



Promoting Good Behaviour

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Introduction

Oxford Sixth Form College is committed to providing a safe and nurturing environment for its students and staff. The College is firmly committed to equality of opportunity and will not tolerate bullying or racism by students or any criminal or inappropriate behaviour which might harm other students or staff. Each member of the student body should demonstrate trust, respect, care, equality, tolerance, empathy, and transparency. Students are expected to follow the Learning Agreement and code of conduct (Appendix A) in the student guide and to:

- Behave in a respectful and supportive manner towards their peers and the College staff at all times, including showing respect for cultural and religious differences at all times
- Be organised and work hard
- Refrain from illegal activity and from bringing the College into disrepute
- Attend College whenever they are timetabled to and to be punctual
- Inform the College by telephone or email if they anticipate arriving late or will be absent
- Complete all work and tests set
- Use English only as the medium of communication during lessons
- Observe the law and College rules on alcohol, drugs and smoking – see relevant policy

The following items are banned at the College:

- knives or weapons
- alcohol
- illegal drugs and drug paraphernalia
- stolen items
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence

- any article that the member of staff reasonably suspects has been, or is likely to be, used to cause personal injury to, or damage to the property of, any person (including the student)
- any article that the member of staff reasonably suspects has been, or is likely to be, used to cause disruption to teaching or the atmosphere of the College

RESTRAINT AND THE USE OF REASONABLE FORCE

In exceptional circumstances, it may be necessary for a member of staff to use reasonable force to protect a student or students from harming themselves or others. The decision on whether to intervene physically is made according to the professional judgement of the member of staff concerned. Whether the force used is reasonable will always depend on the particular circumstances of the case. The use of force is reasonable if it is proportionate to the consequences it is intended to prevent. This means the degree of force used should be no more than is needed to achieve the desired result. The College has a legal duty to make reasonable adjustments for disabled children and children with special educational needs and disability (SEND). College staff should expect the full backing of their Senior Management Team (SMT) when they have used force in a reasonable way.

The advice and definitions that follow are drawn from the DfE guidance *Use of reasonable force*:

Advice for head teachers, staff and governing bodies July 2013

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2013.pdf

What is reasonable force?

The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with students.

Force is usually used either to control or restrain. This can range from guiding a student to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent injury. 'Reasonable in the circumstances' means using no more force than is needed.

As mentioned above, schools generally use force to control students and to restrain them.

- Control means either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of a classroom.
- Restraint means to hold back physically or to bring a student under control. It is typically used in more extreme circumstances, for example when two students are fighting and refuse to separate without physical intervention.

College staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the student.

Who can use reasonable force?

All members of the College staff have a legal power to use reasonable force. This power applies to any member of staff at the College. It can also apply to people whom the Principal has temporarily put in charge of students such as unpaid volunteers or parents accompanying students on a school organised visit.

When can reasonable force be used?

Reasonable force can be used to prevent students from hurting themselves or others and from damaging property. The following list is not exhaustive but provides some examples of situations where reasonable force can be used:

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

No member of staff may ever use force as a punishment or use force in anger: it is always unlawful to use force as a punishment.

The Principal and any member of staff whom she has directly authorised can use such force as is reasonable given the circumstances to conduct a search for the following “prohibited items”:

- knives and weapons
- alcohol
- illegal drugs and related paraphernalia
- stolen items
- fireworks
- pornographic images
- propaganda that might incite racial hatred
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

Using force

A panel of experts identified that certain restraint techniques presented an unacceptable risk when used on children and young people. The techniques in question are:

- the ‘seated double embrace’ which involves two members of staff forcing a person into a sitting position and leaning them forward, while a third monitors breathing;
- the ‘double basket-hold’ which involves holding a person’s arms across their chest; and
- the ‘nose distraction technique’ which involves a sharp upward jab under the nose.

These techniques are prohibited at College.

Any use of reasonable force must be logged in-line with the National Minimum Standards (NMS).

Restraining or using force at the residences

The use of force or restraint should only be used in exceptional circumstances and only to prevent students from hurting themselves or others and damaging property. Residence Supervisors are all holders of the Security Industry Authority (SIA) qualification, and have therefore received training in how to use physical restraint safely and appropriately. In the event that the Residence Supervisors may need to use physical restraint authorisation from the Principal or SMT is not required. However, in this instance a detailed account explaining the date, time, who was involved and why restraint was used must be documented in the daily log and emailed to the Principal and Assistant Principal Pastoral & Boarding (APPB) as soon as possible but within 2 hours of the incident. This must be logged in-line with the National Minimum Standards (NMS).

