ACADEMY
GREAT BARR

Behaviour Policy

2026-27



Policy owner	Mr A Collins
Approval	Local Governing Body
Effective from	November 2026
Next review	November 2027

1. Purpose and scope

This policy sets the behaviour standards students must meet. It explains how Q3 Academy Great Barr recognises positive behaviour and responds to misconduct.

The school expects high standards of behaviour so everyone can learn, work, and feel safe. It promotes its CARE values:

- community
- ambition
- respect
- excellence

This policy applies:

- on school premises
- when students are under the lawful charge of staff, including on visits and journeys
- outside school, including online, where the school has lawful authority to act

The Mercian Trust is the school's proprietor. In this policy, 'governing board' means the Trust or a body carrying out the relevant function under its governance arrangements.

'Parent' includes carers and anyone with parental responsibility. The school will handle information about students aged 18 or over in line with the law.

2. Behaviour standards

Students must follow school rules, routines, and reasonable instructions.

The CARE values mean:

- community: take pride in yourself and your school, contribute positively, and care for shared spaces
- ambition: be ready to learn, bring the right equipment, and have high expectations of yourself
- respect: be courteous and kind, listen to others, and respect people and property
- excellence: give your best effort, make positive choices, and meet the school's conduct expectations

Students must allow others to learn. They must not take part in:

- violence or threats
- abuse
- bullying or harassment
- discriminatory conduct or language
- sexual misconduct
- intimidation
- deliberate disruption
- unsafe behaviour

Students must take responsibility for their conduct and complete sanctions. They should report concerns about safety, bullying, harassment, or abuse.

Parents should support this policy and reinforce the school's expectations. They should make sure their child attends required sanctions and raise concerns through the appropriate school process.

The school may deal with abuse, threats, or violence by adults under other procedures. This may include restricting access to the site.

3. Considering individual circumstances

Treating students consistently does not always mean treating them identically.

When responding to behaviour, the school will consider relevant individual circumstances. These include safeguarding, equality, special educational needs and disabilities (SEND), and any reasonable adjustments required.

SEND or disability does not prevent a sanction. The school may provide support or make an adjustment alongside a sanction where appropriate.

Behaviour may indicate an unmet need or safeguarding concern. The school may involve relevant staff or external services. It will follow its 'Safeguarding and Child Protection Policy' where necessary.

4. Recognising positive behaviour

The school uses praise and Q-Points to recognise achievement, effort, positive conduct, attendance, and behaviour demonstrating the CARE values.

Students may also receive certificates, rewards, or recognition in assemblies.

Attendance rewards will take account of disability-related absence and other protected circumstances.

5. Responding to misconduct

Establishing what happened

Enquiries will reflect the seriousness and complexity of the incident. For significant incidents, the student will normally have an opportunity to give their account.

Where facts are disputed, the school will decide what happened on the balance of probabilities. This means deciding whether it is more likely than not that the conduct occurred.

The school may take urgent or interim action before an investigation is complete, but only to protect safety, good order, or the investigation. This does not mean that the school has established misconduct.

Safeguarding or disciplinary action may proceed alongside police or other agency work where appropriate.

The school will normally tell parents about serious incidents involving their child. Safeguarding or confidentiality requirements may prevent this.

Sanctions

The school may use:

- a correction or warning
- loss of a privilege
- restorative or educational work
- removal from lesson
- behaviour monitoring or report
- confiscation
- detention
- internal isolation
- a formal behaviour warning
- suspension
- permanent exclusion

This list is not exhaustive.

Sanctions will be reasonable and proportionate. Published tariffs are the normal starting point but are not automatic. The school may vary them where the circumstances justify this.

Repeated misconduct or failure to complete a sanction may lead to a more serious response.

Behaviour points and reports

The normal behaviour-point tariffs are:

- late to a lesson: minus 4 points
- eating or chewing in a lesson or corridor: minus 4 points
- incorrect uniform: minus 4 points
- missing equipment: minus 2 points

The school may place a student on report at these numbers of behavioural incidents:

- 5 incidents: personal tutor report
- 10 incidents: assistant head of year report
- 15 incidents: head of year report
- 20 incidents: senior leadership team report

Staff may also use Positive Behaviour, Punctuality, or Organisational reports. The school may use a different report level where appropriate to the student's circumstances.

