

# Behaviour and Sanctions Policy

The aim of the College is to foster an environment conducive to learning, where the rights of all students to be educated in a safe and orderly environment are safeguarded and every student is able to aim for the best possible academic outcomes. This policy takes account of the rights of every student irrespective of ethnic or religious background, gender, appearance, sexuality or ability. The aim is for every member of the College to be valued and respected and for all students to be fairly and consistently treated. In particular, this policy aims to encourage good behaviour and respect for others, to create an effective learning environment and to prevent all forms of bullying. This policy takes account of the DfE guidance in *Behaviour and Discipline in Schools, February 2014* and also recognises the College's legal duties under the Equality Act 2010 and with regard to pupils with SEN. Please see also the *College Anti-Bullying Policy*, the *Student Handbook*, the *Student and Parent Social Media Policy* and the *College Complaints Policy*.

Expectations of student behaviour are discussed in the *Student Handbook*. All students sign to show that they have read and understood the Handbook and undertake to comply with it. In essence student behaviour should not harm, or threaten to harm, the learning or well-being, physical or mental, of any member of the College community. Students will also be asked to sign our Acceptable Computer Use Policy, see below.

## **Promoting Good Behaviour**

Expectations of student conduct and the ethos and values of the College are explicitly and implicitly reinforced in lessons, personal tutorials and through the PSHE programme and Enrichment talks.

New students receive a copy of the *Student Handbook* during their enrolment day at the start of term in September. The rules are read and discussed with students who then sign to indicate their understanding.

The College recognises that good behaviour is an essential part of effective teaching and learning; guidance and support for staff are provided during the induction of new staff and in the staff *Teaching and Learning Policy*.

Staff lead by example by fostering supportive interaction between colleagues, students and parents based on mutual respect, self-discipline, courtesy and good humour.

Staff are encouraged to acknowledge, and show they value, good behaviour by students. Opportunities for staff to endorse and acknowledge good behaviour arise in both formal and informal settings, oral and written comments on the students' work and during interaction with students during and outside lessons.

## **The scope of this policy**

This policy also covers student behaviour outside the College during the College day or during students' journeys to and from home in the morning or afternoon, or while involved in a College trip during the day, evening or overnight. The College reserves the right to impose sanctions after an investigation into an event occurring outside the College.

Students and parents should note that this policy also covers bullying and should be read in conjunction with the College's *Anti-bullying Policy and Student and Parent Social Media Policy*. In accordance with these policies, telephone and online actions (e.g. insensitive or damaging internet postings, malicious or hurtful e-mails, texts or social media messages), taking place anywhere at any time and concerning other students, staff or the College will be viewed as coming within the scope of this policy and its sanctions.

## **Sanctions**

The *Student Handbook* makes clear the behaviour expected of students and the sanctions that will be applied if the College's behaviour standards are not met. These are as follows:

### **Lateness and unauthorised absence from lessons:**

Sixth Form students may be excluded from a lesson if they are 10 or more minutes late. Work will be set by the tutor and the student will be expected to do this work in a study space in the College. If it is a double lesson, the student may join the group for the second hour. Parents of Sixth Form students will be informed of unauthorised absences or lateness the same day.

### **Disruptive behaviour in class**

The student's personal tutor will be notified of disruptive behaviour and this will be discussed with the student either immediately or in the next personal tutorial. Disruptive behaviour can include 'low-level' disruption such as chatting, if persistent and thought by the tutor to be affecting the learning both of those involved and other students.

### **Non-submission of work**

All students are expected to meet all deadlines set for homework. They are also expected to hand in work of the required length that meets the tutor's expectations, taking account of students' individual ability. If this does not happen the tutor may do some or all of the following:

- Ask for the work to be submitted by the end of the day or the next morning.
- Ask the student to re-do the work.
- Note the lack of work on the next fortnightly report and if appropriate give a grade 4 which will mean the report is sent to the student's home. (Our fortnightly report grading system: grade 1=excellent, grade 2=very good, grade 3=satisfactory, grade 4= failing to meet minimum requirements, grade 5=cause for concern, grade 6 serious cause for concern.)

