

Behaviour for Learning Policy

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| Policy | Behaviour for Learning Policy |
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Behaviour for Learning Policy

This policy should be read in conjunction with other College policies for example;

- Child Protection and Safeguarding
- Special Educational Needs and Disabilities
- Anti-Bullying policy

1 Purpose

- To ensure that all students, parents/carers, staff and trustees are aware of the high expectations of Eggbuckland Community College Academy Trust in terms of Behaviour for Learning
- To promote good behaviour through good conduct, self-discipline and respect
- To create a safe learning environment that is free from bullying and in which all students are empowered to keep themselves safe
- To enable all students the right to experience learning in disruption free classrooms
- To encourage enthusiasm for all aspects of learning, creativity and academic success
- To embrace difference, encourage tolerance and challenge prejudice
- To prepare students to become responsible adults

2 Behaviour Principles

Eggbuckland Community College believes that high standards of behaviour lie at the heart of a successful school that enables:

- All its students to make the best possible progress in all aspects of their College life and work
- All staff to be able to teach and promote good learning without undue interruption or harassment

All students and staff have the right to feel safe at all times in College. There should be mutual respect between staff and students and between each other.

All visitors to the College should feel safe and free from the effects of poor behaviour at all times and in all parts of the College.

Eggbuckland Community College promotes an inclusive College. All members of the College community should be free from discrimination of any sort. We have a clear and comprehensive age-appropriate Anti-Bullying Policy and strategy that is known and understood by all, consistently applied, monitored and where appropriate, incidents recorded.

The College's legal duties under the Equality Act 2010 in respect of safeguarding, students with Special Educational Needs and all vulnerable students are detailed in the Child Protection and Safeguarding Policy and made known to all staff. Measures to protect children from bullying and discrimination as a result of gender, race, ability, sexual orientation or background are also detailed in the Anti-Bullying policy and are regularly monitored for their effective implementation.

Parents/ carers are encouraged and helped to support their children's education, just as the students are helped to understand their responsibilities during their time at the College, in the local community and in preparation for their life when they leave the College.

3 Aims and Objectives

This policy sets the boundaries for the detailed operating procedures for a system that:

- Rewards and reinforces the right behaviours
- Delivers consistent consequences for the wrong behaviour
- Outlines a system where the roles and responsibilities are clear and staff take responsibility for students' learning
- Seeks to ensure that all students are treated equally and fairly in the implementation of rewards and sanctions
- Enables staff to teach effectively by removing disturbances to learning and promoting respect and positive attitudes to learning
- Supports and promotes wider College policies such as the Anti-Bullying policy, E-Safety policy, the Equalities Policy and Special Educational Needs and Disabilities Policy

4 Rights

No student has the right to disrupt the learning of others. Teachers will have disruption free classrooms in which they can teach and students will have disruption free classrooms in which they can learn.

On a lesson by lesson basis, students will have one simple choice, to either be in lessons working hard and progressing with their learning or to be isolated from their peers for a minimum of 2 hours so that the learning of others is not disrupted.

5 Conduct in Lessons

- Line up quietly outside the classroom or learning space prior to the start of the lesson
- Enter the classroom or learning space in a quiet and orderly manner, and prepare for the lesson by taking out any equipment required
- Partake fully in the Low Stakes test activity as directed by the classroom teacher
- Listen in silence whilst the member of staff leading the lesson speaks or explains a task
- Raise their hand to ask a question without calling out unless directed otherwise
- Work exceptionally hard without disrupting any other student learning

If a student fails to meet any of these simple expectations they will be given a clear formal warning about their behaviour and a teacher action (such as time to think about their behaviour outside of the classroom or a teacher instruction to move seats) the member of staff leading the lesson will also make sure the student's name is recorded.

The second time during a lesson that a student fails to meet these expectations they will be sent to 'The Compass' for the remainder of that lesson, at least the following lesson, and until they have shown that they can work without disrupting others around them. In The Compass they will be provided with learning materials that where possible are linked to timetabled subjects. Failure or refusal to go to The Compass is likely to result in a one day fixed term exclusion with their time in The Compass completed upon their re-admittance to the College.

