



Bideford College

Part of the Launceston College Multi Academy Trust

BEHAVIOUR AND EXCLUSION POLICY

Updated on: Monday 25th April 2022

Review by: September 2022

Reviewer: Principal

Policy approved by the Local Governing Body in May 2022

BEHAVIOUR POLICY

1. Policy Statement

This behaviour policy applies to Bideford College and should be followed by all staff, governors and students. It is the responsibility of the College Principal to ensure that staff adhere to the processes outlined in the policy. When following the policy due consideration should also be given to the school's duties under the Equality Act 2010 and should be read in that light together with other relevant policies. Where a student has (or may have) a disability then active consideration must be given to how the policy may be adapted so that a student's individual needs are considered. This will include consideration about what reasonable adjustments may be made. Any such adjustments should be recorded and details accessible to staff who may work or interact with that student.

2. Policy aims

This policy aims to promote good behaviour through clarity of expectation, reinforcement of good behaviour and a consistent sanction system for those who do not comply. This in turn leads to a culture of positive behaviour where learning can happen without interruption and an environment where everyone feels safe, valued and respected.

3. Roles and responsibilities

3.1 Students

- To know and meet the expectations for behaviour in both the classroom and outside of lessons
- To wear the college uniform correctly and with pride (see section 16)
- To produce work to the best of their abilities, including homework
- Meet deadlines for homework
- Arrive to college and subsequent lessons on time with the correct equipment

3.2 All staff

- To reward students consistently and fairly
- To use sanctions consistently and fairly
- To create a safe learning environment in both the classroom and wider college site
- To communicate with behaviour staff when students are referred to the Learning Recovery Room
- To communicate with parents/carers as required in the policy
- To teach positive behaviour through appropriate language and choice of communication
- To challenge students when uniform does not meet expectations

3.3 Tutors

- As above plus
- Maintain regular contact with parents/carers to update on rewards and sanctions
- To communicate to parents/carers when a student in their tutor group has been referred to Learning Recovery on four separate occasions and request a meeting
- Attend meeting with HOH to discuss recurring poor behaviour

- Complete behaviour support plan with HOH as required by this policy • Monitoring lateness to lessons

3.4 Heads of House

- As above plus
- To organise and attend meetings with parents/carers as required by this policy

3.5 Academy Leadership Team

- As above plus
- Attend reintegration meetings and paperwork as outlined in this policy

3.6 Principal

- As above plus
- Authorise suspension
- Liaise with CEO over possible permanent exclusions

4. Rewards

Bideford College is an inclusive community that celebrates the successes of all students in every area of college life. The rewards process aims to routinely recognise, record and celebrate personal effort, commitment and achievement. It intends to motivate students to achieve their very best and become confident and independent learners, positive role models and an asset to the wider community. There are many ways that success is celebrated in college life including:

- Awarding of House points
- Presentation of certificates
- Being included on the 'Be Your Best @ Bideford Board'
- Invitation to 'Cakes with the Principal'
- End of term prizes
- Attendance at awards and presentation evenings

5. Expectations

5.1 Classroom expectations

1. Arrive on time in your correct uniform
2. Enter the classroom in a calm manner
3. Sit in the seat as directed by your teacher (as recorded in the class seating plan) and get equipment out ready to learn
4. Sit silently whilst the register is taken
5. Listen in silence whilst those who are leading the lesson speak
6. Raise your hand to ask a question without calling out
7. Phones should be placed in your bag and silent throughout lessons unless given permission by staff to use them.
8. Work to the best of your ability without disrupting any other student's learning
9. Follow all instructions by staff

10. At the end of the lesson stand in silence before being dismissed

5.1.2 Classroom practice

If a student fails to meet any of these simple classroom expectations their name will be written on the whiteboard and/or spoken to by way of a formal warning and the member of staff will briefly explain to the student what expectation has not been met. This will be logged on class charts. The second time that a student fails to meet these expectations they will be sent to the Learning Recovery Room (see below) for a period of 2 full lessons and one break. **This is a sanction 1 (S1)**. This will also be logged on class charts and a brief explanation note outlining the reason for the sanction added (please note that this will be visible to all stakeholders).

