

POLICY

STUDENT BEHAVIOUR

Senior Team Responsibility:

Assistant Principal
(Behaviour, Culture and
Consistency)

Reviewed:

September 2024

Next Review Date:

September 2025

As a college we are committed to Safeguarding and promoting the welfare of children and young people. To achieve our commitment, we will ensure continuous development and improvement of robust Safeguarding processes and procedures that promote a culture of Safeguarding amongst our staff and volunteers. We are committed to providing a culture of positive behaviour both in and out of the classroom.

Associated Documentation:

- Use of Reasonable Force (DFE guidance)
- Home-School Agreement
- Anti-Bullying Code
- Uniform Code
- Mobile Phone Policy
- Pledge of Conduct
- Bus Code of Conduct
- Social Time Charter
- Rutland Transport 'Passenger Code of Conduct'
- Behaviour and Discipline in schools; advice for head teachers and school staff (DfE)
- Exclusion from maintained school, Academies and pupil referral units in England (DfE)
- Dealing with allegations of abuse against teachers and other staff, (DfE)
- Education Regulations 2012
- Equality Act 2010
- Sections 90, 91 and 94 of the Education and Inspections Act 2006
- Exclusion Code
- Keeping Children Safe in Education 2023

1. INTRODUCTION

The College believes that in order to enable effective teaching and learning to take place, good behaviour with high expectations in all aspects of college life is necessary. It seeks to create a caring and learning environment in the College by:

- encouraging a positive relationship with parents, and carers to develop a shared approach to involve them in the implementation of the College's policy and associated procedures.
- promoting positive behaviour, self-discipline and proper regard for authority among our students;
- encouraging respect for all people, and prevent all forms of bullying;
- creating a happy, safe, secure, and well-ordered environment so that all students can learn, and develop their talents.

2. AIMS

- 2.1. To maximize the achievement of every student
- 2.2. To support effective teaching and learning
- 2.3. To contribute to mutual respect and trust
- 2.4. To maintain an orderly environment both within the college and the surrounding communities
- 2.5. To adhere to an agreed set of behaviour for learning principles (Pledge of Conduct / Home School Agreement)
- 2.6. To promote Student Voice

3. ROLES AND RESPONSIBILITIES

3.1. The Academy Governors will establish and review the policy in consultation with the Principal and Senior Staff and ensure that it is communicated to students and parents and that expectations are clear. Governors will support the College in maintaining high standards of behaviour.

3.2. The Principal will be responsible for ensuring the implementation and day-to-day management of the policy and procedures. The Principal will oversee support for staff faced with challenging behaviour.

3.3. Staff, including teachers and support staff, will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. They also have responsibility, with the support of the Principal, for creating a high-quality learning environment, teaching good behaviour and implementing the agreed policy and procedures consistently. The Principal will treat failure by staff to apply the policy as a serious dereliction of duty.

3.4. The Academy Governors, Principal and staff work towards no differential application of the policy and procedures; particularly on the basis of ethnic or national origin, culture, religion, gender, disability or sexuality.

3.5. Parents, guardians and carers will take

responsibility for the behaviour of their child both inside and outside the College. They will be encouraged to work in partnership with the College to assist the College in maintaining high standards of behaviour and will have the opportunity to raise with the College any issues arising from the operation of the policy.

3.6. Students are expected to take responsibility for their own behaviour and attitude to learning and will be made fully aware of the College policy, procedure, and high expectations. Students also have a responsibility to ensure that incidents of disruption, peer on peer abuse, including physical abuse, sexual abuse, bullying, cyber-bullying, sexting, hazing, prejudiced behaviour, and any form of harassment are reported immediately.

3.7. The Principal, college staff and governors recognise that all children have the right to be protected from peer-on-peer abuse to experience a high standard of care as stated within the Keeping Children Safe in Education, 2018.

4. DISCIPLINE IN COLLEGES – TEACHERS' POWERS

4.1. Key Points

- Teachers have a statutory authority to discipline students whose behaviour is unacceptable, who break the college rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006).
- The power also applies to all paid staff with responsibility for students, such as teaching assistants.
- Teachers can discipline students at any time the student is in college or elsewhere under the charge of a teacher, including on college visits.
- Teachers can also discipline students for misbehaviour outside college (even when they are not in the charge of a member of staff).
- Teachers have a specific legal power to impose detention outside college hours (see section on detention below).
- Teachers can confiscate students' property (refer to The Power to Search & Confiscation of Property Policy).