6 Conduct in College Generally

All students are expected to take responsibility for their actions and their choices at all times. For a serious breach of our code of conduct a student will usually be suspended if they:

- Swear at a member of staff (even under their breath)
- Show open defiance of a reasonable request made by a member of staff
- Physically attack another student or a member of staff

7 Mobile Communication Devices (Phones/Tablets)

These devices are not banned from College as we recognise that they may be needed for the journey to and from College each day, and we take the approach of promoting responsible use of mobile communication devices in preparation for the workplace.

- Mobile phones and tablets are permitted to be used sensibly during social time at the College
- On arrival to a lesson all phones and devices (including headphones) will need to be switched off and placed out of sight together with any headphones
- If a phone/tablet/headphone is seen during lesson time (unless clear instruction from a teacher is given), it will be confiscated and will remain with the teacher until the end of that lesson, at which time it will be returned to the student
- If a student refuses to hand their phone/tablet/headphone over, they will be sent to The Compass for the remainder of that lesson and their phone will be placed in the College safe until they leave the building
- Refusal to go to The Compass could result in a suspension with their period of isolation in The Compass completed upon their re-admittance to the College.

8 Vaping and Smoking

No student will vape or smoke on Eggbuckland Community College grounds or when dressed in the uniform of our College. If a student smokes or chooses to associate with smokers the consequences will be as outlined below:

- Vaping in school will not be tolerated and may lead to a one day external isolation or possible suspension. We consider the circumstances around each incident before making an informed decision.
- Refusal to hand over Vaping or smoking paraphernalia when asked by senior College staff will lead to a suspension. Also as a result there will likely be follow up bag checks when the students returns.
- All Vaping and smoking related paraphernalia will be destroyed and will not be able to be collected by Parents or carers.
- If a student is found to have vaped and it is believed to have THC or any other illegal substances this will most likely lead to Permanent Exclusion as would the use of any other illegal substances.

9 Search and Confiscation

Members of the Leadership Team and The Compass staff can search a pupil for any item, if the student agrees.

Only the Principal and authorised staff are able to utilise the statutory power to search students or their possessions (including mobile devices), **without** consent, where they have reasonable grounds for suspecting that they may have a prohibited item.

A search where possible, will be undertaken by a member of staff who is the same gender as the student being searched; there must also be a witness (also a staff member) and again where possible, they should be the same gender as the student being searched, where possible it will also take place under CCTV.

There is a limited exception to this rule. An authorised member of staff can carry out a search of a student of the opposite sex and without a witness present, only when it is believed that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practical to summon another member of staff.

Searches without consent are only carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on school trips in England or in training settings. The powers to search for prohibited items in the Education Act 1996 are compatible with Article 8 of the European Convention on Human Rights.

If a student fails to comply with the search and confiscation protocol, we will seek the advice and support of the police to carry out the search if it is deemed necessary by the Principal.

Prohibited items include:

- Knives or weapons
- Any item that has been modified so that it can be used as a weapon or to cause harm.
- Alcohol, illegal drugs or other chemical substances that produce similar effects to alcohol or drugs
- Stolen items
- Vapes, Tobacco, cigarettes and other smoking paraphernalia .
- Fireworks
- Pornographic images/literature
- Discriminatory images/literature
- Images/literature appertaining to radicalisation or extremism
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury to, or damage to the property of any person (including the student)

10 Confiscation

Any prohibited item found as a result of a search will be confiscated. Items confiscated will be handled according to the DfE guidance, and will either be destroyed or handed over to the police.

11 Lines in the Sand

There are some lines that we will not tolerate any students crossing. If they do, it is highly likely that they will be permanently excluded from our College. An indicative but non exhaustive list would include:

- Bringing recreational drugs into College (This includes vapes that contain THC)
- A weapon of any sort including pen knives and BB guns
- Persistent bullying
- Persistent disruption of lessons
- A physical assault of a member of staff
- Verbal and/or aggressive intimidation of staff
- An unprovoked or violent attack on another student
- Wilful damage to College property

12 Behaviour in Corridors and Around the Site

During transitions between lessons (going from one lesson to another) students will act appropriately, that means no running through or loitering in corridors. To avoid congestion, we encourage students to keep to the left.