5.2 Outside of lesson expectations

1. To wear the college uniform correctly
2. Move quickly to your next lesson
3. Line up outside your next lesson calmly
4. Follow instructions from staff
5. Be respectful of people
6. Be respectful of property
7. Don't drop litter or food
8. Be polite, courteous and considerate of other people at all times

5.2.1 Out of lesson practice

If a student fails to meet the expectations outside of a lesson, they will be asked once to rectify their behaviour. Failure to immediately comply will result in them being sent to the Learning Recovery Room on a sanction 1. In the case of a more serious incident students may not be given a warning and instead sent directly to the Learning Recovery Room to complete a sanction 2 (see below). Staff sending a student will communicate with the behaviour team with details of the behaviours that led to the sanction.

5.3 Continued failure to meet expectations or more serious incidents

If a student fails to meet the expectations of the Learning Recovery Room (same as classroom expectations) then a student will be given a clear verbal warning and their name will be written on the board. The second time a student fails to meet these expectations their stay in the Learning Recovery Room will be extended to include a learning cycle of 5 lessons including a 1 hour after school detention, to be successfully completed. **This is a sanction 2 (S2)**.

Other circumstances that could result in a student spending time in the Learning Recovery Room for a S2 include, but are not limited to, the following breaches of the behaviour policy:

- incorrect uniform (see section 16)
- jewellery (see section 16)
- being unkind
- refusal to follow instructions
- refusal to attend detention
- bullying
- swearing
- aggression
- rudeness

- dangerous behaviour

6. Learning Recovery Room

Students who are referred to the Learning Recovery Room will be fully supervised by a member of the behaviour team. On arrival students will need to hand in their phone (which will be stored in a secure locker). They will be given work to complete and given the chance to reflect on their behaviour. Students will be allowed supervised breaks and will be given access to the canteen. The timings and length of breaks will be different than the rest of the college. Failure to engage in this process and/or meet the expectations of the Learning Recovery Room (see 5.1) will result in a further sanction. This could include an extension of time in Learning Recovery, time at the Bridge Centre or a suspension. In the case of a suspension, students will be required to complete the sanction in the Learning Recovery Room on their return. Parents/carers will receive a communication from the teacher issuing the sanction within 24 hours.

7. Restoration and Reflection

All students will complete a reflection sheet upon entry to the Learning Recovery Room. Any staff member who sends a student to the Learning Recovery Room or Bridge Centre will engage in a restorative conversation with that student.

8. Punctuality and Lateness

In order to prepare students for the place of work, it is important that they arrive at college on time. Students arriving after 8.45am will be signed in by the attendance office and marked in late by their tutor. If this happens twice in one week they will be set an after-school detention to be completed on the next Friday. If students are late to lessons they will receive a warning and this will be indicated on class charts. Lateness to lessons will be monitored by Heads of House.

9. Truancy

If a student fails to arrive at college by 10.30am, a truancy call will be made by the attendance officer to the parent/carer. If upon investigation this is confirmed as truancy a Friday night detention will be issued.

If a student truants during the college day the following action will be taken:

- Truancy within a lesson - Opportunity to be returned to class, 45-minute detention and letter to parent
- Truancy for 1 lesson - LRR for the remainder of the day (until 4pm), duty staff to phone parent and letter to parent warning of the use of Bridge Centre for any further truancy. If period 5 is missed, the next day will be spent in LRR until 4pm.
- Truancy for more than 1 lesson – Phone call to parent by duty staff, a day in the Bridge Centre for every lesson missed, an Individual Support Plan (ISP) and a parental meeting with Head of House prior to returning to mainstream classes

If a truantiing student disrupts the learning of other students they will receive a suspension.

10. Persistent / repeated periods in the Learning Recovery Room

10.1 Support

The number of referrals that are made to our Learning Recovery Room and recorded and monitored by our SEN team and discussed regularly by the Academy Leadership Team. Where patterns of referrals raise concern parents/carers will be contacted and this may result in an assessment of Special Education Need.

10.2 Repeated referrals to the Learning Recovery Room

10.2.1 Two times in a half term

If a student receives two referrals to the Learning Recovery Room in a half term period, parents/carers will be contacted by the tutor informing them of this and the student will be placed on tutor report.

10.2.2 Four times in a half term

If a student receives four referrals to the Learning Recovery Room in a half term period, parents/carers will be contacted by the tutor informing them of this. Parents/carers will be invited to a meeting by the HOH and/or Tutor. In this meeting the Tutor/HOH will complete a support plan for the individual student. Any additional support offered at this time will be documented on the behaviour plan. Students will attend the Bridge Centre until the meeting has taken place.

