, their opinions, and their personal space.
9. I always take pride in and respect my environment.

In lesson consequences

First warning - If a student disrupts learning or is not putting in the required effort in lesson, they will receive their **first warning** and their name will be written on the board.

Second warning (removal) - If a student continues to disrupt the learning of others or not put in the required effort, they will receive a second warning. The student will be removed and sent to RESET. Students on the SEND register get a pre-warning.

First disruption/ Poor effort	First Warning - name on the board – Warning	Warning
Second disruption/ Poor effort	Second warning – Removal to RESET	Removal

***Students who receive 2 removals in a week will receive a full day in RESET**

Detentions If a student receives any of the consequences below, they will receive a detention. Detentions will be 30 minutes and will be on the same day.

Reasons for A detention to be issued
Behaviour around the academy. Refusal to follow instructions
Lateness to the Academy or to a lesson
Failure to submit homework to the required standard/ on the required date
Continued eating around the academy after a warning (not at lunch and breaktimes)
Uniform infringement and refusal to correct
Bullying first occurrence
X1 Missed detention
X2 missing detentions
Mobile phone – refusal to put away.

Failure to attend a detention will result in students having one more chance to sit it. You will be made aware of this. Failure to attend the second time will result in RESET for a full day.

In some circumstances students may be required to complete a 90 minute detention with a member of the senior leadership team (SLT)

The reasons for this are:

- Persistent lateness - to the academy x3 per week.

- Truancy (to make up learning time lost).
- Any other incident agreed by a member of the Senior Leadership Team.

Failure to attend the 90 minute detention will result in a full day of RESET and the expectations that the 90 minutes will be completed at an agreed time afterschool.

Serious Incidents (SI)/Serious Defiance SI

The following behaviours may lead to any number of the following sanctions: Community Service, Parent meeting, Academy detention, RESET, Fixed term exclusion, Governors Warning, Permanent Exclusion.

Verbal or physical abuse of staff
Fighting
Swearing
Possession or use of alcohol or drugs
Bringing a dangerous item into the Academy
Deliberate damage or theft to property
Smoking witnessed in or outside of the academy
Bullying or Racist behaviour
Making malicious unfounded allegations against a member of staff
Deliberately setting the fire alarm off – Also comes with a cost (£100 to refit the glass and labour)

SD – Serious Defiance

The following behaviours may lead to any number of the following sanctions: Community Service, Parent meeting, Academy detention, RESET.

Walking out of class without permission
Failed/walked out of 30 minute detention
Failed/walked out of 90 minute detention
Non-Attendance to 30 minute detention
Non-Attendance to 90 minute detention
Walking away from staff

RESET

RESET is used when a student has received an in class removal or serious incident (after investigation).

A phone call or a text home will be made to inform parents of the removal/incident and that a period of time (depending on infringement) in RESET is expected to reset behaviour expectations. RESET runs daily 9:25-3:30pm.

RESET follows a very clear structure. Students are expected to work hard in silence. Students have break and lunch in the RESET room. Students are issued warnings for not meeting the expectations specified in RESET.

Should a student reach 3 warnings they will have been unsuccessful in RESET and a further consequence will be issued.

RESET finish times	
Each lesson	Finish
0 – 1 Warnings all day	3:30 finish
No more than 2 warnings all day	3:40 finish
3+ warnings all day	3:45 finish

Offsite Direction

NOA works with local secondary schools closely and may direct a student to attend an approved RESET behaviour provision at another academy. You will be contacted about this should this apply.

Reports - If a student begins to receive a high number of incidents, a range of interventions and support strategies will be used to support them to improve their behaviour. This may include being placed on a monitoring report with clear targets for improved behaviour.

Reports are issued after the monitoring of weekly behaviour data. Students will be given their report during tutor time on Mondays.

Students are responsible for getting their report signed by every teacher they have (including tutor time) as well as their parents and assigned members of staff at the end of each day. Students are required to return their reports to their tutor/pastoral leader. Students are usually only on report for 2 weeks at a time and this will be monitored closely and discussed with parents.

Students will be put on tutor report if they receive 2 RESET referrals in a half term. If they receive 3 RESET referrals in a half term they will go onto pastoral report and 5 RESET referrals will be SLT report.

Confiscation

The academy has a legal right to search students if there is reasonable suspicion that they have brought in items that should not be in the academy. These searches will be done by a member of the academy's leadership team and a witness. Items of concern will be confiscated and a detention/SI consequence will be issued depending on the item found and the circumstances. If the items are illegal, then Thames Valley Police will be involved and the student may face permanent exclusion.

Positive Handling

Academy staff can use reasonable force to remove disruptive children from the classroom if:

- they have refused to follow an instruction to leave
- to prevent a student behaving in a way that disrupts a school event or a school trip or visit
- to prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- to prevent a student from attacking a member of staff or another student
- to stop a fight
- to prevent a student from harming him/herself through physical outbursts.

