



HERITAGE ACADEMY

Behaviour, Rewards & Sanctions Policy

'Indeed, I have been sent for no other reason but to perfect good character.'
(Narrated by al-Bukhaari)

The Prophet (ﷺ) said, "None of you will have faith till he wishes for his (Muslim) brother what he likes for himself." (Narrated by al-Muslim)

The Messenger of Allah (peace and blessings of Allah be upon him) himself displayed exceptional character and was himself a manifestation of excellent character to the extent that he was praised by Almighty Allah in the Qur'an: 'And you surely, possess sublime moral excellences.'
(Surah Al Qalam:4)

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This policy should be read in conjunction with our:

Safeguarding and Child Protection Policy
Equal Opportunities Policy
Care, Control and Restraint Policy
Curriculum Policy
ICT Acceptable Use Policy
Anti-bullying Policy
Online Safety Policy

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1. Behaviour, Rewards & Sanctions – Philosophy, Aims, Values

This policy is underpinned by the hadith of the Messenger of Allah (ﷺ): *"None of you will have faith till he wishes for his (Muslim) brother what he likes for himself."* This guidance provides a model of good practice that covers all aspects of school contributing to the development of excellent behaviour and character within a positive ethos both inside and outside the classroom.

The establishment of good standards of behaviour is a whole-school responsibility of all staff in partnership with students and parents. Mutual support, consistency and regular communication are essential components of an effective partnership.

Philosophy

Our philosophy is summarised in the following commitments by Heritage Academy staff:

- treat students with dignity and build supportive relationships rooted in mutual respect;
- always observe proper boundaries and professional distance while caring for the welfare and well-being of students;
- behave in a manner that is appropriate to our status as professional educators, acting in loco parentis (in place of the parent);
- accept personal responsibility for nurturing students' good character;
- help students to become reflective individuals who are able to evaluate the consequences of, and accept responsibility for, their own decisions and actions.

And to actualise the following Heritage Academy moto:

- *'Learning together today, for a better future tomorrow'* in order to create a truly productive 'tough love' and 'no compromise' environment, thereby enabling our students to succeed, whilst acknowledging that making mistakes is part of life and learning from them is the key to success.

Effective Behaviour Management is essential for the smooth running of the school. The school recognises the importance of teaching appropriate behaviour and does this explicitly through the curriculum and implicitly through example. All members of the school are expected to help maintain an atmosphere conducive to learning within a framework of mutual respect, courtesy and consideration, allowing teachers to teach and students to learn.

Aims

The overarching aims of the Heritage Academy Behaviour, Rewards and Sanctions Policy are:

- to promote good character and encourage achievement;
- to promote positive attitudes, committed and resilient learners who take pride in their achievements;
- to support students in learning self-discipline;
- to enable effective teaching and learning;
- to create a safe and secure environment for students and staff;
- to teach students to understand, accept and respect differences in individuals;
- to promote respect for all incorporating British and Islamic values;
- to promote equality especially with regards to protected characteristics.

Values

Through our positive behaviour management and our excellent relationships between staff and students, we aim to help our students to develop into young adults who have the highest of ambitions and the best of character, modelling the character traits of our beloved Prophet (peace

be upon him), with particular regard to Fundamental British values and the Heritage Academy core values:

Honesty Endeavor Resilience Imagination Tolerance Ambition Growth Excellence

Enabling students to develop the following in their character:

- Sincerity
- Truthfulness
- Gratefulness
- Compassion
- Justice
- Perseverance
- Patience
- Conscientiousness

At Heritage Academy good work and behaviour is praised and rewarded whereas, poor behaviour is confronted in an assertive way with consequences.

In order to accomplish this, it is essential that students are given a clear set of rules which they can understand and follow. For those students who choose not to follow the rules, there are a clear set of consequences which will follow. Both rewards and sanctions will be used by staff to promote a positive ethos.

2. Rewards

High levels of motivation should be developed in various ways. In particular, the achievements and contributions of students, both as individuals and groups, should be recognised and commended. Encouragement, praise and reward are an essential part of positive behaviour and these should be embedded in all interactions with students.

Rewards at Heritage Academy start in the form of merits which are issued by a member of staff. Students with the highest number of merits in a variety of categories, such as year group, subject etc., receive a certificate and a reward prize at the end of each term.