For **repeated** non-submission of work or repeated submission of inadequate work the tutor may do some or all of the following:

- Inform the student's personal tutor
- Ask the administrative team to email the student's parents to inform them of the problem
- Give a grade 5 on the fortnightly report, which will be sent home; a meeting will be called with the student, the personal tutor and the Principal or Vice-Principal.
- Give a Grade 6 in the case of further or severe problems which means a meeting will be arranged with the Principal, the student and the student's parents or guardians.

### **Sanctions for students in Years 9, 10 and 11**

All issues of lateness, absenteeism, disruption, inadequate work and non-submission of work are dealt with by the Lower School Director of Studies, Anita George, or her assistant Tim Lyne. They also act as Personal Tutors to the students in their care and will decide the appropriate course of action, according to circumstances. Any of the above measures may be used depending on the individual situation. In the case of lateness or absence, a student's parent/guardian will be telephoned at 9.30am if no message has been received.

### **Detention**

Detention is rarely used but may be imposed on students either for half the lunch hour or for 30 or 60 minutes after the College day. Students may be asked to come to College to complete work on an 'INSET' day when staff are in College but lessons are not taking place. Detention is almost always imposed to give the student a supervised opportunity to catch up with work. This may be because of behaviour in class that has caused work to be missed or to catch up with overdue homework, or to re-take a test, for example. If an A level student owes work, detention may be arranged to take place the same day.

Academic detentions are supervised until 6pm Monday to Thursday.

### **Alcohol and illegal drugs**

Alcohol, illegal drugs and solvents are all banned. The term 'legal high' no longer exists as all psychoactive substances are now illegal. The possession, use and supply of drugs in College or in the local area of the College is forbidden. This also includes the supply of prescription drugs. If any student is suspected of using drugs of any kind, the College reserves the right to take the student for immediate drug testing by a medical practitioner. This may involve testing the student's urine, blood or hair. If the test results are positive for any class of drug, the student will be permanently excluded. Possession or supply of any type of drug to another student will lead to permanent exclusion.

### **Discipline of Students**

The following is the disciplinary procedure that will be applied for persistent breaking of College rules by students in all year groups. For the avoidance of doubt, this includes breaches of the Anti-bullying or Student and Parent Social Media Policies.

Normally, the procedure will be followed in the order of the stages set out below, but for offences of a serious nature the procedure may begin at one of the later stages.

- Stage 1** – Oral warning
- Stage 2** – Written warning
- Stage 3** – Final written warning
- Stage 4** – Temporary or permanent exclusion

It will be made clear to the student in a meeting with the Personal Tutor, Head of Lower School, Vice-Principal or Principal which of these warnings is being given. At each stage the student's parent or guardian will be notified and will receive a written summary of the warning and a description of the disciplinary procedure. This will also be recorded and kept in the student's file.

### **Permanent or Temporary Exclusion**

Permanent or temporary exclusion is a sanction that may be imposed by the Principal or Vice-Principals. A parent or guardian will be informed of the breach of the rules that has led to the decision to exclude. If appropriate, they and the student will be called to a meeting with the Principal or one of the Vice-Principals to discuss the incident. Following this, a letter will be sent confirming the exclusion and the reason for it and, if temporary, the date on which the student may return to the College.

### **Reasons for Permanent or Temporary Exclusion**

Below are some examples of behaviour that the College may consider serious enough to require permanent or temporary exclusion. This is not an exhaustive list:

- Bullying (including cyber-bullying)
- Abusive or threatening behaviour, whether physical or verbal, to a student or staff
- Alcohol or drug use
- Theft
- Racism
- Sexual misconduct
- Persistent disruptive behaviour
- Damage to property or premises
- Malicious accusations against a student or member of staff
- Truancy
- Bringing prohibited items to College (see below)
- Disparaging or offensive comments made on social media regarding the College, a student or member of staff.

### **Temporary exclusion**

A decision to temporarily exclude a student will be notified to a parent or guardian and the student along with one of the stage 1 – 4 warnings listed above, depending on the nature of the offence. Temporary exclusions usually last for between one and five weekdays. A student who is temporarily excluded will be given work to be completed at home so that disruption of his or her studies is kept to a minimum. A student returning to College after suspension will be required to attend a meeting with either the Principal, Vice-Principal or the Head of Lower

School in which expectations for future behaviour and the consequences of further offences will be made clear.