2. Students' conduct outside the school gates – teachers' powers

What the law allows:

- Teachers have the power to discipline students for misbehaving outside of the college premises. Section 90 of the Education and Inspections Act 2006 gives head teachers a specific statutory power to regulate students' behaviour in these circumstances "to such extent as is reasonable."
- The teacher may discipline a student for any misbehaviour when the student is:
- taking part in any college-organised or college-related activity or
- travelling to or from college or
- wearing the college uniform or

- communicating on social media with other students from the college in some other way identifiable as a student at the college
- or misbehaviour at any time, whether or not the conditions above apply, that:
- could have repercussions for the orderly running of the college
- poses a threat to another student, member of staff or member of the public
- could adversely and unfairly affect the reputation of the college or a member of staff

All non-criminal behaviour and bullying as identified above which occurs outside of the college premises will be dealt with in the same manner as it would be in college, irrespective of whether it was witnessed by a member of college staff or reported by the public. All criminal behaviour should be reported and given as evidence to the Police.

5. REWARDS

A college ethos of encouragement is central to the promotion of positive behaviour. Rewards are one means of achieving this. They have a motivational role in helping students to realise that positive behaviour and hard work is valued. Copies of rewards will be kept in the 'Rising Stars of Rutland' portfolios.

Praising students will raise their self-esteem, help them to learn to accept praise with good grace, enable them to appreciate their strengths, recognise the success of others and help them to become positive members of society.

Praise can be linked to work, effort, willingness, contribution, co-operation, teamwork, thoughtful actions towards and for others and personal achievement

Types of reward include: (Appendix 6)

- Verbal and written praise
- Praise stickers, postcards and stamps
- Badges
- Golden Tickets
- Award for Leadership
- Drama/Sports colours
- Platinum Platters
- Academic Excellence awards

6. SANCTIONS

Sanctions are needed to respond to inappropriate behaviour.

A range of sanctions is clearly defined in the RTL procedures and point system (see appendix 2).

The college has agreed standards of behaviour with students and parents/carers through the 'Pledge of Conduct' (appendix 7) and 'Home-School Agreement'; because it believes that positive and thoughtful behaviour is essential for effective learning. The college seeks to prepare students to take their place in society. Students do not always conform to these agreed standards and a system of sanctions is therefore required.

For unacceptable behaviour in the classroom, all staff operate Ready To Learn (RTL) procedures, (see Appendix 3). If a student is removed from a lesson through the RTL procedures, they are required to remain in college until their parents are able to collect them at 4.30 pm. Parents and carers will be contacted by the B & A team to ask them to pick up their child at 4.30pm. If unable to collect, the student will make up the time in lunch detentions.

After-school detentions will be issued in relation to the prep not done and late to lesson. Students can remain in college under supervision until 5pm.

Managed Social Time (MST)

The college reserves the right to remove any student from social times, into a supervised area for a set period of time, to encourage students to modify their behaviour in accordance with the college's social time charter (Appendix 9). Parents will be contacted by Student Services if their child falls into this intervention.

Ready To Learn

Ready to Learn (RTL) is a whole school behaviour and learning policy which covers all aspects of college life. Its aims are to eliminate disruptive behaviour; provide clarity to staff and students about acceptable behaviour; encourage students to take responsibility for their actions and enable staff to deliver engaging and creative lessons. Students at CCR have a right to learn without disruption and are expected to follow 3 simple rules:

1. Listen to and respect the teacher.
2. Not disrupt others.
3. Stay on task.

Students are also required to:

- have the correct equipment to support their learning
- arrive on time to lessons
- wear their uniform correctly
- mobile phones, on arrival at college mobile phones are to be switched off. They must remain in a student's bag or inside blazer pocket until they leave the site. Exceptions to this are at if the phone is necessary to a learning activity within a particular lesson. At KS4, use of mobile phones in designated 'Phone Zones' is permitted.

Sanctions are linked through Ready To Learn, work effort, behaviour and personal conduct and should be given when these fall below the expectations of the college.