It is essential that all students are aware of the time and the need to arrive promptly to every lesson to avoid any consequence

During social times students are expected to do the following:

- To sit/stand with their friends before College, break, lunch and after school in the designated duty areas of the school. (Not to be in areas which are out of bounds)
- Food purchased from the canteen in crockery and/or with cutlery is to be eaten in the designated areas only i.e. the Dining hall or Boardwalk
- To take part in any of the designated activities which are available during social time, such as curriculum or sporting based clubs

13 The Journey to and from Home

Students are expected to demonstrate a high standard of conduct on the journey to and from College as each person is an ambassador for our College. Students are expected to:

- To arrive at College and leave College in full uniform (students are not permitted to wear hoodies under their blazers)
- To use the traffic lights and lollipop crossings where possible to cross the road safely
- To use any cycle lanes/pedestrian zones (including pavements) safely
- To take any litter home and dispose of it properly
- To respect our neighbours and all local residents

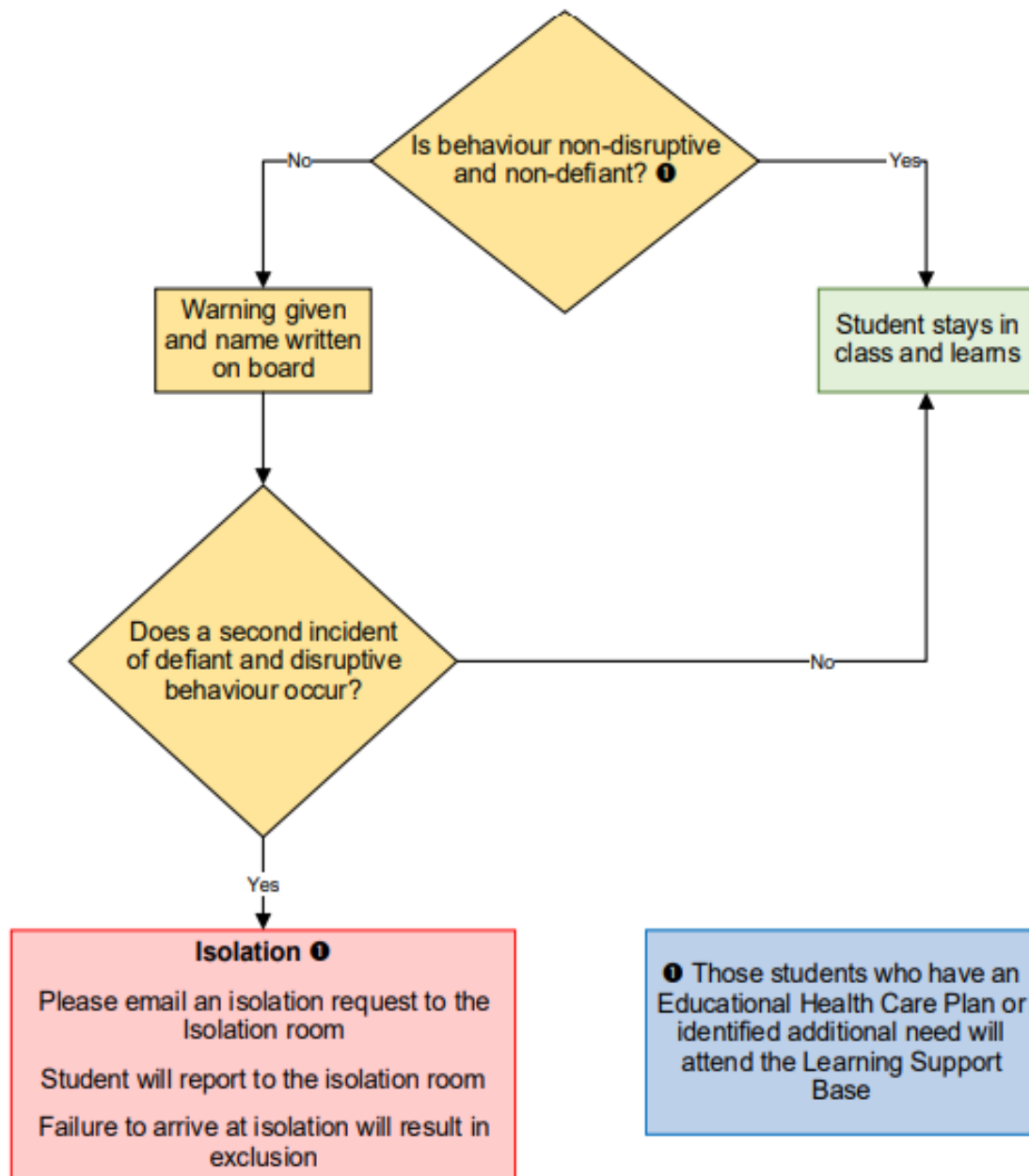
Students who exhibit poor behaviour out of College, but who are identifiable to the College, may receive a sanction for bringing the College into disrepute.