When can reasonable force be used?

Reasonable force can be used to prevent students from hurting themselves or others and from damaging property. The following list is not exhaustive but provides some examples of situations where reasonable force can be used:

- removing a disruptive student from one of the common areas in the residence where they have refused to follow an instruction to do so
- preventing a student leaving the residence where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- preventing a student from attacking a member of staff or another student, or to stop a fight
- restraining a student at risk of harming themselves through physical outbursts

No member of staff may ever use force as a punishment or use force in anger: it is always unlawful to use force as a punishment.

Residence Supervisors are authorised to use such force as is reasonable given the circumstances to conduct a search (See Search Policy) for the following “prohibited items”:

- knives and weapons

- alcohol
- illegal drugs and related paraphernalia
- stolen items
- fireworks
- candles
- pornographic images
- propaganda that might incite racial hatred
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

Note: Staff and members of the Hyline Education Team should not put themselves or anyone else in danger by carrying out a search.

Staff training

The Principal, as advised by the APPB, Heads of House (HoH) and APA, will consider whether members of staff require any additional training to enable them to carry out their responsibilities and should consider the needs of the students when doing so.

Telling parents when force has been used on their child

The College will speak to parents/guardians about serious incidents involving the use of force and to consider how best to record such serious incidents. In deciding what is a serious incident, teachers should use their professional judgement and consider the student's behaviour and level of risk presented at the time of the incident; the degree of force used; the effect on the student or member of staff; the student's age.

What happens if a student complains when force is used on them?

All complaints about the use of force will be thoroughly, speedily and appropriately investigated. The Principal or designated deputy will appoint an appropriate person to carry out the investigation.

Where a member of staff has acted within the law – that is, they have used reasonable force in order to prevent injury, damage to property or disorder – this will provide a defense to any criminal prosecution or other civil or public law action.

When a complaint is made the onus is on the person making the complaint to prove that his/her allegations are true – it is not for the member of staff to show that he/she has acted reasonably.

Suspension must not be an automatic response when a member of staff has been accused of using excessive force. Colleges should refer to the “Dealing with Allegations of Abuse against Teachers and Other Staff” guidance where an allegation of using excessive force is made against a teacher. This guidance makes clear that a person must not be suspended automatically, or without careful thought. The College will consider carefully whether the circumstances of the case warrant a person being suspended until the allegation is resolved or whether alternative arrangements are more appropriate. If a decision is taken to suspend a teacher, the school should ensure that the teacher has access to a named contact who can provide support.

Governing bodies should always consider whether a teacher has acted within the law when reaching a decision on whether or not to take disciplinary action against the teacher. As an employer, the College has a duty of care towards its employees. The College will provide appropriate pastoral care to any member of staff who is subject to a formal allegation following a use of force incident.

What about other physical contact with students?

It is not illegal to touch a student. There are occasions when physical contact, other than reasonable force, with a student is appropriate and necessary. Examples of where touching a student might be appropriate or necessary:

- When comforting a distressed student (a sideways hug for example)
- When a student is being congratulated or praised
- To demonstrate how to use a musical instrument
- To demonstrate techniques during PE lessons or sports coaching
- To give first aid.

Thought should be given to cultural differences and the impact that might have on the student. For example, Thai girls would not expect a male member of staff to touch them physically. Please see the Child

Protection policy for guidance on how to comfort a student appropriately.

REWARDS

The College seeks to reward students for positive behavior. This could be an email to parents/guardians, a note passed to the Senior Tutor, a meeting with a member of the Senior Management Team (SMT) or a certificate of recognition. Staff are encouraged to openly praise students for positive contributions or positive actions around the College at all times. Certificates are awarded to students who participate in the Student Voice and to those who make contributions to the College life.

Students with an attendance record of 95% and above will receive a certificate at the end of their course.

Awards will be given to students throughout and at the end of the year (See Appendix B for criteria) and will include:

- Student of the year
- Curriculum Student of the term
- Endeavour award
- Most progress

Students can be nominated using the nomination form in appendix C. Students who reside in the residences, junior and adult, will be nominated for Resident of the Year (see Appendix D).

