

Statement of policy on

STUDENT BEHAVIOUR AND DISCIPLINE

This policy should be read in conjunction with the schools Anti-Bullying Policy and the Schools Disability Access Policy

[This policy was reviewed at Governors' Personnel Committee on 17th May 2007, 25th June 2008 and 8th October 2008 and Management and Resources on 17th March 2010]

1.0 STATEMENT OF AIMS

1.1 Rationale

The College is committed to ensuring mutual respect and a co-operative working atmosphere. We aim to ensure students understand:

- 1.1.1 concepts of right and wrong
- 1.1.2 the expectations on their behaviour are based on the rules of the school as set down by the governors
- 1.1.3 that a school is first and foremost a place of learning and teaching and that any behaviour that disrupts the learning of others must be dealt with firmly
- 1.1.4 Students individual needs should be given due consideration in decision-making that in a school they are in a community with hundreds of others and that they should behave in a manner that shows respect for others and the environment and does not endanger the safety of others
- 1.1.5 create a climate where we accept praise and constructive criticism and in which all can be positive about their achievements and the achievements of others.

1.2 Objectives

We aim to:

- 1.2.1 maintain a firm system of behaviour control
- 1.2.2 ensure students understand what is unacceptable, disruptive, disrespectful and uncivilised behaviour
- 1.2.3 use the established systems within the college to deal with disruptive and unhelpful behaviour
- 1.2.4 have clear responsibilities and rights
- 1.2.5 inform and involve parents and carers when and where appropriate to ensure they are supporting the aims as stated above
- 1.2.6 maintain close liaison with external agencies
- 1.2.7 support staff who are finding difficulty in dealing with challenging behaviour
- 1.2.8 ensure that the curriculum reflects the needs of the full range of students
- 1.2.9 reduce students' disengagement by altering the nature of teaching.

1.3 Management

The person(s) responsible for implementing this policy

- 1.3.1 All staff
- 1.3.2 Policy managed by Assistant Principal Student Support

Review

This policy will be reviewed and agreed annually.

2.0 DISCIPLINE

2.1 We believe indiscipline should be dealt with at the point when it happens. More serious matters may take time to investigate and it may be necessary to take professional advice. The following principles apply:

- 2.1.1 It is important there is a clear structure of behaviour
- 2.1.2 Students should see the framework as fair and consistent, and one which balances their rights as individuals with the wider responsibilities of the College

for ensuring an orderly environment where teachers can teach without disruption and distraction

- 2.1.3 Self discipline is a fundamental aim underpinning this policy
- 2.1.4 Rewards are more powerful than sanctions. Good behaviour, positive attitudes and achievement should always be recognised
- 2.1.5 Sanctions are used to reinforce the policy. The sanction should be related to the individual and the seriousness of the incident. Parents should be kept informed where the incident is serious or where misconduct is persistent.

3.0 Rewards for Positive Behaviour

- 3.1 The College has a range of positive ways of encouraging 'behaviour for learning' these include:
 - 3.1.1 Verbal praise
 - 3.1.2 Credits
 - 3.1.3 Student of the Week
 - 3.1.4 Letters home to Parents
 - 3.1.5 End of Term trips
- 3.2 The College is constantly seeking to encourage and motivate students to behave in appropriate and positive ways. As a result the above is constantly under review.

4.0 DEALING WITH INDISCIPLINE

- 4.1 Indiscipline is handled using the behaviour management processes as outlined below.

5.0 CODE OF CONDUCT

- 5.1 Underlying the code is that all behaviour in the college should have four basic principles:
 - 5.1.1 Recognition that this is a place of learning and that behaviour that harms the learning of others must be dealt with
 - 5.1.2 We treat each other courteously and with respect.
 - 5.1.3 We recognise that a College is a crowded and busy place and there should not be any actions that threaten the safety of others.
 - 5.1.4 We have a right to work in a clean environment and we should respect our environment.
- 5.2 PARENTS AND STUDENTS SHOULD BE AWARE THAT THE RULES GOVERNING STUDENT CONDUCT **ARE APPLICABLE FROM THE MOMENT A STUDENT LEAVES HOME TO THE MOMENT S/HE ARRIVES HOME.** WE CAN DEAL WITH AN INCIDENT IN A VILLAGE, SMOKING ON A BUS, OR WHERE STUDENTS ARE PART OF OUR EXTENDED SERVICES PROVISION IN THE SAME WAY AS IF THE INCIDENT OCCURRED ON THE COLLEGE PREMISES

