



## **BEHAVIOUR POLICY**

Albemarle College's aim is to educate students in an environment free from harassment, bullying, discrimination, antisocial or criminal behaviour or behaviour which disrupts the lives of other students or staff members.

Parents will be informed of ongoing problems by the College Administrator (JM) in the first instance. Parents are encouraged to contact the College with any concerns. Parents are asked to support the College Behaviour Policy and the imposition of reasonable sanctions.

### **Aims**

Albemarle College expects to:

- promote the values of honesty, fairness and respect for others
- ensure the safety and well-being of all students and staff
- create a calm College ethos
- encourage students to recognise and respect the rights of others
- maintain the individual self-esteem of all students
- encourage students to have ownership of their behaviour and accountability for their actions in the knowledge that inappropriate behaviour will be challenged
- develop students' self-discipline and self-control to enable them to be on task with their learning
- promote high Tutor expectations of pupil behaviour and achievement
- create a culture of constructive learning in the classroom

### **Guidelines**

To achieve the stated aims:

1. There is a set of College rules governing conduct and behaviour, derived from the College's policy, published in the Student Handbook (Planner).
2. There is a Classroom Code of Conduct, and a College policy on homework, including sanctions for non-compliance.
3. There are College guidelines which set out a protocol to be used by staff for breaches of College codes, including sanctions to be applied.
4. This Policy will form the basis on which the College Management and staff manage the behaviour of students at the College on a day-to-day basis. The emphasis will always be on providing a safe and secure environment for students, where effective learning can take place.

## **Sanctions and Confiscations**

### **1. Students being asked to leave a class**

Students may be asked to leave a class IMMEDIATELY for any of the following reasons:

- overt, obscene language or violent conduct to a teacher;
- fighting with or violent conduct towards another pupil;
- racial abuse;

In such cases the student will be isolated for the duration of the lesson. Action will then be taken appropriately, e.g. Personal Tutor Referral Form, interview with a Principal etc. A note regarding the details of the incident will be placed on the student's correspondence file (and the Serious Incident File) for a period of one academic year or longer, depending on the severity of the incident.

### **2. Sanctions for SEN students**

Where students understand the rules, know they should follow them, have the social and emotional skills to follow them but fail to do so due to their special educational needs, the College will consider if it is appropriate to exempt them from normal sanctions, or have those sanctions modified so as to be less severe. Similarly, it is a statutory obligation to ensure that disabled students are not placed at a substantial disadvantage in comparison with students who are not disabled (a duty to make 'reasonable adjustments'). This would include making reasonable adjustments to the statement of principles, College Behaviour policy and disciplinary practices (see Disability Policy).

### **3. Confiscation**

#### **The rights of staff to confiscate items:**

At Albemarle College, the Principals have delegated to all staff the authority to confiscate items from students as a lawful disciplinary penalty. The use of confiscation as a sanction should be accompanied by a clear indication of when and where the item will be returned, and by whom.

#### **The secure storage of confiscated items:**

Students have a right to expect that confiscated items, especially those of monetary or sentimental value, will be stored safely until they can be returned. Staff should take confiscated items of value to the College front office, for storage in the College safe.

#### **Searching for inappropriate items/material:**

The legal power for college staff to search students currently only extends to weapons. A student might reasonably be asked to turn out their pockets or to hand over an item such as a personal stereo that is causing disruption, and the College might use its legal power to discipline if the student unreasonably refuses to cooperate. However, if it is felt necessary for a student to be searched for (say) illegal drugs or stolen property, that should be done by the police rather than college staff using the appropriate powers available to them.

## **Evening Study / Saturday Study**

Students may be assigned Evening/Saturday Study after College lessons, to catch up with worked missed or failure to complete assignments on time.

Evening Study is a supervised study session held at the College from 5.45-7pm Monday to Thursday inclusive. Students' names must be entered in the Evening Study Folder in the front office by a member of staff and students made fully aware of their compulsory attendance.

### **Saturday Study Activities:**

Saturday Study is held in College from 10am to 2pm. In a Saturday Study students can be asked to undertake a range of activities, including completing assessed coursework, undertaking tasks to assist staff (such as classroom-display work or materials preparation), and assisting staff with compensatory tasks which do not raise any health and safety or child-protection issues. These may include cleaning or litter picks, again providing health and safety issues are not compromised.

### **If a student walks out of Evening Study:**

Staff will inform the student at the time of the need to return, and make clear that the student will be held to account for the action they have taken.

It will be made clear to other students that the pupil has made choices and will be held to account for those choices. The purpose of this is to calm down other students.

A further and higher-level sanction may be imposed on the student. This higher-level sanction might be a fixed-period exclusion imposed by one of the Principals.