Merits are awarded by staff to students as recognition for positive behaviour and academic excellence. Students record merits from staff in their planners and then have them recorded by admin staff on the rewards database

Merits should be awarded for excellent work above and beyond that which is normally achieved by a student. Merits are awarded for a wide variety of reasons outlined below:

Merits are issued in the following areas:

- Verbal/ written recognition of performance
- Display of work
- Excellence in any aspect of school
- Special responsibility e.g. class or form captain
- Recognition in form time
- Excellent progress in social or academic learning
- Exam performance

*All merits are recorded on the rewards database and this is regularly monitored by the Headteacher to evaluate. Staff receive feedback on where and by whom merits are being issued.

3. Sanctions

Students will not always behave in the way we may wish, and we will then implement sanctions. The school sanction grid on the following page gives guidance on what to sanction students for who fall short of school expectations; these sanctions apply regardless of whether they occur in person or online.

The usual procedure is that a reminder about appropriate behaviour is given to a student prior to a sanction being implemented. However, this is not always appropriate for more serious breaches of behaviour, for example, for prejudice-based behaviours which would fall into serious inappropriate conduct (SIC) for which there is zero tolerance.

We have a zero-tolerance approach to sexism, misogyny, misandry, homophobia, sexual harassment and sexual violence. This includes:

- Unwanted sexual comments or jokes
- Physical behaviour such as deliberately brushing against someone or interfering with their clothes
- Online sexual harassment, including unwanted sexual comments and messages (including on social media), sharing of nude or semi-nude images, and upskirting
- Harmful sexual behaviour (HSB) which exists on a continuum from inappropriate sexual behaviour through to sexual violence

All incidents of sexual harassment or sexual violence will be treated as safeguarding matters requiring an immediate response from the DSL. Such behaviour will be categorised as Gross Inappropriate Conduct (SIC2) and will result in exclusion.

This zero-tolerance approach is underpinned by our planned programme of Relationships and Sex Education (RSE) and Health Education (RSHE), which is delivered regularly and tackles issues such as boundaries, consent, body confidence, stereotyping, sexual harassment, and healthy relationships. We also have zero tolerance for all forms of prejudice-based language and behaviour, including but not limited to:

- Racist language or behaviour
- Homophobic, biphobic or transphobic language or behaviour
- Disablist language or behaviour
- Language or behaviour related to religion or belief

All incidents of prejudice-based language or behaviour will be recorded, investigated, and appropriate sanctions applied. Parents will be informed, and repeat incidents will be treated as Serious Inappropriate Conduct

Sanctions usually take the form of a detention. Although this will always be followed up with a conversation with the teacher, pastoral staff or the Headteacher. The headteacher may also request students to carry out other duties/ sanctions e.g. letter of apology, litter duties or tidying/ cleaning duties. More serious or repeated sanctions will involve a meeting with parents.

4. Sanctions Grid (see next page)

Due to the fact that not all behaviour can be accounted for in any policy, staff will try to match the behaviour to the grid below using a best fit approach.

