



2023-2024

## Hampstead Fine Arts 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 SEND and those who belong to the LGBTQ+ community. 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*. At induction, 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, via Heads of Year, in Personal Tutorials and through the PSHCE programme and weekly 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. This signed copy will be held in the student's College file.

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, 'rewards' published on ISAMS, in 'notes of recognition' from the Head, 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 and 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.

### **Rewards**

The College is keen to reward good behaviour and hard work from the students. Rewards are given to students who exemplify our College values:

- Exemplar work
- Exemplar effort
- Positive behaviour
- Positive contributions to College life
- Ambassador of the College

- Students receive Commendations from their Tutors via the College App.
- Students who perform particularly well receive termly 'Notes of Recognition from the Head.'
- End of year prizes in a number of subjects plus a prize for the student who has contributed the most to College life.
- We invite applications for scholarships from existing students each year, which may be academic or creative.
- We take part in the Dukes Renaissance Scholars Weekend, an academic weekend of talks and debate. Applications are encouraged from able students and four are selected after interview.
- Invitations to stand for the Student Council
- We celebrate our students in our termly College newsletters and annual Student Voice

### **Sanctions 16+**

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/Head of Year will be notified of disruptive behaviour, via ISAMS and a demerit will be recorded on the student's profile. 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, alongside a written narrative.

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

- Email the student's parents to inform them of the problem, with a request for the work to be completed home and submitted to a set date and time. This email should be sent to parents/guardians via Central Administration and the DOS/HoY should be copied in.
- Written comment and grade on fortnightly report, which will be sent home;
- In the case of further or severe problems, a meeting will be arranged with the Deputy Head, the student and the student's parents or guardians. This may be escalated to a meeting with the Head in some cases.
- As a point of note, if a student does not sit their assessment or mock exams, these must be rescheduled and sat as soon as possible.

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

All issues of lateness, absenteeism, disruption, inadequate work and non-submission of work are initially dealt with by the Heads of Year. The Heads of Year are Personal Tutors to the students in their care and will decide the appropriate course of action, according to circumstances. Rewards and demerits posters displayed around College, and attached to this Policy clearly outline the levels and sanctions.

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

In the case of lateness or absence, a student's parent/guardian will be telephoned at 9.10am if

no message has been received. If a student is late for class, and there has been no valid reason given by parent/guardian, the student will be allowed into the class but will be set detention for later that day.

### **Detention**

Detention 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 '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 lateness or 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. Detention will continue each day until the work is completed, if appropriate. Detentions are supervised at Centre Studios from 4pm – 4.45pm Monday to Thursday.

### **Dress Code**

Dress must be appropriate for learning. Revealing clothing or t-shirts with offensive images or slogans must not be worn.

### **Smoking and e-cigarettes**

Tobacco, e-cigarettes and vapes are absolutely forbidden. This rule is in response to the law of the land and the interests of students' health and wellbeing. FAC is a public place and, thus, a no-smoking environment. No members of the College community nor visitors to the College are permitted to smoke anywhere on any of the College sites. Smoking or being in possession of cigarettes or tobacco is prohibited whenever a student is under the College authority. This is the period during, before and after the College-day, both inside all College buildings and in the vicinity of the College, including England's Lane, Belsize Park Gardens and Eton Avenue. It also includes any activity organised by the College.

### **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 or 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 may be excluded. Possession or supply of any type of drug to another student will lead to permanent exclusion. (See our Drugs and Alcohol Policy for more information.)

All offences involving cigarettes/tobacco/lighters/vapes/alcohol/illegal drugs will involve a meeting with the Principal, Head or Deputy Heads. Dependant on the individual situation, a programme of rehabilitation as well as possible College exclusions may be imposed. Repeat incidents will result in permanent exclusion. At all times parents will be informed.

We regard information about personal health as an integral part of education at Hampstead Fine Arts and this is developed through the weekly PSHCE lessons, the Sixth-Form Enrichment programme of talks and in Personal Tutorials.

### **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.

Parents will be asked to complete a consent form at Induction. In the absence of a consent form parents will be asked for their consent in advance of any search.

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

Year 9 & 10 students must hand in their phones to reception at the beginning of the day. Students can collect their phones at the start of the lunch hour; they must then be handed back to Head of Year during the afternoon registration session. Phones can be collected again at the end of the afternoon. Students who are late to College will not be allowed their phones during the lunch hour. Students in Detention can collect their phones at 4.45pm.

Year 11, Year 12 and Year 13 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.

Any A level 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.

Chewing gum is not allowed in College.

### **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

## **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 be accelerated and may omit any or all of stages 1 - 3.

**Stage 1** – Verbal 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 Principal or Head 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 Head. 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 Head 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. If served a temporary exclusion the student involved will be required to attend a formal 'return to College' meeting with the Head.

## **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
- Truancing
- 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 or the Head 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 Head. 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/Head 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.)

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

We endeavour to manage periods of change in students' academic lives and to minimise any difficulties that may arise. Tutors remain 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 all staff monitor students in every situation for any indications of bullying. Tutors routinely discuss and share information with the relevant Personal Tutor/Head of Year or Deputy Head so that an informed picture is created and concerns may be addressed.

**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, the Head***

*and the Deputy Heads 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.*

**April 2024**  
**Reviewed by: ES**