

## Behaviour policy – Rewards, consequences and reflection

**Date adopted:** 4<sup>th</sup> December 2023

**Prepared by:** Matt White

**Ratified by:** Local Governing Board

**Review date:** July 2024

Other relevant College policies include:

- Written statement of behaviour principles policy
- Equality Policy
- SEND Policy
- Anti-Bullying Statement
- Uniform Policy
- Ted Wragg Multi Academy Trust Exclusion Policy
- Ted Wragg Multi Academy Trust Attendance Policy
- Ted Wragg Multi Academy Trust Supporting pupils with medical conditions Policy
- Ted Wragg Multi Academy Trust Computer/Mobile device and online use policy – pupils

Statutory guidance:

- [Suspension and Permanent Exclusion from maintained Colleges, academies and pupil referral units in England, including pupil movement](#)
- [Behaviour in Colleges](#)
- [Searching, Screening and Confiscation \(publishing.service.gov.uk\)](#)
- [DfE advice template \(publishing.service.gov.uk\)](#)

Changes:

- Significant update for 2023/4 policy with multiple adjustments to Behaviour Policy

**Note:** *This behaviour policy has been written as a policy for the whole College. While it should be followed it should also be read in accordance with the College's duties under the Equality Act 2010 and should be read in that light together with other relevant policies. Where a child has (or may have) a disability then active consideration must be given to how the policy may be adapted to take into account a child's individual needs. This will include consideration about what reasonable adjustments may be made. Children and parents with SEN/disability should be encouraged to be involved in considering these points. Records should be made about any such changes and any staff who work with these particular children should be informed about any such changes (for example a supply teacher should be made aware of any potential changes). In addition to SEN/disability the policy should also take into account other protected characteristics such as race, religious belief or matters in respect of gender/sexual orientation. If staff have any questions they should seek guidance from a senior leader.*

*This behaviour policy is reviewed annually and is done so in consultation with students, parents/carers and staff. In addition to an annual student, parent/carer and staff survey there are multiple opportunities through the student council /leadership, parental listening sessions and engagement activities to provide feedback.*

## **Aims of policy**

1. To **support students taking pride in their behaviour**, so that there is a culture of warmth, achievement, ambition and learning everywhere in the College with and no learning opportunity wasted.
2. To provide **clarity for staff, students and the community** about acceptable behaviour and enable the creation of **strong and positive relationships**.
3. To encourage students to **make positive choices** and **take responsibility** for their own actions.
4. To enable teachers to **deliver engaging and creative lessons, experiment and take risks**, in a safe and secure environment.

## **1.0 Introduction**

### **Sidmouth College Behaviour Policy**

Sidmouth College encourages good behaviour through high expectations, clear policy and an ethos which ensures students show pride in their conduct and learning by making positive behaviour choices.

Sidmouth College has in place a comprehensive package of rewards to reinforce and praise good behaviour with clear consequences for those who do not make positive choices and therefore fail to comply with the College's behaviour policy.

This Policy aims to outline the measures by which the College aims to promote good behaviour, self-discipline and respect; prevent bullying; ensure that students complete assigned work; and ensure Sidmouth College is a safe place for all.

The commitment of staff, students and parents is vital to develop a positive whole College ethos. Sidmouth College reserves the right to apply this policy to **all** students and **any time** a student is recognisable as a Sidmouth College student, regardless of whether this is before/during/after College hours and to all matters relating to social media and online activity. The application of this policy is not dependent on whether the student is wearing College uniform.

## **2.0 Rewards**

Sidmouth College regularly celebrates the success of all students in a variety of ways as we recognise that focussing on success and positive outcomes is essential to developing a positive culture and ethos across the College. Sidmouth College wishes to recognise the vast majority of students make positive behaviour choices everyday, listed below are the ways we celebrate success with students, parents and staff during the academic year.

**2.1 Praise points** - Praise points are used by all staff to reward positive behaviour are given in the following categories of the Sidmouth College Way:

- Being Ready to Learn
- Enable others to learn
- Treat the environment and others with respect
- Work to the best of your ability
- Fulfill your responsibilities

Further details of praise are below;

HOUSE POINTS		HOUSE COMPETITIONS	POSITIVE CHOICES
<b>P1</b> Work well for yourself	+1 Point	30 House points for 1st place	<ul style="list-style-type: none"> <li>• Good contribution to your learning (completing homework or classwork to a high standard)</li> <li>• Improvement in learning (attempting challenge or mastery questions)</li> </ul>
<b>P2</b> Being a good role model for others	+2 Points	20 House points for 2nd place	<ul style="list-style-type: none"> <li>• Excellent contribution to learning (completing homework or classwork to a very high standard)</li> <li>• Special consideration given to others</li> <li>• Respect shown for others and environment</li> </ul>
<b>P3</b> Outstanding Representative for Sidmouth College	+3 Points	10 House points for 3rd place	P3.1 - Consistent effort / conduct P3.2 - HOD/ HOH Commendation P3.3 - Attendance award
<b>P4</b> Achievement which benefits the College and the wider community	+4 Points	2 House points for all participants	P4.1 - Excellent Attendance during the year P4.3 - Pride of Sidmouth college acknowledgement. P4.5 - Principal/ SLT commendation
<b>Stamps - doing the right this every day, every lesson earns you house points</b> 0-19 stamps = 0 house points      26 - 30 Stamps = 8 House points 20 - 24 Stamps = 3 House points    31 - 36 Stamps = 10 House points 25 Stamps = 5 House points			
<i>believe • inspire • succeed</i>			

## 2.2 - Principal Commendations

A Principal commendation is given to students who have shown exceptional achievement, either in College, as part of an extra-curricular activity or acts that uphold the Sidmouth College Way in the community. A letter is also sent home to inform parents about the commendation.

## 2.3 - Attendance

Attendance Certificates are presented on a termly basis to recognise and praise students for good levels attendance over the year.

## 2.4 - Recognition

The College Newsletter and Facebook are used to highlight students' achievements

## 2.5 - Termly Celebration Assemblies

Individual students are recognised in termly assemblies for exceptional achievement.

