

Student Conduct and Behaviour for Learning Policy

Version No	Purpose/Change	Lead	Date
<i>Previous versions are available</i>			
9.0	Reviewed and updated	BW	Jul 23
10.0	Reviewed and updated	CAP	Feb 24

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 Student Conduct and Behaviour for Learning Policy is designed to support every student throughout their time at Wilberforce College and to support them in developing lifelong skills and behaviours, equipping them for the workplace and to contribute successfully within society. 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. This policy is designed to enable students to integrate harmoniously into the College community and where students do fall short of the expectations set, to support them in changing their behaviour to meet College expectations.

Outstanding teaching and learning can only take place in an atmosphere of calm and order in which students are prepared and are 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, governors and other relevant stakeholders) should 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.
- A commitment by students to develop a growth mindset.

Behaviours for Learning

The Student Conduct and 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 show to all students as part of their induction or return to College. The expectations are shown below:

- I will attend and be punctual to all lessons, tutorial sessions, work experience and upskilling activities, **I understand there are consequences for lateness and poor attendance.**
- I will respect myself, the college facilities and others **at all times.**
- I will be prepared and do my very best in everything I do to complete tasks and work to the best of my ability and on time, **I understand there are consequences if I do not do my work.**
- **I will follow the College codes regarding dress, social media, safeguarding and exams.**
- I will follow the **College classroom expectations**, supporting a positive learning environment for all.
- I understand that in lessons, I will not have **headwear on (unless for religious reasons).**
- I will wear my Lanyard and ID badge at all times whilst on the College site.

- I understand that **swearing, abusive, racist, sexist, homophobic language** or actions will be dealt with in line with College behaviour policy.
- I agree that **no bullying is tolerated** or acceptable.
- I understand that **phones and earphones should not be out in class, unless instructed.**
- I will not bring **energy drinks into the College** and will not have food or drink except bottled water in classrooms.
- I understand that no abusive or inappropriate use of **social media is acceptable**, in or out of College.
- I understand I **must not bring** alcohol, drugs, solvents or offensive weapons onto college premises. **I also understand the seriousness of these actions.**
- I understand that smoking and vaping is **only allowed in the smoking shelter** at the back of the College.
- I agree to adhere to the **Fundamental British Values** at all times, which include Democracy, Rule of Law, Tolerance, Individual Liberty and Mutual respect.

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 that 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 Learning Resource Centre, Microsoft Teams (when appropriate) and develop skills to support progression beyond the college, including building their employability skills and regularly updating their Individual Learner Plan (ILP).
- A minimum 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 that is below expected standards and strategies put in place for improvement, such as one-to-one Academic Mentoring with their Academic Mentor.
- 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 for coursework, exam dates etc. 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 or intervention strategies to address poor behaviour and academic performance. If unacceptable behaviour continues following initial sanction and/or interventions and the student fails to meet the college expectations, staff will follow Appendix 1 of this policy. Behaviour that contravenes that of the college expectations may result in a student losing any financial support payment (if eligible) or, if deemed appropriate, their place at the college.

What students can expect from staff

Students should expect staff to consistently do the following:

- Plan and deliver lessons and activities of high standard, which engage and motivate students to achieve
- Celebrate the successes of students in lessons, tutorials, support sessions and whenever in the workplace
- 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.

