

BEHAVIOUR MANAGEMENT POLICY PASSIONATE ABOUT LEARNING, ACHIEVING SUCCESS

Core Principles

The purpose and principles set out in the College's Mission, Vision and Values statement underpin our Behaviour Management Policy.

The following aspects are particularly pertinent to this policy:

Our Mission

- To raise the aspirations and achievements of students of all ages and abilities by providing outstanding education.

Our Vision

- We will be a centre of excellence for Sixth Form education in our locality, inspiring young people to be the best that they can be so that they have the best chance of success in adult life.
- We will be a vibrant, friendly and welcoming community, open and accessible to all, a beacon for the promotion of equality and celebration of diversity.
- We will provide a safe, exciting, challenging and sustainable educational environment which will be an example of the very best for others to follow.
- Students at Richard Taunton Sixth Form College will be passionate about learning, and will carry this commitment forward into the rest of their lives.

Our Values

As a learning community, we:

- Believe in the power of education to transform lives
- Refuse to collude with low expectation
- Operate in a culture of mutual trust and integrity, where students and staff are safe and valued.
- Go the extra mile to give each individual student every opportunity to succeed
- Value and respect diversity, champion inclusion and believe that an international dimension enriches the experience of our college community

Aims and Objectives

- To provide the context within which we can achieve and maintain the high standards of behaviour which are essential in a college providing an outstanding education.
- To ensure that all in our community are safe, welcome and valued
- To create the pre-conditions for effective, enjoyable learning - enabling each individual to develop and achieve success.
- To enable a culture based on mutual trust, honesty and integrity where rules and regulations are kept to a minimum.
- To promote the importance of acceptable behaviour both inside and outside the College.
- To define 'A grade/Distinction' behaviours in learning, namely a set of clear expectations with regard to attendance, punctuality, behaviour, class work, independent study, examinations and the maintenance of the college ethos : these expectations are encapsulated in the College's Code of Conduct.

Student Code of Conduct

General Expectations

Students in the Richard Taunton Sixth Form College's Learning Community are expected to:

- Work hard, attend all lessons and tutorials, and be on time
- Behave responsibly and considerately, towards each other, towards college staff and visitors, and towards our neighbours in the local community
- Obey the law
- Follow policies designed to protect the college community - e.g. zero tolerance on alcohol, drugs, discrimination and bullying
- Have due regard to their own and other people's health and safety
- Respect the environment, including college property and resources

What this means in practice:

Positive Attitudes to Study

Make the most of your learning opportunity, know what's required and be ready for lessons

- Switch off your mobile phone/MP3 before lessons
- Come to lessons with everything you need to learn - e.g. books, pens, notes, files, equipment
- Be attentive in lessons and work hard at tasks
- Follow instructions and take advice seriously
- Take an active part in class and group activities and answer questions when asked
- Do homework and research ready for deadlines
- Expect to remain in the classroom for the whole lesson
- Explain any absences and arrange to catch up on missed work
- Use the Library/Study Areas when not in lessons

Positive Attitudes to Yourself and Others

Treat other people as you'd like others to treat you:

- Be considerate and polite - to other students as well as staff, visitors and neighbours
- Behave appropriately, with consideration for others
- Value each other's opinions and use language that does not cause offence.
- Return borrowed equipment on time and in good condition

Recognise that other people have different values and concerns:

- Respond positively to instructions from any staff
- Be sensitive about how your behaviour or dress code might affect other people.

Look after yourself:

- Wear your ID card visibly at all times
- Follow the expectations of college policies designed to protect you
- Eat healthily - including breakfast - but not in class
- Develop a sustainable lifestyle ensuring the right balance between study, paid employment and socializing.

Look after the environment you work and relax in:

- Leave areas as you would expect to find them i.e. clean, tidy, no litter, graffiti or any other damage!
- Avoid unnecessary waste: adopt sustainable practices - e.g. recycle litter, minimize printing and copying.
- Only smoke in the designated smoking area.

The Learning Partnership

The Student Code of Conduct sets out our expectations of students within a learning partnership which also involves staff.