6.1. To be lawful, sanctions must satisfy the following three conditions;

- the decision to put in sanctions for the student must be made by a paid member of the college staff or a member of staff authorised by the Principal
- the decision to put in sanctions for the student and the sanction itself must be made on the college premises or while the student is under the charge of the member of staff
- it must not breach any other legislation (in

respect of disability, SEND, race and other equalities and human rights) and it must be reasonable in all the circumstances.

All sanctions must be proportionate. It must be reasonable in all the circumstances and account must be taken of the student individual needs.

6.2. What sanctions can we use?

- Verbal disapproval or reprimand (Formal Warning) regarding impact of behaviour on learning
- Extra work or repeating unsatisfactory work until it meets the required standard
- Loss of privilege
- College based community service; such as litter picking, weeding of college grounds, tidying a classroom, clearing tables in the Courtyard at lunchtime, removing chewing gum/graffiti, etc.
- Restorative justice, for example asking the student to apologise for their actions, requiring them to support staff to rectify/pay for any damage they have caused.
- Detentions may include after school for prep or late to lesson, or confiscation of mobile phone. Lunch time detentions and isolations according to RTL procedures.
- Reengagement as per RTL procedures – this will take place in the Reengagement room
- Student referral to Assistant Principal or Principal
- Formal warning of exclusion by the Principal – parents will be informed by letter
- Exclusion from the premises at lunchtime – a parent/carer will need to collect and return the student at designated times
- Fixed-term exclusion (does not have to be for a continuous period)
- Permanent exclusion in response to:
 - a serious breach, or persistent breaches, of the college's behaviour policy or
 - where allowing the student to remain in college would seriously harm the education or welfare of the student or others in the college.

6.3. Exclusion (Suspension and internal) procedures:

A post exclusion meeting with the Assistant Principal and/the head of year, takes place before a student is readmitted after an exclusion. The student is expected to give assurances that the behaviour will never be repeated. If they refuse to do this, we reserve the right to send the student home and reintegrate at a later date.

A member of Senior Team can decide that the consequence of an Internal Exclusion can be used for the following incidents: Assault, bullying/cyber bullying, swearing intended to offend (at another student), deliberate breach of safety, vandalism, truancy, refusal to comply, smoking, and any other

wilful and/or deliberate acts of disobedience, failure to attend after-school detention, persistent refusal to comply with reasonable requests.

An email will be sent home to the parents informing them of the Internal Exclusion, length and reason; they will be given a time to meet with a member of the Behaviour & Attendance Team to discuss the reason behind the exclusion and set future targets. The Internal Exclusion will appear in the student's school file and be logged on the SIMS system. Students who receive an internal exclusion will remain in college until 5pm.

Permanent exclusion procedures are in the Exclusion Code

6.4. Detention – what the law allows:

- Teachers have a legal power to put students (aged under 18) in detention.
- All paid members of staff can put students in detention. Voluntary members should refer incidents as per the policy to their line manager.
- Parental consent is not required for any detentions.
- The times outside normal college hours when detention can be given (the 'permitted day of detention') include:

1. any college day where the student does not have permission to be absent;
2. weekends – except the weekend preceding or following the half term break; and
3. non-teaching days – usually referred to as 'training days', 'INSET days' or 'noncontact days'.

The college will consider the following when making the decision to place a student in detention:

- Whether the detention is likely to place the student at risk
- Whether the student has known caring responsibilities (e.g. Young Carer)
- Whether there is a requirement to make a reasonable adjustment to support a student's SEND needs.
- Whether the parent ought to be informed of the detention (i.e. due to alternative transport arrangements needed)
- Whether suitable transport arrangements can be made by the parent/carer (it does not matter if making these arrangements is inconvenient for the parent)

7. TRAINING

The Academy Governors will ensure that appropriate high-quality training on all aspects of behaviour management is provided to support the implementation of the policy.

8. INVOLVEMENT OF OUTSIDE AGENCIES

The College works positively with external agencies.

It seeks appropriate support from them to ensure that the needs of all students are met by utilising the range of external support available. Where college sanctions are having little or no effect the college may seek the agreement of the parent/carer to complete an EHA (Early Help Assessment form) for Multi-Agency support or a Single-Agency Referral form.