SANCTIONS

Breaches of discipline are dealt with in a variety of ways, depending on the severity of the offence, (see Appendix E).

Within the classroom

Step 1

All academic discipline begins with the **teacher** taking professional charge of their class. Poor behavior such as preventing others from learning, lateness, poor or non-attendance, disorganisation, use of mobile, email or messaging during class without direct permission from the teacher is not tolerated. The first level of sanction is therefore

being spoken to by a teacher and a record being made with the Senior Tutor, who may then impose a further sanction.

Step 2

If a student has been spoken to on three separate occasions by a teacher and the student persists with poor behaviour, the teacher will inform the student's **Senior Tutor** who will discuss the problem with the student and reinforce the discipline. It is important that the Senior Tutor keeps the parents/guardians or agent informed at all stages and ensures that all incidents and actions are accurately recorded in the student administration list (PASS).

The Senior Tutor will inform the teacher of this action and identify any action points to help improve the student's behaviour.

Step 3

If a student persists in poor attendance, disruptive or disrespectful behaviour, the Senior Tutor will meet with tutor and agree a set of targets for the student to meet; meet with the student and inform the student of these targets to meet. The student will also be put on report for two weeks (Appendix F). This will be reviewed after one week. The student may be required to attend supervised study in order to catch-up with work during this time. A follow-up meeting of the Senior Tutor and teacher will assess whether there has been an improvement in the student's behaviour, in which case they will resume their normal studies. Parents/guardians will be informed of the outcome.

Step 4

If the tutor advises the Senior Tutor that there has been no improvement after two weeks of a student being on report or if the Tutor advises the Senior Tutor that there is a need to escalate the sanction promptly the Senior Tutor will arrange a meeting to be held with the student, the Senior Tutor and the Assistant Principal Pastoral and Boarding (APPB). The APPB will thereafter advise the Assistant Principal Academic of sanctions to be applied that may include but not exclusively temporary suspension or exclusion. Parents/guardian will be asked to attend a meeting with the APPB, with the Senior Tutor in

attendance, at which the parent/guardian will be notified of said sanction.

Outside of the Classroom

Any member of staff who observes poor behavior by a student outside of the taught classroom environment should challenge said poor behavior and ask the student for his or her name and inform the student's Senior Tutor who will speak with the student concerned and contact the student's parent/guardian. If the student refuses to provide his or her name the member of staff concerned should send a description of the student to all senior tutors who will aim to identify the student in consultation with colleagues.

Serious Misbehaviour

Serious breaches of behaviour or continued poor behaviour or contravening British Law may result in permanent exclusion. Such cases will be reviewed and considered by the Principal in discussion with the parents/guardians.

If a student causes a severe or sudden problem in a class, the tutor concerned should escort the student to the student's Senior Tutor who will organise for them to see the APPB as soon as possible. If a tutor cannot accompany a student to the Senior Tutor the tutor should arrange for a member of staff to come to the room to collect the student.

Within College Student Residences

Poor behavior might be, but not limited to, being noisy late at night or when others are studying for exams, smoking in the building, being intoxicated and disorderly, and a student raising their voice or being disrespectful to a supervisor or another student, having banned items in the residence or perpetually missing curfew.

Poor behavior at the residence will be initially challenged by boarding staff and recorded in the daily log. The Head of House and the relevant Senior Tutor will be notified by email, or if it is a serious incident during College opening hours by phone call. In the event of the incident being serious the APPB will also be informed. The Senior Tutor will speak with

the student and issue a warning, if the behavior is repetitive or is serious the student will be seen by the APPB and the APA.

An incidence of seriously poor behavior or persistent poor behaviour may result in the student facing temporary suspension or exclusion.

SUSPENSION AND EXCLUSION

A serious breach of the College's expected standards of behaviour is likely to lead to the temporary suspension or permanent exclusion of the student at the discretion of the Principal or their designated deputy. The parent guardian, or agent (where applicable) will receive written notification of the suspension or exclusion and the reasons for it.

Any student involved in a major incident such as a fight may be temporarily suspended from College. During that time the Principal will communicate with the student and their family, and establish whether the student is to be allowed to return. If the student is permanently excluded the Principal will give written reasons for doing so. If the student is allowed to return it will be on condition that they meet a series of requirements, such as 100% attendance, completion of all work set with no further poor behaviours. Suspension may be implemented during the investigation of a serious behavioural complaint or as a sanction in itself.

