

# Student Behaviour Policy



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, it is imperative that students can learn, and teachers can teach, without disruption or distraction. It is therefore the expectation of 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.

Consistency is a valuable part of any school process and the aim of this policy is to support leaders in ensuring consistency of expectation and consistency in how rewards and sanctions are used.

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## I. Expectations

Students are expected to **behave in a sensible and safe** manner at all times. No behaviour should 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. In lessons, **students will be attentive and focus on their learning**. They will conform to all requests made by the teacher, including being guided where to sit and what to do. They must not prevent anyone else from learning.

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 student heard using foul language should expect to be issued with a L2 and detention. It is imperative that all members of our community give due care and attention to how they **move around the college site**, especially at busy times such as transition between lessons. Students should walk on the left, walk sensibly and look where they are going. Silliness in the corridors is not permitted because someone could get hurt. Standard college sanctions will apply if these expectations are ignored.

The college's expectations for **behaviour outside college** are also high. The college is committed to ensuring our students act as positive ambassadors for us. We expect the following:

- Good behaviour on the way to and from college. Students travel to and from college in the correct uniform.
- Good order on transport to and from college, educational visits or other placements such as work experience or college courses.
- Students' words and actions must not threaten the wellbeing or safety of our students, staff or members of the public.
- Behaviour of students in front of members of the public should only give a positive impression. Students must not act in a way that could damage the reputation of the college.

All of the above applies to behaviour on electronic platforms and social media, as well as in public spaces. The college will apply the full range of sanctions should any of these expectations not be met, up to and including exclusion.

It is important that the college remains a safe, pleasant environment in which to learn. This requires all members of the college community to treat each other with kindness. No form of **bullying** will be tolerated. This includes verbal and physical bullying, as well as the use of electronic devices to bully others. The college will apply sanctions as described below to the perpetrators of bullying. See the college anti-bullying policy for more details.

**Punctuality** is important: missed time is missed learning. Students must be in tutor rooms by 8.30 am. They must move quickly, without unnecessary delay, between lessons 1 and 2, and between lessons 3 and 4. This means that lesson transfer time should not be used for socialising. Students should be in lesson 3 by 11.05 am. Students should be in lesson 5 by 1.50 pm. The consequence of lateness, either to college, to registration or to a lesson, is a L2 and a detention.

The correct **equipment** is essential in order to ensure learning is not disrupted. Students must bring an adequately sized school bag, a pencil case, at least one black pen, a pencil, a rubber, a ruler and their planner to college every day. Children in Years 7 and 8 must have a reading book every day. All students are required to bring the correct PE kit (see uniform booklet) on days when they have PE. Other equipment, such as cooking ingredients, may be required on occasion and parents will be informed of this as necessary. If students arrive at college without the correct equipment, they will be lent the missing items but will be asked to leave one of their possessions (e.g. phone) to ensure the borrowed items are returned. A L1 will be issued. For repeated missing equipment, a L2 and detention will be issued.

All students in Years 7-11 at The Spires College are expected to wear the **college uniform** (see uniform booklet). 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 may well apply. If students attend college without the correct uniform, parents will be contacted to bring in the correct clothing. If students are still not in full uniform, they will work separately from their peers until the issue is resolved. If students are not wearing their uniform correctly (e.g. skirts rolled up to make them short, etc.), they will be asked to amend this and issued a L1. If this is repeated, a L2 and detention will be issued.

The college uniform policy does not permit **facial piercing, make-up, nail varnish or extreme or unnatural hair colours or styles**. Students are allowed to wear a wrist watch (SMART watches are not permitted), one ring and a maximum of one stud earring per ear. Students wearing any accessories or jewellery which do not follow the college's uniform policy will be issued a L1. Repeated flouting of the uniform policy will result in a L2 and detention being issued. Students 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. Where students repeatedly ignore these rules, jewellery may be confiscated 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. Make-up/nail varnish/acrylic nails (or similar products)/false eyelashes 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.

Mobile phones are banned from the college site (this applies to all electronic devices, such as games consoles, too.) If a student has a mobile phone for the journey to and from school, this phone must remain switched off and in their school bag from the time of arrival onto the school site and must not be used, seen or heard again until they leave site at the end of the college day. The sanction for breaching this rule is confiscation.

Students must not use telephones to photograph, record or film other members of the college community without their explicit knowledge and consent. Breach of this rule will be regarded as very serious and may be dealt with as a safeguarding and/or criminal matter.

The college is not responsible for personal belongings that are brought into college.

### **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, up to and including permanent exclusion.

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

## Rewards and Sanctions

### II. Rewards

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

Students will be rewarded for effort, achievement and positive behaviours with **Achievement Points**. These are recorded on the college's student information management system (SIMS) and parents/carers are able to monitor these through School Gateway. Tutors and Heads of Year will monitor these and reward students as follows:

10 APs	– Tutor commendation
25 APs	– Tutor commendation
50 APs	– Head of Year commendation
75 APs	– Vice Principal commendation
100 APs	– Principal commendation (voucher)
125 APs	– Bronze Tutor commendation
150 APs	– Silver Head of Year commendation (voucher)
175 APs	– Gold Vice Principal commendation
200 APs	– Platinum Principal commendation (voucher)

Staff will also recognise success in many other ways. This includes contacting home, which may be via praise postcards, letters or phone calls. Departments celebrate students' work through displays and by sharing success publicly, for example through 'Star of the Fortnight'. Each academic year ends with a celebration assembly for each year group. Other celebratory events may take place during the year, such as celebration breakfasts and rewards trips.