Within this, Teaching Staff are expected to provide lessons and tutorials which will be:

- Interesting and engaging
- Started and finished on time
- Challenging, motivating, rewarding, and relevant to the Specification delivered
- A safe place with no intimidation or bullying
- Somewhere where you can express your ideas and creativity

Teachers and tutors will:

- Be on time and well prepared to lead the lesson/tutorial
 - Notice and respond to individual needs
- Set regular homework or independent study tasks
 - Prepare students thoroughly for exams and assignments
- Use a range of learning activities
- Provide good and timely feedback on how to improve your work
- Praise student efforts and celebrate success.

Working together, all staff at the College are committed to:

Maintaining a positive attitude by:

- Providing helpful and knowledgeable support to all in a professional manner
- Treating all individuals with respect and promoting our commitment to equality of opportunity
- Adopting a positive and proactive approach, without blame or prejudice.

Creating positive behaviors by:

- Facilitating and supporting learning
- Taking a solution - focused approach and responding to all communication within a specified amount of time
- Being flexible to working with other areas of the College when required

Maintaining outstanding communication by:

- Ensuring that we have effective communication with our students, staff and everyone belonging to the College community
- Listening and providing a solution wherever possible;
- Reviewing our processes and procedures to ensure that we are providing the best possible service to all.

BEHAVIOUR MANAGEMENT PROCEDURES

The college mission is to raise the aspirations and achievements of students of all ages and abilities by providing outstanding education. High standards of behaviour are essential in a college providing an outstanding education.

The procedures are designed to ensure high standards of conduct and work, to encourage improvements, where appropriate, and to maintain a good working relationship between the staff and students in the college community. It is central to our mission that students remain at college and succeed.

1. **The College** will make every effort to ensure that students are aware of their entitlements and obligations and will give advice and guidance to ensure that students fully understand their responsibilities and rights. Student entitlement and obligation are referred to in:
 - The Learner's Agreement
 - The Single Equality Scheme
 - The Student Planner
 - Code of Conduct
 - Teaching and Learning Partnership
2. **Principles**
 - 2.1 The student behaviour management procedures apply to all students on all College activities, including work experience placements and trips.
 - 2.2 Every student will receive an induction programme which includes:
 - A full explanation of the College Code of Conduct
 - A full explanation of the Learner's Agreement which must be signed by the student and their tutor
 - And an opportunity to discuss the student programme including procedures for assessment, APL, recording achievement and action planning.
 - 2.3 Any member of staff should identify and deal with minor problems i.e. behaviour in corridors, study areas, café etc. Minor problems should be recorded on the Virtual Learning Environment (VLE).
 - 2.4 If a serious concern or problem emerges the issue must be identified more clearly (i.e. is the issue one of conduct, an academic concern or one of a personal nature?) and referred to the Tutor, Subject teacher, or Learning Area Manager, depending on the level of seriousness.
 - 2.5 All stages of the formal procedure will be carried out as speedily as possible in the interests of both staff and students.
 - 2.6 No disciplinary action will be taken unless there is sufficient evidence to warrant such action and until the case has been carefully investigated.
 - 2.7 Where the formal procedure is entered into a student is entitled to a hearing if she/he wishes. A 'friend' can accompany a student to this hearing. The friend could be a fellow student, another member of staff or parent.
 - 2.8 After receiving an alert/warning the student will be allowed sufficient time and opportunity to improve his/her conduct before any further disciplinary action is taken and the length of time will be stated in the written alert/warning. However, in cases of gross misconduct or where a criminal offence has been committed e.g. theft, drugs, physical assault; the student may be suspended immediately.
 - 2.9 If formal procedures are entered into then staff must maintain a written record of any dealings with students.
 - 2.10 If, as a consequence of any written alert/warning, the student fails to respond and keep to an agreement, then she/he may elect to withdraw from the college before any further action is taken. Any withdrawal from the college should be confirmed in writing by the student.
 - 2.11 In the case of an incident which affects both students/staff the action taken may be reported to both students and staff at the discretion of the Principal.
 - 2.12 In some cases, lack of homework or poor attendance may be a symptom of a student requiring additional support to enable them to be successful on a course. Where this is the case, teachers should agree an Action Plan with a student.

