



Beauchamp College

Conduct Policy

2018-19

Date	Detail
March 2014	Original, based on Beauchamp College Policy
January 2017	Updated
July 2017	Updated
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Approved by	Chris Swan, Chair of Governors

Introduction

Mission statement

Beauchamp College expects and promotes behaviour which allows students, teachers and associate staff, along with parents/carers to work together in securing effective teaching and learning. This policy focuses on college procedures for establishing and maintaining high standards of behaviour and good order. All stakeholders have been included in the consultation process used to write this policy. The Principal, Leadership team, Teaching and Associate Staff, students, governors and parents have all been consulted as part of this process.

Ethos and Values

As a college we believe that our excellent staff / student relationships comprise the most effective strategy we can employ to foster and maintain a positive learning atmosphere. Along with the positive approach, clearly defined consequences and rewards are important.

Principles

- All members of the college community should show respect for one another
- All members of the college community are entitled to learn in a safe and secure environment
- Positive behaviour should be rewarded
- Consequences should always be applied consistently and rigorously when tackling unwanted / inappropriate behaviour
- Immediate appropriate action should be taken to reduce the risk of poor behaviour occurring, including particular action to prevent a disproportionate number of behavioural issues arising amongst vulnerable groups of students
- All members of the college community should be listened and responded to
- Students should act as ambassadors when representing Beauchamp College for example when on trips, sports events and journeys to and from the college
- All college staff should model positive behaviour and promote the students' social, moral, spiritual and cultural development
- Students whose behaviour or attendance may deteriorate through events such as bereavement, child protection issues should be identified and supported accordingly

Purpose

The purpose of the Conduct Policy is:

- To recognise that behaviour is fundamental to student progress and development and is everyone's responsibility
- To ensure a consistent and rigorous approach in the management of student behaviour at Beauchamp College
- To establish a climate where all members of the college community are treated with respect and treat others with respect. Diversity is celebrated
- To ensure all members of the college community feel safe and behave safely
- To meet the criteria by which behaviour and attitudes are assessed and monitored by our peers and outside agencies who monitor behaviour

Behaviour for Learning

Teaching and learning is the core business of the college. In order for everyone to benefit from excellent teaching **students** are expected to:

- Take responsibility for their own learning
- Arrive on time to all lessons
- Be fully equipped for every lesson
- Allow others to speak without interruption
- Follow instructions and involve themselves in their learning
- Complete all work in the time frame permitted
- Wear their identity cards on college site
- Remove all hats on entering a building
- Remove outdoor clothing at the start of a lesson
- Key Stage 3 and 4 students are required to remain on the college site all day including breaks and lunchtimes
- Key Stage 5 students are permitted to leave the college site at lunchtimes and during study periods on the condition they can prove their identity when leaving the site. The site can only be exited using Smartcards after signing out at the Student Support Centre.
- Students are not permitted to smoke in or around the school campus.

In the interests of safeguarding, all students/staff should be immediately identifiable. It is therefore required that any item that obscures the face be removed whilst engaged in college business. It is also important that dress be appropriate in terms of being modest in our learning and teaching environment as this is a place of work for young learners (see appendix ii, college dress code for students in Years 10-13).

All students and parents/carers are expected to read and sign the home-college agreement (Appendix i) that identifies the key responsibilities of the college, the parent and the student.

In order to foster a 'behaviour for learning' approach, **teachers and associate staff** are committed to using a wide variety of strategies to engage students in their own learning. These strategies can lead to more effective classroom management and improved behaviour. These include:

- Ensuring that the classroom environment is neat and tidy with attractive wall displays to create a positive climate for learning
- Arranging and communicating to the students an appropriate seating plan
- Having resources readily available in the classroom
- Communicating to the students at the start of the lesson, lesson aims and objectives
- Recognising high levels of effort and achievement
- Carefully planning lessons which embrace differentiation and assessment for learning
- Modelling the behaviour we expect students to display is essential. It is expected that all associate and teaching staff at Beauchamp College will establish and communicate clearly measures to ensure good order, respect and discipline both within the classroom and beyond.

Regular professional learning will be provided for all staff to introduce new strategies for teaching and learning and behaviour management to keep all members of staff informed of current developments.

Behaviour for Learning - Rewards

At Beauchamp College we believe it is vitally important to acknowledge students' positive behaviours. We consider the most effective form of reward to be recognition of excellence and positive behaviours by other adults within the college and by parents/carers.