## 2.6 - Awards Evenings

Annual awards evenings are held for each key stage, with Year 11s having a Celebration Evening after leaving the College. Awards are given in the following categories:

- Achievement and progress in each subject (nominated by their teacher);
- Head of House Awards;
- The student making the most progress within the Year Award.

## 2.7 - Tutor/House System

Competitions are held between tutor groups/Houses for particular activities and occasional prizes given. Inter-House sports competitions are held between Tutor/House Groups during the year.

## 3.0 Expectations - Rewards and consequences

### Sidmouth College Way

- Be ready to learn
- Enable others to learn
- Treat other and our environment with respect
- Work to the best of your abilities
- Fulfil your responsibilities to the college and community

### We are committed to transforming lives and communities through disruption free learning

#### Aims

5. To **support students taking pride in their behaviour**, so that there is a culture of achievement, ambition and learning everywhere in the College, and no learning time is wasted
6. To provide **clarity for staff, students and the community** about acceptable behaviour and the consequences of misbehaviour
7. To encourage students to **make positive choices** and **take responsibility** for their own actions
8. To enable teachers to **deliver engaging and creative lessons, experiment and take risks**, without concern for behavioural interruptions as barriers

All TWT schools have personalised versions of lesson expectations based on their individual character and circumstances- all are based on the following 5 principles

- PUNCTUAL AND ORGANISED- Be on time with all of your equipment and uniform.
- KIND and INCLUSIVE- Be kind, in everything you do, to everyone in the College and wider community.
- PRIDE- In learning, effort and appearance/community.
- POSITIVE CHOICES- Following all reasonable requests.

- ENGAGEMENT- As an active learner always trying your best.

## **The Sidmouth College Way**

### **Be ready to learn**

- Have the right equipment
- Wear the correct uniform in the correct way
- Be on time to lessons
- Settle quickly on entering a classroom
- Sit in your seating plan
- Follow instructions

### **Enable others to learn**

- Be patient with others
- Listen to others
- Respect people's personal space and property
- Take your turn

### **Treat others and the environment with respect**

- Only eat in the designated places
- Do not drop litter
- Remember that manners matter
- Make sure others feel safe around you
- Speak to others as you would like to be spoken to
- Be a good role model to others

### **Work to the best of your ability**

- Show a positive attitude
- Be organised
- Use your planner effectively
- Play your part in College life

### **Fulfil your responsibilities**

- Listen to adults and other students
- Respect each other and peoples feelings
- Make the College a safe place
- Remember that you are responsible for your own actions
- Follow the 'Sidmouth College Way

## **8.0 Consequence**

Student are reminded of the expectations at least half termly in college assemblies and each first week back after a half term in lessons/tutor time.

If a student does not adhere to 'Classroom Expectations – the Sidmouth College Way', a teacher will inform that the student has received a C1 (unless a one off serious incident). They will be asked to return for a 5 minute detention.

If a student does this for a second time within the lesson, they will be given a C2 and a 10 minute detention.

If the student does not adhere to 'Classroom Expectations – the Sidmouth College Way' for a third time the student will be sent to a Departmental parking area and designated classroom. They will receive a 20 min detention.

If a student refuses or does not attend to attend the department parking they will be sent to isolation for a day which runs until 1615.

If a student fails to attend a C3 detention this will increase to an after college department detention for 40 mins.

Students can be given an immediate C3 if deemed a one off serious incident of significant behaviour within the classroom to prevent the disruption to learning.

### **8.1 Restorative approach – trauma informed work, staff training, etc.**

During internal exclusion students have an opportunity to reflect on their reason for their referral and have an opportunity to discuss with the member of staff within the room. Parents and carers are communicated with to ensure excellent communication so they understand nature of removal.

Staff will always try and use a Restorative Approach in managing consequences to repair the relationship between the adult and the student to help secure positive relationship. Staff are made aware of trauma informed practice and Adverse Childhood Experiences which can impact young people. Staff should always aim to address the behaviour choice of the child.

### **4.2 Lesson removal**

#### **Repeated or more Serious Incidents**

We are committed to inclusion for all and to preventing suspension/exclusion. However, where a student is involved in repeated or more serious incidents, the student will be sent to the internal exclusion for a learning cycle of 5 lessons including a 1 hour after College detention, to be successfully completed.

More serious incidents could include but are not limited to:

- truanting;
- refusal to follow instructions;
- refusal to go to departmental parking;
- Refusal to hand in a phone when confiscated
- 5 behaviour logs in a week
- refusal to attend detention;
- bullying;
- swearing;
- aggression;

- refusing to cooperate with other expectations
- vaping/smoking
- Vandalism
- rudeness; and
- dangerous behaviour.
- throwing items in classrooms
- Bus ban for students misbehaving including vaping/smoking

### 4.3 Community detentions – Reset at lunchtime

This detention is a 20-minute lunchtime detention for anti-social behaviour in and around the college and failure to follow basic expectations in being Ready to Learn. We expect all students to always behave and treat each other with respect. That means walking around the College calmly and quietly, respecting each other’s space and looking out for each other. There are no warnings for these behaviours.

The detentions enable us to address any behaviour that does not meet our high expectations.