10.2.3 Eight times in a half term

If a student receives eight referrals to the Learning Recovery Room in a half term period, the student will attend the Bridge Centre for three days. Parents/carers will be contacted by the Bridge Centre manager and asked to attend a meeting with the HOH prior to the student returning to lessons. In this meeting a behaviour contract will be signed by parents/carers and the student.

10.2.4 Twelve times in a half term

If a student receives twelve referrals to the Learning Recovery Room in a half term period, the student will receive a one-day suspension. Parents/carers will be contacted and asked to attend a meeting with an Assistant Principal. In this meeting interventions will be discussed, and available support offered.

10.2.5 Sixteen times in a half term

If a student receives sixteen referrals to the Learning Recovery Room in a half term period, the student will receive a three-day suspension. Parents/carers will be contacted and asked to attend a meeting with the manager of the Bridge Centre, Assistant Principal and Principal. In this meeting a range of options will be discussed. This includes offering an intervention place at the Bridge Centre (lasting 6 weeks), a managed move or an intervention placement at an alternative provision.

11. Fixed Term Suspension

At Bideford College we will always avoid suspending students wherever possible. We acknowledge the impact that time away from college can have on a student and their family. The decision to remove a student from the college and miss valuable learning time is never taken lightly and will only be when all other sanctions have been considered. Therefore, a decision to suspend a student for a fixed period is taken only in response to a serious breach of the college's behaviour policy or to protect the learning opportunity of others. All suspensions are authorised by the headteacher or designated representative in their absence. Examples of behaviours that may result in a suspension include (but are not limited to):

- Swearing at staff (including under the breath)
- Threatening behaviour
- Physically attacking another student
- Significant damage to property
- Not meeting classroom expectations in the Bridge Centre
- Leaving the Bridge Centre without authorisation of the Bridge Centre Manager
- Theft
- Threatening violence towards a member of staff or student
- Carrying an offensive weapon or banned item
- Persistent poor behaviour (see section 9.2)
- Bullying
- Setting off the fire alarm

All suspended students will be set work to complete on their class chart account and will be expected to write a restorative letter apologising for their actions leading to the suspension. The completed letter will form part of the reintegration meeting. All students returning from suspension will spend at least one day in the Bridge Centre as part of their reintegration.

A reintegration meeting will be held for all students who have been suspended. This will be with two members of the Academy Leadership Team. It will take place as close as possible to the return date. The purpose of this meeting is to ensure that the student understands the reason for the suspension, clarify next steps and discuss if any additional support is required. Failure to attend will result in the student remaining at the Bridge Centre until the reintegration meeting can be held. At the meeting a behaviour plan will be completed.

Reasonable adjustments will be considered before suspending a student who is in care or a student with an EHCP. In this instance the DSL will be consulted before any decision is made.

11.1 Repeated suspensions

11.1.1 Two suspensions

If a student receives two suspensions they will complete at least three days at the Bridge Centre on their return. During the reintegration meeting students and parents/carers will be asked to sign a behaviour contract.

11.1.2 Three suspensions

If a student receives three suspensions they will complete at least five days at the Bridge Centre on their return. During the reintegration meeting additional support will be offered and an intervention plan put in place.

11.1.3 Four suspensions

If a student receives four suspensions they will attend a reintegration meeting with two members of the Academy Leadership Team, one of which will be the Principal and the Bridge Centre Manager. At this meeting a range of options will be discussed. These will include an intervention place at the Bridge Centre (lasting 6 weeks), a managed move, an intervention placement at an alternative provision or permanent exclusion.

11.1.4 Five suspensions

A fifth suspension will bring with it a final warning from the Principal who will lead the meeting, and minutes will be taken. This means that a further suspension is likely to lead to a permanent exclusion.

12. Permanent Exclusion (PEX)

A decision to exclude a student permanently should be taken only:

- a. in response to a serious breach or persistent breaches of the school's behaviour policy; and
- b. where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school

A serious breach of the college's policy may result in a Permanent Exclusion. The list below indicates the circumstances where a Permanent Exclusion may occur (at the discretion of the Principal) and includes, but is not limited to, the following:

- Serious act of violence against another student or member of staff
- Sexual abuse or assault
- Carrying an offensive weapon
- Persistent bullying
- Carrying and/or supplying an illegal substance
- Persistent poor behaviour contrary to the expectations outlined in 4.1 and 4.2

The school follows the latest DfE guidance regarding suspensions and exclusions from schools for both fixed term suspensions and permanent exclusions to ensure that students are treated fairly and not discriminated against. The application of this policy will be dependent upon the most recent DfE guidance.