9. REVIEW

The Principal, in consultation with the staff and students, will undertake systematic monitoring and conduct regular reviews of the behaviour management policy and procedures in order to evaluate them to ensure that their operation is effective, fair and consistent. The Principal will keep the Academy Governors informed.

The Academy Governors will annually review this policy and associated procedures, to ensure its continuing appropriateness and effectiveness. The review will take place in consultation with the staff and students.

The College promotes positive behaviour by displaying the Pledge of Conduct in all teaching rooms and around the College.

10. SUPPORT FOR STAFF

It is important to remember that all members of staff work collectively to ensure and maintain the highest standards of behaviour. Support is available at every stage and in every situation. Rather than work in isolation it is much better to seek help and use the procedures that exist. A number of staff will have dealings with a given student or group of students and there will be information available that could prove useful in assisting classroom management. Any member of the Senior Team can be approached to provide support and to discuss an issue. Enlisting a senior colleague to visit and observe can help behaviour management in the classroom. Advice and suggestions based on observation are often of real practical benefit.

Management of behaviour requires all staff to have an open attitude and a willingness to take advice. Our collective responsibility to promote positive behaviour will help to ensure a consistent approach across the College and move us towards being an institution where all students know what is expected of them.

10.1. False or malicious accusations against a member of college staff

The college will take firm action against any student who makes false or malicious allegations against a member of college staff. This is likely to result in exclusion.

10.2. Students who harass or denigrate a member of college staff

The college will take firm action against any student who harasses or denigrates a member of the college staff or the college as an organisation, on or off premises, including via any form of social media.

The college will engage external support services, including the Police, as appropriate.

10.3. Violent, threatening or abusive behaviour

The college will not tolerate violence, threatening behaviour or abuse by students or their parents/carers; this includes face-to-face, via telephone, letter or email. If a parent/carer does not conduct themselves appropriately, the college has the right to ban them from entering the college premises. If the parent/carer continues to cause disturbance or nuisance, they may be liable to prosecution.

DETAILED RULES FOR STUDENTS

If you follow the spirit of the College Rules and Students' Responsibilities, you will not go wrong. However, we have found over the years that a few detailed rules help people to get things right. All members of the college should observe and adhere to the Anti-bullying code, the rules on confiscated items, Uniform code, use of Mobile Phones and other portable electronic devices code, the College's Anti-Smoking Policy, Bus Code and the Pledge of Conduct.

In addition, the following are specified as a practical expression for others, and are intended to make life easier for everyone:

1. The following items are 'prohibited' (Education Act 1996) and must not be brought into college:

- Dangerous or illegal substances and items including, but not limited to: Illegal drugs and narcotics (as well as legal highs)
- Offensive weapons and any form of firearms (imitation or real)
- Knives/pen-knives
- Laser-pens
- Alcohol
- Smoking/vaping paraphernalia
- Pornographic images and items
- Stolen items

The following items are 'banned' and must not be brought into college:

- illegal drugs and other substances known to be legal highs
- Alcohol
- stolen items
- child or any other form of pornography
- knives or weapons used as knives
- weapons or items which are evidence of an offence
- any item that could be used to commit an offence or personal injury or damage to property or an individual
- electronics devices containing inappropriate material

- Tobacco and cigarette papers also:
- Excess Jewellery and non-uniform items
- Skateboards/scooters (or similar items)
- Fidget-Spinners and Fidget-Cubes
- Chewing gum
- Aerosols
- Fizzy drinks (including 'energy' drinks)

2. Travelling to and from college:

Where students travel on buses they are expected to behave in a respectful and responsible manner. Where seat-belts are fitted they must be worn and students will stay seated while a bus is moving. The college reserves the right to contact the County Council and ban a student from the bus if their behaviour brings the college into disrepute. Students travelling by bus to school must agree to and sign the college Bus Code (Appendix 8)

When students in Year 11 are wishing to travel by moped/motorcycle, the parent/carer must ask permission in advance in writing. All students travelling to and from college by cycle/motorcycle/moped must wear a protective helmet and have suitable lighting for poor visibility conditions or after daylight hours. Cycles must be roadworthy with brakes. Cyclists crossing the bottom of Ryhall Road should dismount and walk across.

