



Policy to promote good behaviour and sanction misbehaviour

Acorn House College

Authorised by	The Principal and Proprietor
Date	December 2015
Effective date of the policy	January 2016
Circulation	Teaching staff, all other staff, volunteers, parents and students (on request)
Last review date	September 2016
Next review due	September 2017

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Behaviour Policy

This policy conforms to the requirements of the Equality Act 2010. The College is aware of the non-statutory advice from the Department of Education (Mental Health and Behaviour in Schools – DFE March 2016) and therefore of its duty towards pupils with special educational needs or disabilities and reasonable adjustments are made for these pupils.

At Acorn House College, corporal punishment is not used or threatened at any time.

College Rules:

The Principal intends that the Code of Conduct and the sanctions provided in this policy shall also, in appropriate circumstances, be capable of regulating the conduct of students when they are away from College premises and outside the jurisdiction of the College, for example travelling to and from the College, during half term and during the holidays. This will normally be where the conduct in question affects the welfare of a member or members of the school community or which brings the college into disrepute.

Acorn House College has few specific rules with regard to student behaviour, but must establish certain rules and expectations of students in order to ensure good order and a pleasant, respectful working environment for both staff and students. The fundamental requirements students are expected to meet with regard to their conduct while on the premises are as follows:

Respect the authority of the teaching and management staff at all times.

While on the premises, all students are under the protection and authority of the College's staff and are therefore expected to abide by their instructions at all times in order to ensure their own health and safety and the smooth operation of the College.

Respect the College's academic expectations with regard to work completion, attendance and punctuality.

All Acorn House College students are expected to attend all of their lessons punctually and to complete all assigned work to the best of their ability. If a student is unavoidably delayed or prevented from attending a lesson, he or she must contact the College by telephone and leave a message with the administration team for their tutors. If the student is of compulsory school age, it is a requirement that the parent(s), carer(s) or guardian(s) of that student contact the college in advance of the absence.

Any failure to submit work is taken seriously by the College and students are expected to take full responsibility for completing all set work.

Unauthorised absences, repeated lateness and failure to complete work are recorded on the management information system and will result in appropriate disciplinary action and, if applicable, contact with parents or guardians.

In the case of unauthorised absence this may include referral to the local authority children missing education lead (Penny MacDonagh 020 8825 9447, PMacDonagh@ealing.gov.uk).

Actively engage in lessons and be respectful of staff and other students at all times.

All Acorn House College students are expected to actively engage during lessons, and work in a manner that does not disrupt the class. Respect must be shown to all fellow students and all members of staff.

Additional Rules

In addition to the key points listed above, the college draws attention to the following:

- Students are required to speak English while in College to create an inclusive atmosphere
- Smoking is not permitted anywhere inside the College and is strictly prohibited for students under the age of 18. The college recognizes the use of artificial cigarettes as a healthier alternative to the use of tobacco. Nevertheless, because it is impossible to distinguish between real and artificial smoke, the use of artificial or electronic cigarettes and 'vaping' is not permitted
- Taking, supplying, being under the influence of or possession of non-prescription drugs including Alcohol and "legal highs" on the premises is strictly forbidden
- Photocopiers are for staff use only
- Fire extinguishers should not be moved or used except in the event of a fire
- The study rooms and common areas must be respected and used according to their designated purposes
- Mobile phones and portable music devices must be switched fully off and stowed away at all times during lessons unless they are required for a specific educational purpose
- Eating and drinking during lesson time is prohibited except with the consent of the classroom tutor

- Students should be considerate of others and refrain from bringing any foods into the College that give off a strong or unpleasant odour.
- The College has no formal dress code, but encourages students to dress in a manner conducive a positive work environment and must not dress in a manner that other members of the college community may find offensive. Non-religious headwear including hoods is not allowed indoors.
- Students are expected to behave in a respectful manner towards their peers, teachers and other members of staff. Any form of bullying, intimidation, discrimination or other behaviour that might cause offence directly or indirectly to another member of the college community or the wider community will be dealt with under this policy
- Any illegal activity (such as possession of weapons or illegal material) will be dealt with under this policy and the police will be involved as appropriate

Obscene Material

The possession of obscene material in any form is strictly prohibited and possession of such material is be dealt with under this policy.

Disciplinary Procedure:

Acorn House College has a graduated scale for dealing with any disciplinary concerns related to student behaviour or academic performance; all breaches of the College's Behaviour Policy are dealt with based upon their nature and severity as outlined below:

- **Level 1** offences are acts of minor disruption such as low-level misbehaviour or persistent failure to adhere to the College's strict guidelines on homework completion, attendance and punctuality.
- **Level 2** offences include, but are not limited to, continuous Level 1 offences, persistent lateness and/or persistent disruptive behaviour. If a Level 2 incident takes place in class, the student may be asked to leave the lesson and report directly to the Principal, Vice Principal or Head of Year
- **Level 3** offences may include, but are not limited to, offensive and/or abusive language, physical aggression, intimidating behaviour, or direct defiance of a member of staff. It is also a Level 3 offence to be in possession or under the influence of alcohol or any drugs and substances. For all levels of indiscipline, the classification of an incident at Level 1, 2, or 3 is at the discretion of the attending staff and the principal

The following forms of behaviour are classified as being serious breaches (level 3 offences) of the College's Behaviour Policy and could lead to expulsion:

- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco
- Theft, blackmail, physical violence, intimidation, racism or persistent bullying
- Misconduct of a sexual nature; supply or possession of pornography/obscene material
- Possession or use of firearms or other weapons
- Vandalism or computer hacking
- Persistent attitudes or behaviour which are inconsistent with the College's ethos
- Other serious misconduct which affects the welfare of a member or members of the College community or which brings the College into disrepute (single or repeated episodes) on or off College premises

The College will always act to protect the rights of students; therefore, any behaviour that falls into the aforementioned categories will be dealt with in an extremely serious manner. This list is not exhaustive.