“Reasonable force – using no more force than needed. Restraint means to hold back physically or bring a student under control” (Use of reasonable force advice for head teachers, staff and governing bodies). DFE

Bullying

‘Bullying is the **repetitive, intentional** hurting of one person or group by another person or group, where the relationship involved an **imbalance of power**. Bullying can be physical, verbal or psychological. It can happen face to face or online.’

The academy takes bullying seriously. If you feel your child is being bullied or is bullying others please do not hesitate to contact the school via the website reporting system or by phone. Students and parents can also report concerns regarding mental health and/or sexual harassment.

All reports of bullying are investigated and dealt with. We believe that our students should be educated around the effects of bullying and NOA takes pride in being a restorative academy. This can allow all parties that have been involved to have their voice heard and be part of the restorative process.

The academy’s protocols around reporting bullying/mental health/sexual harassment are shared with students throughout the year so they are aware of who to talk to. Throughout the year a number of awareness raising events take place alongside our weekly taught behaviour curriculum and assemblies.

Cyber Safety

Parents should be aware of and, if necessary, place restrictions on a child’s use of social media sites. Cyber safety features heavily in the PSHE programme of the academy and the academy will involve other agencies if needed around students’ behaviours over social networking.

If you require any support around what you can do as a parent to avoid cyber bullying and unsafe behaviours, please do contact the academy for additional information.

To report any bullying incidents/mental health or sexual harassment concerns students and/or parents can report this via our website at: <https://www.northoxfordshire-academy.org>

Report A Concern

Phones and electronic devices

Mobile phones are banned from being used at North Oxfordshire Academy.

Mobile phones should be ‘off and away’ at all times, any phone seen or heard will be confiscated after one warm reminder to put away, this includes phones on display in shirt pockets.

Refusal to hand the device/put it away in will result in RESET and a parent called to collect the device.

Phones that are confiscated will be returned to students at the end of the day after they have completed a RESET, should there be a second occurrence a call will be made home with the requirement for a parent/carer to collect the phone on their child’s behalf.

The restriction is in place at all times while students are in the grounds of the academy. This includes when students arrive and leave at the end of the day. Phones should be away before students enter the school grounds and not accessed until they have left the site.

In an emergency, calls home may be made from student services or by welfare managers/SED team.

If parents need to contact their child this can be done via our main reception switchboard. We are able to get messages to students quickly and effectively.

Smart watches with internet access should not be used for anything other than time telling.

Behaviour in the Community

We expect our students to be outstanding ambassadors for North Oxfordshire Academy to

and from school. We expect them to be polite, courteous and considerate members of the community

This means:

- Walking sensibly using the pavements at all times.
- Being respectful towards members of the public, respecting public and private property.
- Behaving properly in local shops.
- Behaving in a safe manner on the roads.
- Respecting others: not gathering in groups, or using inappropriate language or physical contact.
- Respecting the property of others: do not lean on cars or walls, enter private property, drop litter, spit or smoke.

School-Police Liaison

The academy works closely with Thames Valley Police to assist us in ensuring that our students are safe both in the academy and in the local community. They give advice, information and support to students and their families. Where a criminal offence is known by the school to have taken place either in or outside school this information will be passed to the police.

Reasonable Adjustments for Students with SEND

Reasonable adjustments are made for managing behaviour which is related to a students' Special Educational Need (SEND) or disability, in accordance with the Equality Act 2010. These reasonable adjustments are tailored to the

individual student and are often made using advice from professionals. These adjustments may relate to the way that instructions are given, the way that behaviour is managed or the consequences that are used. The academy behaviour policy will not change but the consequences may be adjusted.

The Academy has a SEND and welfare team who provide early intervention to support student behaviour. We also recognise that poor behaviour may be a symptom of other needs that a student may have and we aim to address these as soon as they are identified.

North Oxfordshire Academy Reward System 2023

North Oxfordshire Academy uses a rewards system to recognise positive behaviour. Students will be praised for positive behaviour as part of our daily practices.

Purpose:

- To motivate and encourage students
- To recognise students' effort and achievement above and beyond
- To reinforce the values, aims and ethos of the Academy
- To recognise and reward student contribution and commitment to the Academy permeating through all aspects of school life.

Principles:

North Oxfordshire Academy seeks to ensure that:

- a positive ethos prevails through a culture of praise to raise self esteem
- all students irrespective of ability or background have equal access to rewards
- the reward system is fair, meaningful and consistently applied across the Academy

The NOA Reward system looks to develop students not only in terms of academia but also their personal development and wider self through focussing on Being Kind, Working Hard and Developing your Whole Self.

House System

Students are in 4 Houses at NOA, Hawking, Churchill, Pankhurst, and Turing to encourage healthy competition and a sense of teamwork.

The House structure offers a variety of opportunities for competitions, charity, art, photography, and sport throughout the academic year. The overall champion is the House with the most reward points over the year but the wider events that Houses are involved in are also recognised with trophies for Sports and Charity fundraising.