1. TEACHER DETENTION Break/lunch/after school (15 mins)	2. TEACHER DETENTION In-classroom behaviour (30 mins)	3. SCHOOL DETENTION Issued by Staff for <u>out of class Behaviour</u> (30 mins)	4. ISOLATION 1 day or more Authorised by Headteacher	5. EXCLUSION 1 day or more Authorised by Headteacher
Missing planner/Not signed (PL)	Name calling (NCA)	Name calling (NCB)	Extortion (EXT)	Setting off a false Fire Alarm (FFA)
Eating/Drinking in lessons (FD)	Inappropriate behaviour in class (UB)	Failure to attend detention (FTA)	Behaviour that endangers others (DAN)	Swearing at a member of staff (SWST)
Uniform worn incorrectly (UNI)	Distracting Behaviour/Noises (DB)	Distracting behaviour/Noises (DB2)	Theft (THF)	Bringing/consuming/supplying drugs (BCD)
Shouting out (SHO)	Inappropriate language (ILA)	Inappropriate language (ILB)	Bringing anything that can be Smoked/Vaped into school (SMF)	Sexual or physical abuse (SPA)
Disruption (TT)	Damage to other's work/ property (DW)	Damage to other's work/property (DWO)	Bullying/ Cyberbullying (BG)	Multiple periods in isolation (MPI)
No/Incomplete/Low standardHWK (HWK)	Disobedience/ Defiance (DD)	Disobedience/ Defiance (DD2)	Truanting Prayers (MP)	Using/supplying Smoking/Vaping related items (SSO)
Late to lesson (LL)	Laughing inappropriately at others (LIO)	Out of lesson without a reason (NL)	Verbal abuse (VAB)	Refusal to go into/unacceptable behaviour in isolation (RI)
Missing equipment (EQ)	Missing book (EQA)	Loitering (LT)	Truancy (TRU)	AI-generated sexual imagery (AIG)
Swinging on chair (SC)	Plagiarism (PLG)	Distracting/Talking during prayer (DTP)	Refusal to follow instructions or co-operate with staff (RFC)	Discriminatory behaviour (misogyny etc) (DCB)
Off task (OT)	Throwing equipment (TE)	Pushing/shoving (PS)	Inappropriate sexualised behaviour (SXB)	Racism (RAB)
Low-level inappropriate conduct (IC)	Inappropriate conduct (IC2)	Out of class inappropriate conduct (IC3)	Abuse of school property (VAN)	Repeated inappropriate haircut again (IHC2)
When using the behaviour consequences grid it is expected that staff will ensure the following: - A reminder/ warning has been given prior to applying a sanction. - It must be clear to the student why the sanction is being applied. - It must be made clear what changes in behaviour are required to avoid future punishment. - The sanction is proportionate to the behaviour. - It should be the behaviour rather than the person that is punished.			Chewing Gum in school (CW)	Fighting/ Assault (FTG)
			Rudeness/Disrespect to staff (RTS)	Malicious allegation (MAL)
			Persistent Inappropriate Conduct (SIC)	Persistent Bullying (of any type) (PBG)
				Making or sharing nudes/semi-nudes (NSN)
				Gross Inappropriate Conduct (SIC2)

*All sanctions from any column on the sanctions grid must be recorded on the sanctions database and this will be regularly monitored by pastoral staff/ the Headteacher to evaluate behaviour in school and to intervene where necessary.

5. Expectations in class

Minor offences within classroom (Column 1 and 2)

For all these minor offences it is our school policy that staff should speak to students and encourage them to be more responsible towards their behaviour in a manner guided by the teachings of the Quran and the guidance of our Prophet (peace and blessings of Allah be upon him).

For column 1 behaviour, a short detention of up to 15 minutes can be issued which, in isolation, does not require a formal notification to parents.

This detention can take place during break time, lunchtime or after school.

The member of staff issuing the detention must give names to reception/ admin staff, who will record details of all detentions on the sanctions database (see below).

Students have a responsibility for maintaining an appropriate learning environment in the classroom. All students must ensure they promote a safe and productive atmosphere in which all students can achieve. Disruptive behaviour hinders the education of others and is unacceptable at Heritage Academy.

Students must:

- be on time to lessons;
- enter and leave rooms quietly and sensibly without pushing, shoving or shouting;
- get their equipment ready and planners out as soon as they enter the classroom;
- always follow instructions - not challenge or argue;
- stay on task and work as hard as possible - not disrupt the learning of others;
- put hands up to speak or if they need help -not interrupt;
- respect others - not tease or 'blaze';
- use appropriate language -not swear or argue;
- ensure they keep their hands, feet and other objects to themselves;
- wait for the teacher to dismiss them at the end of the lesson;
- remember that the teacher is in charge - not the student;

All infractions mentioned in column 2 must be dealt with by the classroom teacher by issuing a detention that is 30 minutes. 30-minute detentions can be issued by any teacher Monday to Friday; these are usually at the end of the school day.

For 30-minute detentions, the member of staff must give names to reception staff, who will record details of the sanction and inform the student's parents/ guardians either in person, by phone or text message. Parental contact will be recorded on the sanctions database.

The teacher must ensure the student has written the detention in their planner and that reception staff have contacted parents/ guardians of this detention. Parents can request 24 hours' notice for any detention over 15 minutes. Where a parent makes such a request, the school will provide this notice

except in exceptional circumstances where immediate detention is necessary for safety or safeguarding reasons. All texts must be sent using the school mobile phone and not personal phones.

