

	<p>The Axe Valley Community College</p> <p><b>POLICY TITLE:</b></p>	<p><b>Behaviour</b></p>
<p><b>Committee/Person Responsible for Policy:</b></p>	<p>Laura Jenkins</p>	
<p><b>Date to be Approved by Governing Body:</b></p>	<p>March 2016</p>	
<p><b>Date of Last Review:</b></p>	<p>March 2016</p>	
<p><b>Next Review Due:</b></p>	<p>March 2018</p>	

**AIMS**

To Promote the **Core Values** of the Axe Valley Community College which are **Excellence, Perseverance, Respect and Care**.  
**These are universal and apply to all members of the College Community.**

To ensure that every member of the College Community recognises that we all have **Rights and Responsibilities**.

To achieve **Outstanding Behaviour** across the College.

**Core Values**



## Rights and responsibilities

Learn and achieve your potential	<ul style="list-style-type: none"><li>• Arrive on time for lessons</li><li>• Work hard in all your activities</li><li>• Complete homework to the best of your ability</li><li>• Use feedback to improve your work further</li></ul>
Feel proud of yourself and your college	<ul style="list-style-type: none"><li>• Wear your uniform correctly</li><li>• Present your work neatly</li><li>• Be an ambassador for the college in the wider community</li></ul>
Be treated well and respected	<ul style="list-style-type: none"><li>• Treat others with care and consideration</li><li>• Promote respect and tolerance</li><li>• Listen to others' views</li><li>• Report students who don't treat others with respect</li></ul>
Be safe and looked after	<ul style="list-style-type: none"><li>• Follow safety procedures at all times</li><li>• Talk to an adult if you have a problem</li><li>• Remember E-Safety rules</li><li>• Work with us to stop bullying of any kind</li></ul>
Work in a positive environment	<ul style="list-style-type: none"><li>• Keep college clean and tidy</li><li>• Use equipment and resources responsibly</li><li>• Recycle where possible</li></ul>

## WE WILL ACHIEVE OUR AIM:

1. By focusing on rights and responsibilities.
2. By empowering students to be active players in building and reinforcing our core values.
3. By having clear expectations, a consistency of response and communicating this effectively to all members of our college community.
4. By staff setting an example through their personal conduct and the delivery of high quality lessons which create an excellent relationship with students.
5. By working in partnership with parents/carers and any relevant outside agencies.

In order to promote our Core Values Quiet Zones' across the site, including quad, internal corridors and landing spaces serve to reinforce the idea that indoor spaces outside of classrooms should be calm and settled.

## RIGHTS AND RESPONSIBILITIES

### COLLEGE RULES

Rules exist to protect rights. The college rules are set out below. Failure to comply with the rules carries a negative sanction.

This list is not exhaustive and any incident of inappropriate behaviour will be dealt with on its own merits and at the discretion of staff. Escalation of sanctions will follow for repeat offences e.g. breach of uniform regulations. It is a recommendation that the teacher/ subject / year leader issuing the detention visit the student during the detention for a short conversation designed to confirm reasons, repair and rebuild ready for the next lesson.

### STUDENTS MUST:

- **Wear correct uniform at all times (including journeys to and from College). Please note that facial piercings of any kind are NOT permitted, even if covered.**
- **Be punctual.**

- **Complete all homework set within the allocated time.**
- **Be polite and courteous toward others.**
- **Comply with instructions from Staff.**

#### **STUDENTS MUST NOT:**

- **Disrupt the learning of others.**
- **Be rude, impolite, swear or make derogatory comments including those connected to Race, Sexuality or Disability.**
- **Bring any illicit substances on to College property. This includes prescription medicines (unless with consent forms), substances known as 'legal highs' and ANY items connected with smoking AS WELL AS alcohol and any other illegal substance.**
- **Form any type of gang or club without the consent of a Staff member.**
- **Fight or participate in bullying or intimidating behaviour.**

It is the view of the College that all members of our Community have a right to Work and Learn in a safe environment.

Threats of violence or actual violence toward either student or staff are treated very seriously.