6.0 ATTENDANCE AND PUNCTUALITY

- 6.1 Students first responsibility in the day is to be at their place of registration at the stated time when school begins, currently 08.30 and in their final lesson of the day following lunch at 13.40.
- 6.2 Lateness to registration or lesson is failing to respect the need for an orderly atmosphere and will be dealt with as a matter of indiscipline if persistent.
- 6.3 Students should not be allowed out of lessons unless in an emergency or for a pre-arranged appointment for which they have a signed note from a member of staff or an appointment card from an outside agency. Requests to attend the toilet during lesson time should normally be refused unless there is a recognised medical condition.

7.0 FOOD AND DRINK

The rules governing food, drink and gum are there to maintain a clean environment:

- 7.1 Food and drink should only be consumed in the designated areas
- 7.2 Gum should not be brought to College nor chewed anywhere in College
- 7.3 We operate a non-smoking policy in College. Students should not bring cigarettes, tobacco, lighters or matches onto the College premises

7.4 Those caught smoking will be treated under the behaviour management procedures.

8.0 PERSONAL ITEMS INCLUDING MUSIC SYSTEMS AND MOBILE PHONES

8.1 All personal items brought into school should be marked with a name, where practical. The College does not take responsibility for any personal property that has been left unattended.

8.2 Personal music systems must not be used in a classroom, laboratory etc. and nor should they be used whilst walking around the school between lessons.

8.3 The only item of jewellery that the PE department will accept for safe keeping in a PE lesson will be a wrist watch.

8.4 It is not acceptable under any circumstances for a mobile phone to be used for taking photographs, video, or recording conversations or lessons.

8.5 Mobile phones can only be switched on and used during lunchtimes and breaktimes, but not in the hall where use is forbidden at any time.

8.6 Personal music systems can only be switched on and used during lunchtimes and breaktimes. At all other times, they must be completely out-of-sight.

9.0 ALCOHOL

9.1 Alcohol must not be brought on to the premises or consumed on the premises.

9.2 If a student is found in possession of or consuming alcohol, parents will be contacted immediately and the student will be required to be taken home and a meeting will take place with a senior member of staff.

10.0 ILLEGAL SUBSTANCES

10.1 The College recognises the widespread availability of illegal substances. However, we have a responsibility to parents and students to do all in our power to keep illegal substances away from the school environment. We teach students of the dangers associated with drugs and will give guidance to parents and students where a student is involved with drugs. However, we operate the following procedures with relation to drugs:

10.1.1 Students found to be supplying drugs on or near the College or on the way to and from College will face permanent exclusion

10.1.2 Students found in possession of drugs will be excluded whilst the matter is fully investigated. The sanction that follows will relate to the reasons for possession but even possession could result in permanent exclusion.

10.1.3 Where the College suspects a student is in possession of any illegal substance, s/he will be invited to empty their bag and pockets in the presence of two members of staff. If s/he refuses, the parent will be contacted, the student isolated and the police informed.

10.1.4 If we have searched a student's possessions for an illegal substance, we will inform the parents of what we have done explaining the reason for our search without revealing the source of our information.

11.0 ILLEGAL ITEMS e.g. knives, fireworks, pointed articles, sharp articles (It must be noted that these are examples and this is not an exhaustive list)

11.1 Students should not bring into College any offensive weapons such as guns, knives, or fireworks.

11.2 Students should not bring on to the College site any item/article that is deemed to endanger the community of the College; this is in accordance with the Offensive Weapons Act 1996, Chapter 26, 139A (4) (See page 8). This includes any item that has a blade or point and would not in normal circumstances be classed as an offensive weapon. This act states that it is a criminal offence to bring any such item/article on to the premises of a College.

11.3 Students should not bring any imitation/replica firearm/knife or other replica/imitation weapon on to the college site.

- 11.4 If either point 11.2 or 11.3 are contravened and a student is in the possession of any such item(s) in College it will result in parents being contacted and the student being permanently excluded from the college, irrespective of there being any intent by the student to use the item, sell the item, or if the item is concealed. The police may also be informed of the incident.
- 11.5 On the rare occasion where a student wishes to bring a dangerous item/article on to the College site that would not usually be used within the normal day-to-day circumstances, then the parents of the child must apply in writing to the Principal giving at least three working days notice. The letter must contain the reason(s) why the student wants to bring such an item on to the College premises and where they intend to store it for safe keeping. Under no circumstances may an item be brought in to the College on the same day as the letter is received by the Principal (Examples of such events where students may wish to bring such items on to the college premises are props for a drama production or props for speaking and listening in English, where a student may talk about a hobby or demonstrate how something works, e.g. fishing equipment).