There are many ways to do this with our students:

- Praise in and out of class
- Displaying students' work
- Phone calls and letters home
- House gatherings
- House competitions
- House recognition
- Principal's commendation
- Student of the term

The college records rewards on Sims against the 4Rs where students have demonstrated a commitment to developing their potential. The college also fosters a culture of developing skills through participation and dove-tails these contributions into the reward system.

R1	RECIPROCITY	Learners who work effectively as a team and share their learning, whilst also being able to adapt and work independently.
R2	REFLECTIVENESS	Learners who take responsibility for their learning and their behaviour. They review and plan their next steps of learning.
R3	RESILIENCE	Learners who recover quickly and persevere through challenges. They bounce back and are determined to achieve.
R4	RESOURCEFULNESS	Learners who ask probing questions, make links between topics and adapt to different situations. They come prepared to lessons and make effective use of learning resources.

Through the House system students are awarded points for participation and achievement. At the end of the year the winning house is awarded the house cup. The college also awards for high levels of attendance each term and an end of year trip to Alton Towers trip for students with 100% attendance.

Subjects, departments, faculties and year offices are encouraged to implement their own strategies in addition to nominating their male and female student of the term for each year group in the qualifications they teach.

Student Support Services

Beauchamp College has an effective pastoral team to ensure they meet the needs of all students. Each year group has a Head of Key Stage and a Head of Year with support from Key Stage Student Managers who work with students on their conduct and attendance, advice and guidance, transition and admission. Students also belong to one of seven Houses with a Head of House and they see their tutor daily. Staff are trained in positive handling to ensure student needs are met should a difficult circumstance arise.

The Student Support Centre supports students facing a range of barriers to learning. When necessary, support from external agencies is sought to ensure students are given the appropriate necessary help and advice to achieve and succeed.

<u>Need</u>	<u>Agency</u>
<ul style="list-style-type: none"> • Child and adolescent mental health concerns • Careers and advice guidance: Prospects • Counselling • Self-esteem Raising course • Anger Management • Drug prevention/education/ counselling • Educational Psychology support • Police support • Behaviour support • Social services • Youth offending service 	Outreach services CAMHS Prospects Relate Turning Point drug support agency Educational Psychologist Leicestershire Constabulary / Community Support officers Learning South Leicestershire Behaviour Partnership Social workers

Communication with Parents / Carers

Regular effective communication and support of parents/carers is essential to ensure effective behaviour management. It is therefore critical that parents/carers are kept informed of their child's progress and any behaviour that could prevent them from maximising their full potential at Beauchamp College.

Reporting to Parents / Carers

A formal reporting schedule includes termly data-snapshots on academic progress and effort levels in all subjects. Regular parent/carer consultation days are outlined in the college calendar and can be seen on our website.

In addition to the formal consultation events teachers should use their professional judgement to contact parents/carers to discuss issues such as;

- Attendance
- Attitude and effort
- Behaviour
- Punctuality
- Preparedness
- Completion of assigned work
- Reinforcing success
- Reminding of expectations

Extended learning

If student behaviour in a lesson or during social time, is deemed by the class teacher or supervising adult to warrant a B2 then a student will be issued with an afterschool detention. An email/text/phone call will be sent to parents to notify them. In addition, the staff member awarding the B2 will contact parents within 48hrs to discuss the issue. Students will be required to bring work and complete an appropriate amount during this silent, supervised session.

Further intervention / consequences

If students persistently engage in unwanted behaviours, as demonstrated by an accumulation of behaviour points on SIMS, further interventions will be utilised to modify behaviour. Where these systems do not have the necessary impact, and the learning of other students is being disrupted, the Principal will consider whether a student should remain at the college.

Phones / MP3 Players/ Ipods and emerging technologies

The college wishes to embrace new technologies which are believed valuable tools for learning. However, mobile phones and other technologies should never be used to communicate during lessons. Where the class teacher feels that mobile phones may be used to enhance learning an exception to this rule may be made, and the class teacher will explicitly inform students that this is the case.

For Key Stage 3 Students – Mobile phones should only be used at break and lunchtimes and otherwise stored out of sight. All students are reminded of the dangers of being online and the use of social networks. Inappropriate behaviour of these sites and of the use of mobile technology will be dealt with in line with the conduct policy. Students who bring devices to college do so at their own risk and are not the responsibility of the college.