Respect/Ambition/Determination- Merits

The aim of rewarding respect and community spirit is to recognise and promote the attributes and behaviours of a good citizen and to encourage students to be supportive members of a community. Verbal praise and positive language are part of our everyday routines and our warm but strict positive culture. Merits are rewarded and split into the individual subjects to recognise achievement in all areas of the curriculum. RAD is recognised by awarding **Merits** and can be given to students by any member of staff in school. Staff select from one of the options for the most appropriate match:

Respect - Merits on Arbor

- Fair play during group activities
- Kindness card
- Listening carefully and following instructions
- Showing consideration
- Taking pride in your workspace
- Treating others kindly
- Ambition and determination shown all week.

Ambition - Merits on Arbor

- Being proactive/organised
- Classroom leadership
- Club merit

- Excellent contribution to classroom discussion
- Excellent engagement in class
- Going above and beyond
- High quality homework
- Being proactive/well-organised

Determination - Merits on Arbor

- 100% Attendance
- Exceeding expectations for classwork
- Improved Attendance
- Resilience
- Trying their best and challenging themselves
- Tutor call/card

Each merit is worth **one point** so no judgement is needed on the 'level' of ambition and the number of merits that should be given to ensure a consistent approach across the academy.

Merits are logged on Arbor and when a student reaches each threshold of merits students will receive a badge and certificate in the Celebration Assemblies at the end of each Term.

Merit Thresholds:

75	Certificate
150	Bronze
300	Silver
450	Gold
600	Platinum
750	Titanium
900	Amethyst
1050	Ruby
1200	Sapphire
1350	Amber
1500	Emerald

Top three students in the Merit league will be celebrated in Assembly and get a Pastoral Leader Postcard home. This will be worth **3 Merit point**.

Top three students in the Merit League in Year 7 and Year 8 to have wall of fame picture taken and shared in weekly celebration Assemblies.

Extra-Curricular Enrichment

All extracurricular activities will be promoted, and students will be encouraged to sign up in September and attend their chosen clubs throughout the term and year. Through great attendance, students will gain the greatest opportunities to learn outside the classroom and develop wider skills and characteristics.

The NOA Enrichment offer ensures that students are encouraged to engage in a wide range of activities beyond their classroom curriculum. Students are therefore being actively prepared for all aspects of life, not just academic success, as well as the development of students' character and other non-cognitive aspects of personality that underpin learning. Parents/carers and Tutors play a key role in encouraging students to partake in and sign up for activities. Through the daily tutor time programme, tutors target all students, encouraging them to follow their interests or try a new activity.

The Enrichment offer links to the school ethos that students should 'Make a Positive Difference'; to themselves, to others and to the community /wider world.

- Students accumulate Merits through committing to clubs, activities and opportunities through great attendance and engage in the enrichment opportunities
- The activities rewarded are wide ranging and vary from taking part in the Duke of Edinburgh scheme, to being a reading buddy to another student, being a student ambassador or taking part in a drama / musical performance or part of a sports team.
- There will be a specific yearly charity event for each year group EG Y7 Operation Christmas Child with points awarded to tutor groups with the greatest amount raised.

Celebration for each Year Group

Praise	Frequency	Points Given	How
Principals Award	Weekly	Nominated (3) Winner (5)	Teacher/support staff for being an outstanding student
Proud Table	Weekly	Completed card (3)	Bringing your book and showing outstanding work and getting 6 Stamps
Tutor Postcard	Weekly	2	Teacher/support staff for being an outstanding student
Faculty Students of the Month	Monthly	Nominated (7) Winner (5)	By staff for being an outstanding student in subject areas nominated by departments/support staff
Learner of the Week	Weekly	Top 15 of the year (5)	Teacher/support staff for being an outstanding student
Outstanding lesson	Daily	1	Producing outstanding work and making outstanding contributions in class from the start of the lesson to the end
RAD Values	Daily	1	Showing our core values around school, the community and in lessons
100% Attendance	Weekly	1	Getting 100% attendance in a week
Enrichment/Leadership Attendance	Weekly	1	Attending and participating in enrichment and leadership activities

Award	Description
Golden Tickets	Chance to enter the prize draw each term to win one of three prizes. Every 5 merit points will equal one ticket for the draw. The more tickets-the higher the chances of winning
Principals Award	Prize draw £10 Voucher for years 7-13 + one golden ticket
100% Attendance	Termly prize draw/attendance at termly celebration event.
Proud Table	Termly prize draw
Learner of the Term	Top 15 students with merit points for each year group will attend a celebration event at the end of each term.
End of Year Trip	KS3/KS4 winning house from the year will have the opportunity to go on a reward trip students September/October.
Character - RAD	Termly prize draw in assembly
Merits Ladder	Running tally of each students accumulated points ran over the year and when milestones are reached students will receive certificates and badges in Celebration assemblies at the end of each term

NOA

- 1 I attend every day and I am on time.
- 2 I am always smartly dressed in academy uniform with the correct equipment.
- 3 I always try my hardest to learn.
- 4 I always do as I am asked, the first time I am asked.
- 5 I am in the right place at the right time doing the right thing.
- 6 I take pride in the presentation of my work.
- 7 I commit to disruption free learning.
- 8 I respect others, their opinions and their personal space.
- 9 I always take pride in and respect my environment.