### **Permanent exclusion**

A decision to permanently exclude is only taken as a last resort where all attempts to improve a student's behaviour, progress, work or attendance have failed or where a very serious breach of College rules has occurred. A student's ability, personal circumstances, special educational needs (SEN), mental and physical health will always be taken into account. A parent or guardian and the student will be notified of the decision to exclude and a formal meeting will be arranged with the Principal or Vice-Principal or Head of Lower School. In this meeting the results of the internal investigation into events will be presented and the parents and the student will be given an opportunity to make any submission of evidence or circumstances that may have a bearing on the decision to permanently exclude.

The parents or guardian may be required to remove the student permanently from the College if, after consultation with the parents and if appropriate the student, the Principal is of the opinion that:

- By reason of the student's conduct, behaviour or progress, the student is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the College
- Or, if the parents/guardian have treated the College or members of its staff unreasonably

Then, in these circumstances, and at the sole discretion of the Principal, withdrawal of the student by the parents or guardian may be permitted as an alternative to permanent exclusion. The Principal shall act with procedural fairness in all such cases and shall have regard to the interests of the student and the parents as well as those of the College.

Parents should read the Parent Contract and the College Terms and Conditions for details of the financial implications of permanent exclusion.

### **Appeals and Complaints Procedure**

Parents may contact the Principal if they feel that the formal disciplinary process has not been followed or if they think that the decision to exclude is unfair. The complaints procedure enables parents to make a formal complaint. Please see the College *Complaints Policy* for detailed information.

### **Appealing against permanent exclusion**

A parent or guardian is entitled to appeal against a decision to permanently exclude a student. This appeal must be received in writing (letter or email) within seven days of the formal written notification of permanent exclusion. In this event, the Principal's decision shall be subject to a Governors' Review if requested by the parents. The parents or guardian will be given a copy of the Review procedure. The student shall be suspended from the College pending the outcome of the Review. (Please see our Complaints Policy for further details.)

## **Searching students and confiscation of a student's belongings**

College staff are legally allowed to search students without their consent for 'prohibited items' and may use reasonable force to do so. (See below). This section takes account of the DfE's guidance in *Searching, Screening and Confiscation, February 2014*

'Prohibited items' listed by the DfE are:

- Knives and other weapons
- Alcohol
- Illegal drugs
- Stolen items
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

Staff can confiscate any of these items. Illegal items are required to be handed in to the police. Staff must have 'reasonable grounds for suspicion' in order to carry out a search but are not required to divulge what they are searching for.

Searches will be carried out by a member of staff of the same sex as the student and witnessed by a senior staff member of the same sex. The exception to this will be where safety considerations require immediate action.

A search may be of the student's clothing, bags, possessions or locker. Only outer clothing, including a sweater or cardigan worn over a shirt, may be removed.

### **Confiscation of non-prohibited items**

Lower School students (Years 9,10,11) must hand in their phones to reception at the beginning of the day and collect them again at the end of the afternoon. A level students should not use mobile phones in the College buildings. In lessons tutors may ask students to put them into a central box in the classroom. They will be returned at the end of the lesson. Chewing gum is not allowed in College.

Any student using a mobile in a lesson may have it confiscated for the rest of the day. Items will be kept in a safe place but the College does not take responsibility for any damage that may occur.

### **Use of restraint and reasonable force**

This section draws on the guidance provided by the DfE's document *Use of Reasonable Force, July 2013*

Force, whether reasonable or not, cannot be used as a punishment. However, reasonable force can be used by College staff in certain circumstances. Any decision to use reasonable force will always take account of the needs of students with disabilities or special educational needs (SEN). The circumstances in which staff may use reasonable force are:

- To remove a disruptive student from a class if they have refused to leave
- To prevent a student harming themselves or another student or member of staff
- To prevent a student leaving a classroom if leaving would risk their safety or cause a disruption in the behaviour of others
- To prevent behaviour that would disrupt a College event or a College trip
- To conduct a search for specific ‘prohibited items’ without the student’s consent. (See section on searches and confiscation).