### III. Sanctions

The college applies sanctions when the expectations outlined above are not met.

**In lessons, teachers will apply consequences as per steps A-C below. [Steps D-F will be determined by pastoral or senior leaders.]**

<b>A</b>	<b>If a student's behaviour does not meet expectations, the staff member will issue a reminder as to what the expected behaviours are.</b>
<b>B</b>	<b>If the student does not amend their behaviours, the student will be issued with a L1.</b> This should be both recorded and made explicit to the student. The classroom teacher should ensure eye contact with the student and address them by name to ensure clarity. <b>Sanction L1:</b> Incident is recorded by classroom teacher on SIMS.
<b>C</b>	<b>If the student does not amend their behaviours, or the behaviour is particularly serious, the student will be issued with a L2 and detention. The Support Team may be called.</b> This should be both recorded and made explicit to the student. The classroom teacher should ensure eye contact with the student and address them by name to ensure clarity. If behaviour is of particular concern or does not change at this point, support should be called for. If this is the case, an L2 must be issued. <b>Sanction L2:</b> Incident and detention are recorded on SIMS; parents are informed via a phone call from the teacher and this is also recorded on SIMS. If the L2 is for homework, parents will be contacted via a letter and the student is expected to attend Homework Club to catch up on the missed work.
<b>D</b>	<b>If the student continues to disrupt the lesson they have been supported in by the Support Team, they will be internally isolated for the rest of that day and the following day (L3). If support is called for the same student twice in a day, this becomes an L3.</b> The internal isolation record will be created by the PSM, details then sent to HoY and Admin team.  <b>Sanction L3:</b> Student is internally isolated until 4 pm for up to two days.
<b>E</b>	<b>Internal Exclusion (L4), Fixed Term Exclusion (L5)</b> 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 a member of SLT.
<b>F</b>	<b>Permanent Exclusion</b> 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: <ul style="list-style-type: none"><li>• Bringing illegal or dangerous substances or items into college – including drugs or alcohol</li><li>• Physical assault</li></ul> This is not an exhaustive list.

## Other Sanctions

### **Detentions**

Students that are issued a L2 will attend a 30 minute detention at lunchtime on the same day (or the next day if the detention is issued during Period 5). Students that receive three or more L2s in a week will attend a Senior Leadership Team (SLT) detention after college on the Friday for 90 minutes. [For the purposes of administering SLT detentions, a 'week' will run from Thursday lunchtime to Thursday lunchtime.]

The college may also detain students in order to address poor effort in lessons or homework, or to support students who are not making good academic progress. This could include, but is not limited to, compulsory attendance at intervention sessions, revision classes, homework clubs, learning café, etc...

### **Internal Isolation**

For repeated or sustained failure to comply with college expectations, students may be required to work away from their peers in isolation. Students in isolation will have a supervised break and lunch, and the college day will extend to 4 pm. Students may be required to attend internal isolation for up to 2 days.

### **Internal Exclusion**

Some behaviour may require immediate removal to internal exclusion.

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. Students in isolation will have a supervised break and lunch, and the college day will extend to 4 pm. Students may be required to attend internal exclusion for up to 5 days.

### **Wilful Damage**

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 may involve the police in the investigation of the matter and how the damage occurred.

### **Confiscation**

The college follows Government advice when confiscating items from students which is outlined in the document 'Screening, Searching and Confiscation - Advice for Schools,' January 2018. The college will safely dispose of any banned items that are brought into college.

The college will confiscate any electronic items being used inappropriately on the premises such as mobile phones (see expectations above).

- ▲ On the first occasion the item will be confiscated until the end of the **next** college day;
- ▲ On a second occasion the item will be confiscated for one week;
- ▲ On a third occasion the item will be confiscated until the end of term.

Any further issues with a phone or electronic device will result in a meeting with the Principal. Should the situation reach this stage, a permanent ban on bringing the item into college is likely.

If a student refuses to surrender the item, a member of the Senior Leadership Team (SLT) will become involved and, if the situation reaches this point, the confiscation will be increased by the member of the SLT to one week, or longer if appropriate. Further sanctions will also be imposed.

The SIM card and battery will be confiscated along with any mobile phone.

Students who have had their mobile phone confiscated and need to contact their parents/carers must speak to their Head of Year or Pastoral Support Manager.

#### **IV. 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 e.g., 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

## V. History of Changes

This policy was a complete revision of the previous behaviour policy, which it replaces from the date of adoption.

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
Reviewed. Reworded for clarity. Reorganised for indexing:	September 2019
Reviewed. Amended to clarify changes to use of electronic devices on site and sanctions.	August 2020