3. Students must arrive promptly at the start of the college day and be 'registered' on time. Once on the college site, students must enter the grounds of the main building areas. Sanctions, such as lunchtime and after school detentions, for late arrival to college and lessons within the school day will be actioned. These are outlined in Appendix 4. Where a student does not attend a lesson and is truanting, procedures and sanctions will be actioned as outlined in Appendix 5.

4. Once students are on the site they may not leave during the college day without permission and then they may only leave once 'signing out' has been completed. Parents collect students MUST bring photo ID and sign out their child.

5. Some areas of the site are 'out of bounds' all the time or on specific occasions, for example during examinations. It is important that all out of bounds rules are obeyed exactly and students are reminded regularly.

6. All students are responsible for keeping all areas of the college tidy. Areas must be left tidy and litter-free.

7. Students should not eat inside except for in the Courtyard and Main Hall. Students are responsible for their litter and should place it in the bins provided.

8. Student are to show good care and respect for social time areas and behave appropriately at all times, failure to do so may lead to a ban from the area.

9. You must not bring goods/items to college with the intention of, or engaging in, buying and selling for personal gain.

10. You must not order, bring or eat fast food on college premises without prior permission of a member of college staff.

11. Anyone caught smoking or vaping or standing with smokers/vapers on site will be told to clear the area of cigarette ends and then escorted to Student Services. Student Services will then enter details in the log, action will be taken outlined in appendix 10.

- A first offence will result in parent being informed, a conversation with medical officer about dangers of vaping/ smoking and logged on SIMS.
- A second offence will result in same sanctions as 1st offence, but will also attend an after-school session called "Catch Your Breath" and complete a reflection form regarding harm vaping
- A third offence will result in same procedures as 1st and 2nd offences but in addition a parental meeting will be arranged to discuss a plan of action.
- A fourth offence will result in action at the discretion of the Principal and Assistant Principal but could result in suspension from school.

12. All students are expected to agree to and sign the College Social Time Charter (Appendix 9)

Appendix 1

Classroom Routines

Lesson start

1. Check your uniform, mobile phone off and out of sight
2. Enter room calmly and greet your teacher
3. Sit according to seating plan.
4. Take out books and equipment (RTL)

Classroom Routines

Lesson end

1. Ensure your prep is recorded
2. Clear table and check uniform
3. Stand behind chair and wait to be dismissed
4. Thank your teacher as you leave

Appendix 2

Ready To Learn Points

At the beginning of each half term, the behaviour points reset. The accumulation of behaviour points relies on a full understanding of each individual child, their circumstances and context. This means the following guidelines do not always apply so rigidly.

Point	Action	Intervention Suggestions
4, 8 and 12 points in any one term* *Please note that the score should reset at the start of each half term, yet this won't appear on SIMs, so please change the dates accordingly **Please also note that 3 crosses on any report in one day will result in a lunchtime detention. Please log on SIMs/Edulink and fill in the detention slips if you issue one	4 points in a term	<ul style="list-style-type: none"> • Tutor to make contact home
	8 points = Positive Tutor Report for one week	<ul style="list-style-type: none"> • Tutor to make contact home with suggested targets for improvement • Log on Edulink/SIMs
	12 points = Positive Tutor Report (HoY) until behaviour improves	<ul style="list-style-type: none"> • HoY to contact home with the suggested targets • Log on Edulink/SIMs • Student meeting with HoY to discuss improvement targets ALL reports must be signed by the parent/tutor/HoY daily
18 points	18 points = HOY meeting with parent	<ul style="list-style-type: none"> • HoY report indefinitely • Pathway to progress meeting with parent, tutor, HoY. Contract to be drawn up and signed by all parties • All communication to be logged/uploaded on CPOMs
24 Points	'Emerging Concerns' meeting to be held. All 'key' people to attend and discuss a plan of action before inviting parents in for a meeting to discuss the plan	<ul style="list-style-type: none"> • Concerns to be placed on SIMs (as RCPs for behaviour and logged on the central drive for all staff) • Further external referrals to be made at the SSP meetings