12.0 FOUL LANGUAGE

- 12.1 We do not expect students to use foul language in College
- 12.2 Any swearing at or in the presence of staff or as a result of a reprimand from a member of staff will result in the student being isolated from the lesson. S/he is required to write a letter of apology and an apology will be given directly to the member of staff. Refusal will be treated as a matter for disciplinary action.
- 12.3 The College may exclude a student for swearing at member of staff.

13.0 SANCTIONS

- 13.1 It is not College policy to set a written sanction as such a sanction operates with different levels of severity according to the student's ability. At a time when we are encouraging students to write, we do not believe writing should be seen as a punishment. Before giving a sanction due consideration will be given to the individual needs and circumstances of the student before making a decision.
- 13.2 The range of school sanctions include:
- 13.2.1 De-credits
 - 13.2.2 Departmental Detention
 - 13.2.3 After school detention
 - 13.2.4 Isolation
 - 13.2.5 Fixed Term Exclusion.
 - 13.2.6 Working in the Afternoon Programme (ie: Attend the Key Stage 4 Study Centre from 13.00-16.00 daily instead of attending mainstream lessons)
 - 13.2.7 Permanent Exclusion.
- 13.3 In all cases of serious or persistent misconduct the College will seek to work with Parents. It is important that Parents are aware of events in College and that we work in partnership to organise a strategy for improvement. The meetings that are held will focus on the student's behaviour and specialist services may be invited to contribute to find solutions.

14.0 ISOLATION

- 14.1 The purpose of isolation is to deal with infringements of rules relating to student behaviour that are persistently poor or serious one-off incidents.
- 14.2 Students can only be put into Isolation by the Head of Year, one of the two Senior Heads of Year (if it's not their year group) or by a member of the SLT (Senior Leadership Team). A referral is made electronically that automatically informs all staff that the student is in isolation for that day.
- 14.3 Students may also be put into Isolation if they are removed from a lesson by a senior member of staff. The senior member of staff will use their discretion as to whether the student should remain in the isolation unit or whether they can attend their next lesson.
- 14.4 Students can also be put into isolation as part of the reintegration process following exclusion.

- 14.5 Students who fail in isolation will either be put into isolation again or in serious cases be excluded from the College for a fixed period of time.

15.0 AFTER SCHOOL DETENTIONS

- 15.1 These are to be used for the following reasons:
- 15.1.2 Poor behaviour in or around the College site
 - 15.1.3 Truancy
 - 15.1.4 Disruptive behaviour in lessons.
 - 15.1.5 Rudeness to staff
 - 15.1.6 Breaches of discipline to and from school (smoking on the bus, rudeness to the public or any other act that may bring the College into disrepute). However, if this is persistent or a grave breach of discipline then the College may decide to exclude for a fixed period of time.
- 15.2 Parents are given a minimum of twenty four hours notification, by letter as to when and why their child has been reprimanded.
- 15.3 The list is published in 10 locations around the school and placed in registers. **IT IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT TO CHECK THEY ARE ON THE REGISTER AND TO ATTEND ON THE STATED DAY**

16.0 LUNCHTIME EXCLUSIONS

- 16.1 These are used primarily for students whose behaviour at lunchtime is unacceptable.
- 16.2 The Principal has a responsibility to maintain discipline and good order at lunchtime.
- 16.3 The College will first seek parental agreement for a voluntary removal from College premises at lunchtime.
- 16.4 If the parent is unwilling to agree, we will impose a formal exclusion.
- 16.5 If the child is entitled to a free school meal, then this will be provided.
- 16.6 However, if the student lives a distance from College and cannot return home at lunchtime, lunchtime exclusion is deemed unreasonable. An alternative sanction will be imposed.

17.0 KEY STAGE 3

- 17.1 At Key Stage 3, we have a number of measures to deal with students who have persistently disrupted the learning of others and/or misbehave. These include the use of the Key Stage 3 Base, part-time timetables and the use of the Secondary Support and Inclusion Service.