College staff are acting within the law if they use reasonable force to prevent injury, damage to property or disorder.

Examples of physical intervention that staff could use:

- Standing between students or blocking a student’s path (passive contact)
- Ushering a student away with a hand on their back, shoulder or arm, leading a student by the arm
- Using an appropriate and proportionate restrictive hold eg holding a student’s hands/arms behind their back

## **Managing transition into the College and moving between Year groups**

### **The social transition**

Transition into the College in any year group is managed through social events (such as pizza afternoons at the local Pizza Express or an event in the College courtyard) personal tutorial groups and where necessary a ‘buddy’ system whereby an individual student will offer to mentor a new student for an initial period. All tutors are alert to social interactions between the students and any behaviour issues that may arise, taking into account individual ability and needs. Tutors are particularly watchful for students who may be struggling to make friends and will take steps to help by alerting colleagues and through instigating some of the above activities, for example. All staff monitor students in every situation for any indications of bullying.

### **The work transition between year groups**

New A level students, new students in Years 9, 10 and 11 and Year 11 students moving up to A level have interviews with the Principal to review, discuss and if necessary alter their subject choices. Personal Tutors of A level students advise regularly about study skills and managing the workload. Year 9 and 10 students have discussions with and receive advice from their Personal Tutor about what will be expected of them as they move into Year 11. Once in Year 11, the Personal Tutor will monitor and advise students about strengthening study skills and managing their new workload. All tutors are experienced in observing individual or changed patterns of behaviour in students that may indicate they are worried or struggling with work, taking their ability into account. Tutors will discuss and share information of this sort with other tutors and in particular the

relevant Personal Tutor so that an informed picture is created and concerns may be addressed.

### **Managing the transition to higher education**

Tutors make regular reference to the work expected of students in higher education and encourage students to build independent study skills in preparation for this. Students work with their Personal Tutors to plan manageable goals for themselves (taking into account their ability and whether they have learning difficulties or are able, gifted or talented). These goals and a feeling of progression and achievement help students feel happy at College and therefore promote good behaviour.

Formal talks are given by tutors and visiting speakers about higher education and the application process for university and art college. Speakers are also invited from individual universities and colleges to describe life and the expectations placed upon students there, so that they are fully prepared for the change.

### **Students will be asked to sign to show that they understand the following:**

#### **Acceptable Computer Use Policy.**

*I understand that all computer equipment is owned by the College and that I can use the internet at College as long as I behave in a responsible way that keeps me and others safe. I also understand that the College computers and WiFi are monitored and that if I do not follow the rules there may be consequences in the form of sanctions. I understand that these rules cover messages and images sent during or outside the College day, using either College computers, my own computer or mobile phone or those belonging to someone else.*

*I will:*

- *Use the College's computers only for College work and homework.*
- *Always switch to the student log-in for College computers.*
- *Always ask for permission when using a College computer outside a lesson*
- *Only access/delete my own files and not look at other people's files without their permission.*
- *Not download any third party apps, programs or files*
- *Not visit any websites that I think would not be approved by a tutor*
- *Not access any illegal sites (including streaming sites that breach copyright)*
- *Make sure any messages or images I send by any electronic means are not hurtful or abusive.*
- *Ensure that I do not store or send any sexualised images*
- *Be aware that anything posted on-line is public and permanent.*

- *Tell a tutor or the DSL if I see anything I am unhappy with or receive a message I do not like; I will not respond to any bullying messages.*
- *Not make any disparaging or offensive comments on social media or any other public forum about the College, its staff or students, or in any other way breach the College's Student and Parent Social Media Policy. This policy is available on our website.*
- *Understand that any files that I save on a College computer cannot be kept private and will be accessible to all users*
- *Log out when I have finished using a College computer.*

***This Behaviour and Sanctions Policy is reviewed regularly by the College Principal and Vice-Principals and is made available to parents and students on the College website: [hampsteadfinearts.com/College policies](http://hampsteadfinearts.com/College%20policies). A hard copy may be requested from the College Administrator.***

***College rules and the sanctions applied may be amended at any time. Any changes will be notified to students, parents and staff.***

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