14 Students with Special Educational Needs and Disabilities

Students who have an Educational Health Care Plan or an identified additional need(s) will also be expected to follow the Behaviour for Learning policy. However, reasonable adjustments will be made for some individuals. Advice from the College's Special Educational Needs and Disabilities (SEND) Department and from external agencies when appropriate will be taken and communicated to all staff.

Alternative strategies will be employed as agreed with all stakeholders at the regular SEND review meetings of the Individual Support Plan (ISP). Staff can refer to the Inclusion master on SIMS for further information. Some students may need a differentiated approach in order to break down their individual barrier to learning and understanding. Further guidance is available from the SEND Team or SEND Coordinator.

15 Behaviour Management Binary Flowchart –Eggbuckland Community College



16 What Happens Next?

There are a number of things that will happen once a student has been sent to The Compass. The following is a simplified version of our binary behaviour process:

The student arrives in The Compass:

- The student will be asked to hand in their mobile phone.
- The student may be asked to complete a reflection sheet.
- The student is then given additional work to complete, which where possible is linked to the subject they are timetabled from.

- At the next break in the day (break/lunch or after College) the student is expected to engage in a restorative conversation with the teacher or member of The Compass staff.
- The student remains in The Compass until they have completed sufficient work, have demonstrated positive behaviour and have been in The Compass for a minimum of 2 hours.
- If the student does not engage with any of the above expectations it is likely that they will be given a one day suspension (This may be longer if it is a repeated behaviour).
- The student's Pastoral Leader will contact the parent when the student reaches three removals from lessons over a half term period.

17 Behaviour Stages

In instances where a student consistently fails to achieve the expectations set out by Eggbuckland Community College, they are placed on a Disciplinary Stage. A Disciplinary Stage is designed to work flexibly for individual students and affords the College the opportunity to monitor a student's behaviour more closely over a short to medium—term timescale, as well as offering a range of supportive strategies personalised to the student's particular needs.

18 Stages Procedure

Students who do not qualify for a behavioural stage as outlined below will be recorded as Stage+. Below outlines a list of possible interventions (not all of which may be appropriate) attached to each stage.



Stage E will mean that Trustees may consider a permanent exclusion from Egguckland Community College

19 Eggbuckland Community College Detention System

In addition to curriculum detentions set by classroom teachers the College also operates same day detentions from 1.20pm – 1:50pm. Students will be issued with a same day detention or a ‘College Action’ for not bringing in basic equipment or for being late into College in the mornings.

Students who fail to attend their detention will be placed in detention the following Friday from 3.10pm until 3.45pm. If this is not adhered to then they will be placed in The Compass for a full day from 9.00am - 3.45pm.

Detentions are NOT negotiable. Parents/carers will be notified if their child is issued an afterschool detention.