Statutory Guidance: Exclusion from maintained schools, academies and student referral units in England <https://www.gov.uk/government/publications/school-exclusion>.

13. Smoking/vaping

Smoking and/or vaping is not allowed on college site or when dressed in college uniform. If a student smokes, found in possession of smoking paraphernalia or is found with others who are smoking they will be sent to Learning Recovery to complete a sanction 2. All smoking paraphernalia will be taken off students and destroyed. Refusal to hand over these items will result in a fixed term suspension.

14. Behaviour outside the college premises

Bideford College reserves the right to apply all aspects of this policy to students recognisable as Bideford College students (not just by their uniform) when they are outside of the college grounds or usual hours of attendance. This means that we may sanction students for any behaviour which contravenes this policy when a student is:

- taking part in any school-organised or school-related activity;
- travelling to or from school;
- wearing school uniform; and
- in some other way identifiable as a student at the school.

At any time, whether the conditions above apply, that:

- could have repercussions for the orderly running of the school
- poses a threat to another student or member of the public
- could adversely affect the reputation of the school

15. Wilful Damage

Students causing wilful damage will receive a sanction. This will either be time in the Learning Recovery Room or external suspension. In addition, the following will happen:

- If the cost of repairing or damage costs over £50 the college will inform the police
- If the damage is extreme or repeated the damage may be logged as a crime
- The parents/ carers will be invoiced by the Multi Academy Finance team to cover the full cost of repair

16. Uniform

Uniform expectations are detailed on the college website. Uniform is checked regularly by tutors and senior staff. Students who are not in correct uniform (unless carrying signed permission slip issued by the HOH) and refuse or are unable to correct it will be sent to the Learning Recovery Room until such time the issue is resolved.

16.1. All students are expected to wear full college uniform when they are on the college site. For students in Years 7 – 11 the uniform is:

- A college blazer and house tie*
- Plain white shirt or blouse (long or short sleeved) with top button. These must be long enough to be tucked in at all times
- Black tailored trousers or black straight/pleated skirt (no tight or stretchy material)
- V-neck plain black jumper (optional) to be worn under the jacket/blazer but not instead of
- Plain black shoes. These should be black leather or leather look, with a flat heel. Any laces must be black
- Plain black/grey or white socks to be worn with trousers or skirts. Tights should be plain black or flesh coloured

- During cold/wet weather students are encouraged to wear an outside, waterproof coat for travel to college and when outside at break. These will need to be removed when inside the building

The following items must be worn during games and PE lessons or when taking part in sports clubs

- PE shirt*
- PE socks*
- PE shorts or skort, or leggings or training trousers or trach pants*
- PE hoodie and/or PE rain jacket*

All items marked with a * must be purchased from the college named supplier

16.2 Jewellery

The only jewellery which is acceptable is a wrist watch and one pair of small plain gold or silver stud earrings worn in the earlobes. Any other form of jewellery is not allowed. Students in Years 7 – 11 are not allowed facial piercings of any kind, including transparent piercing retainers. Students will be asked to remove any other piercings if they are visible. Failure to do so will result in the student spending time in the Learning Recovery Room until the piercing is removed.

16.3 Hair

No extreme hairstyle or dyed hair is allowed, including dip-dyed. The use of gel is not allowed to create unusual styles. Students with long hair must tie it back for PE, Technology and Science lessons.

16.4 Make up

Coloured nail varnish is not permitted in school. Gel or acrylic nails or shellac polish are also not permitted. Light make up may be worn to give a natural look. Excessive make up will need to be removed.

17. Mobile communication devices

We recognise that these devices may be needed for educational purposes and for journeys to and from school. However, if a student chooses to bring these items, at their own risk, we take no responsibility if they go missing or are damaged. Whilst at college these devices should:

- Be switched off during lessons, unless their use is specifically authorised by a member of staff
- Be kept in bags, out of site during lesson times and when walking inside the college. This includes headphones/ear buds
- If a phone/tablet/headphones are seen during a lesson when its use has not been specifically requested it will be confiscated and parents/carers will need to collect it at the end of the college day from reception
- If a student refuses to hand over the phone they will stay in the Learning Recovery Room for the rest of the day and duty staff will contact parents/carers.