Ready to learn reasons for a lunchtime detention

<ul style="list-style-type: none"> <li>• 3 Uniform logs in a half term for each accumulation of 3 uniform logs</li> </ul>	<ul style="list-style-type: none"> <li>• 3 x blanks in a planner in one week</li> </ul>
<ul style="list-style-type: none"> <li>• 3 x equipment faults</li> </ul>	

The following are possible (but not limited to) reasons for a lunchtime detention for behaviours at social time:

<ul style="list-style-type: none"> <li>• Running indoors or rough behaviour on the field</li> </ul>	<ul style="list-style-type: none"> <li>• Eating and drinking in banned areas or being in banned areas</li> </ul>
<ul style="list-style-type: none"> <li>• Shouting indoors</li> </ul>	<ul style="list-style-type: none"> <li>• Not clearing away your tray in the canteen or dining hall</li> </ul>
<ul style="list-style-type: none"> <li>• Being out of bounds</li> </ul>	<ul style="list-style-type: none"> <li>• Hitting or kicking College property</li> </ul>
<ul style="list-style-type: none"> <li>• Dropping litter/throwing food</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate language or attitude</li> </ul>

If a student does one of the things above, an adult will tell them that they have a “Reset Room”, and that they must serve a 20-minute break/lunch-time detention at the next available session. If this detention is missed or refused a single attempt to repeat reset at lunchtime will be organised and then the consequence is escalated to a referral to Internal exclusion unless there is a valid reason e.g. other detention in place, absence etc

### 4.4 Repeated or more Serious Incidents

We are committed to inclusion and to preventing exclusion. However, where a student (for example) repeatedly fails to wear the correct uniform, fails to attend detentions, receives multiple lesson removals , or is involved in an incident too serious for a detention, the student will be referred to internal exclusion. Students will spend a full day in internal exclusion including an after College detention of 1 hour.



More serious incidents could include but are not limited to:

- Truancing (student deliberately missing from lesson without permission);
- vaping/smoking;
- vandalism/deliberate damage;
- refusal to follow instructions;
- bullying;
- swearing;
- aggression;
- rudeness; and
- dangerous behaviour.

#### 4.5 Lesson removal at a host College

Where students are not working effectively with the Sidmouth College Way, the College may choose to organise offsite direction at another educational establishment for periods of time from one day to a term in length, in normal circumstances. This is a reset to try and different approach to the educational offer at Sidmouth College and to see if the student can engage in education elsewhere before returning to Sidmouth College.

In certain incidents of very poor behaviour but where the College wishes to avoid suspension, or this consequence is deemed inappropriate, the College may place the student in lesson removal at another College. This allows the student to continue to learn. If a student refuses to attend then suspension could to be issued. Circumstances that could result in a student spending time at a Host College include, but are not limited to, the following breaches of the behaviour policy:

- failure of internal exclusion ;
- refusal to follow instructions;
- bullying;
- swearing;
- aggression;
- rudeness;
- dangerous behaviour;
- Repeated issues such as vaping;
- inappropriate use of computers, the internet, images or social media; and
- fighting.

#### 5.0 Lateness to the college and lateness to lessons

**Punctuality is a life skill and preparation for life and therefore we expect all student to arrive to the college on time** for the start of the college day and to respect their peers and teachers. It is an essential life skill that will serve students well in the future. If a student attend late to the college or fails to attend their registration group twice in one week they will receive an after college detention until 1615. Failure to attend this detention students will be expected to attend 2 after college sessions consecutively. If they fail to attend these, they will spend a day in internal exclusion and an hour after college.

If a student is late in attending **three** lessons (by more than 4 minutes) in a week they will also be issued with an after college detention until 1615. Failure to attend this detention students will be expected to attend 2

after college sessions consecutively. If they fail to attend these, they will spend a day in isolation and an hour after college.

## **Homework**

### **At Key stage 3 (Years 7, 8 & 9):**

Core subjects: minimum of 1 piece a fortnight at KS3.

Non-core: minimum of 2 pieces a half term KS3.

### **At Key Stage 4 (Years 10 and 11):**

Core Subjects (English, Maths and Science) – At least weekly

Option Subjects and RE – At least fortnightly

### **At Key Stage 5 (Years 12 and 13):**

Students are set at least two pieces of independent study or homework every week.

No completion will be logged by the teacher. Homework club will be used to support student completion of homework.

## **6.0 Home College Partnership agreement**

In order to ensure good communication and understanding of expectations, all parents are asked to read and sign the Home College Partnership agreement (see appendix). Application of this policy is not dependent upon the agreement being signed.

## **7.0 Focus Week**

At periodic times throughout the College year there will be a 'Focus Week'. These weeks will vary depending on the needs of the College and current emerging issues. An example week might focus on uniform or student equipment.

The focus will be communicated in advance to parents and students. The week will focus positively on students' engagement and additional rewards will be available for students who consistently meet our expectations. Students will receive additional support to ensure they are not only aware but also prepared for the focus. All staff will support students and all staff will be responsible for the issuing of praise/consequences at this time. Wherever possible tutors will support and prepare student in advance and daily (during the week) to enable students to meet expectations.

HOH will make contact home with repeat offenders who choose to not follow the College expectations for focus weeks.

Students who consistently fail to meet expectations may also be placed in after college detentions and / or internal exclusion to support them to make the right choices.

## **8.0 Suspension**

We will endeavour to avoid suspension wherever possible. A decision to suspend is taken only in response to a breach of the College's behaviour policy, including persistent disruptive behaviour, or where such breaches are neither serious enough to merit permanent exclusion nor minor enough for detention, isolation, or lesson removal (Host College) to be appropriate. All exclusions are authorised by the Principal or designated representative or in their absence, the next most senior member of staff.

Under exceptional circumstances a student may receive a suspension but if further investigation reveals more serious circumstances then a permanent exclusion may be issued.

All suspended students will be given some work to complete and will be expected to complete a reflective workbook which includes a restorative letter apologising for their actions leading to the suspensions. The completed letter will form part of the reintegration meeting.

A re-integration meeting will take place at the earliest available time on the first day the student is to return to College. The reintegration meeting will aim to clarify next steps and discuss if any additional support is required

## **9.0 Permanent Exclusion (PEX)**

A decision to exclude a student permanently should be taken only:

- a. in response to a serious breach or persistent breaches of the College's behaviour policy; and
- b. where allowing the student to remain in College would seriously harm the education or welfare of the student or others in the College

The act of setting off the fire alarm without good cause may lead to Permanent Exclusion, due to the huge disruption caused and potential harm to vulnerable students.

A serious breach of the College's policy may result in a Permanent Exclusion. The list below indicates the circumstances where a Permanent Exclusion may occur (at the discretion of the Principal) and includes, but is not limited to, the following:

- assault or attempted assault on staff;
- violent assault- including filming, sharing and distribution;
- sexual assault, harassment or exploitation;
- drug-related activity/paraphernalia;
- criminal or terrorist activity;
- carrying a weapon or dangerous object;
- extremely dangerous/risky behaviour; and
- setting off the College fire alarm.