3. Interventions

3.1 Wherever possible, the college practises a restorative justice approach to solve problem behaviour. We aim to engender a sense of fairness and justice in the college community.

Interventions may include one or more of the following:

- 1:1 motivational interview
- Report cards
- Mentoring
- Contract monitored by Learning Area Manager
- Referral to Youth Support or college counsellor
- Specialist support mechanism e.g. Relate “Stand up for me” project.
- Case conference
- Referral to Study Skills support
- College community work

4. Consequences Disciplinary Levels

4.1 Yellow Alert

Any member of staff can discuss minor issues of misconduct, punctuality, attendance or failure to meet work deadlines with students and where appropriate issue a Yellow Alert reprimand advising them of the conduct or standard required and of the consequence of a repeated or further breach. A letter and a copy of the alert/warning are sent to the student, the parents and the tutor. The member of staff may seek an apology to those who have been affected by a student's misconduct and an undertaking that the conduct will not be repeated. The person issuing this Yellow Alert may recommend referral to support within the college e.g. supervised homework in the library.

4.2 Orange Alert

If a student has failed to comply with a Yellow Alert or has met the criteria of an Orange Alert, an Orange Alert will be issued. This alert/warning can be issued by any member of staff. The details have to be entered into the college electronic system. A letter and a copy of the alert/warning are sent to the student, the parents and the tutor. The student automatically appears as “orange” on the register. The member of staff who issues this alert/warning can “undo” the colouring on the register after two weeks if they are satisfied that the terms of the alert/warning have been met.

4.3 Red Alert

In cases of serious misconduct, a member of staff may recommend a student to his/her Learning Area Manager for a Red Alert. Only a Learning Area Manager or member of the SMT may put a student on a Red Alert. Students may only have two Red Alerts. Students who continue to misbehave whilst on a Red Alert will normally be given a Final Warning. Students may only have two Red Alerts during their time at college. Any subsequent serious misconduct will automatically take them to a Final Warning.

4.4 Final Warning

In the case of gross misconduct or if a student commits a further breach of discipline after a Red Alert then the Learning Area Manager will investigate further. If the Learning Area Manager decides that a further breach of discipline has occurred then a final written warning will normally be issued by the Learning Area Manager. Only one Final Warning can be issued whilst a student is at college.

4.5 Induction Alert

In the first 4 weeks of the autumn term, all students have a progress review to check whether they are coping with the demands of college. All subjects teachers report whether a student is attending and completing all work set. This is a useful snapshot to help a tutor identify whether extra support is needed. If a student has an unsatisfactory induction review, this may trigger an induction alert and a student is set appropriately challenging but realistic targets for improvements in work completion and attendance.

4.6 Permanent Exclusion

When a student fails to meet the terms of a Final Warning, the Assistant Principal or Deputy Principal will offer the student the opportunity to leave college voluntarily, or recommend permanent exclusion to the Principal. In cases where a student leaves college voluntarily, the college will consider a reapplication in the following year according to the normal admissions policy. Where students are permanently excluded the college will not, normally, readmit.

4.7 ‘Suspension’

Suspension may be carried out by any member of the Senior Management Team, or designated team in charge of the college should a member of the SMT not be on site.

There are two uses of suspension:

- a) To allow the college to investigate an incident of alleged gross misconduct without the students affected by the incident being present at the college. This may apply to alleged perpetrators and victims. The suspension will not normally be for more than one week.
- b) As a punishment for gross misconduct.

In both these situations a letter outlining the situation will be sent to the parents/guardian of a sixth form student. Sixth form students will only be readmitted to college only if their parents/guardians acknowledge they have received the letter informing them of the suspension and attend the investigation with their son/daughter.

4.8 Any member of the senior or middle management team may ask a student, parent, or visitor, intruder to leave the premises if they have good cause to do so. This might be to ensure the wellbeing of staff and students, or to protect the premises.

5. Disciplinary Action following an act which might constitute Gross Misconduct or Final Warning

5.1 If a student commits a further breach of discipline after a Final Warning or may allegedly have been involved in an act of gross misconduct the Assistant Principal, Student Services or a member of SMT may suspend a student immediately pending further investigations.