Students on report must meet the agreed targets for at least 10 consecutive days. They must present the report for signing at the start of each lesson and for checking by the relevant member of staff each day. Parents should sign reports daily. Losing the report normally restarts the 10-day period, subject to the student's circumstances.

6. Removal from class

Students must not disrupt the learning of others.

For serious or persistent disruption, a teacher may require a student to leave the class for a designated 'parking' room. This is called a removal. Other classroom strategies will normally be used first, unless the behaviour warrants immediate removal.

The student will work in a designated, supervised room. This may be another teacher's classroom.

Removal allows the situation to calm and the class to continue learning. The normal additional sanction is a 30-minute detention, which may include a task or restorative conversation.

The school will decide when the student returns to lessons, taking account of the incident, safety, and the student's readiness to return.

7. Bullying, abuse, and allegations

Students can report a concern to any member of staff or the designated safeguarding lead. They do not need proof before reporting it.

The school does not tolerate:

- bullying
- child-on-child abuse
- sexual violence or harassment
- discriminatory abuse

The school will handle reports under its 'Safeguarding and Child Protection Policy'. It will also follow its 'Anti-Bullying Policy' where relevant.

An unsubstantiated or unfounded report is not necessarily false or malicious. Where the school establishes, on the balance of probabilities, that a report was deliberately false or malicious, it may take disciplinary action.

The school will manage concerns about adults under its safeguarding procedures.

In rare safeguarding cases, the school may temporarily prevent a student from attending the premises. It will only do this where physical separation is essential and cannot practicably be achieved on site.

This is a safeguarding measure, not a disciplinary suspension. The school will follow current statutory guidance on notification, review, and education arrangements.

8. Behaviour outside school and online

The school may investigate and sanction misconduct outside its premises, including online misconduct.

This may include conduct when a student:

- takes part in a school-organised or school-related activity

- travels to or from school
- wears school uniform
- is otherwise identifiable as a student at the school
- is under the lawful charge of staff

The school may also act where misconduct has a reasonable connection with the school and:

- disrupts its orderly operation
- threatens a student, member of staff, or member of the public
- amounts to bullying or cyberbullying
- harms someone in the school community
- could harm the school's reputation

The school will consider each case individually. Off-site or online conduct may result in suspension or permanent exclusion where the relevant test is met.

9. Defiance

Defiance means failing to follow a reasonable instruction that the student understood.

This includes:

- refusing to follow an instruction
- deliberately disobeying an instruction
- walking away while a member of staff is speaking to the student

The school will consider whether distress, dysregulation, communication needs, or safeguarding concerns affected the student's understanding or response.

Defiance, including a single serious incident, may result in suspension. The school will consider each case individually.

10. Detentions

The headteacher authorises all members of staff to issue detentions.

Detentions may take place during the school day or outside normal school sessions where the law permits. Out-of-hours detentions apply to students under 18. Detentions are normally set for the same day, or the next available day if the student already has a detention.

Detentions will normally last:

- 30 minutes
- 60 minutes

The school may combine multiple 30-minute detentions into one 60-minute detention.

The school will normally notify parents through the MyChildAtSchool (MCAS) app. Parental consent is not required for a lawful detention.

For detentions outside school hours, the school will consider relevant safety, medical, caring, and transport issues. Parents should arrange suitable travel home. Inconvenience alone does not require the school to cancel or rearrange a detention.

Students are responsible for checking and attending their detentions. They can ask a member of staff to help them check. A missed detention normally leads to a more serious sanction unless there is a reasonable explanation.

Repeated detentions may lead to a more serious sanction.

The normal tariffs for lateness and incomplete or missing homework are:

- late to a lesson 3 times in a rolling 7-day period, including weekends: a 30-minute same-day detention
- late to school: a same-day breaktime detention, increased to a 30-minute after-school detention if missed
- missing a homework deadline 3 or more times in a rolling 7-day period, including weekends: a 30-minute detention

Students must complete homework by the deadline. Further incidents or repeated patterns may lead to additional sanctions, subject to individual circumstances.

11. Internal isolation

Internal isolation is a disciplinary sanction more serious than a detention but short of suspension. It takes place in a designated, supervised internal isolation room.