Attendance at the detention must be recorded on the sanctions database.

6. Expectations in and Around School (Column 3)

For the safe movement of students around the school site, it is important that all students move in an orderly way around the school during lesson changeover, break and lunch.

Heritage Academy is an inclusive school and there may be students on the school site who suffer medical conditions which means that they may be more vulnerable to injury if there is a lack of order on the school site.

All staff must be vigilant at all times for misbehaviour around school. If any misbehaviour is seen, and a sanction is given, reception/ admin must be informed.

Around the school students must:

- always follow instructions first time, not challenge or argue;
- walk around school, not run or linger around;
- move around school silently and quickly get to lessons using the most direct route;
- be polite and respectful to all the people in school;
- not push, shove or name call;
- not damage others' property;
- keep the school buildings clean and tidy;
- not graffiti or litter anywhere at any time;
- ensure all food & drinks are consumed in the designated area at break and lunch time;
- leave the playground punctually at the end of break and lunchtime.

7. More serious sanctions

Isolation (Column 4)

For behaviour identified in column 4, individual students will be separated from their class for the duration of at least one day. Parents will be informed of this sanction. The student cannot partake in any special events that are scheduled during this time.

Any child who is out of the classroom for behaviour-related reasons for any length of time must have a meeting with a pastoral member of staff or with the headteacher before going back into the classroom.

Severe Offences (Column 5)

The very serious offences mentioned in column 5 will result in exclusion. A discussion with parents, the student concerned and the headteacher will take place to decide the future of the student at Heritage Academy. The school reserves the right to determine fixed term exclusion before discussions with parents take place. Students can be excluded temporarily or permanently.

Continued Unacceptable Behaviour

For students who consistently fall below our behaviour standards, and where the behaviour is not in the categories for exclusion, students will be put on a support plan which will involve pastoral staff or the headteacher. Parents will be involved in this support.

Chewing Gum

The school is a gum free zone. Any student chewing gum in school whether in the classroom or around school will be sanctioned as per the sanctions grid.

Mobile Phones

Heritage Academy is a mobile phone-free environment in line with DfE guidance. Students are not permitted to use mobile phones or similar devices during the school day, including during lessons, breaktimes and lunchtimes. Alhamdulillah, this is a policy we have had in place since 2019.

Students who are seen with a mobile phone during the school day will have it confiscated immediately. Confiscated phones will be deposited in the school office and can only be collected by a parent/guardian. Parents need to make an appointment with the headteacher to collect the phone.

Bringing a mobile phone into school without handing it in, or using a mobile phone during the school day, will result in a 30-minute detention for distracting behaviour (DB). Persistent mobile phone infractions will be treated as serious inappropriate misconduct and may result in exclusion.

In exceptional circumstances, students may be permitted to bring a phone and leave it in the school office. However, parents must submit a written request that is approved by the headteacher prior to the phone being brought in.

Reports

Students may be put on report to help them manage their own behaviour. All reports must be signed by parents at the end of the day, the report must be shown to the member of staff who issued it at the beginning of the following day. If the report is unsatisfactory, further sanctions will be applied.

8. Expectations in the community

The behaviour and attitude students display coming to and from Heritage Academy are as important as the behaviour and attitude shown inside of school. It is vital students represent our school in a positive light. The expectations are taught in form time and as part of the PSHE curriculum and the school expects the students to respect the local neighbourhood by:

- not waiting by the school gates at the end of day unless their parents have informed the school in advance that they need to wait there;
- not asking any friends to meet them outside the gates or to enter the school premises;
- not loitering on the walls and fences of local residents or businesses;
- not causing a nuisance to local businesses;
- not littering in the locality;
- showing the utmost respect to all people in the community.

Teachers have the power to discipline students for misbehaving outside the school premises 'to such an extent as is reasonable'. This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre. This includes cyberbullying, prejudice-based and discriminatory bullying.

Where bullying outside school is reported to school staff, it should be investigated and acted on. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police may be informed.

Staff also have the power to discipline students for misbehaving outside of the school premises when they are:

- taking part in any school-organised or school related activity;
- travelling to or from school;
- wearing school uniform;
- in some other way identifiable as a student at the school.

Or misbehaviour at any time, whether or not the conditions above apply, that:

- could have repercussions for the orderly running of the school;
- poses a threat to another student or member of the public;
- could adversely affect the reputation of the school.