Appendix 3

RTL Procedures

Code	Point value	Where	Description	Action/Consequence/ intervention
RTL1	1	Lesson	Low-level behaviour that impacts on the student's readiness to learn or impacts on their progress. Wilful and deliberate act to break one or more RTL rules	<ul style="list-style-type: none"> • RTL1 logged on SIMs, Student notified by teacher • Parent notified on Edulink/SIMs
RTL2	0	Lesson	RTL Re-Engagement issued when behaviour is disrupting the learning of other students	<ul style="list-style-type: none"> • RTL2 – Removed from lesson recorded on SIMs by the teacher • Student issued with orange card and sent to the Re-engagement Room until 4.30 (if this is not possible, SH will communicate the issue with the member of staff) • Student loses lunchtime too • Teacher to meet with student before 4.30 for restorative conversation. • Parent contacted by pastoral team.
	2	Social Time	Behaviour which contravenes college expectations	<ul style="list-style-type: none"> • Duty staff address student about college expectations. • Student sent to IT4 – Logged on Edulink/SIMs by duty staff member. • Where possible duty staff walk student to IT4/SS. • Staff to log this on Edulink/SIMs

Prep Incomplete/Unsatisfactory

- If a student fails to hand in 3 homeworks in a term, their parents will receive communication from the school. Parents will be required to complete a short Microsoft Form to acknowledge the communication
- In the communication, students will also be invited to attend one of the after school homework clubs where a register will be taken
- If a student reaches 5 homeworks incomplete/unsatisfactory they will be expected to attend an afterschool homework club

Lack of Equipment

- Where possible, teachers can issue items of equipment to support students with their learning
- Lack of equipment is to be logged on Sims, but no points attached
- Tutors are to monitor patterns on Sims and contact home where they feel it is necessary
- PE Kit- Students will be lent kit where possible. PE department to contact parents of students who regularly forget their PE kit (follow PE department policy) refusal to borrow kit will result in a phone

call home and a behaviour point given

- Further concerns to be highlighted to HOY for further intervention

Punctuality

- Classroom staff must complete a register on Sims at the start of every lesson.
- Arrival after bell is recorded as RTL Late to Lesson on Sims.
- Two RTL Late to Lessons in one day will result in students received a sanction
- If a student receives 2 two RTL Late to Lessons in a week (as above) it will result in an after school detention on a Friday
- (see appendix 4 for more detail)

Toilets

- Students are to be encouraged to go to the toilet at social times or in 5 minute transition times between lessons
- Students should be discouraged from going to the toilet within the first/last 15 minutes of the lesson
- If a student goes to the toilet in the lesson they should wear a lanyard with the teacher's name on it and go to the nearest toilet to their classroom
- Teachers should log as RTL Toilet on SIMS when they allow students to use the toilet in lesson time
- CJ logs this and sends the communication out to tutors and HoY weekly

Uniform

- Tutor to check uniform first thing each morning as the students enter the classroom
- Any student without correct uniform should either be sent to borrow spares from either SS (ties) or CK in Reprographics (blazers). Students should trade their mobile phone/headphones in for the item of clothing borrowed. If there are no spares, the student should be given a uniform card and asked to correct their uniform for the following day
- In the case where a student is not wearing black socks, please send them to the main office where they will be asked to swap them for a pair of black ones
- This should be logged on SIMs with a description of the incorrect uniform in the comment box
- Parents should provide a note explaining why their child is not wearing the correct uniform

Jewellery

- Students are permitted to wear gel/acrylic nails of a neutral colour and short length
- Multiple earrings are permitted but they must be studs
- Students can wear one small nose-stud, not a hoop
- If a student breaches these rules, their extra jewellery will be confiscated and given to CJ. This should be logged on SIMS with a description of what has been confiscated in the comment box
- CJ will keep a log of this on a spreadsheet. Sanctions will be put in place for repeat offenders

Mobile Phones

- At KS3 (Y7-9) mobile phones are to be out of sight at all times during the school day
- At KS4 (Y10-11) mobile phones are to be out of sight at all times except for in the Main Hall during social times

- Mobile phones can be used if the child has asked for permission to check their timetable or if they have permission from a teacher in order to carry out a particular classroom activity
- If a student breaches these rules, their phone will be confiscated and given to CJ. This should be logged on SIMS with detail of where the phone was confiscated from in the comment box
- CJ will keep a log of this on a spreadsheet. Sanctions will be put in place for repeat offenders