Internal isolation requires a senior leader's approval.

Conduct that may result in internal isolation includes:

- verbal abuse towards staff or students
- intimidating or threatening behaviour or language
- fighting, assault, or physical abuse
- racist, homophobic, or transphobic language or abuse
- other discriminatory behaviour
- possession of vapes or smoking products
- vandalism
- unsafe behaviour
- persistent defiance or rudeness towards staff
- bullying

This list is not exhaustive. Sufficiently serious conduct may result in immediate internal isolation.

Internal isolation normally lasts one to 3 school days and ends at 4pm, subject to the safeguards for out-of-hours sanctions in section 10. Students must work independently and in silence in individual booths. They will be supervised and set meaningful work.

Breaks and lunch take place separately from other students, with a restricted lunch menu. Students have appropriate toilet breaks and may have a supervised outdoor break where appropriate.

The school will inform parents whenever internal isolation is used.

The isolation room may also be used as a temporary supervised setting while an incident is investigated or to manage safety or welfare. This is not a disciplinary sanction and does not imply misconduct.

The school may use internal isolation before or after a suspension as part of a combined sanction where proportionate.

The school may use internal isolation while resolving a breach of the 'Uniform and Appearance Policy'. This includes concerns about hair, acrylic nails, nail extensions, ear piercings, or make-up.

Repeated or prolonged internal isolation will prompt a review of whether further support or an adjustment is needed.

12. Suspension and permanent exclusion

Suspension

Only the headteacher or acting headteacher may suspend a student on disciplinary grounds.

A suspension has a fixed end date. A student cannot receive more than 45 school days of suspension in one academic year.

A suspension cannot be extended or converted into permanent exclusion. Further evidence may justify another suspension or permanent exclusion. This requires a separate decision.

Suspension may be considered for serious or persistent misconduct, including:

- physical assault
- verbal abuse or threatening behaviour
- serious defiance or disruptive behaviour
- use or threatened use of an offensive weapon or prohibited item
- bullying
- racist abuse or other discriminatory abuse
- sexual misconduct
- drug-related or alcohol-related misconduct
- damage to property
- theft
- inappropriate use of social media or online technology
- deliberately invented or malicious reports
- another serious breach of this policy

This list is not exhaustive. A single serious incident may justify suspension.

Before deciding, the headteacher will establish the facts on the balance of probabilities. They will consider relevant individual circumstances, safeguarding, equality, and SEND.

Parents, or students aged 18 or over, will receive the written notice and information required by law.

The school will take reasonable steps to set and mark work during the first 5 school days. It will arrange suitable full-time education from the sixth school day where required.

A student can return when the suspension ends. Reintegration support may include pastoral support, behaviour monitoring, or referral to relevant services.

The headteacher may cancel a suspension where the law allows.

The school will not use informal or unofficial exclusion. Sending a student home for disciplinary reasons, including for part of a day, is a formal suspension.

Permanent exclusion

Permanent exclusion is the school's most serious sanction and a last resort. Only the headteacher or acting headteacher may make this decision.

Both parts of the statutory test must be met:

- there has been a serious breach or persistent breaches of this policy
- allowing the student to remain would seriously harm the education or welfare of the student or others

A single exceptionally serious incident may meet this test. The school does not have to use every other sanction first.

Conduct that may result in permanent exclusion includes:

- possession, supply, dealing, or intent to supply illegal drugs or substances
- possession, supply, dealing, or intent to supply THC vapes
- serious physical abuse
- serious actual or threatened violence
- possession, use, or intended use of an offensive weapon
- possession of an item made, adapted, or intended to cause injury
- arson
- sexual assault
- another serious breach or persistent breaches that meet the statutory test

The school will consider any relevant lawful defence or exemption.

Education, notification, and review arrangements will follow statutory requirements. The decision notice will explain the reasons for permanent exclusion and the rights available to the student and parents.

13. Formal behaviour warnings

The school may issue a formal behaviour warning where:

- persistent behaviour has not improved after sanctions or support
- serious behaviour risks the safety, welfare, or progress of the student or others

A warning may begin at any level where the circumstances justify it.