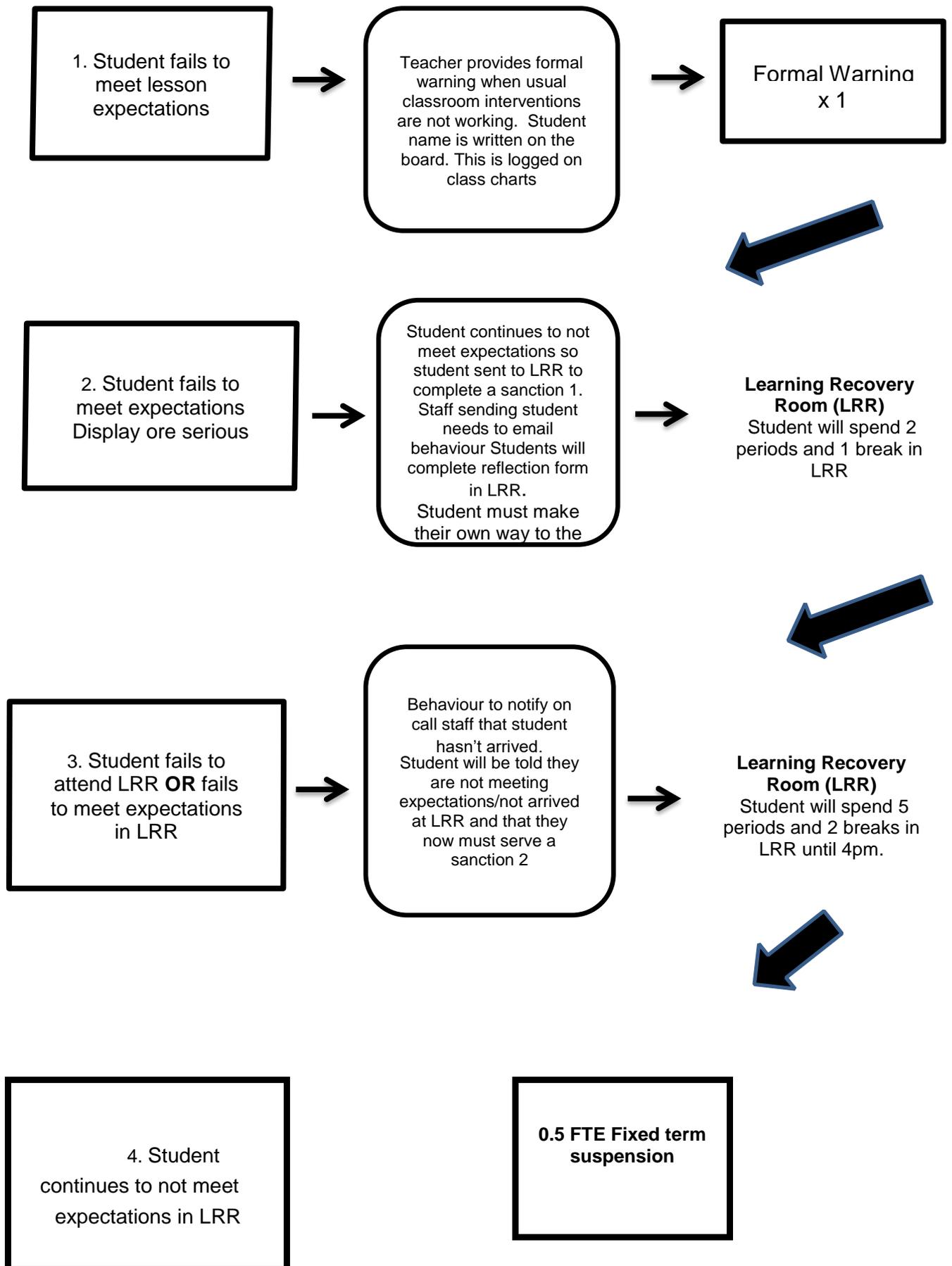
18. Detentions

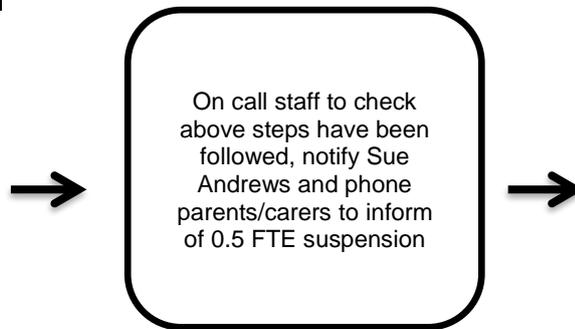
These will take place Monday to Friday from 3.00pm – 3.45pm or 4.00pm. They will be supervised by a member of teaching staff or Academy Leadership Team. They will be issued for missed/insufficient/poor quality homework, truancy or for being late to college twice in a week. In keeping with our legal duty parents/carers will be given 24 hours' notice of an after-college detention so that transport can be arranged.