This system is currently being reviewed and new system will be in place by Sept 2024

20 Attendance

Eggbuckland Community College has a target for attendance that every student will have 96% attendance or above, as the College recognises the correlation between high attendance and academic progress. High levels of attendance at Eggbuckland Community College and improved attendance will be awarded termly through celebration assemblies, certificates, letters home for example.

Please see the College Attendance policy for more information regarding this.

21 Truancy

Truancy, internal or external, is not tolerated by the College.

A student will be considered to be truanting, and therefore refusing to comply with instructions if:

- They do not attend their timetabled lesson.
- They are found Out of Bounds
- They are found out of lessons and refuse staff requests to attend/return to their timetabled lesson.
- They refuse staff requests to attend the Compass.
- They are removed from a lesson but refuse to attend the Compass.
- They are intercepted out of a lesson by staff and hide/run away from staff.

In the event of truancy, the College will:

- Undertake a restorative discussion with the student to identify potential barriers to learning.
- Explore barriers to learning with key staff members (SEND, HoY, Pastoral Support).
- Implement any relevant supportive strategies.

Sanctions Process:

Where there are no reasonable barriers to learning established, the following sanctions for truancy will be implemented:

Stage 1: Student will stay in the Compass for the remainder of that day. If truanting Period 5 then they will be in for the whole of the next day.

Stage 2: If this behaviour continues and becomes a pattern for a student then parents/carers will be asked to meet with their child's Pastoral Leader. In addition to the sanction in stage 1 students may have their social withdrawn and they will have stay in the Compass so we can make sure we know where they are.

Ongoing truancy, where supportive discussions and previous actions have not instigated change, may result in us seeking a different educational provider through a Re-engagement Package or Managed Transfer.

To safeguard those truanting, staff will:

- Monitor the Redflag email system and class registers to identify unscheduled student absence.
- Undertake a location check with key college areas to ensure that students are not missing from timetabled lessons for a legitimate reason. (lateness, meeting, scheduled appointment) or (present in MCI, the Library, in the Medical Room or receiving First Aid, with VIW or GOC (learning mentors)).
- Request a physical sweep of the site to ensure that students are not internally truanting. (toilets and stairwells checked).
- Log on Class Charts that truancy has taken place.

If students are not located, or are found but then abscond again, staff will:

- Contact parents to alert them of the absence.
- Request that parents try to make contact with the student, and contact us to let us know they are safe.
- If they cannot reach the child, parents are advised to contact the police on 101.
- If we cannot make contact with the parent, a voice message/email if left advising them of the situation and requesting that they call us.
- If parents do not call back, contact is made with our local policing team to advise them of the situation.
- Attempts to make contact with the parent/carer will be repeated until we are successful in reaching them.

22 Suspensions and exclusions

We believe that Learning is the most important reason for being in College and that opportunity to learn must be protected at all times. An Suspension from College may therefore be necessary in order to protect the learning opportunity of others. Any decision to exclude for either a suspension (a fixed term sanction) or in rare cases, permanently, is not taken lightly. The following offers a more detailed outline of how the process works:

This Egguckland Community College policy is written in line with the DfE Guidance cited and linked below:

Department for Education (September 2017) *Exclusion from maintained schools, academies and pupil referral units in England – Statutory guidance for those with legal responsibilities in relation to exclusion.* Available

at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf

22.1 Exclusion - Principles

- The College is a learning institution which aims to provide life chances for all of its students. We view exclusion as a last resort when all other possible methods of managing student behaviour have been exhausted. The decision to suspend is never taken lightly and careful consideration is taken of the facts and the surrounding circumstances before reaching a decision to suspend.
- We recognise the detrimental impact of suspensions on both the education and well-being of students and their families. We also recognise the impact of social exclusion, which can result from the permanent exclusion of a student and will try hard to avoid it.
- Permanent exclusion is an extremely serious step to take and has a significant impact on the ability of a student to access education in the future. It is only used where it is unavoidable and where every possible appropriate alternative has been considered. We are committed to using alternatives to permanent exclusion such as managed moves and alternative provision where appropriate.
- We take account of the Equality Act and of our duty not to discriminate against students for any reason.
- We also take account of our statutory duties in relation to Special Educational Needs and Disabilities.
- We aim to involve parents as early as possible in any process.