18.0 KEY STAGE 4

- 18.1 For Key Stage 4 there is a KS4 Study Centre, the use of the Secondary Support and Inclusion Service and an After-School Programme learning provision for those students whose behaviour is persistently disruptive. This is used as a final attempt to improve behaviour. If it fails, then the school will not have any alternative other than to transfer the student to the Pupil Referral Unit or permanently exclude them from the College.
- 18.2 The principle of the Afternoon Programme is that students should continue their learning, but in an environment where they can no longer cause disruption to others.
- 18.1.1 TIME: 1.00 until 4.00 pm.
 - 18.1.2 Work will be provided by departments and students will have three hours of lessons.
 - 18.1.3 Students will be completely isolated from the rest of the College. This will usually be located in the Key Stage 4 Study Centre
 - 18.1.4 A student will be placed in the learning group for a two week period. They will be in the group daily.
- 18.3 After two weeks we will consider whether the student will be returned to normal lessons. If they continue to misbehave, then the College may refer the student to the Local Authority for education elsewhere.
- 18.4 The afternoon programme is in effect a student's last chance. If the student fails to behave in a proper manner after this, then the school will usually refer the student to the Secondary Support and Inclusion Service or permanently exclude them from the College.

19.0 EXCLUSIONS

19.1 Exclusions are used when:

Either

The misconduct is such that an after school detention or other sanction such as Isolation is not regarded as being sufficient. Examples of behaviour leading to immediate exclusion are: (It must be noted that this is not an exhaustive list)

- 19.1.1 Physical violence
- 19.1.2 Premeditated physical violence
- 19.1.3 Threatening behaviour to other students or staff
- 19.1.4 Deliberately setting off the fire alarm
- 19.1.5 Abusive language directed at staff
- 19.1.6 Bringing an item/article on to the college premises that is deemed to be offensive or dangerous under the conditions set out in the Offensive Weapons Act 1996 or a replica/imitation item that could be seen as an offensive weapon or dangerous item/article.
- 19.1.7 Persistent bullying
- 19.1.8 Downloading inappropriate material from the internet
- 19.1.9 Distributing offensive material either electronically or by hand
- 19.1.10 Taking photographs, videoing, or recording staff or students conversations or lessons, (except for specific educational purposes with the staff member's permission, such as in Media and Photography lessons).

Or

Misconduct which occurs when a student has been repeatedly warned of the consequences of misconduct. Examples include:

- 19.1.11 Misconduct whilst being monitored by the Head of Year or SLT
- 19.1.12 Persistent lesson disruption
- 19.1.13 Persistent failure to comply with sanctions, school rules etc.
- 19.1.14 For exclusions that are fewer than five days, a parent may make written representations to the College Discipline Committee but the Discipline Committee may not reinstate that student.
- 19.1.15 For exclusions from six to fifteen days, the Discipline Committee has a duty to meet within fifty school days to consider an exclusion if the parent asks to meet with them. Under these circumstances the Committee may reinstate.
- 19.1.16 For exclusions of more than fifteen days the Discipline Committee has a duty to meet within fifteen school days to consider such an exclusion.

19.2 Permanent Exclusion

19.2.1 The Discipline Committee has a duty to meet within fifteen school days to consider a permanent exclusion. The Committee may reinstate and a Local Authority representative is involved to advise governors.

19.3 Appeals Process

19.3.1 In the case of permanent exclusions upheld by the Discipline Committee, the parent has the right to make a further appeal for their child to be reinstated to the College. In this event the Local Authority convenes a meeting of an independent appeals panel and this panel decides whether or not to reinstate.

20.0 REFERRAL TO SECONDARY SUPPORT and INCLUSION SERVICE/PERMANENT EXCLUSION

20.1 For isolated incidents of grave seriousness such as supplying illegal substances, extreme violence, or bringing an item/article on to the college site that is deemed to endanger the community of the College including any item that has a blade or point or any imitation/replica firearm or other replica/imitation offensive weapon, irrespective of any intent to use the item, sell the item or the item being concealed. The College reserves the right to exclude permanently with immediate effect.

20.2 If a student has a Statement of Educational Needs the college will inform Student Assessment that it will be holding an Emergency Annual Review because the student

has been involved in an incident of grave seriousness and at the Annual Review it would be stated that in the Colleges view the placement is no longer appropriate.