Where a student has been permanently excluded, his or her name will be removed from the College admissions register, and reference to the circumstances of the expulsion may be made in subsequent requests for a reference. If the student is studying in the U.K. with a Tier 4 visa the UKVI will be informed. Any and all fees which may remain outstanding are still due, including those for the term in which the expulsion has occurred: no fees will be refunded.

In dealing with a potential exclusion, the SMT is required always to act fairly and according to the principles of natural justice; no student may be excluded other than in grave circumstances.

Appendices

Appendix A

Student Code of Conduct

Oxford Sixth Form College aims to provide a safe and secure learning setting where students are challenged and supported to achieve their best and where fundamental British values are promoted. Below are some main key areas of expectations from students and the College alike. Our College policies contain more detail on many of these areas.

Students have the right to:

- Learn without disruption
- Be free from bullying of any kind
- Feel safe
- Enjoy equal opportunities
- Exist within the school without fear of prejudice of any kind from any member of the community
- To talk to someone when they are worried about themselves or a friend

The College expects the students to:

- Behave in a respectful, supportive and mature manner towards other students and staff, respecting their different ages, educational needs and cultural backgrounds
- Respect themselves and make the best of opportunities presented to them
- Act with honesty and responsibility
- Be polite and courteous
- Respect the rules in the different areas of the College
- Contribute to learning and the social life of the College
- Have an excellent attendance record
- Be punctual for classes, meetings and examinations
- Follow the correct procedures when unable to attend classes, meetings and examinations
- Work hard
- Debate controversial issues with a sensitive, mature approach
- Challenge opposition to fundamental British values
- Complete work to their highest standard and by the deadlines
- Speak English within the College and residential accommodation
- Talk to someone when worried or concerned about themselves or a friend

Appendix B

Rewards

Criteria for the following awards:

- **Student of the year**

There is no restriction on course type, mode of attendance or level, however Curriculum areas may only put a maximum of three students each forward for the award.

We are looking for an exceptional student who stands out above the rest of the student body. Students who are considered for this award will have gone above and beyond what is expected which might include; the standard of their work, made considerable improvement throughout the year, meeting or exceeding their personal potential, their contribution to the college and/or the wider community and their attitude to learning and other learners.

The panel will consider the following criteria in their assessment:

1. Personal achievement, rather than merely completing their qualification. This could include success at a national level, achieved beyond expectation, made significant improvement/progress, or overcoming hardship, disability or other personal adversity.
2. Contribution to the College and/or wider community which could include being an active member of the Student Council, contributing to the whole student body, supporting at events, supporting other students and/or raising funds for charity.
3. Attendance and punctuality must exceed 95%

The students that are chosen to receive this award will be required to submit a written statement detailing why they think they should be the Student of the Year (Appendix G).

Each Curriculum area will submit their nomination forms (Appendix C) to SMT who will agree which student should receive the award based on the nominations received.

Note: It is possible that a student may be nominated by more than one curriculum.

- **Curriculum Student of the term**

Each Curriculum Manager will nominate one student from their area to receive this award on a termly basis. Those students that are chosen; i.e. those students that were awarded in their areas at the end of each term (maximum 21 students across the College) will be put forward to receive the Student of the Year award (see above criteria).

- **Endeavour award**

The endeavor award is a way of giving recognition to a student who has had to overcome significant challenges throughout their course but despite this has worked consistently hard throughout the year demonstrating absolute commitment to their College studies. This could be someone who has provided support for others, involved themselves in fund raising or other events or experienced personal challenges. Each Curriculum area will nominate one student and submit a nomination form (Appendix C) to the SMT who will agree which student should receive the award based on the nominations received.

- **Most progress**

The students that are nominated for this award will not necessarily be the highest achieving student but one that has made considerable progress during the course of the year. In considering nominations for this award the Assistant Principal Academic will be taking into consideration the starting and finishing points of the student, attitude to learning, attendance and punctuality, academic progress and personal development progress. Each Curriculum area will nominate one student and submit a nomination form (Appendix C) to the SMT who will agree which student should receive the award based on the nominations received.