The College follows the latest DfE guidance regarding exclusions from Colleges for suspension and permanent exclusions to ensure that students are treated fairly and not discriminated against. The application of this policy will be dependent upon the most recent DfE guidance.

Statutory Guidance: Suspension and Permanent Exclusion from maintained Colleges, academies and pupil

referral units in England, including pupil movement

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1089688/Suspension\\_and\\_Permanent\\_Exclusion\\_guidance\\_July\\_2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1089688/Suspension_and_Permanent_Exclusion_guidance_July_2022.pdf)

For detailed information on Permanent Exclusion please see TWMAT Exclusion policy.

## **10.0 Support**

We aim to support all our students to ensure that every child succeeds during their time at College. Where it becomes clear that a child is having on-going difficulties in managing their behaviour, there are a wide range of strategies which are used to support students. We will always consider whether continual disruptive behaviour is the result of an unmet special educational or other need/s and should we consider this to be the case, whether multi-agency assessment would be appropriate.

Every child is different, and all support is tailored to meet the needs of each individual, in recognition of that, what works for one child may not for another. Any student designated at risk of suspensions will have a tiered response to supporting all students make positive behaviour choices.

Students may seek support through speaking to their tutor or Student Development Centre. They can also speak to their Head of House or parent / carer who may contact the college.

## 11.0 Bullying and Discrimination

Please refer to separate anti-bullying policy.

At Sidmouth College our aim is to prevent bullying through education, by a prompt and sustained response to reports of bullying, and by developing the confidence of students. We aim to have a culture of courage, compassion and citizenship and respect where difference is valued. The College aims to foster an atmosphere of friendship, mutual trust, respect and consideration for each person within the community.

To establish an ethos where students set a good example to others. To encourage all members of our College community to recognise bullying, acknowledge its unacceptability and report it. We have a system of support for students who have been bullied and a system of clear, fair and consistent responses to incidences of bullying ensuring that everyone is in a supportive, caring and safe environment. Bullying is unacceptable and will not be tolerated in our community.

Bullying is defined as repeated behaviour which is intended to hurt someone either emotionally or physically and is often aimed at certain people because of their race, religion, gender or sexual orientation or any other aspect such as appearance, disability or SEN need. It might be motivated by actual differences between children, or perceived differences. Where unkind behaviour is instigated we term this 'deliberately hurtful' one off behaviour which is tracked over time in an academic year. This enables the College to track unkind behaviours which are repeated and subsequently are repeated and are subsequently termed 'bullying behaviours'.

Bullying will not be accepted or condoned. All forms of bullying will be addressed.

Bullying can include but is not limited to:

- Emotional harm;
- Physical harm;
- Social bullying;
- Social media;
- Filming students/staff without consent;
- Posting inappropriate content/filmed incidents online/sharing;
- Threatening behaviour;
- Name calling;
- Sexting;
- Cyber bullying; and
- Sexual exploitation.

Bullying can impact on a students' attendance and attainment at College, marginalises those groups who may be particular targets for bullies and can have a life-long negative impact on some young people's lives. We continue to promote a culture of high expectations and work with our community to ensure that our students have a sense of pride and feel happy and safe to be a part of our community.

All bullying incidents will be treated and addressed individually, and we will apply the full range of consequences depending on the severity, frequency and seriousness of the incidents(s).

In exceptional circumstances and where other attempts to resolve an issue have not been successful the College may use a behaviour contract between students to establish a clear and equitable arrangement for communication and behaviour. The contract will identify clear consequences for failing to meet the stated requirements that could include, but not limited to:

removals of free time/detentions, Isolation, change of lessons away from victim, Alternative provision and education elsewhere for a temporary period of time suspension, exclusion, Police involvement and for repeated breaches, permanent exclusion.

## **12.0 Sexual harassment and online sexual abuse**

The College takes all reports of Sexual harassment, sexual violence and online sexual abuse extremely seriously and aims to create an open culture where students are comfortable and confident to report all incidents to any member of staff. We are clear that sexual harassment and violence are not acceptable, will never be tolerated and is not an inevitable part of growing up. We will always challenge behaviour or language that seeks to normalise sexual harassment or violence in Colleges.

The College aims to prepare students for issues related to sexual harassment and online abuse through the curriculum and assemblies. Our age and stage appropriate curriculum covers such issues as:

- Healthy and respectful relationships, including consent;
- Gender roles, stereotyping, equality, diversity;
- Body confidence and self-esteem;
- Prejudiced behaviour;
- That sexual harassment and violence is always wrong; and
- Addressing any culture of sexual harassment.

We recognise the complexity of this issue and will always aim to safeguard all students involved taking into account the nature of incidents and their wider context.

For the purpose of this policy, when referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur both in person and online. Sexual harassment is likely to violate a student's dignity, and/or make them feel intimidated, degraded, or humiliated and/or create a hostile, offensive or sexualised environment.

Sexual harassment could include but is not limited to:

- Sexual comments, lewd comments, sexual stories, remarks about clothing, appearance and name calling;
- Sexual 'jokes' or taunting;
- Physical behaviour, such as: deliberate contact, interfering with clothing, displaying sexual images; and
- Online sexual harassment, which might include: non-consensual sharing of images and videos (often referred to as sexting), inappropriate sexual comments on social media, exploitation, coercion and threats.