20.3 For other incidents, the college will try a variety of strategies to avoid permanent exclusion. The college will seek to be as inclusive in its use of strategies as possible. These inclusive strategies include access to:

- 20.3.1 Normal sanctions
- 20.3.2 Meeting with parents with pastoral support programmes
- 20.3.3 Alternative courses at KS4
- 20.3.4 Alternative Curriculum Arrangements at KS3 and KS4
- 20.3.5 Use of KS3 Base
- 20.3.6 KS2-KS3 Transition Worker
- 20.3.7 Use of the Key Stage 4 Study Centre
- 20.3.8 Referral to The Locality Team Manager for additional resources
- 20.3.9 Use of the Secondary Support and Inclusion service.
- 20.3.11 Brookside Mental Health Service
- 20.3.12 Youth Service Support
- 20.3.13 NHS Smoking Cessation Team
- 20.3.14 Connexions
- 20.3.15 Specialist Alcohol and Drug Support Services
- 20.3.16 Voluntary and Charity Status organisations such as 'Time to Talk'
- 20.3.17 Part time timetables
- 20.3.18 Cruise- Bereavement Support Service for Young People
- 20.3.10 School Nurse

20.4 If a pupil is approaching a point where s/he may be referred to secondary support on a temporary or part time basis, the school will use the following procedure:

- 20.4.1 Invite the Secondary Support and Inclusion Staff to attend a readmission meeting with parents or give advance notification to the secondary support and inclusion team that a referral is imminent
- 20.4.2 A home visit will be completed by the Secondary Support and Inclusion Service to explain their role and to explain to the parents their rights
- 20.4.3 Attendance of secondary support at any subsequent meeting with parents held at the College where a referral to this service has been made.
- 20.4.4 Should the parent refuse the referral to the Secondary Support and Inclusion Service and the College feels it has tried and used all its resources to bring about an improvement in behaviour, then the parents will be informed of their option of an approach to the OCYPS for a managed move to another school or a permanent exclusion from City of Ely Community College.



Offensive Weapons Act 1996

1996 CHAPTER 26

4 **Offence of having article with blade or point (or offensive weapon) on school premises etc**

(1) After section 139 of the Criminal Justice Act 1988 (offence of having article with blade or point in public place) there is inserted—

“139A Offence of having article with blade or point (or offensive weapon) on school premises

(1) Any person who has an article to which section 139 of this Act applies with him on school premises shall be guilty of an offence.

(2) Any person who has an offensive weapon within the meaning of section 1 of the [1953 c. 14.] Prevention of Crime Act 1953 with him on school premises shall be guilty of an offence.

(3) It shall be a defence for a person charged with an offence under subsection (1) or (2) above to prove that he had good reason or lawful authority for having the article or weapon with him on the premises in question.

(4) Without prejudice to the generality of subsection (3) above, it shall be a defence for a person charged with an offence under subsection (1) or (2) above to prove that he had the article or weapon in question with him—

- (a) for use at work,
- (b) for educational purposes,
- (c) for religious reasons, or
- (d) as part of any national costume.

(5) A person guilty of an offence—

(a) under subsection (1) above shall be liable—

- (i) on summary conviction to imprisonment for a term not exceeding six months, or a fine not exceeding the statutory maximum, or both;
- (ii) on conviction on indictment, to imprisonment for a term not exceeding two years, or a fine, or both;

(b) under subsection (2) above shall be liable—

- (i) on summary conviction, to imprisonment for a term not exceeding six months, or a fine not exceeding the statutory maximum, or both;
- (ii) on conviction on indictment, to imprisonment for a term not exceeding four years, or a fine, or both.

(6) In this section and section 139B, “school premises” means land used for the purposes of a school excluding any land occupied solely as a dwelling by a person employed at the school; and “school” has the meaning given by section 14(5) of the [1992 c. 13.] Further and Higher Education Act 1992.

(7) In the application of this section to Northern Ireland—

(a) the reference in subsection (2) above to section 1 of the [1953 c. 14.] Prevention of Crime Act 1953 is to be construed as a reference to Article 22 of the [S.I. 1987/463 (N.I. 7).] Public Order (Northern Ireland) Order 1987; and

(b) the reference in subsection (6) above to section 14(5) of the Further and Higher Education Act 1992 is to be construed as a reference to Article 2(2) of the [S.I. 1986/594 (N.I. 3).] Education and Libraries (Northern Ireland) Order 1986.