### **If a pupil refuses to undertake Evening Study, or fails to arrive:**

The College has a legal power to impose the disciplinary penalty of Evening Study. The consequence of non-attendance is that a further and higher-level sanction may be imposed on the student, such as Referral to the Attendance Board

**BEHAVIOUR POLICY**  
**Rights and Responsibilities**

<b>COLLEGE</b>	
<b>Rights</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• To make clear the College’s statutory power to discipline students and that students and parents will need to respect this.</li> <li>• To enforce their College Behaviour policy – including rules and disciplinary measures.</li> <li>• To expect students’ and parents’ co-operation in maintaining an orderly climate for learning.</li> <li>• To expect students to respect the rights of other students and adults in the College.</li> <li>• Not to tolerate violence, threatening behaviour or abuse by students or parents. If a parent does not conduct himself/herself properly, the College may ban them from the premises and, if the parent continues to cause nuisance or disturbance, they may be liable to prosecution.</li> <li>• To take firm action against students who harass or denigrate tutors or other College staff on or off premises – engaging external- support services, including the police, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure the whole College community is consulted about the principles of the College Behaviour policy.</li> <li>• To establish and communicate clearly measures to ensure good order, respect and discipline.</li> <li>• To agree appropriate protocols for behaviour and persistent absence.</li> <li>• To ensure the College Behaviour policy does not discriminate against any pupil on, e.g. grounds of race, gender, disability or sexual orientation, and that it promotes good relations between different communities.</li> <li>• To ensure tutors’ roles in College discipline matters are consistent, so that there is due recognition of the enhanced roles of support staff and not all responsibilities are focused on tutors.</li> <li>• To ensure staff are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies.</li> <li>• To support, praise and, as appropriate, reward students’ good behaviour.</li> <li>• To apply sanctions fairly, consistently, proportionately and reasonably – taking account of SEN, disability and the needs of vulnerable children, and offering support as appropriate.</li> </ul>

<b>COLLEGE</b>	
<b>Rights</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>• To arrange re-integration interviews for parents at the end of a fixed-period exclusion.</li> <li>• To take all reasonable measures to protect the safety and well-being of staff and students, including preventing all forms of bullying and dealing effectively with reports and complaints about bullying.</li> <li>• To ensure staff model good behaviour and never denigrate students or colleagues.</li> <li>• To promote positive behaviour through active development of students' social, emotional and behavioural skills.</li> <li>• To keep parents informed of their child's behaviour, good as well as bad, use appropriate methods of engaging them and, where necessary, supporting them in meeting their parental responsibilities.</li> <li>• To work with other agencies to promote community cohesion and safety.</li> </ul>

<b>STUDENTS</b>	
<b>Rights</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• To contribute to the development of the College Behaviour policy, with pupils involved in the consultation process.</li> <li>• To be taught in an environment that is safe, conducive to learning and free from disruption.</li> <li>• To expect appropriate action from the College to tackle any incidents of violence, threatening behaviour, abuse, discrimination or harassment.</li> <li>• To appeal to the Principals, if they believe the College has exercised its disciplinary authority unreasonably.</li> </ul>	<ul style="list-style-type: none"> <li>• To follow reasonable instructions by College staff, obey College rules and accept sanctions in an appropriate way.</li> <li>• To act as positive ambassadors for the College when off College premises.</li> <li>• Not to bring inappropriate or unlawful items to College.</li> <li>• To show respect to College staff, fellow students, College property and the College environment.</li> <li>• Never to denigrate, harm or bully other students or staff.</li> <li>• To co-operate with, and abide by, any arrangements put in place to support their behaviour.</li> </ul>

<b>PARENTS</b>	
<b>Rights</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• To contribute to the development of the College Behaviour Policy.</li> <li>• To be kept informed about their child’s progress, including issues relating to their behaviour.</li> <li>• To expect their children to be safe, secure and respected in College.</li> <li>• To have any complaint they make about their child being bullied taken seriously by the College and investigated/resolved as necessary.</li> <li>• To appeal to the Principals, if they believe the College has exercised its disciplinary authority unreasonably.</li> <li>• To appeal against a decision to exclude their child, first to the governing body of the College and then, in cases of permanent exclusion, to an independent appeal panel.</li> </ul>	<ul style="list-style-type: none"> <li>• To respect the College’s Behaviour Policy and the disciplinary authority of College staff.</li> <li>• To help ensure that their child follows reasonable instructions and adheres to College rules.</li> <li>• To send their child to College each day punctually, suitably clothed, fed, rested, and equipped and ready to learn.</li> <li>• To ensure College staff are aware of any SEN-related or other personal factors which may result in their child displaying behaviours outside the norm.</li> <li>• To be prepared to work with the College to support their child’s positive behaviour.</li> <li>• To attend meetings with the Principals or other College staff, if requested, to discuss their child’s behaviour.</li> </ul>