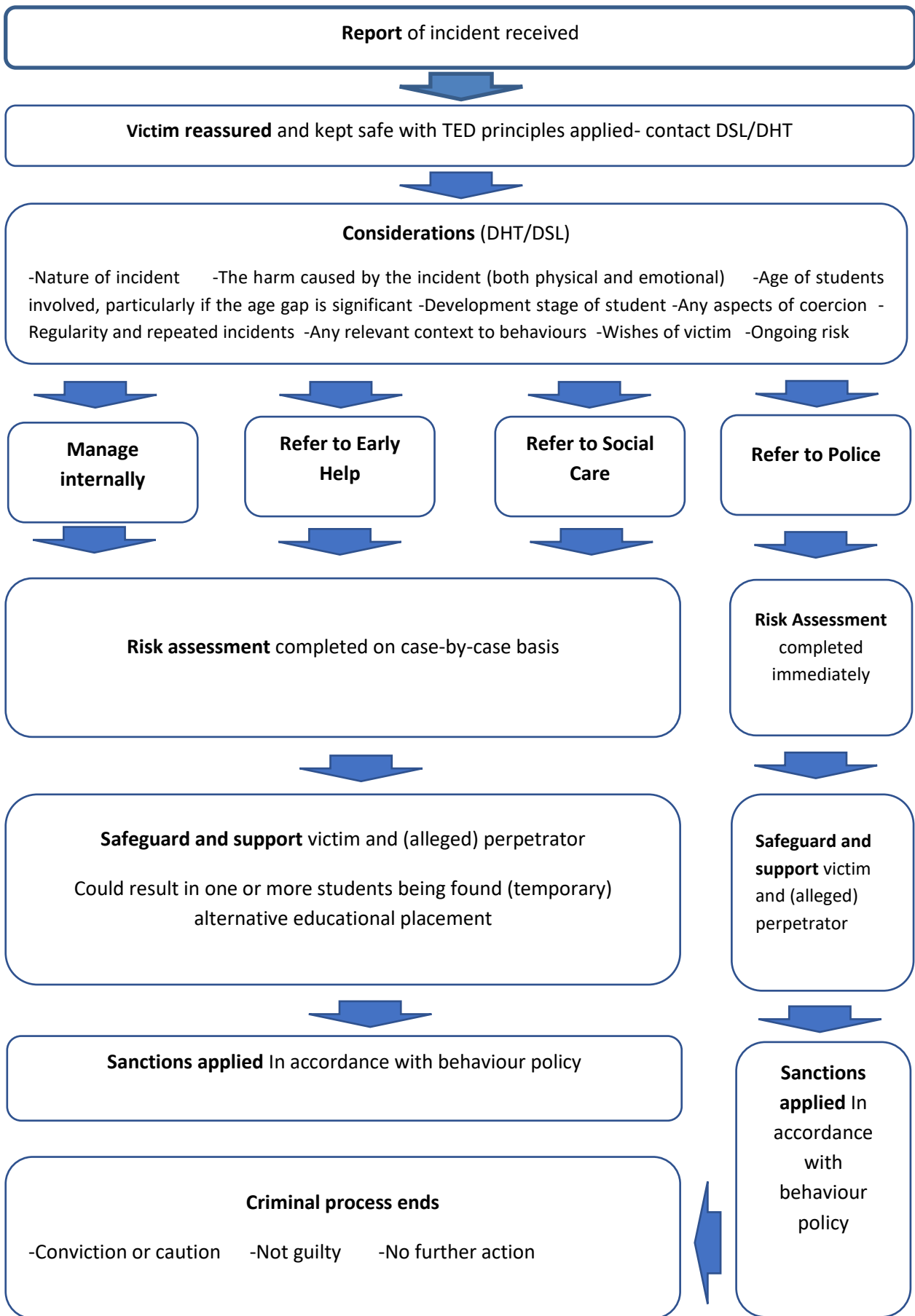
Sexual violence could include but is not limited to:

(When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003)

- Rape;
- Assault by Penetration;

- Sexual Assault; and
- Causing someone to engage in sexual activity without consent.

The College will follow the following process when incidents are reported.





The College recognises that all reported cases will have a range of factors that will be considered, these include but are not limited to:

- Nature of incident;
- The harm caused by the incident (both physical and emotional);
- Age of students involved, particularly if the age gap is significant;
- Development stage of student;
- Any aspects of coercion;
- Regularity and repeated incidents;
- Any relevant context to behaviours;
- Wishes of victim; and
- Ongoing risk.

The College will always aim to deal with incidents in a timely and sensitive manner. All reported incidents will be recorded and (where relevant) passed on to other agencies for support or further action.

The College will apply the full range of consequences available to any student responsible for sexual harassment or online sexual abuse. The application of any consequence is not dependent on any further actions from any other relevant agencies and will be applied in-line with the balance of probabilities principle.

Sanctions may include but are not limited to:

- Restorative meeting;
- Behaviour contract;
- Lesson removal;
- Host College Lesson removal;
- suspension;
- Managed move;
- Permanent exclusion; and
- Referral to social services or police.

Confidentiality and anonymity are very sensitive issues when dealing with allegations and cases of sexual harassment and online abuse. In all cases Sidmouth College will work in-line with safeguarding principles and in conjunction with any other relevant agencies to protect students. Ultimately, the College will balance the victim's wishes with our duty to protect the victim and other students within the College setting. Any decisions made will be discussed with all concerned and handled sensitively.

### **13.0 Drugs**

The College will not tolerate drug use of any sort on College property or during off-site College activities. The College will sanction any student found to be supplying, possessing or taking drugs. This includes the possession, supply or misuse of solvents or other substances that can be harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. Where controlled drugs are found, these will be delivered to the police as soon as possible but may be disposed of if the staff member thinks there is a good reason to do so.

### **14.0 Alcohol**

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

### **15.0 Medication**

Carrying, supplying or taking prescription medicines illegitimately could result in a permanent exclusion. We are aware that it may be necessary for some students to take medication during the College day. Parents/carers should complete an 'Administration of medicines in College' form and bring it together with the medication to student reception. This form authorises our first-aid trained staff, to dispense medication on their behalf. All medication brought into College by parents/carers is stored in a locked cabinet.

### **16.0 Smoking- including all forms of e-cigarette/vaping devices**

Smoking (including vaping), in all its forms, is detrimental to health, anti-social and not conducive to a safe College environment. We will apply this policy to any student who is seen smoking/vaping or we suspect of smoking/vaping. Any sanctions applied will consider the nature, location and frequency of the incident.

Smoking/vaping is not permitted anywhere on the College site.

