

# Hockerill Anglo-European College

## Behaviour Policy

### STATEMENT OF AIMS

Our aim at Hockerill is to be a community (of day students, boarding students, staff and parents/carers), within which every student feels safe, happy and valued and within which they are able to maximise their academic achievement and develop the personal attributes which will best equip them for their futures.

This policy intends to inform students and parents/carers of the ways in which the College will endeavour to ensure the most appropriate behaviour from its students to achieve this goal.

We believe this is best achieved when students and their parents/carers have a very clear understanding of our expectations and also of the consequences of failing to behave according to our standards.

Our expectations are high and will be articulated to students and parents/carers prior to a student joining the College and reinforced clearly and consistently throughout their time at Hockerill. It is important that parents/carers share this same value system.

We recognise and value every student as an individual and will endeavour to respond in the most appropriate way to their needs. However, many of the most difficult decisions arise when there is a conflict between the best course of action for an individual and the best course of action for the College community as a whole. When such tensions arise the considerations of the community will usually supersede those of the individual.

We shall in the organisation and delivery of the curriculum ensure that all our students are appropriately engaged, challenged and motivated. We shall ensure that their holistic progress is monitored and that there is a well co-ordinated system of pastoral care for both day and boarding students.

We will recognise and praise good behaviour both privately and publicly, for example by word of mouth, the commendation system, appointment to positions of responsibility, letters to students and their parents/carers, in assemblies, notices, newsletters and within boarding through the house status system.

### JURISDICTION

The College's behaviour policy will apply:

- For day students whilst in College, travelling to and from College or at another time when in uniform.
- For boarding students throughout the time that they are our responsibility.
- For all students on trips, exchanges or whilst representing the College.
- To behaviour outside College if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole.

### REFERRAL SYSTEM

Students will not be allowed to compromise effective teaching and learning within the classroom.

The response to this will usually be:

- The first time a student breaks a rule they will be warned.
- The second time they will be moved to a different seat.
- The third time they will be “referred” (ie. sent out of class to work with another member of staff)

However staff may by-pass this system and “refer” a student immediately for a serious (second or third level) misdemeanour.

If a student was referred more than once in a week consideration would be given to a fixed term exclusion and three referrals within a week would normally result in a fixed term exclusion. Fixed term exclusion would also be the likely consequence of a series of referrals over a longer period of time.

Parents/carers will be informed of all referrals and of the College’s response to the referral.

### **TIERING OF OFFENCES/RESPONSES**

In general our response to offences will depend upon:

- The seriousness of the offence.
- The student’s response to the offence e.g. their subsequent acknowledgement of the offence, honesty and co-operation.
- Their previous record.

It is difficult to be totally prescriptive about the relative seriousness of offences as the contexts may vary enormously.

**These are intended as a guideline only (as any first or second could be a higher level depending on the context).**

**FIRST LEVEL** may include:

- Failure to bring basic equipment
- Failure to produce prep
- Incorrect uniform
- Dropping litter
- Chewing gum
- Talking in class
- Lateness to a lesson
- Use of mobile phone & other electronic equipment in contravention of the guidelines for use

These sort of single offences are likely to be dealt with at the discretion of an individual member of staff in consultation with Form Tutor and Pastoral and Learning Co-ordinator (PLC). Depending on context parents/carers (and/or Heads of House for boarders) may be informed. The range of sanctions include a reprimand, confiscation, litter duty, after College detention (with 24 hours written notice), keeping behind at the end of a lesson, loss of break or part of lunch time, moving a student in class, etc. However, none of the above would remain low level if the offence were constantly repeated or the offender persistent.

**SECOND LEVEL** may include

- Repetition of poor behaviour
- Defiance
- Lack of respect for other students
- Graffiti
- Disruption
- Swearing at another student
- Continued poor performance
- Smoking
- Bullying

Racial or homophobic harassment.

For this sort of offence an incident report would be written by the PLC and assessment would be made by the Director of Pastoral Care. A student may be placed on report, given an after College detention (with 24 hours written notice), internally excluded, given a Hockerill community sanction or something similar. Parents/carers would usually be informed and their support requested.

**THIRD LEVEL (CRITERIA FOR STUDENT EXCLUSIONS)** include:

- Persistent failure to comply with College rules
- Refusal to comply with the instructions of a member of staff
- Serious actual or threatened violence
- Sexual abuse or assault
- Carrying an offensive weapon
- Swearing at a member of staff
- Theft
- Vandalism
- Severe bullying
- Severe homophobic or racial harassment
- Possession or use of an illegal drug
- Possession of use any other banned substance
- Supplying of an illegal drug
- Supplying of any other banned substance
- Drug or substance related abuse
- Arson
- Smoking within a building
- A boarder being out of their house after "lights out"
- A male being found in the bedroom of a female (or vice versa) or in a similarly compromising situation

For this sort of offence the Principal would be informed and would consider exclusion (fixed term or permanent) as an appropriate response. A decision to exclude a student permanently is recognised as a serious one. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies, which have been tried without success. However there will be circumstances where a student will be excluded for a first or "one off" offence such as those listed above. The College complies with recommendations contained within DCSF guidance.

Wherever possible, prior to an exclusion, the Principal will interview the student personally and the parent will be informed of the decision by telephone as well as being informed in writing. The letter will detail the reason for the exclusion and inform the parents/carers of their right of appeal.

Where a student is known to be at risk of exclusion a Pastoral Support Programme or Common Assessment Framework will be put in place to help that student avoid exclusion. Where the exclusion is the result of a single major offence this will clearly not be possible.

Where a student is given a fixed term exclusion the parents/carers will usually be requested to attend a reintegration meeting at the College to agree the conditions of the student's readmission.

Agreed by SMT and Approved by Governors:

Date: September 2009

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