Rewards for students in residence

Students who behave well, attend all of their classes, who are polite and thoughtful to others may be awarded with late curfew times for specific occasions. The student will need to request permission as usual.

Resident of the Year Award

For students who demonstrate impeccable behavior, adhere to curfew times, show support for other students and keep their rooms in good order throughout the year may be nominated (Appendix D) by the Houseparents and the Head of Boarding. There may be a maximum of three runner-up for this award.

Appendix C
Nomination form for awards

Date:

To be completed by the Academic Manager	
Name of Award:	
Name of student:	
Name of Academic Manager	
Course/subjects student is studying	
% Attendance to date	
<p>Personal achievement - rather than merely completing their qualification. This could include success at a national level, achieved beyond expectation, made significant improvement/progress, or overcoming hardship, disability or other personal adversity.</p>	
<p>Contribution to the college and/or wider community - could include being an active member of the Student Council, contributing to the whole student body, supporting at events, supporting other students and/or raising funds for charity.</p>	
<p>Endeavor award. The endeavor award is a way of giving recognition to a student who has had to overcome significant challenges throughout their course but despite this has worked consistently hard throughout the year demonstrating absolute commitment to their College studies. This could be someone who has provided support for others, involved themselves in fund raising or other events or experienced personal challenges.</p>	

Progress award. The students that are nominated for this award will not necessarily be the highest achieving student but one that has made considerable progress during the course of the year. In considering nominations for this award Academic Director will be taking into consideration the starting and finishing points of the student, attitude to learning, attendance and punctuality, academic progress and personal development progress.

Additional Comments. Please add any comments that you feel support your nomination.

Appendix D
Nomination form for Resident of the Year

To be completed by the Head of House	
Resident of the Year Award	Residence: PG or St Ebbes
Name of students in order: First student: Second student: Third student: Fourth student:	
Name of boarding staff	<ul style="list-style-type: none"> • • • •
Please say why you are nominating these students	First student: Second student: Third student: Fourth student:

On completion please email this document to the Assistant Principal Pastoral and Boarding

Appendix E

Sanctions

Smoking – on College premises, in residences or hosts' home is not acceptable, students will:

- receive a £100 fine which will be donated to Cancer Research
- have all cigarettes/tobacco/papers and lighters confiscated
- be charged with the cost of redecorating of the room which will be carried out at the end of the academic year
- be charged with the cost of giving the room a deep clean at the end of the academic year

If bedding items have to be dry cleaned or replaced this will be charged to the student

Any damage to property caused by smoking will be charged to the student/s responsible for example, bedding replacement including pillows, the mattress and/or duvet.

Students who permit their visitors to smoke will be sanctioned in the same way.

Vaping - on College premises, in residences or hosts home (without permission) is not acceptable, students will:

- receive a £100 fine which will be donated to Cancer Research
- have their vape file/atomizer confiscated

If bedding items have to be dry cleaned or replaced this will be charged to the student. Any damage to property caused by smoking will be charged to the student/s responsible for example, bedding replacement including pillows, the mattress and/or duvet.

Students who permit their visitors to vape in the residence will be sanctioned in the same way.

Drinking Alcohol – the possession and consumption of alcohol on College premises is strictly banned.

If a student is:

- under the age or legal alcohol consumption and is found to have consumed alcohol
- under the influence of alcohol whilst in attendance at college or in the College residences
- is found to be encouraging other under age students to consume alcohol

the student will:

- receive a £100 fine donated to Alcoholics Anonymous
- have the alcohol confiscated

Students will be guided by the APPB to seek help and support externally. Students who permit their visitors at the adult residence to drink under age will be fined £100 and the alcohol will be confiscated.

Sanction Levels

Level 1: Applied in-class by Teacher/in residence by boarding staff and include:

- Verbal warning
- Being asked to leave the room and report to ST or deputy
- Lunchtime 15-minute detention

Level 2: Applied by Senior Tutor and include:

- Attendance and academic report
- Refusal of access to class (if late)
- Setting improvement targets
- Curfew restrictions (boarders)
- Letter to parents/guardian/agent
- Training workshops

Level 3: Applied by Senior Tutor and include:

- Attendance and Academic report
- Library report
- Refusal of access to class (if late)
- Setting improvement targets
- Curfew and/or weekend away restrictions (boarders)
- Letter to parents/guardian/agent
- Training workshops