### **17.0 Search and Confiscation**

The College follows government advice when confiscating items from students which is outlined in the document 'Searching, screening and confiscation. Advice for Headteachers, College staff and governing bodies.' July 2022.

[Searching, Screening and Confiscation \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/104142/Searching_screening_and_confiscation.pdf)

The College can confiscate any electronic items being used inappropriately on the premises such as mobile phones, etc. The College reserves the right to view, confiscate and delete any files deemed to be inappropriate that are brought on to the College site on electronic equipment e.g. photos on a mobile phone. In certain circumstances, we reserve the right to retain electronic data as evidence.

Students wearing any accessories or jewellery which do not follow the College uniform policy can expect to have these items confiscated. Any confiscated item will be logged and available for collection at the end of the College day. Where a student is unable to immediately rectify a uniform issue eg. Hair dye or false nails they will spend time in the internal exclusion room until they are able to follow uniform expectations. In all cases parents will be informed and given the opportunity to rectify the issue.

Where students repeatedly break rules, they may be asked to hand in items at the beginning of each day to reduce unnecessary time wasting for teachers. Students may also be asked not to bring items to College at all e.g. mobile phone and bag searches used to support this. For repeated offences of this nature parents will be asked to collect confiscated items. Where items have been previously returned to parents and have been brought again to College, they will be confiscated again and retained until the end of term. Where items are not collected the College will dispose of them at the end of every term.

Students with smoking/vaping materials, including electronic devices and fluid will have these confiscated and destroyed whether they are found to be smoking/vaping or not. They will also be issued with a consequence for bringing such materials on to the College premises. Students will also receive consequences for smoking/vaping

near the College, and if they are recognisable as a College Student on their way to and from College. Where students are found in association with any individual involved with smoking/vaping they will receive the same consequences.

In certain instances, items will not be returned to students and will be disposed of by the College according to the guidance in the DfE document as above.

Students must not bring any of the items listed below on to the College premises. 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 with these items, including permanent exclusion. The following are some examples, but not limited to:

- knives or weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco, filters and cigarette papers;
- fireworks;
- pornographic images;
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student). This would include: matches, lighters, 'legal highs', and laser pens;
- E-cigarettes/fluid;
- fizzy drinks;
- energy drinks;
- hot water bottles;
- pictures of staff or students taken without appropriate consent; and
- medication which has not been accounted for under the medication policy.

College staff apply the following protocols when searching for or confiscating items. Searches will only be conducted by authorised staff members.

Search protocol - key points:

- a. Searches should only be carried out by a member of staff of the same gender as the student being searched. There MUST always be a witness – wherever possible a member of the same gender as the student.
- b. Always seek to gain consent of students to search their bags and ask them to empty their pockets. If they refuse, then please escort them to a safe place and inform SLT.
- c. Please ask students to empty their own pockets fully and allow you to look through their bag and any coat/jacket pockets.
- d. A metal detection device (non-contact) may be used if deemed appropriate.
- e. Anything found which you believe is inappropriate, regardless of whether it was what was being searched for, should be confiscated.
- f. Parents should be informed of anything found which is inappropriate.
- g. All searches should be logged.

## 18.0 Use of reasonable force

The College is strongly against the use of force against students and the advice to all staff is to seek support and advice in a difficult situation before using force. However, there may be instances where this is not possible due to the nature of the incident. The College and its staff will always endeavour to resolve situations without force and to manage any difficult situation calmly. The College follows the guidance below from the DfE: 'Use of reasonable force. Advice for Headteachers, staff and governing bodies'. July 2013

[DfE advice template \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

### 16.0 Colleges can use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a student behaving in a way that disrupts a College event or a College trip or visit;
- prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a student from attacking a member of staff or another student, or to stop a fight in the playground; and
- restrain a student at risk of harming themselves through physical outbursts.

### Colleges cannot:

- use force as a punishment – it is always unlawful to use force as a punishment.

## 19.0 Student conduct outside the College premises

We aim to prepare students for a life beyond education. The College therefore reserves the right to apply all aspects of this policy to students recognisable as a Sidmouth College student (not just by their uniform) even if they are outside of the College grounds, or outside the usual hours of attendance, or using social media/online activity. What the law allows is laid out in the latest DfE Guidance [Behaviour in Colleges](#).

Teachers have a statutory power to discipline students for misbehaving outside of the College premises. Section 89(5) of the Education and Inspections Act 2006 gives Headteachers a specific statutory power to regulate students' behaviour in these circumstances "to such extent as is reasonable."

The College may apply sanctions to a student for any misbehaviour when the child is:

- taking part in any College-organised or College-related activity;
- travelling to or from College;
- wearing College uniform; and
- in some other way identifiable as a student at the College.

At any time, whether the conditions above apply, that:

- could have repercussions for the orderly running of the College;
- poses a threat to another student or member of the public; or
- could adversely affect the reputation of the College.

The College is committed to ensuring our students act as positive ambassadors for us. We expect the following:

- good order on transport to and from College, educational visits or other placements such as work experience or college courses;
- good behaviour on the way to and from College;
- positive behaviour which does not threaten the health and safety of our students, staff or members of the public;
- reassurance to members of the public about College care and control over students in order to protect the reputation of the College; and
- protection for individual staff and students from harmful conduct by students when not on the College site including online/social media.

The same behaviour expectations for students on the College premises apply to off-site behaviour.

### **19.1 Sanctions and disciplinary action as a result of poor behaviour off the College premises**

Sanctions may be given for poor behaviour off the College premises including online behaviour and use of social media which undermines any of the above expectations and regardless of whether it is an activity supervised directly by College staff. Sanctions may be in the form of detention, lesson removal, suspension or in very serious cases permanent exclusion. In issuing sanctions, the following will be considered:

- the severity of the incident;
- the extent to which the reputation of the College has been affected;
- whether students were directly identifiable as being members of the College;
- the extent to which the behaviour in question would have repercussions for the orderly running of the College and/or might pose a threat to another student or member of staff (e.g. bullying another student or insulting a member of staff);
- whether the misbehaviour was on the way to or from College, outside the College gates or in close proximity to the College; and
- whether the misbehaviour was whilst the students was on work experience, taking part in a course as part of a College program, participating in a sports event (and in any situation where the student is acting as an ambassador for the College) which might affect the chances of opportunities being offered to other students in the future.