9. Punctuality

Heritage Academy is committed to achieving high standards in the learning and achievement levels of our students. We know that students are better placed to fulfil their potential both academically and socially if their attendance and punctuality record is excellent.

All staff at the school as well as parents and students have a responsibility for maintaining good attendance and punctuality. Please see our Attendance and Punctuality Policy.

10. Uniform

See here for any updates to this section: <https://www.heritage-academy.co.uk/uniform>

It is the school uniform policy that all children wear school uniform when attending school or when participating in school organised events. Form tutors will regularly check that students are wearing the correct uniform.

Our policy for school uniform is based on the notion that school uniform:

- promotes a sense of pride in the school;
- engenders a sense of community and belonging to the school;
- is practical and smart;
- makes children feel equal to their peers in terms of appearance;
- is regarded as suitable wear for school and is considered by parents as good value for money;
- is designed with health and safety in mind;
- provides preparation for the future world of work.

Students must ensure they:

- wear the school uniform correctly and smartly;
- keep it clean.

For students who are not in correct uniform, parents will be contacted, and the student will be sent home to change. Heritage Academy always expects all students to be in full school uniform.

Students who are not in uniform should be asked to remedy the issue immediately, if they are unable to do so, they should be sent to a senior member of staff. Uniform must be purchased from our recommended retailer: Mansuri Schoolwear.

Please note: Apart from footwear, **all uniform must be purchased from Mansuri's to ensure consistency in shades.**

- Heritage badged plain grey blazer, single breasted with no patterns.
- Heritage plain grey trousers. Must not be dragging excessively below the ankle.
- Plain white shirt: long sleeved, all buttoned up and tucked in.
- Heritage plain grey jumper/ cardigan.
- Heritage navy blue and gold tie, cotton or polyester.
- Black school shoes. No trainers or shoes that resemble trainers. Plain, no colours/ logos
- Jeans, jean cut trousers, combat trousers, tracksuit bottoms, jogging trousers and sweatshirts are not allowed. Uniform items cannot have patterns or logos other than the Heritage badge. Uniform must be in good condition. Any items with wear and tear must be replaced.

Socks must be plain black or dark grey with no logos or patterns.

PE Kit

Heritage badged polo shirt.

Heritage badged full zip top.

Heritage navy blue fleece sports bottoms.

Dark blue or black trainers with a white sole (due to PE facility not allowing black soles indoors).

No bright colours. No excessive logos or branding.

It is Heritage Academy policy that all children wear correct school uniform when attending school, when participating in school organised events and when travelling to and from school. Students will be checked for correct uniform at the gates each morning and form tutors will also regularly check that students have the correct school equipment. Students who do not have correct uniform and equipment will be asked to remedy the issue immediately, if they are unable to do so, parents will be contacted and the student will be sent home.

Our policy for school uniform is based on the notion that school uniform:

- promotes a sense of pride in the school;
- engenders a sense of community and belonging to the school;
- is practical and smart;
- makes children feel equal to their peers in terms of appearance;
- is regarded as suitable wear for school and is considered by parents as good value for money;
- is designed with health and safety in mind;
- provides preparation for the future world of work.

Students must ensure they:

- wear the school uniform correctly and smartly; and
- keep it clean.

Jewellery

Jewellery is not allowed. Boys must not wear any rings, necklaces, arm bands, earrings or studs at all. Watches are permitted as long as they are plain and functional and do not resemble jewellery.

Inappropriate items including jewellery and uniform will be confiscated and will only be returned to parents by appointment. Items not collected within 14 days will be donated to charity.

Hair-cuts/Style

Hair must be kept short (above top of the ears length). Uneven haircuts where one part of the hair is short and another part is long, or where one part is shaved, design work in hair-cuts, 'Mohican' haircuts or other similar haircuts are not acceptable. Slit eyebrows are also not allowed. Colour/bleaching or design work using colour/bleaching is not acceptable.

It is a matter for the headteacher to determine what is deemed not acceptable in relation to the these rules. For any student with an unacceptable hairstyle, parents will be contacted and the student will be sent home and will not return until the issue has been rectified to the school's satisfaction.

Nails

Students must keep nails short in order to maintain health, safety and hygiene.