Threats toward staff will usually result in an immediate Fixed term Exclusion of three to five days whilst consideration is given to Permanent Exclusion.

A physical assault upon a staff member will usually result in an immediate Permanent Exclusion.

Actual, serious and deliberate violence from a student toward another student will also usually result in immediate Fixed Term Exclusion and consideration of Permanent Exclusion of the student involved. This includes threats or actions of such a nature as to cause the other student to be in fear of serious immediate personal harm.

In all cases the decision to Permanently Exclude is at the discretion of the Head who has to comply with guidance issued in the relevant Statutes and by the DFE

This Policy should be read in conjunction with the following documents:

Appendix A Safeguarding/Child Protection Policy

Appendix B Uniform Expectations.

Appendix C Attendance Policy

Appendix D Homework Policy

Appendix E Drugs Education and Related Incidents Policy

Appendix F Equal Opportunities Policy

#### **REWARDS AND RECOGNITION**

At The Axe Valley Community College we are of the view that recognising student achievement at all levels and in all aspects of student life is very important. Formal and informal recognition helps keep students motivated and encourages high levels of commitment and participation in learning. Depending on the circumstances rewards can include:

- Verbal praise

- Written praise in planners or exercise books/letters home
- Praise postcards
- Award of achievement points
- Certificates and badges
- Celebration Assemblies for each Year group
- Awards during Presentation Evenings and Prize Days

## REWARD SYSTEM

Points	Reward	Awarded for	How will I receive this?
1	Verbal praise	Exceeding expectations	Verbal notice
5	Subject praise postcard	Exceptional piece of work	In tutor time
10	Commendation letter	Consistently exceeding expectations	Posted home
15	Tutor / Year Leader award	Outstanding contribution to tutor / year group	Celebration assemblies
20	Senior Leader / Headteacher award	Outstanding contribution to college or community	Celebration assemblies
25	100% Attendance award	100% attendance in term	Celebration assemblies
30	Prize Day award	Outstanding achievement or progress across a year	Prize Day ceremony

Reward	Awarded for	How will I receive this?
Bronze achievement award	Reaching 50 net points	Assemblies
Silver achievement award	Reaching 100 net points	Assemblies
Gold achievement award	Reaching 200 net points	Assemblies
Lottery Prize	Winning lottery	Celebration Assembly

## INTERVENTIONS TO PROMOTE POSITIVE BEHAVIOUR

**Reports:** Including class reports, punctuality reports and positive reports.

**Parking:** Students who are disruptive in class interrupt the learning of others. We consider that this is a serious matter and the College will intervene to prevent this. Students may be

removed to complete their class work in another teacher's classroom. It will be a subject / year leader decision if this results in a lunch or after school detention.

**Time Out:** Students who are disruptive in class interrupt the learning of others. We consider that this is a serious matter and the College will intervene to prevent this. If the behaviour is of a serious or dangerous nature students may be sent to Time Out without warning. Generally however, they will be given two clear warnings and be sent out after a third instance of poor behaviour. It will be a subject / year leader decision if this results in a lunch or after school detention. Students are required to apologise for the disruption they have caused and the teacher can request that students apologise to the class as well if their learning has been disrupted. PASCOS will facilitate this where the matter is sensitive and use afternoon tutorials to avoid disrupting the start of lessons. Students who are the subject of BSP or PSP interventions are likely to receive extended after-College detentions.

**Behaviour Support Plans (BSP):** Where behaviour is of sufficient concern and early interventions have proved unsuccessful, Year Leaders and the relevant Pastoral Support Coordinator for that year group will instigate a BSP. This is done in full consultation with parents and any relevant outside agencies. A referral to the Educational Psychologist may be made to determine whether there are additional Learning Needs which may be a contributory factor. Staff are consulted and the final plan which may include specific targets, will be circulated to all staff. If a BSP proves unsuccessful in bringing about a change of behaviour we may then progress to a Pastoral Support Plan. BSPs can also be used as a proactive measure to support students in transition from Primary School to Axe Valley. BSPs should not be viewed as a negative step as they are designed to support students and to formulate a holistic approach for that purpose.