### **20.0 Wilful and Accidental Damage**

Our approach is as follows:

- If damage is accidental, providing this is the first incident involving a particular student, there will be no charge levied on the student.
- If the damage is the result of reckless behaviour, e.g. running inside the building, throwing an object at a peer, etc. the College will levy a charge for the total repair/replacement cost.
- Students causing accidental damage as a result of reckless behaviour will always be subject to consequences that include remedial action (where appropriate) and/or detention and/or Lesson removal. Details of the incident will be placed on internal files.
- If the damage is the result of a willful act the College will consider whether there were any mitigating circumstances. Students causing willful damage (graffiti, vandalism, etc.) will face the total cost of repair or replacement. The precise amount levied will depend upon the presence of any mitigating circumstances.

Students causing wilful damage likely be subject to either internal exclusion, suspension or external exclusion. In every incident of wilful damage (where damage is estimated to cost over £25 to repair) the College will inform the Police. The College and the Police will work together to bring about a satisfactory resolution within the guidelines above. In extreme or repeated circumstances damage may be logged as a crime. The Police may also act as facilitator in acts of restorative justice that might include remedial work or conferencing with parents and other parties. Invoices will be raised by the Finance office and pursued to an appropriate solution. If payment is not forthcoming, a restorative measure of appropriate gravity should be imposed.

### **21.0 Behaviour of parents/carers**

We are passionately committed to building strong and positive relationships between the College and parents and carers. We are grateful for regular feedback from parents via questionnaires at parents' evenings and on a day-to-day basis. Staff emails are made available to allow efficient communication between parents/carers and College. Staff liaise closely with parents to support effective transition into the College.

All members of our College community will do everything they can to support all students, parents and carers, communicating professionally at all times.

The College has a duty to ensure staff work in a positive environment free from any form of harassment or intimidation. To this end the College will take firm action against any parents who behave inappropriately towards the College or any members of staff this includes the use of banning orders or specifying specific mechanisms of communication.

The College deems any form of aggression or threat either physical or verbal, rudeness and malicious accusations as inappropriate, and this includes all forms of communication including emails and social media.

As a response to inappropriate behaviour by a parent/carer the Principal may place a temporary ban on a parent entering the College site or specify specific forms of communication to be used, putting in writing the reasons for the ban or details of mechanisms for communication and giving the parent an opportunity to respond. A Governing Body Sub-committee will be convened (consisting of 3 Governors) to review the Head's decision, and parents will be able to share their views in writing but will not be invited to the hearing. The Governors' Hearing will decide if a ban or limitations on communications should remain in place and decide on the appropriate timescale for these, giving a specific date at which they will be reviewed.

### **22.0 Allegations against staff**

The College has a clear Complaints Policy, which is published on its website, and encourages parents/carers to use this as necessary.

The College should not automatically suspend a member of staff who has been accused of misconduct, pending an investigation, but the Headteacher should draw on advice given in 'Dealing with Allegations of Abuse against Teachers and Other Staff' guidance.

Parents and carers should also be aware of the prohibition on reporting or publishing allegations about teachers in section 141F of the Education Act 2002. If parents or carers wish to apply to the court to have reporting restrictions removed, they should seek legal advice. If we are made aware of any inappropriate comments we

will report these to the relevant authorities for immediate action to be taken. Publishing allegations should be taken to include publication online or on social media such as Facebook.

All allegations against staff will be investigated in line with the College's relevant policy and all complaints have the potential for consequences for the staff concerned.

### **23.0 Malicious/false allegations**

Where it is concluded that a student has made a malicious allegation against a member of staff the College consequences will be applied in a way that the College considers to be proportionate to the severity of the allegation made and its potential impact on the member of staff concerned. Mitigating and aggravating factors will be examined closely, for example: the nature of the allegation or length of time for which the allegation was sustained. In some cases it will be appropriate to use restorative justice as a tool for supporting students to understand the consequences of their behaviour. The consequences for malicious allegations could include, internal exclusion, suspension and permanent exclusion.

### **24.0 Complaints**

The College has a complaints procedure. We encourage parents/carers to take any complaints or concerns to a staff member or the Headteacher and the College will do everything within its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see our **College Complaints Policy**. For information on complaints relating to exclusions, see the **College Exclusions Policy**. **Both of these policies are available to download from our website.**

### ***Appendix List***

- 1. Expectations poster***
- 2. Praise poster***
- 3. Consequences poster***
- 4. Home College Agreement***

# The Sidmouth College Way

## Be ready to learn

- Have the right equipment
- Wear the correct uniform in the correct way
- Be on time to lessons
- Settle quickly on entering a classroom
- Sit in your seating plan
- Follow instructions

## Enable others to learn

- Be patient with others
- Listen to others
- Respect people's personal space and property
- Take your turn

## Treat others and the environment with respect

- Only eat in the designated places
- Do not drop litter
- Remember that manners matter
- Make sure others feel safe around you
- Speak to others as you would like to be spoken to
- Be a good role model to others

## Work to the best of your ability

- Show a positive attitude
- Be organised
- Use your planner effectively
- Play your part in College life

## Fulfil your responsibilities

- Listen to adults and other students
- Respect each other and peoples feelings
- Make the College a safe place
- Remember that you are responsible for your own actions
- Follow the 'Sidmouth College Way'



