

## Student Conduct and Behaviour for Learning Policy

Version No	Purpose/Change	Lead	Date
1.0	Introduction of the policy		2009
2.0	Reviewed and updated to include the 'Behaviour Management Policy'	BW	Sept 2014
3.0	Reviewed and updated	BW	Sept 2015
4.0	Reviewed and updated	BW	Sept 2016
5.0	Reviewed and updated	BW	Sept 2017
5.1	Minor amends to text	BW	Sept 2018

### Behavioural ethos

We want an emotionally intelligent College where we treat one another with respect and fairness; bound by the College Core Values:

- We conduct ourselves with integrity and respect for all.
- We make Students' experience central.
- We value individuals and promote self-esteem.
- We work as a team.
- We encourage innovation, creativity and enjoyment.
- We aim for excellence in everything we do.

Our Behaviour for Learning Policy is designed to support every student throughout their time at Wilberforce College. The policy aims to promote positive behaviour across the College at all times. We believe such behaviour produces a climate conducive to learning for every single student.

Outstanding teaching and learning can only take place in an atmosphere of calm and order in which students are prepared and ready to learn. Students must be clear they know what is expected of them as well as the consequences of not meeting College expectations. All of the College community (staff, students, parents and governors) need to be aware of the policy and be committed to its principles, purpose and how it is applied in everyday College life.

### Objectives

The objectives of this policy are:

- To ensure students know and understand what the College expects of them
- To help students meet College expectations
- To provide a transparent, workable and realistic framework for the consistent management of all behaviour-related issues
- To support the re-engagement of students who have not met College expectations

Underlying this policy are the following principles:

- An understanding and acceptance of the importance of the policy and its underpinning core values by all members of the College.
- A partnership between all members of the College expressed through the policy.
- An approach that is positive in nature and seeks to be preventative rather than punitive in approach and to maximise re-engagement.
- The promotion of self-awareness, self-discipline, accountability, personal responsibility and respect for self and others.
- Achievement of college expectations by all students through the consistent application of this policy.
- That the college is fully committed to promoting and celebrating equality, diversity, fundamental British Values and building together an environment/College where everyone feels safe. We endeavour to ensure the Behaviour for Learning Policy reflects this commitment in design and implementation.

## **Behaviours for Learning**

The Behaviour for Learning Policy is underpinned by four basic expectations of students:

- Excellent attendance and punctuality
- Meeting of work deadlines
- Work completed to the best of their ability
- Positive attitude to learning

These expectations are incorporated into the learning agreement which all students sign on enrolment and are shown below:

- Attend all lessons, tutorial, learner progress meetings (LPMs), work placements and support sessions set out on your weekly timetable or agreed with a member of staff.
- Be available at all times during the college day if required for your studies.
- Be prepared for all your lessons by making sure you bring the appropriate equipment necessary.
- Work independently in preparation for lessons and complete all classwork, homework, coursework and assignments set by staff, on time, and to the best of your ability.
- Show respect for all members of the college community and behave at all times, and in all places, in a way which helps the college to provide a safe, fair, clean and positive learning environment, encompassing the college values and the fundamental British Values.
- Use the college's IT resources for appropriate educational activity, making sure you do not use them inappropriately or illegally, as set out in the IT agreement.
- Act as a positive ambassador for the college both within the college and with our neighbours, partner schools and the local community, which includes the reporting of behaviour which is contrary to the college expectations.

## **Student responsibilities**

All students need to know and understand the college expectations. These are as follows:

- Students are expected to cooperate with college staff at all times and seek support if they have any queries or concerns.
- Students must behave according to college expectations and therefore should not act in a way which negatively affects the learning of other students or themselves.

- Students should be prepared to work cooperatively with staff and other students as well as working independently and in groups.
- Students are expected to work outside of class and utilise resources such as the VLE (Moodle) and develop skills to support progression beyond the college, including building their employability skills, evidenced within their own employability skills passport.
- A general expectation is that for every hour in the classroom, this will be matched with one hour of independent study. All work – classroom or independent – is expected to be of the highest standard possible for each student. Students will be made aware of work which is below expected standards and strategies put in place for improvement.
- Submission of work to deadlines is a requirement for all students. It is the responsibility of students to discuss with teachers, before the deadline, of any difficulties they may have in meeting deadlines.
- Students are also expected to be organised and ready to learn for all lessons. They should know the time and place of every lesson as well as deadline dates. Course and subject folders should contain class notes and other relevant materials and brought to lessons as directed by teachers and be kept neat and orderly.