22.2 The Decision to Suspend/Exclude

The decision to exclude is made solely by the Principal, or a nominated senior member of staff in their absence.

There are five circumstances where a student may be required to leave the College site with the authorisation of the Principal:

- Where a decision has been made to suspend/exclude.
- Where a student has committed a serious criminal offence outside the jurisdiction of the College and it is determined by the Principal that it is in the interests of the community for the student to be educated offsite. This is not a suspension/exclusion.
- Where, for medical reasons, the presence of a student represents a serious risk to the health or safety of other students or staff. This is not a suspension/exclusion.
- If a student is given permission by the Principal to leave the premises briefly to remedy a breach of the College rules on appearance or uniform. This should be for no longer than is necessary to remedy the breach and is not a suspension but an authorised absence.
- Where there is good reason to believe that a student is carrying an item which is not allowed onto the site such as an illegal substance or an offensive weapon and they refuse to be searched. In this circumstance the student can be refused entry, and it is likely that the Police will be notified. This is not a suspension but an unauthorised absence in the first instance but could lead to suspension/exclusion following a full investigation.

The decision to suspend a student is not taken lightly and the Principal will:

- Ensure that a thorough investigation has been carried out
- Consider all the evidence available to support the allegations
- Allow and encourage the student to give their version of events
- Keep a written record of the actions taken including the signed statements of witnesses
- Ensure SEND advice has been taken into account where appropriate.
- Ensure that every effort has been taken to contact a parent and keep them informed throughout the process.

The standard of proof applied when deciding to suspend is 'balance of probabilities'. The more serious the allegation, the more convincing the evidence substantiating the allegation needs to be.

Suspensions will not be used as a consequence for the following:

- Minor incidents such as a failure to complete homework
- Poor academic performance
- Lateness
- Breaches of the College rules on uniform or appearance except where these are persistent or in open defiance of such rules
- Pregnancy
- As a punishment for the behaviour of their parent / carer

Once the decision has been made to exclude, a student will only be sent home once contact has been made with parents/carers and where it is clear that the student will be returning to a place of safety. Work will be provided.

22.3 Suspension

The decision to suspend a student for a fixed-term may be taken in response to breaches of the College's Behaviour for Learning policy.

Examples of behaviour that may lead to a suspension include the following:

- Verbal abuse of staff or students
- Persistent disrespectful behaviour to staff
- Physical abuse of students
- Indecent behaviour
- Minor or slight damage to property
- Misuse of illegal drugs or other substances
- Theft
- Actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Carrying and / or supplying an illegal substance
- Carrying an offensive weapon* or a banned item
- Arson
- Persistent poor behaviour contrary to acceptable behaviour outlined in the College's expectations in section 2 of this policy
- Bullying including cyber-bullying

(* a weapon is defined as any item made or adapted for causing injury)

This is not an exhaustive list and there may be other examples of behaviour where the Principal judges that exclusion is an appropriate sanction.

The Principal may exclude a student for one or more fixed periods which do not exceed a total of 45 College days in any one College year.

During a suspension of 5 or fewer days, work will be set by the College for the student to complete at home. This work should be returned completed at the end of the exclusion for marking.

For an exclusion of longer than 5 days, the Local Authority will arrange fulltime educational provision from the sixth day of that suspension.

Before the end of any suspension, parents / carers will be invited to attend a reintegration/re-admittance meeting at the College with their child. The purpose of the meeting is to ensure that the student understands the reason for the suspension and is committed to preventing the behaviour that led to the exclusion from being repeated. The College will consider all further support needed to help the student, including referral to external agencies if appropriate. The student will also spend a period of time in isolation following the suspension to support their reintegration.

During the first five days of any suspension, the parents of a suspended student must ensure that they are not present in a public place during normal College hours without reasonable justification, whether with or without a parent / carer. Failure to comply with this is an offence for which a fixed penalty notice can be issued.