Smoking/Vaping/paraphernalia

- If a student is caught vaping/smoking or with paraphernalia on their person, they will be asked to call their parent to explain this. The item will be confiscated and taken to CJ
- This should be logged on SIMs
- If this is repeated, students will be required to attend a 'Catch Your Breath' session until 5pm and asked to speak with the medical team about the dangers of vaping
- Parents will be invited in to discuss vaping and the dangers/harm caused by vaping if it becomes persistent
- (see appendix 10 for more detail)

Appendix 4

Punctuality Procedure

Stage	Description
Stage One	If a student arrives to lesson late teachers should record it as late on their SIMS register and also record as an RTL Late on SIMS.
Stage Two	If a student receives another late that day, after the final register has been taken, they will be collected by our attendance officer and taken to the 'Timeout Room' for a lunchtime detention.
Stage Three	If a student receives more than 1 detention in any week for lateness or receives 4 or more late marks in one week, they will be asked to stay for an after-school session on Friday (P5). This will be monitored by a member of staff.
Stage Four	The stages will repeat for persistent latecomers.

Appendix 5

Internal Truancy Procedures

Stage	Description
Stage One	At the end of each lesson a bell is rung to alert students and staff that it is the end of the lesson. Students have a 5 minute movement break to allow them to get to their next lesson. After this a second bell rings to indicate that all students should be in their lessons. If they arrive after the bell, it is classed as 'Late' and will be logged on SIMS.
Stage Two	Our attendance officers will check registers each lesson and identify unexplained absences. This will then be communicated to duty staff who will look for the missing student(s).
Stage Three	<p>If a student is found truanting, they are to be given a clear instruction to go to their lesson. If a student refuses this, they will be sent to the Reengagement Room, where they will stay until 4:30pm. Students will also be expected to contact their parents/guardians and explain why they did not go to their lesson.</p> <p>If parents/guardians can persuade their child to go lesson, then the member of staff can escort the student(s) to their lesson. However, if 30 minutes pass students will not be given the opportunity to go back to their lesson, they will need to go to the Reengagement Room for the remainder of the period and sent to their next lesson thereafter. This will be logged as 'Internal Truancy' on SIMS.</p> <p>If a student leaves the lesson to use the toilet and does not return, staff will email the attendance officers to let them know.</p>
Stage Four	In the result of a student refusing to go to either their lesson or the Reengagement Room, duty staff will be informed, and the student will be collected by them.
Stage Five	If a student cannot be found, a member of staff will contact parents and explain this as a serious safeguarding concern. Parents will also be asked to contact the child to make their whereabouts known and they will also be warned that if we cannot locate their child then the police will be called.

Appendix 6

House Point / Rewards

Coding	Points vaule	Where	Reason	Reward
HP1	1	Lesson	Demonstrating actions above and beyond the usual expectations of the classroom or prep	1 house point
	1	Event	Representing the student body at a college event Charity contribution	1 house point
HP1	1	Social Time	A demonstration of any of the college values which support or help the college environment	1 house point
HP2	2	Tutor	100% attendance Improving behaviour or attitude Representing the tutor group	2 house point
HP3	3	College	Any significant achievement about and beyond E.g. Fundraising, competition winner, making a difference to the college community, success through adversity	3 house point

Appendix 7

Student Pledge 2024-25

I am a proud Castertonian who will uphold the reputation of the school and;

Be grateful by	Thanking my teachers as I leave lessons Thanking other staff for the work they do Thanking visitors and adults outside school
Be polite by	Speaking politely to adults and others Greeting adults with good morning/afternoon Opening doors for adults
Be considerate by	Being kind, patient and caring Being on time for school and lessons Ensuring new and younger students feel safe
Be prepared by	Wearing the correct uniform Having the correct equipment Being ready to learn
Be hard-working by	Producing my best work always Handing in prep on time Doing my best in every lesson
Be attentive by	Immediately being silent when asked Following the listening code in lessons Listening to and respecting the views of others
Be tidy by	Taking care of my appearance Putting litter in the bin and picking up litter Caring for the building and environment
Be safe by	Moving around corridors calmly Following safety rules and advice Reporting problems and concerns to adults

I will never bully, tease, swear, fight, steal, vandalise, harass, or discriminate against anyone.

I am proud to be part of an inclusive and diverse society. I strive to be well informed and respect the opinions of others.