*believe • inspire • succeed*



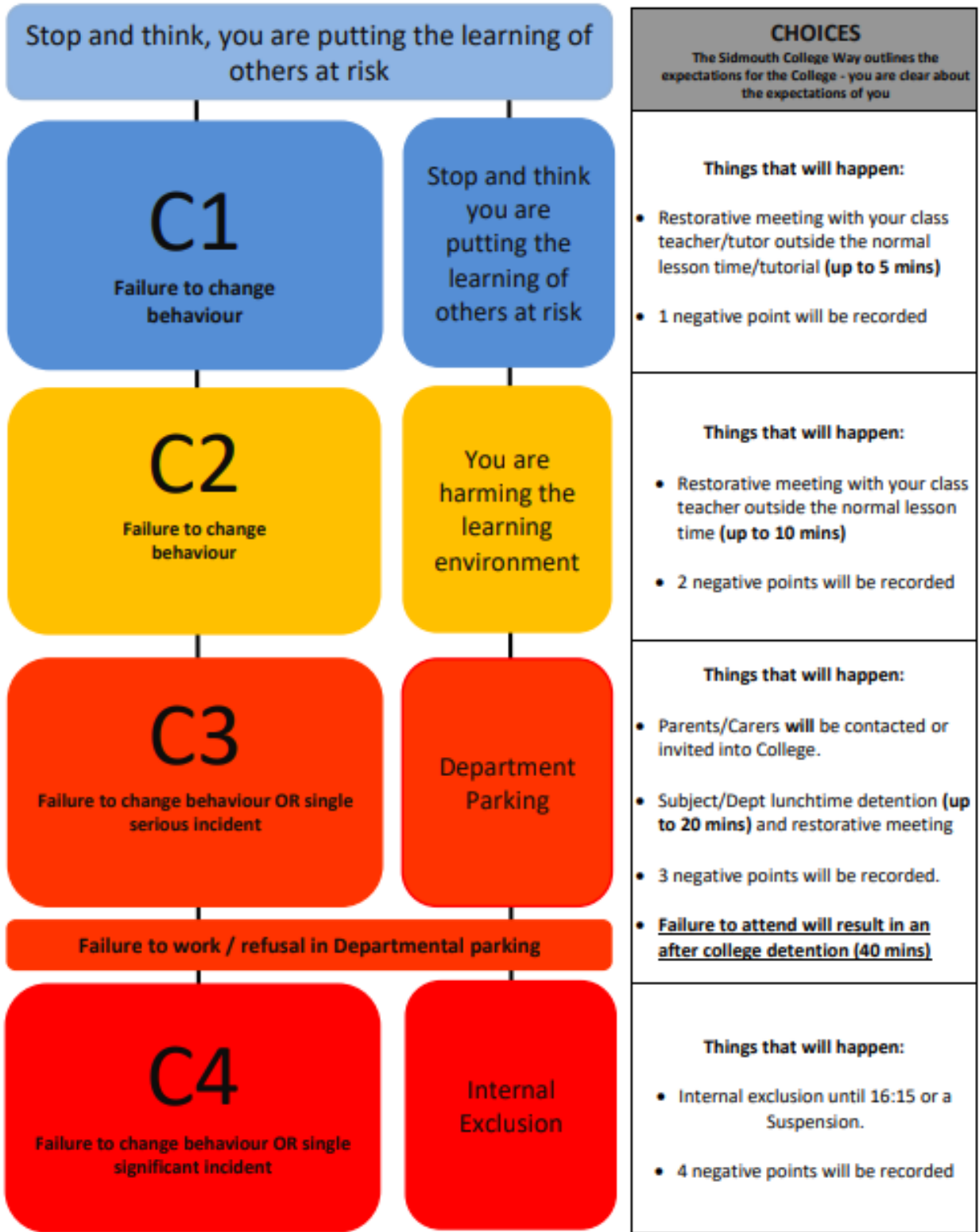
HOUSE POINTS		HOUSE COMPETITIONS	POSITIVE CHOICES
<b>P1</b> Work well for yourself	+1 Point	30 House points for 1st place	<ul style="list-style-type: none"> <li>• Good contribution to your learning (completing homework or classwork to a high standard)</li> <li>• Improvement in learning (attempting challenge or mastery questions)</li> </ul>
<b>P2</b> Being a good role model for others	+2 Points	20 House points for 2nd place	<ul style="list-style-type: none"> <li>• Excellent contribution to learning (completing homework or classwork to a very high standard)</li> <li>• Special consideration given to others</li> <li>• Respect shown for others</li> </ul>
<b>P3</b> Outstanding Representative for Sidmouth College	+3 Points	10 House points for 3rd place	P3.1 - Consistent effort / conduct P3.2 - HOD/ HOH Commendation P3.3 - Attendance award
<b>P4</b> Achievement which benefits the College and the wider community	+4 Points	2 House points for all participants	P4.1 - Excellent Attendance during the year P4.3 - Pride of Sidmouth college acknowledgement. P4.5 - Principal/ SLT commendation

**Stamps - doing the right this every day, every lesson earns you house points**

0-19 stamps = 0 house points  
 20 - 24 Stamps = 3 House points  
 25 Stamps = 5 House points

26 - 30 Stamps = 8 House points  
 31 - 36 Stamps = 10 House points

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## Home-College Partnership Agreement

### Partnership

The success of any College is built on a partnership between its governors, students, staff and parents/carers. For the partnership to work properly, there has to be a clear understanding of the responsibilities of each partner and good communication between them. The contribution of the College and parents/carers to this partnership are set out in this Agreement. It summarises the part each of us needs to play in securing success for all our students.

### Our Agreement with You

We will provide:

- high standards of teaching and classroom behaviour through a safe, caring, disciplined and wellmaintained learning environment;
- a broad and balanced curriculum which aims to meet the needs of all students;
- the setting of extension and enrichment work (homework) appropriate to students' age and ability;
- opportunities for your child to develop a wide range of interests beyond the formal curriculum;
- regular information on your child's progress;
- an open and welcoming environment and opportunities for you to become involved in the life of the College.

### Your Agreement with Us

We ask you to:

- support the College's aims;
- support and encourage your child in their learning, monitor extension and enrichment work through Edulink and encourage their involvement in extra-curricular activities;
- monitor their Student Planner and the collection of lesson stamps;
- attend parents/carers consultations and support College events;
- support 'the Sidmouth College Way' and the College's Code of Conduct and guidelines for behaviour;
- keep us informed about any concerns that might affect your child's work or behaviour;
- not take family holidays during term time.
- ensure your child attends College regularly, on time, properly equipped and in uniform