Outdoor Coats/ Hats/ Scarves

These should be dark in colour (black, grey or dark blue) with minimal lettering, pictures or logos; bright colours will not be allowed. Hoodies, sports tops, denim or leather jackets are not allowed. Balaclavas are not permitted.

Apart from prayer caps during prayer time, hats/ caps/ scarves and coats are not allowed inside the school building.

School Bags

School bags should be appropriate and big enough for students to carry books etc. to and from school. They should be dark in colour (black, grey or dark blue) with minimal lettering, pictures or logos; Extravagant 'designer' style bags with bright colours are not allowed.

Standard School Equipment (11 items)

All students must purchase the following basic school equipment:

- Black pen
- Red pen
- Pencil
- 30 cm ruler
- Rubber (for drawing lessons only)
- Sharpener
- Scientific Calculator
- Protractor
- Compasses
- Student Planner (must be purchased from the school)

Apart from the student planner, all of the above equipment must be stored in a plain, see-through pencil case

Form tutors will check in the mornings that all students have the basic school equipment.

12. Extremism & radicalisation

All staff must be vigilant for any signs of extremism or vulnerability to being exposed to extremism. Where there are concerns the DSL must be notified. Please see our Safeguarding and Child Protection Policy.

Each case will be looked at individually and depending on the incident, appropriate steps will be taken.

A referral to [Channel](#) will be made if considered appropriate, in some cases where it is felt it can be monitored in school a meeting with the parents will take place where the concern will be discussed, and appropriate action will be taken depending on the outcome of the meeting.

No one is permitted to bring to school or distribute any literature of any shape or form whether it be digital or printed such as books, leaflets or flyers of any type without the explicit permission of the headteacher or that which is requested by teachers in the normal course of following the curriculum at Heritage Academy. If any student brings extremist literature, it will be categorised as serious inappropriate conduct (SIC3) and may result in permanent exclusion and a referral to local police made. If any parent brings or distributes any such literature or allows their child to do so, the parent may be excluded from the premises and a referral to local police made.

13. Making or sharing of nudes or semi-nudes

Heritage Academy has a zero-tolerance approach to the making or sharing of nudes or semi-nudes (also known as 'sexting' or 'youth-produced sexual imagery'). This includes images that are:

- Consensually or non-consensually shared
- Digitally altered or wholly generated by artificial intelligence (e.g., deepfakes)

All incidents involving the making or sharing of nudes or semi-nudes will be treated as a safeguarding matter and will mandate an immediate safeguarding response. The Designated Safeguarding Lead (DSL) must be notified immediately of any such incidents.

Such behaviour will be categorised as Serious Inappropriate Conduct (SIC3) and will result in exclusion. A referral to external agencies, including police and children's social care, will be made where appropriate.

Students and parents should refer to our Safeguarding and Child Protection Policy and Online Safety Policy for further information.

13. Confiscated Items

The general power to discipline enables a member of staff to confiscate, retain or dispose of a student's property as a punishment, so long as it is reasonable in the circumstances.

Where members of staff confiscate items all items must be given to the school office, where a member of the administration will log the item and store it securely. Confiscated items will be returned at the end of the term and only to parents, unless it is felt that it has been a repeated offence in which case it will be retained until the end of the academic year. Any item deemed inappropriate will be disposed of.

14. Screening and searching

The school has certain powers to screen and search students, these must only be done by a member of the leadership team in the presence of another member of staff.

The school has the power to search without consent and with the use of reasonable force given the circumstances where necessary for 'prohibited items' including:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco and cigarette papers;
- vapes;
- fireworks;
- pornographic images;
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

The school has the power to search without consent but without the use of reasonable force for the following items:

- mobiles phones;
- electronic devices;
- tablets or any other technical equipment;
- chewing gum

15. Control and Restraint of Students

Staff are permitted to use reasonable force to prevent a student from:

- Committing an offence
- Causing personal injury to themselves or others
- Damaging property
- Prejudicing the maintenance of good order and discipline at the school

Reasonable force may be used to control or restrain students only in these circumstances. All use of reasonable force must be proportionate, reasonable, and necessary in the circumstances.

Please see our Care, Control and Restraint Policy which must be followed and all such incidents must be reported to the DSL or the Headteacher immediately.

16. Serious Incidents

The following are classed as serious incidents and will be dealt with as such.