## **College sanctions**

There will be occasions when it is necessary for staff to use sanctions to challenge poor behaviour. If unacceptable behaviour continues following initial interventions and the student fails to meet the college expectations, staff will follow Appendix 1 of this policy. Behaviour which contravenes that of the college expectations may result in a student losing a bursary or maintenance allowance payment (if eligible) or, if deemed appropriate, their place at the college.

## **Student expectations**

Students should expect staff to consistently do the following:

- Plan and deliver lessons of high standard, which engage and motivate students to achieve.
- Celebrate the successes of students in lessons, in LPMs and in support sessions.
- Develop positive working relationships with students in their classes and within the college.
- Communicate successes and concerns to parents and other staff.
- Use a range of behaviour management strategies and apply the college this policy and associated methods of communication.
- Deliver sessions and one-to-one meetings which contribute to the development of the college ethos and to the development of student independence and responsibility.

*Please note that whilst every effort will be made to follow this policy, circumstances may not always allow this or may render certain parts of the policy inappropriate. Individuals will be treated fairly and in line with legislation in all instances.*

Action status	Support/Intervention/ Sanction	Parental/Guardian Contact
1. Formal Warning (Student Services must update action status on Columbus)	<p>Following concerns raised by a member of staff or using professional judgment, the Curriculum Director (CD) will liaise with the appropriate staff and check if a wider pattern emerges and issue a formal warning if appropriate. If it is regarding the student's attendance, Student Services must be consulted prior to issuing a warning.</p> <p>The CD will discuss the concern raised with the student, more likely on a one-to-one basis. Support or additional SMART targets will be considered and recorded on the Action Note or, in the case of attendance, recorded as an Event. <u>A record of any action or previous actions must be documented as an Action Note to keep all staff informed.</u></p> <p>The student and Parent/Guardian will be informed and made aware of the next stages of action and that their place at Wilberforce College can be revoked if the student does not meet the terms of the Student Commitment Agreement identified prior to enrolment at the College or the Student Code of Conduct Policy. <b>Student Services can review a student's CMA bursary and revoke payments if deemed appropriate.</b></p>	<p>Parents <b>must</b> be contacted to highlight the cause for concern and the support that has been put in place. They may be invited in for a meeting with the appropriate staff involved.</p> <p><b>Attendance = Events. Work/behaviour = Action Notes.</b></p>
2. Commitment Agreement (Student Services must update action status on Columbus)	<p>Following limited progress from previous interventions/support/ further recorded concerns via Events, Action Notes or the professional judgment of the CD/Student Services staff, a Commitment Agreement may be issued if appropriate. The CD <b>must</b> liaise with the Student Services Manager (who will issue the Commitment Agreement), Tutor and Head of Department/Course Leader. This is a formal agreement identifying clear improvement actions and a <b>review date</b>.</p> <p>If the terms of the Commitment Agreement are adhered to, <u>on the review date the sanction can be removed</u>. A consultation between all staff involved with this Commitment Agreement <b>must</b> take place before this occurs.</p> <ul style="list-style-type: none"> <li><b>Students with a Commitment Agreement or re-enrolment Commitment Agreement remain in a monitoring group within Student Services.</b></li> </ul>	<p>Parents <b>must be</b> notified by letter and invited in to meet with the CD, Student Services and Head of Department/Course Leader if required.</p> <p>A written record of the discussion must be kept within the learner notes.</p>
3. Commitment Contract (Student Services must update action status on Columbus)	<p>Following limited progress from previous interventions/support/further recorded concerns via Events Action Notes/or the professional judgment of the CD/Student Services staff; a Commitment Contract can be issued by the Student Services Manager if appropriate. <b>A student who is placed on a Commitment Contract must meet with a member of SMT.</b></p> <p>The Commitment Contract must be amended to include previous actions that have been attempted by the staff at Wilberforce College and identifying the final actions the student must take to remain of the student body. A clear review date <b>must</b> be identified as part of the contract.</p> <p>If the terms of the Commitment Contract are adhered to, on the review date the sanction can be reduced to a Commitment Agreement. A consultation between all staff involved with this Commitment Contract <b>must</b> take place before this occurs.</p>	<p>Parents/Guardians <b>must be</b> notified by letter and invited in for a meeting with the CD, Student Services and a member of SMT.</p> <p>The terms of the Commitment Contract will be highlighted within this meeting.</p>
4. Academic place revoked (MIS to be informed)	<p>If the terms of the Commitment Contract are not fulfilled, the Student Services Manager in discussion with the CD and the SMT will confirm that the learner can no longer remain a student at Wilberforce College. The Student Services Manager, liaising a member of SMT, will inform the student and their Parents/Guardians (confirmed in writing) that their place is revoked. <b>A careers meeting must be arranged.</b> Students do have the rights to appeal and this must be submitted within ten working days of the written confirmation of their place being revoked.</p>	<p>Confirmation letter sent home by Student Services.</p>