Use of CCTV

Beauchamp College uses CCTV in the corridors, main public areas and throughout the external spaces and perimeter. This is to maintain the security of the premises and for discouraging and investigating crime. It is also used to deter antisocial behaviour and for the purposes of student, staff and public safety. The college may use images obtained by CCTV for discipline purposes. The use of CCTV in college is in line with GDPR guidelines.

Confiscation and Searching

The college has the power to search and confiscate the following 'prohibited' items:

- Knives and weapons (which will be handed to the Police)
- Alcohol
- Illegal drugs (which will be handed to the Police)
- Stolen items
- Tobacco and tobacco related items
- Fireworks
- Pornographic images (which will be handed to the Police)
- Any article that has been or is likely to be used to commit an offence

Where it is deemed reasonable to search a student, we will explain clearly why we are searching them and will ask them for their consent. If the student refuses the search then the assumption will

be made that the student does have the suspected item(s) and a punishment given that is commensurate with carrying the item. Parents/carers will be informed.

In exceptional circumstances when a student refuses a search, where there is strong reason to believe that a student is carrying a weapon, illegal drugs or pornography, the student will be kept in isolation and the Police informed and asked to carry out the search. This is in order to maintain our duty of care to the students, staff and wider community.

Behaviour mentoring

It is the responsibility of all staff (teaching and associate) to continuously monitor the behaviour of students, both within and outside classrooms at the start, during and at the end of the college day. The college uses the Sims system to record behaviours and any interventions. The college's expectations of positive behaviours are displayed in all classrooms and around the college. They are reinforced during tutor time and in gatherings and shared with parents at open evenings. Staff record 'points' on the Sims systems where positive behaviours are not being met.

Restorative Justice

In instances when conflict has arisen between members of the college community, a restorative justice approach may be used to help resolve the issue. Restorative justice conferences involve the perpetrator and victim meeting with a trained facilitator to discuss the issues between them, including how each has been made to feel and most importantly what needs to happen to allow all parties involved to move on in a positive manner.

Positive handling

In instances where the behaviour of an individual/(s) could cause significant harm to another person or property, in keeping with current techniques and best practice, staff may use positive handling to keep members of the college community safe. Key student support and premises staff are trained in this area and will be called on as required, however all staff have the right to physically intervene if a situation requires it.

Pastoral support plans

When students persistently fall short of college expectations and an improvement in behaviour is not forthcoming, the college will invite the parents/carers of the student concerned to complete a pastoral support plan. A pastoral support plan sets targets to improve attitude and behaviour in the classroom and wider community, these targets are then reviewed at a later date.

Internal Centre for Exclusion (ICE)

The internal centre for exclusion is used as a means of isolating students who persistently fail to meet college expectations. Students are under supervision and are required to complete work set by subject teachers. Failure to meet the expectations within ICE would typically involve the day being repeated. Students are required to discuss their behaviour and reflect on the reasons they have been placed into isolation.

Fixed term exclusion

Serious incidents of misbehaviour may result in a fixed-term exclusion. This involves students being prohibited from being on college property for a number of days. Recent legislative changes stipulate that parents are responsible for supervising their son/daughter during the period of a school exclusion and ensuring that he/she is off the streets. If any excluded child is found in a public place without reasonable justification during school hours the parent could face a fixed penalty notice. The college must provide full time education from and including the sixth day of any fixed term exclusion of 6 days or over.

Informal governors' behaviour panel

Repeated incidents of misbehaviour, and in cases where students have amassed a number of fixed-term exclusions, may result in the student involved being invited to appear before an informal governor's panel. Parents of the relevant student will also be invited to attend. The nature of their misbehaviours will be discussed as will the impact of their behaviours on their own learning, the learning of others, and the wider college community. Targets will be set in an attempt to re-engage the student and to avoid the possibility of permanent exclusion.

Permanent exclusion

There may be exceptional circumstances in which the Principal feels it is appropriate to permanently exclude for a 'one off' offence. These could include:

- Serious actual or threatened violence against another student or adult
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Possession and/or use of an illegal drug on college premises
- Behaviour which may put students and/or the college community in danger

Ongoing instances of persistent misbehaviour may lead to a permanent exclusion

- Persistent and defiant misbehaviour
- Bullying

Managing student behaviour beyond the college campus

The college's behaviour policy, code of conduct and consequences also apply when students are offsite and engaged in activities arranged by and through Beauchamp College, e.g. work experience, educational visits/trips, sporting events etc.

It is expected that Beauchamp College students conduct themselves appropriately whilst out in the community away from the college site when travelling to and from school. If incidents of improper conduct do occur, the college will deal with these issues and notify the police if necessary.