Level 4: Applied by Assistant Principal Pastoral and Boarding and Assistant Principal Academic and include:

- Interview with Senior Tutor, APPB and/or APA
- Suspension (internal or external)
- Formal warning
- Behavioural contract
- Letter to parents/guardian/agent
- Training workshops

Level 5: Applied by the Principal or deputy and include:

- Final formal warning
- Requirement to withdraw
- Expulsion
- Letter to parents/guardian/agent

Levels of the support strategy

Level	Behaviour	Action
Level 1	Low-level inappropriate behaviour at school, in class, and/or residence; lateness; poor or incomplete work; minor plagiarism; isolated unauthorized absence; breaching college policies	Managed in-class by teacher/ in residence by boarding staff Staff identifying the problem speaks to student and informs ST of outcome.

Level 2	Unauthorised absence for up to three occasions (see attendance policy); failure to meet deadlines; inappropriate behaviour; breaching college policies	ST meets with student and selects appropriate Level 1 sanction. ST logs the action in PASS with an agreed date for review. ST informs parents/agent/guardian.
Level 3	Repeated unauthorised absence; overall absence below 85%; major plagiarism; initial issues unresolved and failure to respond to Level 2 after 1 month review; academic reports indicates grades D and below affecting chances of progression.	ST meets with student and selects appropriate Level 3 Sanction. ST logs the action in PASS with an agreed date for review. ST informs parents/agent/guardian.
Level 4	Initial issue(s) still unresolved; overall attendance below 80%;	ST, APPB, APA meet student and the appropriate level 3 sanction. ST logs the action in PASS with an agreed date for review. ST informs parents/agent/guardian.
Level 5	Serious and/or persistent failure to meet expectations despite a level 4 warning; gross misconduct.	Final review; student meets Principal and appropriate action is decided. Principal/ST informs parents/agent/guardian. ST logs the action in PASS.

Whether an offence falls within Level 2 or 3 is decided by the APPB and APA based on the seriousness of the incident and the age of the student concerned. The nature and seriousness of incidents involving alcohol can vary enormously; in certain circumstances a first offence could fall within Level 4. A situation where a student is very ill owing to alcohol abuse will be taken particularly seriously, as will supplying alcohol for other students, or drinking spirits. If students in the care of the College are involved in an incident related to the abuse of alcohol involving or resulting in criminal activity, the Police will normally be informed.

Drugs – if students are under suspicion or are known to be taking illegal drugs a record will go onto the College’s Drug Incident Report indefinitely. Students found with illegal drugs and/or paraphernalia related to drug use will go onto the College’s Drug Incident Report indefinitely, will have their possessions and rooms searched and the Police may be called.

Students in boarding accommodation who are in possession of drugs and/or drug paraphernalia will be excluded from the College if the evidence is deemed sufficient, the decision is at the discretion of the Principal or designated person.

Students suspected of being in possession of illegal drugs in the boarding accommodation will be subject to a no notice search and if contraband is found will be seen by the Principal or designated person for disciplinary and likely permanent exclusion.

Students who are not in College accommodation may be grounded or suspended until the College feels it is appropriate to lift the sanction. The student concerned will be excluded from the College if the evidence is deemed sufficient, the decision is at the discretion of the Principal.

(See the Alcohol, Drugs and Smoking policy for further guidance).

Covering or tampering with a smoke detector in the residence or at their hosts home

This is a serious breach of College policy and thereby has serious sanctions attached. Students will:

- Be charged £100 on the first occasion and £500 for any subsequent tampering
- Be charged the cost of calling out the engineers to either repair or confirm the detector is working.
- Be grounded for one week in the evening and at weekends.
- Be given a final warning and may be asked to leave the residence and/or the College if there is a repeat of this behavior. Any and all fees which may remain outstanding are still due, including those for the term in which the expulsion has occurred: no fees will be refunded.

Persistent lateness at curfew

Curfew is in place for two reasons; the first is to keep the students' safe at night and secondly so that late nights don't have a negative impact on learning. It is a National Minimum Standard to know where all junior (under 18) students are at all times. The breaking of curfew puts a serious concern on student safety, and therefore we strictly adhere to curfew. If a student breaks curfew then consideration will initially be given to previous history, the circumstances and whether the student has contacted the residence in advance. When a student breaks curfew, for whatever reason, a note will be made on the database by the Head of Boarding and the parent/guardian or agent will be informed of this in writing by the Senior Tutor.

