

Behaviour Policy



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The Spires College is fully committed to every child receiving the very best education and to ensuring that all students reach their full potential. In order to achieve this teachers aim to deliver outstanding lessons and the college rightly has high expectations of its students. We expect all members of the college community to behave well, work hard, achieve high standards, show respect for one another and to ensure that The Spires College is a positive and safe place to be.

Celebrating success

The college regularly celebrates the success of all students in a variety of ways as we recognise that focussing on success and positive outcomes is essential in developing a positive culture and ethos across the college.

Achieving consistency

Through careful monitoring of rewards and behaviour data, lesson observations and tutor time drop-ins, the college ensures that systems are applied consistently during lessons and registration. We recognise that all adults working in the college must model the behaviour we expect from our students and wherever possible students should also be used to model the high standards expected.

Tutor time

This is an essential part of the day in terms of consistency. Students having a positive start to the day and arriving in a group where they feel they belong vastly improves behaviour and attendance. The importance of tutor time and quality tutors is highly valued at The Spires college. There is a structured programme of daily activities coordinated by each Head of Year and fully supported by tutors.

College Uniform / PE Kit/ Equipment

All students at The Spires College are expected to wear the college uniform. This is to show that they are part of the college community and that they are proud to be at The Spires College. This also prepares them for their future and the world of work, where a uniform or dress code will probably apply.

Students are also expected to come to college equipped for learning. Therefore we expect students to come to College with a bag, pen, pencil and ruler as a minimum expectation.

Behaviour in lessons

Students are expected to behave in a sensible and mature fashion in the lessons. They must follow the college behaviour expectations and ensure that they are appropriately equipped to engage fully in the activities and learning in each lesson. No behaviour is to affect negatively upon the performance of the other students. Students are expected to treat others with respect at all times and to try their best.

Behaviour around the college

Students are expected to behave appropriately around the college building, including outside areas as well as inside. This also includes using appropriate language at all times. Any wilful damage caused by students will result in an invoice being raised for the cost of repair of that damage. The bill will be given to all parties involved in causing the damage and the college will expect it to be paid. In addition, if the damage is deemed to be of a criminal nature, the college will consider prosecution of the perpetrator(s). It will involve the police in the investigation of the matter of the damage and how it occurred.

Pastoral behaviour follow-up

Tutors have a major role in helping all students to engage with college and make improvements in their learning and behaviour. All pastoral reports will initially be monitored by a student's tutor. Where intervention is successful, the student will be taken off report. If poor behaviour continues, the report and further intervention will continue and may escalate to the student being on report to their Head of Year or a member of the Senior Leadership Team.

Departmental behaviour follow up

Teaching departments play a major role in helping all students to engage with college and make improvements in their learning and behaviour. All department reports will initially be monitored by the Head of Department. Where intervention is successful, the student will be taken off report. If poor behaviour continues, the report and further intervention will continue and may escalate to the member of the Senior Leadership Team linked to the department.

Sanctions and consequences

Although the college aims to focus on positives at all times there are unfortunately times when a minority of students let themselves down through unacceptable behaviour. The college wants its students to take responsibility for their behaviour and will encourage students to do this through an approach which will enable students to reflect on their behaviour and to make amends. However this process does not replace consequences. At The Spires College we know that consistency is essential for students to understand what is expected of them and to avoid mixed messages.

Consequences

L1 - Behaviour preventing learning - warning

The classroom teacher should ensure eye contact with and highlight the student. This should be both recorded and made explicit to the student.

Sanction L1: Incident is recorded by classroom teacher on SIMS and in the student's planner. Behaviour Toolkit followed.

L2 - Behaviour preventing learning - warning

The classroom teacher should inform the student and move them from the classroom if necessary. The on-call team should be called and the student is negotiated back into the lesson.

Sanction L2: Incident is recorded on SIMS and in the student's planner. The teacher issues a department detention; parents are informed via a phone call from the teacher/HoD or a SIMS generated letter.

L3 - Behaviour preventing learning - Internal Exclusion

If the student continues to disrupt the lesson they have been supported in by the On- call Team, they will be internally excluded for the rest of that day and the following day. The internal exclusion record will be created by the PSM, details then sent to HoY and Admin team. The Admin team will produce a re-integration letter.

Sanction L3: Student is internally excluded until 4 pm for up to two days.

Some behaviour may require immediate removal to internal exclusion (room 1705)

These may include:

- Fighting
- Dangerous or threatening behaviour
- Verbal abuse (this includes swearing whilst addressing a member of staff)

This is not an exhaustive list.

L4 - Internal Exclusion, Late College, Fixed Term Exclusion

These sanctions may be employed for serious breaches of our expectations and where students need to be kept apart from their peers.

Fixed Term exclusions can only be authorised by the Principal or Vice Principal.

L5 - Permanent Exclusion

The most serious breaches of our expectations may lead to permanent exclusion. This is carried out in line with the Torbay guidance and protocols on exclusions and may only be authorised by the Principal.