Appendix List

1. Flow chart to show process when classroom expectations are not met
2. Flow chart to show process when out of lessons expectations are not met

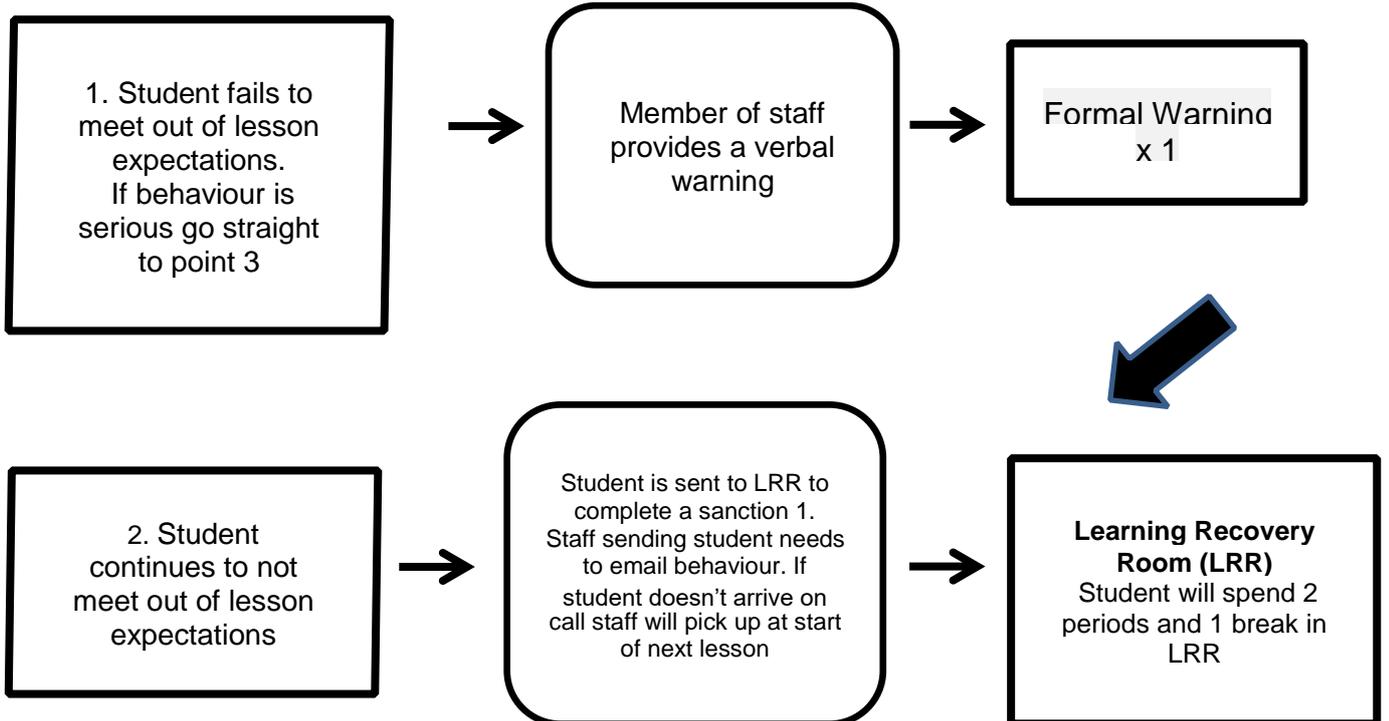
Appendix 1: Flow chart to show process when classroom expectations are not met





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Appendix 2: Flow chart to show process when outside of lesson expectations are not met



3. Student fails to attend LRR **OR** fails to meet expectations in LRR **OR** demonstrates more serious behaviour



Behaviour to notify on call staff that student hasn't arrived. Student will be told they are not meeting expectations/not arrived at LRR and that they now must serve a sanction 2



Learning Recovery Room (LRR)
Student will spend 5 periods and 2 breaks in LRR until 4pm.



4. Student continues to not meet expectations in LRR



On call staff to check above steps have been followed, notify Sue Andrews and phone parents/carers to inform of 0.5 FTE suspension



0.5 FTE Fixed term suspension