5.2 The period of suspension should normally be for up to a week.

5.3 Following a full investigation the Deputy Principal or the Assistant Principal can:

- issue an alert or warning (orange, red or final)
- suspend for up to a further two weeks
- recommend exclusion to the Principal.

5.4 Students under 18 will be re-admitted to College only if their parents/guardians acknowledge they have received the letter informing them of the suspension and attend the investigation with their son/daughter.

6. Criteria for Yellow Alert

e.g.

- Unacceptable behaviour in class
- Failure to wear an ID badge
- Failure to return borrowed equipment on time
- Breach of the IT Acceptable Use Policy
- Talking while a teacher is addressing a class
- Smoking outside the Smokers' Area
- Being in college but absent from a lesson

Criteria for Orange Alert - Misconduct

e.g.

- Failure to comply with Yellow Alert
- Poor attendance - below 85%
- Repeated absence on same day
- Repeated lateness
- Repeated failures to look after borrowed equipment and return it in good condition
- Failure to comply with reasonable request of member of staff
- Failure to hand in work/meet coursework deadlines
- Persistent rowdiness and/or inappropriate playing of computer games within college
- Persistent failure to wear an ID badge
- Breach of the IT Acceptable Use Policy causing serious inconvenience to others or damage to the college systems/services.

Guidelines for what qualifies as poor attendance and/or punctuality:

1. Any student who arrives after 5 minutes into the lesson is recorded as late.
2. Any student who has a 15% absence - not including satisfactorily explained absences.

Criteria for Red Alert - Serious Misconduct

e.g.

- Failure to comply with Orange Alert
- Repeated minor misconduct
- Persistent breach of Learner's Agreement

- Failure to disclose identity when reasonably requested for it or giving incorrect information
- Swearing or verbal abuse directed at students or staff
- Failure to comply with Health and Safety regulations including smoking regulations
- Parking of vehicles on-site without a permit and/or driving without due care and attention
- Viewing inappropriate material on the computer, including pornography, within college

Criteria for Final Warning - Gross Misconduct

e.g

- Failure to comply with Red Alert
- Physical abuse or threat of physical abuse
- Harassment or discriminatory behavior
- Victimisation and criminal activity including drugs, alcohol, theft and violence
- Deliberate damage to College property
- Serious violation the College's rules and procedures concerning Health and Safety
- Serious violation of the IT Acceptable Use Policy
- Damaging the reputation of the College
- Repeated failure to comply with college rules, policies, warnings or code of conduct.

Policy on Plagiarism

Introduction:

We expect all students to produce and submit their own work. On occasions, you may work in pairs or groups to find out information. However, when this information is submitted in written form to your teachers, the work must be what you have produced on your own. In your bibliography or list of references, you should note who you have worked with; and all information you gather from the internet, books or other sources must also be listed in the bibliography.

You must never submit written work which is not yours and try to pass it off as your own. Internet search engines make it much easier for teachers and exam boards to detect plagiarism. If you are found to be plagiarising, in some cases, this can result in complete disqualification by the examining board. In other cases it will mean disqualification from receiving credit for that unit which will result in a failure of the course overall.

Policy:

If a teacher suspects work submitted is not the student's own, the following will occur:

1. The teacher will investigate the sources not referenced to establish whose it is
2. The teacher will speak to the student to establish the facts
3. In normal circumstances, if the work is found to have been copied, it will not be given a mark and the student will forfeit a grade for that unit of work
4. The teacher will check the relevant examination board's rules with the Examinations Officer, and in cases where stipulated, the student will be disqualified from the award altogether.
5. The student will be given an appropriate Warning and the SSM, Head of Department, Curriculum Director and Tutor will be informed.

7. Appeals Procedure

7.1 A student and/or his/her parents may appeal against a disciplinary sanction. An appeal will be considered by the Principal/Deputy Principal who has not been involved in the case. An investigation will be carried out and a decision reached and communicated to the appellant within a maximum of ten working days.

7.2 Appeals against exclusion can be made to the Chair of Governors. These appeals must be in writing and within a maximum of ten working days of the disciplinary interview. The Chair of Governors will arrange for a Governors' Appeal Panel to be convened within ten working days of the receipt of the appeal. The panel's decision will be final.