**Pastoral Support Plans (PSP):** PSPs are instigated by the Student Support Manager as a result of consultation with the Headteacher and other staff where there are serious concerns about the behaviour of a student, and he or she is deemed to be at risk of Permanent Exclusion. An initial PSP may be within College but more usually a PSP is set in place following a meeting with the County Inclusions Officer, parents and College staff and any other relevant agencies. College and parents work together to try to prevent the student from being Permanently Excluded and specific targets will be identified to support this process. However, failure to meet PSP targets will result in the Head Teacher considering Permanent Exclusion for that student. County Exclusion Protocol will be followed.

**Managed Moves:** There are times when a student would benefit from a fresh start at another school or college. This will usually be considered as part of the PSP process but may be considered in other cases. The concerns will be raised at the joint East Devon Head's meeting which is held each month and County Managed Move Protocol will be followed. A Managed Move cannot be carried out without the consent of parent/carers and the student involved.

## SANCTION SYSTEM

Points	Sanction	Issued for	How will I be notified of this?
1	Verbal reprimand	Minor breaches of College Rules	Verbal notice.
5	Short detention	Minor or moderate incidents	Verbal notice.
10	30min lunchtime detention	Moderate incidents	Reminder slip in tutor time.
15	60min after school detention	More serious incidents.	Letter home. Reminder slip in tutor time.
20	Isolation	Serious incidents	Letter home.
25	Internal exclusion	Serious incidents	Letter home and readmission meeting.
30	Fixed Term exclusion	Serious and major incidents	Letter home and recorded on student record. Readmission meeting.
	Permanent Exclusion	Persistent disruption or one-off serious / major incidents	Letter home.

### Verbal reprimand

**Negative points:** These can be issued by any Staff member for minor breaches of College Rules.

**Break or lunchtime detentions:** In response to minor or moderate incidents. These can be held individually or for whole groups or classes. Lunchtime detentions are supervised by Year Leaders or Subject Leaders.

**After-College detentions:** These can be supervised by Subject Leaders or a member of the Senior Team and are imposed in response to Time Out or other more serious incidents. After-College detentions can be 1 or 1.5 hours in duration. Poor behaviour in detention may result in the student being required to repeat the sanction. There is no longer a Legal Requirement to give parents 24 hours' notice of a detention. However, for Safeguarding reasons we will always agree a date and time with parents/carers although exceptionally we will organise detentions directly for older students.

Learning Support would provide a SEND detention system that runs parallel to whole school system, providing an appropriate, smaller scale sanction system that better meets student needs.

**Internal Isolation:** Students are provided with work to be completed whilst supervised outside of the classroom. They receive a shortened, supervised break and lunch.

**Internal Exclusion:** Students are provided with work to be completed whilst supervised outside of the classroom. They receive a shortened, supervised break and lunch. Students may not return to timetabled lessons without attending a formal reintegration meeting. Parents may be asked and are entitled to attend. An Internal Exclusion should be regarded as a serious matter.

**Community Service:** If the actions of a student have adversely impacted a member of the extended College Community we may supervise reparation in the form of gardening or cleaning duties, including litter picking around the College.

**Transport Ban:** The safety of students on College transport is of paramount importance. Student bus monitors are present on each bus and incidents of poor or dangerous behaviour are reported. Formal warnings from the County transport office follow and repeat incidents or incidents of a serious nature will result in a ban. Special seating arrangements are sometimes required as part of Risk Assessments where the behaviour of a student is of concern.

**Fixed-term Exclusions:** A student may be excluded ('suspended') from College from one to five days in response to serious breaches of our Behaviour Policy. This decision is made by the Head Teacher in consultation with other members of the Senior Team and DFE guidelines are followed. Students may not return to College without attending a formal reintegration meeting. Parents may be asked and are entitled to attend. A fixed-term exclusion should be regarded as a serious matter. It is formally recorded on a student's record and may be disclosed if a request is received for a reference in the future, either from another Education Provider or a prospective employer.

A student may not be in a public place whilst excluded (few exceptions apply) and parents/carers may be fined if they are. Fixed Term Exclusions are always reported to our local Police Youth Intervention Officer.