The levels are:

- level 1: senior leader for behaviour or headteacher warning
- level 2: first governor warning
- level 3: final governor warning

The school will normally invite parents to a warning meeting. The meeting may proceed if a parent cannot or does not attend.

The school will explain the concerns and relevant behaviour history. A written record will normally set out the expected conduct and required actions. It may also include appropriate support or review arrangements.

The student, parent, and school representative may be asked to sign the record. Refusal to sign does not prevent the warning from taking effect.

Failure to meet the required standards will normally lead to the next warning level and may result in further sanctions, subject to individual circumstances.

Further serious or persistent misconduct after a final governor warning is highly likely to lead to permanent exclusion if both parts of the test in section 12 are met. The headteacher will decide each case individually.

14. Smoking, vaping, and fire safety

Smoking and vaping

Students must not possess or use cigarettes, e-cigarettes, vapes, or other smoking products on the school site or under school supervision.

The school may confiscate these items. It will deal with THC vapes and suspected drug products under the drugs section.

Subject to individual circumstances, the normal tariff is:

- first occasion: one day in internal isolation
- second occasion: 2 days in internal isolation
- third occasion: normally 2 days in internal isolation plus suspension

Any suspension is a separate decision for the headteacher or acting headteacher.

Further incidents may lead to more serious sanctions.

Fire alarms and fire safety equipment

Deliberately or maliciously activating a fire alarm puts others at serious risk. The same applies to tampering with fire safety equipment.

The normal sanction is suspension. The headteacher or acting headteacher will decide each case individually.

Repeated or exceptionally serious conduct may result in permanent exclusion where the statutory test is met.

15. Placements and alternative provision

Off-site direction

An off-site direction is a temporary placement at another school or alternative provider. It aims to improve future behaviour.

It is not a punishment for past conduct, an informal suspension, or a permanent transfer.

The school may use an off-site direction where in-school intervention has been unsuccessful or is unsuitable.

Off-site direction is arranged and reviewed by the governing board. Parents, or students aged 18 or over, have statutory rights to notice, to request a review, and to make representations.

The placement will be time limited. Education will continue during the placement.

The school will not use a part-time timetable as a sanction or solely to manage behaviour.

Alternative provision

The school may commission alternative provision to meet a student's educational, behavioural, health, or support needs.

Managed moves

A managed move is a voluntary, planned, and permanent transfer to another mainstream school. It requires the agreement of all relevant parties.

There is no trial managed move. A temporary placement intended to improve behaviour must use the appropriate legal arrangement, such as an off-site direction.

16. Mobile phones and smart devices

Students must not access or use personal mobile phones, smart watches, earphones, or other personal digital devices during the school day. This includes lessons, movement between lessons, break, and lunchtime. Authorised exceptions are set out below.

Students in Years 7 to 11 must switch off their devices and secure them in their school-issued pouch as directed. Pouches are locked and checked on entry and kept in students' bags. They are unlocked under staff supervision when students leave at the end of the school day.

Students are responsible for keeping their devices and pouch safe. They must not open or tamper with a locked pouch during the school day.

GB6th students may use personal mobile phones responsibly only in the designated Sixth Form study area, away from younger students. They must not use a phone's camera or video-recording features during the school day.

Parents who need to contact a student should use the school office.

Students who need to contact home in an emergency can visit their Year Team office or Student Services.

Exceptions require the school's express authorisation, including for a reasonable adjustment or a medical, safeguarding, or other exceptional need.

For Years 7 to 11, a phone seen, heard, or found outside the agreed storage arrangement normally results in confiscation for parent collection and a 60-minute detention. A GB6th phone seen or heard without authorisation normally results in confiscation for parent collection, subject to age and individual circumstances.

Unauthorised access to or use of other covered devices may result in confiscation and a sanction. Refusing to hand over a device when lawfully instructed may also result in a sanction.

Authorised staff may search for mobile phones and similar devices where the law and this policy permit.

17. Screening, searching, and confiscation

Screening

The school may require students to undergo non-contact screening. This includes using a walk-through or hand-held metal detector. Individual suspicion is not required.

Staff will not use force to require screening. Refusal to cooperate may result in a sanction after the school has considered the student's circumstances.