Extreme behaviour may warrant a student entering the process at an enhanced stage, including a direct movement to stage 4. Where a student moves directly to an enhanced stage (2, 3, 4), Student Services must be involved and an overall view taken of the circumstances involved. \*Staff may use their professional judgment when implementing the Behaviour Management Policy; decisions do not have to be based on Events or Action Note information. When professional opinion is used to decide a sanction, staff must discuss their concerns with the Student Services Manager, who should consult with other appropriate staff.

## **Expectations of students at Wilberforce College**

The Behaviour for Learning Policy is underpinned by six basic expectations of students.

These expectations are incorporated into the learning agreement which all students sign on enrolment and are shown below:

- Attend all lessons, tutorial, learner progress meetings (LPMs), work placements and support sessions set out on your weekly timetable or agreed with a member of staff.
- Be prepared for all your lessons by making sure you bring the appropriate equipment necessary.
- Work independently in preparation for lessons and complete all classwork, homework, coursework and assignments set by staff, on time, and to the best of your ability.
- Show respect for all members of the college community and behave at all times, and in all places, in a way which helps the college to provide a safe, fair, clean and positive learning environment, encompassing the college values and the fundamental British Values<sup>1</sup>.
- Use the college's IT resources for appropriate educational activity, making sure you do not use them inappropriately or illegally, as set out in the IT agreement.
- Act as a positive ambassador for the college both within the college and with our neighbours, partner schools and the local community, which includes the reporting of behaviour which is contrary to the college expectations.

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<sup>1</sup> Fundamental British Values:

**D**emocracy  
**R**ule of Law  
**T**olerance  
**I**ndividual Liberty  
**M**utual Respect

## **What students can expect of Wilberforce staff**

### **Staff have a responsibility to:**

Treat all students fairly and with respect, to help all students to develop their full potential. This means providing a challenging, interesting and relevant learning activities, and creating a safe and pleasant working environment, physically and emotionally. To make and develop good relationships, staff must use positive and negative consequences consistently and be a good role model so that they form positive relationships with parent and students.

### **Teaching positive behaviour**

Staff model the behaviours and British Values<sup>2</sup> directly and set appropriate boundaries for student behaviour, while showing empathy and understanding. This means listening to students and showing understanding and respect to everyone in the College community and providing feedback in an informative way to students, by using positive consequences (rewards) to encourage the learning of appropriate behaviour, using negative consequences (sanctions) to discourage the learning of inappropriate behaviour and teaching the core skills and abilities through the curriculum, learner progress meetings (LPMs), support sessions.

### **Students should expect staff to consistently do the following:**

- Plan and deliver lessons of high standard, which engage and motivate students to achieve.
- Celebrate the successes of students in lessons, in LPMs and in support sessions.
- Develop positive working relationships with students in their classes and within the college.
- Communicate successes and concerns to parents and other staff.
- Use a range of behaviour management strategies and apply this policy and associated methods of communication.
- Deliver sessions and one-to-one meetings which contribute to the development of the college ethos and to the development of student independence and responsibility.

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<sup>2</sup> Fundamental British Values:

**D**emocracy  
**R**ule of Law  
**T**olerance  
**I**ndividual Liberty  
**M**utual Respect

## **Student Dress Code**

Wilberforce Sixth Form College believe that dress plays a valuable role in contributing to the ethos and values it represents and in setting an appropriate tone for behaviour and attitude.

Items of dress that may reasonably be expected to cause offence to any member of the college community, such as T-shirts bearing inappropriate language or images, or particularly revealing items of clothing, are not allowed to be worn in college.

If a student is believed to be in breach of the College Dress Code, the matter should be referred to Student Services. They will review the situation and, if they feel that the code has been breached, they will:

- Discuss the matter with the person(s) concerned, explaining clearly what the issue is and in what way they have breached the Dress Code
- Send the individual home from College so they can remove or change the items of clothing, as appropriate. It should be made clear that this is not a suspension or exclusion, and that they will be readmitted to college immediately once they comply with the Dress Code.

Persistent or willful breaches of the Dress Code will be dealt with in accordance with the relevant disciplinary procedures.