I understand and respect the five British values of Democracy, Rule of Law, Individual Liberty, Mutual Respect and Tolerance of those of different faiths and beliefs.

Appendix 8

Bus Code of Conduct 2024-25

STUDENTS

I understand that because I have a right to travel on home-to-school transport, I have a responsibility to behave well. I will never act in a manner that may compromise the safety of myself or others or make others feel unsafe to travel on the bus.

To travel safely and be a good passenger

- I will find a seat quickly and remain seated and facing forward until the bus has stopped at school in the morning and at my own bus stop in the afternoon.
- I will always wear a seatbelt where provided.
- I will ensure my bag is not taking up a seat and is stored safely away from the aisles.
- I will ensure all litter is taken off the bus when I get off.
- I will keep noise to a reasonable level. If I wish to listen to music or videos I will wear personal headphones.
- I will never distract the driver or be discourteous.
- I will not be abusive to other passengers or the driver nor use bad language.
- I will follow instructions given to me by the driver.
- I will treat other passengers with care and never bully other students.
- I will report incidents of bullying or bad behaviour to the college.
- I will not vandalise the vehicle or other people's property.
- I will not smoke, vape, drink alcohol or consume illegal substances.

Poor or unsafe behaviour on the buses will not be tolerated. In the event of rules not being followed, the consequences below will be enforced. These will not necessarily be in the order below and will both depend on the incident reported and any previous incidents you have been involved in.

Procedures for any student failing to abide by this code:

1. First Incident- A written warning will be issued.
2. If a second offence is committed, a final written warning will be issued.
3. Further offences- the student will be removed from the bus for a period of time to be determined by the College and Bus company. This could be a permanent ban if a serious breach of health and safety has occurred.

Alongside the above, the College may also put further sanctions in place, which could include lunch time detentions, isolations and suspension from school. These will be decided according to the severity of the incident.

Appendix 9

Social Time Charter

Staff and students have a right to safe and pleasant social times

I promise to:

- respect the rights of others
- speak politely to staff
- follow the instructions of staff
- get to lessons on time
- eat purchased food or packed lunches in the courtyard
- use the designated toilets for my year group
- go to the toilet before the end of social times

I promise never to:

- bully (see anti-bullying charter)
- swear
- push, shove or playfight
- move around in a large group
- Insult or verbally abusive others
- use discriminatory language
- intimidate, harass, or make others feel uncomfortable
- shout or scream in the building
- steal
- enter hedges

I understand that if I deliberately or consistently break this Charter, I will be required to attend Managed Social Time (MST) until staff have confidence I will not engage in further anti-social behaviour.

Appendix 10

Anti-Vape Procedure

Stage	Description
Stage One	<p>If a student is found vaping, the vape is to be confiscated. The student is then to be escorted to Student Services by the member of staff. The vape needs to be handed and the student is to call their parents to inform them that they were caught vaping.</p> <p>Our medical officer will speak to the student about the dangers of vaping and they will be given an information leaflet on the dangers of vaping. The incident will be logged on SIMS as 'Smoking/Vaping 1 Contact Home' by Student Services. Student Services to make a record of the violation.</p>
Stage Two	<p>In the instance that the same student is caught vaping for a second time the same protocol as stage one will be repeated. The student, however, will also be required to attend an after school session called 'Catch Your Breath' on Wednesday until 5pm. This will be logged on SIMS as 'Smoking/Vaping 2 After School Session' by a member of Student Services. They will be required to fill out a questionnaire surrounding vaping and also to fill in a 'reflection' sheet surrounding the harm vaping causes to both themselves and others. A further information leaflet will be handed out to the student at the end of the session. Student Services will make a record of the violation</p>
Stage Three	<p>For a third violation, the same procedures as stages one and two will be practiced and parents will be asked to come in for a formal meeting with our anti-vape officer to discuss strategies moving forward. This will be logged on SIMS as 'Smoking/Vaping 3 Meeting with SLT'. Student Services will keep a log and notify a member of SLT of the violation, in order for her to coordinate a meeting with parents.</p>
Stage Four	<p>For a fourth violation steps one and two will be carried out. This will be logged on SIMS as 'Smoking/Vaping 4 SLT Intervention'. Student Services will add this to the log. SLT will determine the next consequence for the student. A suspension for a period of time will be considered.</p>