College Action	Support/Intervention/Sanction	Parent/Guardian Contact
Concern	<p>Staff are asked to follow the three step action in raising concerns regarding students this includes:</p> <p>Step 1 – if a student has missed or is late to a lesson or whose behaviour is a concern staff are to contact parents and address the issues with the student and record the intervention as information on a pastoral log.</p> <p>Step 2 – if a student misses or is late or behaviour continues to be an issue within the same week or a pattern emerges over two weeks or other, staff are to speak with the parent straight away and record their actions as a concern on a pastoral log.</p> <p>Step 3 – if attendance, punctuality, or behaviour concerns persist the member of staff will raise the concern with the relevant Faculty Head by recording a concern on the Faculty Concern Tracker.</p> <p>Students who are identified by staff via the Faculty Concerns Tracker may be identified as a NEET concern and further action/support may be taken, including engaging the support of the local authority.</p>	<p>Parents/Guardians will be informed of concerns raised.</p>
Faculty Contract	<p>Following limited progress from previous interventions/support/further concerns, or the professional judgment of the FH/DFH, a Faculty Contract may be issued if appropriate. This is a formal agreement identifying clear improvement actions and a review date.</p> <p><u>If the terms of the Faculty Contract are adhered to, on the review date the sanction can be removed.</u></p> <p>If limited progress is made, further action may be required and a student referred to the Student Action Board (SAB) to consider a College Contract.</p>	<p>Parents must be notified of the Faculty Contract and invited to speak and/or with the FH/DFH.</p>
College Contract	<p>Following limited progress from previous interventions/support/further concerns, or the professional judgment a member of SLT, or as agreed by the SAB, a College Contract may be issued if appropriate. Student Services will issue the College Contract, with the student monitored by a member of Student Services staff.</p> <p>If the terms of the College Contract are adhered to, on the review date the sanction can be removed. Additional support or actions may be put in place.</p>	<p>Parents/Guardians must be notified and if necessary, invited in for a discussion with either/or the Student Services Manager and, if appropriate, a member of SLT.</p>
Academic Place Revoked	<p>If the terms of the College Contract are not adhered to by the student, the Student Services Manager, in discussion with the FH and SLT, will confirm that the student can no longer remain a student at Wilberforce College. The Student Services Manager, liaising with a member of SLT, will inform the student and their Parents/Guardians (confirmed in writing) that their place is revoked. A careers meeting must be offered. Students do have the right 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 any college action, including a student having their place being revoked. Student Services must be involved and an overall view taken of the circumstances involved. Staff may use their professional judgment when implementing the Student Conduct and Behaviour for Learning Policy; decisions do not have to be based on previously recorded incidents or information. When professional judgement is used to decide a sanction, staff must discuss their concerns with the Student Services Manager, who should consult with a member of SLT. The college will endeavor to support students to integrate/re-integrate into the college community with decisions to revoke a student's place taken only with good reason and it being deemed appropriate to take this action.

Expectations of students at Wilberforce College

The Student Conduct and 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:

- I will attend and be punctual to all lessons, tutorial sessions, work experience and upskilling activities, **I understand there are consequences for lateness and poor attendance.**
- I will respect myself, the college facilities and others **at all times.**
- I will be prepared and do my very best in everything I do to complete tasks and work to the best of my ability and on time, **I understand there are consequences if I do not do my work.**
- **I will follow the College codes** regarding dress, social media, safeguarding and exams.
- I will follow the **College classroom expectations**, supporting a positive learning environment for all.
- I understand that in lessons, I will not have **headwear on (unless for religious reasons).**
- I will wear my Lanyard and ID badge at all times whilst on the College site.
- I understand that **swearing, abusive, racist, sexist, homophobic language** or actions will be dealt with in line with College behaviour policy.
- I agree that **no bullying is tolerated** or acceptable.
- I understand that **phones and earphones should not be out in class, unless instructed.**
- I will not bring **energy drinks into the College** and will not have food or drink except bottled water in classrooms.
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- I understand I **must not bring** alcohol, drugs, solvents or offensive weapons onto college premises. **I also understand the seriousness of these actions.**
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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 challenging, interesting and relevant learning activities, and creating a safe and harmonious 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 Values¹ 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 entrenchment of inappropriate behaviour and teaching the core skills and abilities through the curriculum, tutorials and support sessions.

Students should expect staff to consistently do the following:

- Plan and deliver lessons, tutorials and support sessions/activities of a high standard, which engage and motivate students to achieve.
- Celebrate the successes of students in lessons, tutorials and in support sessions.
- Develop positive working relationships with students in their classes, sessions 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 that contribute to the development of the college ethos and to the development of student independence and responsibility.

¹ Fundamental British Values:

Democracy
Rule of Law
Tolerance
Individual Liberty
Mutual 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 learning, behaviour and attitude, but also in preparing students for the world of work and life beyond the College.

Items of dress that may reasonably be expected to cause offence or deemed inappropriate 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 student(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 wilful breaches of the Dress Code will be dealt with in accordance with the relevant disciplinary procedures.