Searchable items

The headteacher and authorised staff may search a student or their possessions where they have reasonable grounds to suspect possession of the items below.

Statutory prohibited items include:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- articles reasonably suspected to have been, or be likely to be, used to commit an offence, cause injury, or damage property
- tobacco and cigarette papers

- fireworks
- pornographic images

Staff may also search for the following items banned by the school:

- e-cigarettes, vapes, and other smoking products
- mobile phones and smart devices held or used against school rules
- devices suspected to contain harmful or inappropriate material
- drug paraphernalia
- aerosols
- chewing gum
- energy drinks
- any other item expressly identified as searchable in published school rules

Searches

Staff will seek cooperation before a search. A search of a student normally requires a member of staff of the same sex and a staff witness. Exceptions apply only where the law permits an urgent search to prevent serious harm.

Staff may search only outer clothing and possessions.

Refusal to cooperate with a lawful and reasonable search may result in a sanction.

Staff may use reasonable force to search only where the law permits. They will not use force to search for an item banned only by school rules.

School staff will not conduct a strip search. Only the police may do so under their legal powers and safeguards.

The school will record searches and inform parents where required by law or current guidance.

Confiscation

School staff may confiscate an item they reasonably believe is prohibited, banned, harmful, damaging to discipline, or evidence of an offence.

The school may retain the item, return it to a parent or carer, dispose of it, or pass it to the police as the law allows.

Authorised staff may examine data or files on a confiscated electronic device only where the law allows and there is a good reason.

18. Drugs, substances, and alcohol

Students must not possess, use, supply, deal in, or intend to supply:

- illegal drugs or substances

- alcohol
- unauthorised psychoactive or harmful substances
- drug paraphernalia

This includes cannabis, THC vapes or edibles, and related paraphernalia.

Properly authorised medication is not covered by this prohibition.

Sanctions may include internal isolation, suspension, or permanent exclusion.

Decisions will take account of the evidence, seriousness, and individual circumstances.

Physical possession is not essential. Reliable evidence may establish use, supply, involvement, or intent on the balance of probabilities.

Safeguarding concerns, including possible child criminal exploitation, are handled under the 'Safeguarding and Child Protection Policy'.

The school will report illegal substances and weapon or drug incidents that may lead to permanent exclusion to the police. Information sharing, confiscation, and disposal remain subject to legal requirements.

19. Restrictive interventions

A restrictive intervention prevents, restricts, or subdues movement.

Reasonable force means using no more physical force than necessary and for no longer than necessary.

Restraint is a non-disciplinary intervention that immobilises or limits movement. It may involve physical contact.

Seclusion is a non-disciplinary intervention that confines a student away from others and prevents them from leaving.

The school does not use corporal punishment.

Staff may use reasonable force where the law permits, including to prevent or stop a student:

- injuring themselves or another person
- committing a criminal offence
- damaging property
- causing disorder among students at school

Restrictive interventions are a last resort. Staff will normally use de-escalation first, but may intervene immediately where necessary for safety.

Any use of force or other restrictive intervention will be necessary and proportionate to the risk. It will last for the shortest possible time and never be used as punishment.

Staff will not use force solely to secure compliance where the statutory conditions are not met.

Staff may use seclusion only as a non-disciplinary safety measure where necessary to protect against harm. The student will remain supervised and be allowed to leave when the immediate risk has reduced.

Normal professional physical contact is not necessarily a restrictive intervention. Examples include first aid, appropriate guidance, or physical demonstration during a lesson. The school does not operate a no-contact policy.

Significant incidents involving force, and each incident of seclusion or restraint, will be recorded and reported to parents in writing as soon as practicable. Where reporting to a parent risks serious harm to the student, the report will go to a safe parent or, if none, the local authority.

The school will handle allegations of improper use of force under safeguarding and staff allegation procedures.

20. Records and complaints

The school will handle requests for personal information under the Trust's 'Data Protection Policy'. Students and parents are not automatically entitled to another person's confidential information or unredacted witness material.

Concerns should normally be raised with the school first. A formal complaint may be made under the Trust's 'Complaints, Compliments and Comments Policy and Procedure'. A complaint will not normally suspend a sanction.

Suspensions and permanent exclusions have separate statutory representation and review procedures. The relevant decision notice will explain these.