Appendices

- Appendix i - Home /school agreement Key Stage 3, 4 and 5
- Appendix ii - Dress Code
- Appendix iii - Behaviour for Learning

HOME-COLLEGE AGREEMENT
Key Stage 3 students

THE COLLEGE WILL:

- Provide a balanced curriculum which meets the individual needs of students
- Involve you in college life through newsletters, the college internet site, letters home and notices
- Give regular progress reports through termly data snapshots and arrange parent/student day
- Maintain a safe environment
- Set high expectations of all students' behaviour and work
- Contact parents when a problem occurs e.g. attendance, punctuality or behaviour
- Nurture an atmosphere of mutual respect and tolerance in which all members of our college community can flourish and achieve their potential
- Enable the year 7 students to make a smooth transition from KS2 to KS3.

Signed (Group Tutor):

THE FAMILY/PARENTS WILL:

- Ensure students arrive punctually at Beauchamp by 8:30 am
- Encourage full attendance avoiding holidays in term time
- Where possible, arrange routine medical and dental appointments outside the college day
- Support college policies on discipline, bullying etc.
- Let the college know about anything which might affect students' work or behaviour
- Support students in homework and other opportunities for home learning
- Attend parent/student days to discuss students' progress
- Work in partnership with the college to ensure there is a positive experience and to help students achieve their full potential.

Signed (Parent/Guardian):

I WILL:

- Be punctual and aim for 100% attendance
- Bring all the equipment I need each day
- Wear the correct uniform
- Follow the college rules, which are based around the 4 Rs
- Complete all classwork and homework to the best of my ability
- Show respect for myself, for other pupils/staff and for the college environment
- Comply with reasonable requests from any members of staff
- Be a committed Beauchamp student.

Signed (Student):

MOBILE PHONES AND EMERGING TECHNOLOGIES

The context and time for use of such equipment is important to maximise learning and avoid disruption. Students may only use devices when authorised to do so by the class teacher. Refusal to follow instructions regarding these devices will be dealt with appropriately.

Mobile phones and communicative devices are not permitted during any tests.

HOME-COLLEGE AGREEMENT
Key Stage 4 students

THE COLLEGE WILL:

- provide a balanced curriculum which meets the individual needs of students
- involve you in college life through regular newsletters, the college internet site, letters home and notices
- give regular progress reports and arrange parent/student day
- maintain a safe environment
- set high expectations of all students' behaviour and work
- contact parents when a problem occurs e.g. attendance, punctuality or behaviour
- nurture an atmosphere of mutual respect and tolerance in which all members of our college community can flourish and achieve their potential

Signed (Group Tutor):

THE FAMILY/PARENTS WILL:

- ensure students arrive punctually at college at 8:30 am
- encourage full attendance avoiding holidays in term time
- arrange routine medical and dental appointments outside the college day
- support college policies on discipline, bullying etc.
- let the college know about anything which might affect students' work or behaviour
- support students in homework and other opportunities for home learning
- attend parent/student days to discuss students' progress
- restrict student paid employment to a maximum around 10 hours per week in line with research guidelines
- work in partnership with the college to ensure there is a positive experience and to help students achieve their full potential.

Signed (Parent/Guardian):

I WILL:

- be punctual and aim for 100% attendance
- bring all the equipment I need each day
- wear appropriate clothing
- fulfil all homework and assignments, meeting deadlines
- show respect for myself, for other people and for the college environment
- get the best results I am capable of and achieve my potential
- comply with reasonable requests from members of staff
- engage in the wider aspects of college life
- be a committed Beauchamp student.

Signed (Student):

MOBILE PHONES AND MP3 PLAYERS

The college wishes to embrace new technologies that have the potential to enhance learning. Use of such devices are at the discretion of the class teacher. Mobile devices should not be used for communication during lessons.

Mobile phones and MP3 players are not allowed into examination rooms.

Name of student	Tutor Group

Sixth Form Learning Agreement

By entering Year 12 you have made a decision to continue with your education. Your choice to become part of Beauchamp's Sixth Form is very important to us. We are dedicated to offering you high quality teaching, support and guidance. By signing this agreement, you are committing yourself to the expectations of the college and to your own success. Outlined below is an agreement between you and the college.

This agreement is designed to enable you to be clear about what you can expect and what is expected of you. Therefore, please read it carefully, once you and your parents/carers have done so, please sign and return it to your tutor when you start college.