Reasons for this can include:

- Bringing illegal or dangerous substances into college – including drugs or alcohol
- Physical assault

This is not an exhaustive list.

Behaviour outside college

Students can be excluded for behaviour that occurs outside of the college site, if it seriously affects the welfare or safety of students at college or brings the College into disrepute.

The college is committed to ensuring our students act as positive ambassadors for us. We expect the following:

- Good order on transport to and from college, educational visits or other placements such as work experience or college courses.
- Good behaviour on the way to and from college.
- Positive behaviour which does not threaten the health and safety of our students, staff or members of the public.
- Reassurance to members of the public about college care and control over students in order to protect the reputation of the college.
- Protection for individual staff and students from harmful conduct by students of the college.

Confiscation

The college follows Government advice when confiscating items from students which is outlined in the document 'Screening, Searching and Confiscation - Advice for Headteachers, Staff and Governing Bodies February 2014' (Appendix A).

Phones and electrical devices

The college will confiscate any electronic items being used inappropriately on the premises such as mobile phones, MP3 players, etc. Students are allowed to bring these to college on the understanding that they remain switched off and put away in the student's bag before every lesson, tutorial, assembly or any other college event. If an electronic device is heard or seen during these times it will be confiscated immediately and the following action taken:

- First offence – confiscated until the end of the following college day.
- Second offence – confiscated for one week.
- Third offence – confiscated for two weeks.

Any further issues with a phone or electronic device will result in a meeting with the Principal.

Jewellery/Piercings/Make-up/Nail varnish etc

These are NOT permitted in college. Students wearing any accessories or jewellery which do not follow the college's uniform policy can expect to have these items confiscated if they refuse to remove the item. Any confiscated items will be logged and available for collection at the end of the college day. Make-up/nail varnish/acrylic nails are not permitted in college. Students wearing make-up/nail varnish will be asked to remove this immediately and the college will provide make-up/nail varnish remover for this purpose. Failure to comply may result in a student being placed in isolation or their parents/carers being contacted to support the college to achieve compliance.

Where students repeatedly flout rules, they may be asked to hand in items at the beginning of each day to reduce unnecessary time wasting for teachers. For repeated offences of this nature parents will be asked to collect confiscated items. Items that are not collected will be disposed of at the end of every term.

Banned Items

Students must not bring any of the items listed below into college. The college will automatically confiscate any of the items below and has the power to search students with or without consent. There may also be severe penalties for students including permanent exclusion.

- Cigarettes / Cigarette lighters / E-cigarettes / vaporisers
- Alcohol
- Illegal drugs, banned substances and associated paraphernalia
- Any form of 'legal highs'
- Weapons
- Stolen property
- Energy drinks and fizzy drinks
- Laser pens
- Chewing/bubble gum
- Aerosols
- Any other dangerous articles

Behaviour of visitors, parents/carers and family members

Behaviour expectations extend to all visitors to the college, including parents / carers and the families of students. They also apply to contractors working on the college premises. Everyone has a duty to behave in an acceptable and appropriate manner. Members of the college staff have a right to work, as students have a right to learn, free from fear of physical or non-physical assault and abuse in an environment that is properly safe and secure. Behaviour that is contrary to this is defined as "the intentional application of force against the person of another without lawful justification, resulting in physical injury or personal discomfort" and "the use of inappropriate words or behaviour causing distress and/or constituting harassment". It is very difficult to provide a comprehensive description of all types of incidents that are covered under this definition, however, examples of the types of behaviour covered are summarised below:

- ▲ physical contact or attack
- ▲ offensive language
- ▲ verbal abuse and swearing

- ▲ unwanted or abusive remarks
- ▲ negative, malicious or stereotypical comments
- ▲ invasion of personal space
- ▲ brandishing of objects or weapons
- ▲ near misses i.e. unsuccessful physical assaults
- ▲ offensive gestures
- ▲ threats or risk of serious injury to a member of staff, a student or visitor
- ▲ bullying, victimisation or intimidation
- ▲ unreasonable behaviour and non-cooperation such as repeated disregard of the availability of staff due to teaching and other commitments
- ▲ deliberate damage to or vandalism of property

Such behaviour can be either in person, by telephone, letter, email or other form of communication and is not confined to incidents occurring on the college site eg, it could occur on the street or in any other public or private place. A range of measures can be taken by the college in response to any of the above behaviours, which seek to reduce the risks and demonstrate acceptable standards of behaviour. These responses may include:

- ▲ verbal warnings
- ▲ written warnings
- ▲ barring from the college site
- ▲ reporting incidents to the police with a view to prosecution

History of Changes

This policy was a complete revision of the previous behaviour policy which it replaces from the date of adoption by the Governing Body

Adopted: February 2015

Rebranded in line with the change to The Spires College: September 2015

Amended to clarify expected behaviour of visitors, parents/carers and family members and to add legal highs to the list of banned items: December 2015