**Permanent Exclusions:** It is rare that we move to Permanently Exclude a student and it is always the decision of the Head Teacher. Firstly, a student may be Permanently Excluded because of persistent disruption in lessons and / or outside lessons that has a significant impact on the education of others. Secondly, the headteacher has the right to Permanently Exclude students for a one-off serious offence and there are DFE guidelines relating to this matter. Whilst we do everything we can to avoid such a negative outcome for students, there are times when the good order of the College and the wellbeing of other students have to take precedence. Incidents likely to result in Permanent Exclusion are mentioned in this policy but this is not an exhaustive list and the Head has the right to consider such a response for *any* incident, which he deems to be of a serious nature.

## REWARDS AND SANCTIONS SUMMARY

Reward	Awarded for	Points	Sanction	Awarded for
Verbal praise	Exceeding expectations	1	Verbal reprimand	Minor breaches of College Rules
Subject praise postcard	Exceptional piece of work	5	Short detention	Minor or moderate incidents
Commendation letter	Consistently exceeding expectations	10	30min lunchtime detention	Moderate incidents
Tutor / Year Leader award	Outstanding contribution to tutor / year group	15	60min after school detention	More serious incidents.
Senior Leader / Headteacher award	Outstanding contribution to college or community	20	Isolation	Serious incidents
100% Attendance award	100% attendance in term	25	Internal exclusion	Serious incidents
Prize Day award	Outstanding achievement or progress across a year	30	Fixed Term exclusion	Serious and major incidents

## STAFF AND OTHER AGENCIES INVOLVED

Depending upon particular student circumstances the College may involve or request support from:

- Inclusion staff within the College
- Behaviour Support staff within the College
- Education Welfare Officer
- Careers Service
- Educational Psychologist
- Children and Young People's Service (formally Social Services)
- Police (especially our link Youth Intervention Officer)
- Medical services
- Inclusion Officer
- Virtual School
- YOT and YISP (Youth Offending Team)
- CAMHS (Children & Adolescent Mental Health Service)
- DAF (Devon Assessment Framework)
- TAC meeting (Team around the Child)
- School Nurse
- Counsellor
- Parent Support Advisors
- Other agencies



Where matters of a criminal nature come to our attention it is our practice to inform the relevant authorities.

All matters relating to a Safeguarding concern will be shared with relevant agencies (Statutory requirement).

## **SPECIAL EDUCATIONAL NEEDS**

We recognise and make Reasonable Adjustments for students with Special Needs.

## **PHYSICAL RESTRAINT**

All members of staff have a legal power to use reasonable force to prevent students from hurting themselves or others, from damaging property/committing an offence or to prevent disorder.

The decision on whether or not to physically intervene depends on the individual circumstances and is at the discretion of the staff member.

We may use reasonable force to:

1. Remove a disruptive student from the classroom if they have refused to leave.
2. Prevent a student disrupting a College event or trip or visit.
3. Prevent a student leaving a classroom where allowing them to leave would risk their safety or lead to behaviour that disrupts the learning and/or behaviour of others.
4. Prevent a student from attacking a member of staff or another student or to stop a fight.

It is always unlawful to use force as a punishment.

Any incident which has involved the use of physical restraint of any kind is recorded. We will notify parents/carers of any serious incidents.

## **OTHER PHYSICAL CONTACT**

There are occasions when physical contact with a student is right and proper. Examples are:

1. Holding the hand of a student to guide them.
2. When comforting a distressed student.
3. When a student is being praised or congratulated.
4. To demonstrate the use of equipment.
5. To demonstrate techniques during PE etc.
6. To give First Aid.

## **Monitoring, Evaluation and Review of Behaviour Interventions:**

Year Leaders and Pastoral Support Coordinators every 6 weeks through data analysis. Reviews of BSP/PSP undertaken every 6 weeks or as agreed. Overseen by Student Support Manager.

Evaluation of whole College Policy is built into the College Development Plan.

## **Governors' Role**

The Governing Body have an overview of the overall strategy and suggest improvements to the policy, and will review the Policy every two years.