If a student has missed curfew for the second (or more) time then the student will be seen by the Assistant Principal Pastoral and Boarding (APPB) and given a behavior warning. If the behavior persists the Assistant Principal Pastoral and Boarding will discuss with the Principal which sanctions should be applied. This could include one or more of the following:

- The student may be grounded for a suitable number of evenings and/or weekends

- The student may be given an early curfew for a period of time or until the students demonstrate they can be trusted to return at the normal curfew time
- The student may be grounded for the remainder of the term at the discretion of the Assistant Principal Academic for their own safety and wellbeing
- If there is persistent lateness the student may be given a final warning and may be asked to leave the residence and/or the College if there is a repeat of this behavior. Any and all fees which may remain outstanding are still due, including those for the term in which the expulsion has occurred: no fees will be refunded.

Attendance & Punctuality

Residences and host accommodation:

- The College Matron or Houseparents will decide if a student is well enough to attend College.
- Students who are very unwell during the day will be asked to remain in their accommodation that evening to ensure they are fully recovered.
- Students who are not well enough to be in College will be asked to remain in their accommodation during the day unless it is for a doctor's appointment, they need a chemist or, for the 18+ students they need to buy food.
- Students who are suffering minor illnesses like headaches, tummy ache, coughs and colds will be required to attend College and see their Senior Tutor. The Senior Tutor will decide if the student should remain in the medical room or attend classes.

Where attendance and/or punctuality is slipping for reasons other than health this will be investigated by the Senior Tutor and sanctions may be imposed e.g. where a student is not sleeping early enough in the night we may agree a time limit on the use of a laptop or gaming machine with parent/guardian/agent permission.

Students who are persistently late for the first lesson of the day will be given a reduced curfew of 1 hour for one week.

Any student who is subject to any of the above sanctions will not be entitled to receive catch-up classes.

Homework

Students who persistently fail to hand their homework in on time will be timetabled for additional supervised study sessions. This will be monitored by the Senior Tutor who will inform the parents/guardian or agent and make a note on the student administration list (PASS). If the issue persists then it will be escalated to the Assistant Principal Pastoral and Boarding who will review the behaviour with the student and ensure that the parents/guardian or agent is kept fully informed. In the event that the behaviour does not improve the Assistant Principal Pastoral and Boarding will escalate the concern to the Assistant Principal Academic.

Appendix F
Report card

Report card

Teachers are asked to sign and enter a brief comment regarding the student's attendance and performance. Students should give their report card to their teacher at the end of the lesson and return it completed to their Senior Tutor at the end of the week. Senior Tutor provides percentage of attendance for the week on report.

Student:
Dates:
Reason for report:
Monday
Tuesday
Wednesday
Thursday
Friday

Additional comments

Student
Senior Tutor Attendance rate:
Assistant Principal Pastoral and Boarding/ Assistant Principal Academic:
Further actions
Date of review

Appendix G
Template for Student of the Year award.

Nomination form for awards

Date:

To be completed by the Academic Manager or Senior Tutor	
Name of Award:	
Name of student:	
Name of Academic Manager / Senior Tutor	
Course/subjects student is studying	
% Attendance to date	
<p>Personal achievement - rather than merely completing their qualification. This could include success at a national level, achieved beyond expectation, made significant improvement/progress, or overcoming hardship, disability or other personal adversity.</p>	
<p>Contribution to the college and/or wider community - could include being an active member of the Student Council, contributing to the whole student body, supporting at events, supporting other students and/or raising funds for charity.</p>	
<p>For Endeavor award. The endeavor award is a way of giving recognition to a student who has had to overcome significant challenges throughout their course but despite this has worked consistently hard throughout the year demonstrating absolute commitment to their College studies. This could be someone who has provided support for others, involved themselves in fund raising or other events or experienced personal challenges.</p>	

For Progress award. The students that are nominated for this award will not necessarily be the highest achieving student but one that has made considerable progress during the course of the year. In considering nominations for this award the Assistant Principal Academic will be taking into consideration the starting and finishing points of the student, attitude to learning, attendance and punctuality, academic progress and personal development progress.

Additional Comments. Please add any comments that you feel support your nomination.