1. Verbally or physically abusing staff

- Students must never make aggressive physical contact towards any member of staff.
- Students must never argue back or intimidate staff.
- Students must never swear or shout at staff.

2. Fighting with other students

- Students must never make aggressive physical contact with other students.

- Students must never bully others.

3. Bringing alcohol or drugs onto the school premises

- Students must never possess, supply or consume alcohol/ illegal drugs on the school premises.

4. Bringing a weapon onto the school site

- Students must never bring any object, which can cause harm to themselves or others (knives, bars, tools etc.).

5. Bringing Pornographic material or material of a sexual nature on the school site.

- Students must never possess or bring into school any material of a pornographic or sexual nature.

If any student chooses to break any of these rules this will result in an exclusion and a meeting with parents. Students may not be allowed back into school, i.e. the exclusion may be permanent.

All cases of alcohol or drug abuse will be referred to external agencies.

6. Malicious allegations against staff

- Students must never make malicious allegations against members of staff. A malicious allegation is one that is deliberately invented or consciously intended to cause harm.

Any allegation against a member of staff will be taken seriously and investigated thoroughly in line with our Safeguarding and Child Protection Policy. However, where it is found that an allegation was malicious, this will be treated as Gross Inappropriate Conduct (SIC2) and will result in exclusion.

The headteacher will consider whether the student concerned requires support to address any underlying issues that may have contributed to making the allegation

Risk of exclusion

No school wishes to exclude a child or young person however, where there is a significant breach or persistent breaches of the school behaviour policy (and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school):

School staff will take undertake a proactive and responsive plan based on understanding of each student's needs, but any violation of the aforementioned rules, may be classed as Gross Inappropriate Conduct (SIC2) and lead to exclusion.

17. Pastoral Support

Excellent pastoral care for every individual student is at the heart of Heritage Academy. Our distinctive Islamic ethos, tradition and concern for the well-being of each individual is integral to the school community. We place a high value on working as a team, developing responsibility and the benefits of good behaviour, so pastoral care is an important part of student life.

Throughout the year, students receive merits which contribute to the rewards. Rewards can be accumulated for rewards for things such as good behaviour, good work, good attitude and extra events. At the end of the year, all merits are counted and the winning year group for the year is

announced and awards are distributed. There is a wonderful sense of camaraderie generated throughout the school.

Our key aim is ensuring that all our students learn to work in harmony with one another and can develop as a person in their own right, fully conscious of their responsibilities to Allah, themselves and to others.

The personal development of each and every student is a central part of our curriculum. We aim to develop high levels of maturity and a strong capacity for self-evaluation by understanding how decision-making affects success at school, home, the community and in the future.

Courteous and caring behaviour towards others, and a sensitive spiritual awareness of the world around them is a crucial part of our provision. Each student will receive personal, social, health and economic education on a regular basis. Each student can feel comfortable to approach their teachers or pastoral staff with any issues, concerns or worries and receive the appropriate support.

As well as receiving individual support, students have a variety of leadership opportunities including from prefect and school council member.

Where a child requires pastoral support for behaviour-related issues we will initially put in place mentoring support to guide the individual to have an opportunity to discuss and reflect their own behaviour and that of others. Where mentoring support is not effective, we will then consider other interventions such as a behaviour report and/or a behaviour support plan.

18. Online Learning Addendum

All students and parents must adhere to the acceptable use of ICT agreement for students and parents/guardians that is signed upon enrolment.

This agreement applies to:

- Use of school ICT systems and devices
- Use of personal devices for school-related activities
- Online learning platforms (including Microsoft Teams)
- All digital communication related to the school (including social media)

Online behaviour expectations: Students must demonstrate the same high standards of behaviour online as they do in person. This includes:

- Treating others with respect in all online communications
- Not sharing inappropriate content
- Not engaging in cyberbullying
- Not making or sharing nudes or semi-nudes
- Reporting any concerns about online safety to a trusted adult

Breaches of online behaviour expectations will be sanctioned in line with this policy, regardless of whether the behaviour occurs during or outside school hours, if it:

- Could have repercussions for the orderly running of the school
- Poses a threat to another student or member of the public
- Could adversely affect the reputation of the school

For full details, see our Online Safety Policy and Acceptable Use Policy.