If it is alleged that a student has breached acceptable standards of behaviour or discipline, he or she must be informed of what he or she is alleged to have done and given an opportunity to state his or her case.

For serious breaches where there is a formal investigation, decisions on sanctions must fully take into account any statement from the student and any relevant circumstances. Decisions on sanctions must be made by a person other than someone who has investigated, or has a direct involvement in, the matter.

Sanctions for Poor Behaviour include:

- Student meetings
- Parental contact by telephone or e-mail
- Parental meetings
- Detention/supervised study
- Suspension from the College for a fixed term
- Expulsion or Required Removal

The Principal may prescribe and authorise the use of such other sanctions as comply with good education practice.

Expulsion, Removal and Review Policy

A student may be expelled, suspended or required to leave if his or her actions places the welfare of others at significant risk. In addition, if the College judges an act to be a serious violation of its rules (principally Level 2 or 3 offences), it reserves the right to suspend or expel or require the removal of the student in accordance with its **Expulsion, Removal and Review Policy** and the College terms and conditions. Periods of suspension will be at the discretion of the Principal; note also that a student may be expelled immediately upon a Level 3 offence and need not have been reported for indiscipline previously. The procedure and any review process will be outlined in writing to the parent(s) of a relevant student.

A student is liable to expulsion for a grave breach of school discipline, for example, a serious criminal offence or some wilful act calculated to cause serious damage to the College, its community or any of its members. Formal expulsion implies that a student's name will be expunged from the roll of the College and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be payable.

The Principal is required to act fairly and in accordance with the principles of natural justice and not to expel a pupil other than in appropriate circumstances.

For a serious breach of discipline falling short of one for which expulsion is necessary, but such that the pupil cannot expect to remain a member of the College community, the student may be required to leave permanently (Required Removal). Subject to payment of all outstanding fees the student will be given reasonable assistance in making a fresh start at another College.

A student may be placed under suspension while a complaint is investigated or as a sanction in its own right.

Use of Restraint:

Any use of restraint by staff will be reasonable, proportionate and lawful. Restraint will be used only when immediately necessary and for the minimum time necessary to prevent a student from doing or continuing to do any of the following:

- o Committing a criminal offence
- o Injuring themselves or others
- o Causing damage to property, including their own
- o Where restraint is used by staff, this is recorded in writing

Records

Administration of major sanctions are recorded in the students' files and on the student Management Information System (MIS), with the name of

the student concerned, the reason for the sanction, and the name of the person administering the sanction. The College maintains a register of sanctions and feedback is provided to the governors during termly meetings.

Promoting Good Behaviour and Rewards

Students who demonstrate outstanding conduct with regard to attendance, work ethic, attitude and effort throughout the year (or who demonstrate significant improvement in a particular subject area) are eligible to be considered for the termly "Principal's awards".

Awards for:

- academic achievement
- Exemplary work ethic

are made at the end of each academic year and the names of students achieving academic success are added to the College 'honours board.'

In addition to promoting academic standards, the College also looks to reward positive contributions to the college community and students who have exceptional standards of behaviour.

This may be in a very informal way for example by writing or calling home to parents or more formally such as by offering free-of-charge attendance at college trips and events or with positions of responsibility at the College.

During the first term of the academic year, the Principal will, with input from the teaching and administration staff, appoint student leadership positions within the College consisting of a Head Boy and/or Head Girl and their deputies. These are positions of privilege and students who are appointed are expected to undertake responsibilities throughout the year, including (but not necessarily limited to) participation in Parents Evenings, Open Evenings, and they will have representation at the College's termly governor's meetings.

The College also appoints a team of prefects with specific responsibilities in the college including supervision of the Middle School common room at lunchtimes. The Head Boy/Girl team and the prefects are expected to lead by example to promote good behaviour at the College.

The system for promoting good behaviour is under constant review and, at the discretion of the Principal may be modified or altered at any stage without notice.

Support systems for students:

The College is aware that when a student's behaviour is a cause for concern, this may indicate difficult circumstances that warrant additional support for the student in question. Support systems are in place to help vulnerable students or those who are facing difficulties within or out of the College. These include the services of peer mentors, prefects, personal tutors, the Head of the Middle School and senior staff. Counselling is available when appropriate and students may be assigned a staff mentor to keep in touch with the student on a regular basis. Serious concerns for a student's welfare must be reported to the College's designated safeguarding lead.

Students with disabilities:

The College recognises that where challenging behaviour is related to a student's disability, use of positive discipline and reward methods may enable the College to manage the student's behaviour more effectively and improve their educational outcomes.

The College will make reasonable adjustments for managing behaviour which is related to a student's disability. Where expulsion needs to be considered, the College will ensure that a disabled student is able to present his or her case fully, where their disability might hinder this.