Your suitability for each of your chosen courses will be under constant review. Should we have any concerns regarding your ability to cope and achieve on any of these courses we will discuss the situation with you and consider appropriate action. Your position as a student in Beauchamp Sixth Form may be in jeopardy if our expectations are not met.

As a Sixth Form student:

- I will respect the general rules and procedures of the college. I understand that I have a duty to behave maturely, act as a positive role model for younger students in both the college and the community.
- I understand that I am entering full-time post-16 education and I will attend **all timetabled classes**, including extension and study periods. I will agree to attend tutor time each morning. I understand that Beauchamp does not offer exam study leave and that I will be expected to attend lessons up to my examination dates.
- I will aim for 100% attendance to tutor time and lessons (**below 97% is considered unacceptable**) and to be punctual to all lessons. I understand that should my attendance fall below this without valid reason, my position in the Sixth Form may be at risk.
- I will take responsibility for my learning and use my study periods in college effectively; doing extra reading and research beyond the syllabus. I will come equipped and prepared to learn and I will complete all homework and coursework on time and to the best of my ability.
- I will come to college suitably dressed for a working environment.
- I undertake that in the event of unavoidable absence I or my parent/carer will contact the Attendance Team during the morning of each day of absence and provide a parental/medical letter on my return to the SSC. I agree to arrange routine medical/dental appointments/driving lessons outside the college day.
- I will check my college email account regularly to ensure that I keep up to date with key college announcements and meetings with my tutor.
- I will attend any subject interventions I am invited to and engage with all support provided by the college.

I agree that I will abide by the expectations set out above and will use my time at college to fulfil my potential.

.....**Student****Date**

I/we agree with the expectations set out on the above agreement

.....**Parent****Date**

We agree to support you academically and pastorally in the ways outlined above

.....**Tutor** (on behalf of the college)

BEAUCHAMP COLLEGE

DRESS CODE FOR KEY STAGE 4 AND KEY STAGE 5 STUDENTS

Although Beauchamp College does not have a college uniform for students in Years 10-13, our dress code plays an important role in contributing to the ethos of the college and the wider school. The dress code allows students to express themselves as individuals, but in an appropriate and modest way. It is particularly important that the dress code recognises that the school is a working environment for students from the age of 11, and further that student dress does not cause embarrassment to staff, students and other members of the school and wider community.

Whilst students are given considerable freedom in determining how they dress to attend the college, the following items do not meet our expectations of dressing modestly;

- Strapless, backless, or string-strapped tops
- Clothing which is revealing; for example, exposing bare midriffs or bottoms
- Caps or hats worn indoors, or any item which obscures the face
- Clothing which reveals underwear
- Flip flops due to health and safety issues
- Clothing with offensive logos

All students are expected to arrive at college wearing clothing in accordance with these expectations. Should they not do so, then they will be sent home to change by the Head of Key Stage or a member of the Leadership Team. Any student unable to go home to do this will be issued with a Beauchamp t-shirt to wear throughout the whole day. Repeated instances of failing to meet these expectations will result in action under the Conduct policy.

BEAUCHAMP COLLEGE

BEHAVIOUR FOR LEARNING

B1 Failure to show Positive Behaviours

Action taken by all staff; everyone every time. Please mark resolved and express concern with student, parents/ carers. Students with up to 4 points in a week will lose some of their social time at lunch.

B1	Be equipped and ready to learn
B1	Remove outdoor clothing and be appropriately dressed
B1	Work hard to make progress
B1	Wear your lanyard
B1	Respect each other and the environment
B1	Be on time
B1	Put your phones away
B1	Complete homework

B2 Behaviour which does not meet college values

B2 incidents should be logged on Sims and parent/carers contacted within 48 hours by the individual member of staff. Action will be taken within 48 hours through the extended day facility.

B2	Persistent failure to comply
B2	Verbal or written abuse towards a student
B2	Persistent disruption
B2	Vandalism
B2	E-safety
B2	Smoking on site
B2	Left college site without permission
B2	Truancy
B2	Inappropriate behaviour at social times

B3 More serious behaviour which goes against college values

B3 incidents should be logged on Sims. Action will be taken daily/ immediately by Heads of Year/ Heads of Key Stage/ Student Managers. The use of the on-call button on Sims is appropriate for some of these B3 incidents

B3	Assault on a student
B3	Discrimination towards another student
B3	Verbal or written abuse to a member of staff
B3	Bullying
B3	Violent/ Dangerous behaviour
B3	Theft
B3	Illicit substances