Whilst each suspension is treated on its own merit we do operate an increasing tariff for suspension in most cases. For example, if a student has already received a 1 day Fixed Term Exclusion for disruption to learning in lessons it is likely that a repeat of this breach of the Behaviour for Learning policy would see a 2 day suspension. A fifth suspension would normally be for a period of 5 days and would bring with it a final warning from the Principal who will lead the reintegration meeting. This means that a further suspension could be permanent. There are of course exceptions to this process depending on the nature and seriousness of the incident for which the student is being suspended.

22.4 Permanent Exclusion

Permanent exclusion is an extremely rare sanction at the College and always avoided wherever possible. The decision to permanently exclude is taken only:

- In response to serious breaches of the College's Behaviour for Learning policy and
- If allowing the student to remain would seriously harm the education or welfare of that student or others at the College

A student may be permanently excluded where there have been repeated breaches of this Behaviour for Learning policy for which a range of consequences and strategies have been applied without success. It is an acknowledgement that Eggbuckland Community College has exhausted all available strategies for dealing with the student and is a last resort.

There may be exceptional circumstances where, in the judgement of the Principal it is appropriate to permanently exclude a student for a first or 'one off' offence.

These might include:

- Serious actual or threatened violence against another student or member of staff
- Sexual abuse or assault
- Serious bullying including cyber-bullying
- Being in possession of an illegal substance and / or supplying an illegal substance including drugs, alcohol or other chemical substances which produce similar effects to illegal drugs and alcohol. This includes vapes containing these substances.
- Carrying an offensive weapon (schools have the power to search pupils for weapons and other banned items or substances.)
- Terrorism, extremist behaviour, radicalization or the brain-washing of others
- Wilful or serious damage to College property

Again this is not an exhaustive list and there may be other examples of behaviour where the Principal judges that a permanent exclusion is an appropriate sanction for a first or 'one off' offence.

The College operates a 'zero tolerance' approach to the carrying of offensive weapons and the carrying and supplying of illegal substances. This is communicated clearly to students in assemblies.

Any student who brings an offensive weapon or a banned item onto site, or who brings and/or supplies an illegal substance on site will be permanently excluded. A student who is found in possession of these items on site also runs the risk of permanent exclusion. The Principal will meet with the parents and student before reaching a decision to permanently exclude a student. Under normal circumstances, a student will be excluded for a fixed-term before the decision is made to permanently exclude.

22.5 Trust responsibilities

WeST have the responsibility for reviewing decisions made in relation to permanent exclusions.

Parents / carers have the right to appeal the decision to exclude their son / daughter. Full details of how these meetings operate can be found within the DfE Guidance cited below:

Department for Education (September 2017) *Exclusion from maintained schools, academies and pupil referral units in England – Statutory guidance for those with legal responsibilities in relation to exclusion*. Available at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf

22.6 Informing Parents / Carers

Following any decision to exclude, the Principal must inform a parent / carer by putting the decision to exclude in writing and stating the date the suspension takes effect.

The letter must explain:

- Why the Principal decided to suspend the student.
- The arrangements for enabling the student to continue their education, including setting and marking the student's work
- The parents' right to see and have a copy of their child's record (there may be a small administration fee for this)
- The parents' responsibilities to ensure their child is not in a public place in school hours during the first five days of a suspension.
- If the suspension is for a fixed period, the letter will also state the length of the suspension and the date and time the student should return to the College and the arrangements for the re-admission interview at the end of the process so as to reintegrate the student
- For permanent exclusions the letter will also state the parents' right to appeal to the Independent Appeals Panel and the appropriate mechanism for that to happen as well as the fact that trustees will meet to review the decision

23 Behaviour Outside the College Gates

Our Behaviour for Learning policy covers behaviour not only within College but outside of College. We will sanction students, up to and including Permanent Exclusion, for any behaviour which contravenes our policies when a student is:

- Taking part in any College-organised or College-related activity, or travelling to or from College and wearing our College uniform, or in some other way identifiable as an Egguckland Community College student

Or for behaviour which at any time;

- Could have repercussions for the orderly running of the College, or
- Poses a threat to another student or member of the public, or could adversely affect the reputation of the College

