



**COUNTESTHORPE LEYSLAND
COMMUNITY COLLEGE**

**Behaviour Policy
2019 – new version**

Policy Reviewed and Adopted by the Governing Board on: March 2019

Signed (Chair of Governors):

Mrs S Uprichard

Date of Next Review: March 2020

Responsible Officer: Principal

Our aim as a College is to inspire and enable all students to be the best they can be

AIMS

To allow and encourage students' academic success.

To create a safe, supportive and inclusive learning environment to allow students to do the best they can.

To prepare students for success in adult life.

LEGAL POSITION

DfE Guidelines 2014 (updated January 2016) states the following: Teachers and all other staff have a statutory authority to discipline students whose behaviour is unacceptable, who break college rules, or who fail to follow reasonable instruction (Section 90 and 91 of the Education and Inspectors Act 2006)). Teachers can confiscate pupil's property, eg; mobile phones. Teachers and college staff have the power to issue and carry out detentions. **Note:** students who refuse to carry out their detention to the standard expectation will be placed in the next level of detention and ultimately in "extended school". Extended school is a term used to explain that students will be expected to stay until 4pm each day they are in the Behaviour Support Centre (BSC). Parental consent is not required for detentions.

Be aware that DfE guidelines state that staff can discipline students:

- At any time the student is in college
- Taking part in any college-organised or college related activity
- Travelling to or from college
- Wearing the college uniform, or in some other way is identifiable as a student at the college
- For misbehaviour at any time that could have repercussions for the orderly running of the college or that could adversely affect the reputation of the college/

College staff also have the legal power to use force and lawful use of the power will provide a defence to any related criminality or other legal action.

Reasonable force can be used to:

- Prevent student from hurting themselves or others, from damaging property or from causing disorder.
- Remove disruptive students from the classroom where they have refused to follow an instruction to do so.

REWARDS

Criteria will be applied consistently across each House without exception when inviting students to reward events. Students must have 96+% attendance to be invited and also the number of behaviour points and detentions given will be taken into account.

- Merits and postcards are used regularly by class teachers.
- Free cookie/fruit vouchers are awarded by the Pastoral team, Heads of House and the Leadership team.
- Skip the queue vouchers are also given to students for being polite and helpful.
- Early lunch rewards are used each half term to reward 100% attendance and outstanding behaviour.

There will be a Reward Event in the last week of every term. Those students not invited to the Reward Event will be expected to attend lessons, following their individual timetable, or follow a special timetable devised for the duration of the Reward Event where learning will focus on key skills.

- Christmas term – Cinema, Pantomimes, Theatre trips, Bowling
- Easter term - In-college cinema, House trips
- Summer term - Years 7,8,9,10 Festival on the Field
- Year 11 Prom

IN CLASS

POSTED LADDER to be used in all classrooms so all students are clear how they are doing, see Appendix E

Posters are in classrooms to help remind students of the expectations.

3,2,1, is used by teachers to indicate they want quiet and the attention of the class.

Staff At CLCC use consistent language with students and are positive and encouraging in their interactions wherever possible. **Appendix B** De-escalation strategies are employed. Emotion coaching cards are used by staff as well as corridor conversations.

Corridor walkers are used to encourage students to be in the right place, doing the right thing, at the right time. Corridor walkers and other members of staff who are passing will aim to conduct a corridor conversation with any student outside a room with the aim to get them back in to class.

Appendix C 'Corridor Conversation Script'. No student will be refused entry to the classroom if any member of staff has successfully conducted a corridor conversation.

No student will be removed from subsequent lessons in the same department without prior knowledge of the student, tutor and parent.

On-call system – this will be used as a last resort – when a student refuses to comply then they will be withdrawn by a member of the on-call team and will spend time in a reflection area where a decision will be made by appropriate staff whether they will return to lessons or not. Any student being removed from lesson by on-call staff will automatically get a D60 LT detention (1 hour detention with the Leadership team the next day). Students who appear to be unable to settle may then be told to work in the Behaviour Support Centre. If students refuse to comply at this stage it is likely that a fixed term exclusion will be used.

ROLE OF THE TUTOR

It is essential students are on time to college to attend their registration time with their tutor. The tutor is in the in college parent who will help to settle their tutees and ensure they are ready for the day. Tutor will set D10 detentions (10 minutes at break or lunch) for those tutees who are late, who have missing equipment and missing tie or lanyards. The tutor will be the first point of contact for all parental communication. Tutor activities are in place and take place on a rotation to ensure variety of interest, to ensure engagement and to help settle students for their day ahead.

UNIFORM

Uniform will be worn by all students in Years 7 to 11, this includes their lanyard which is identification for safeguarding purposes. All 6th form students, while not in uniform, must be appropriately dressed for a place of learning and must wear their lanyard at all times. All students must adhere to the expectations. Tutors will record an infringement (no tie or lanyard) on SIMS and make contact with home. Tutors are expected to set detentions as appropriate. D10 Tutor detentions should be for 10 minutes at break or lunch (whichever is most convenient to the tutor) and should be recorded in the student's planner.

Students should be sent to the pastoral office if trousers/skirts are wrong and alternatives will be offered but failure to comply will potentially result in students being sent home to change.

The Leadership Team, at the instruction of the Principal, will make the final decision as to whether something is acceptable.

MOBILE PHONES AND EARPHONES

Are NOT allowed to be seen or used inside either building at any point during the College day. This includes in between lessons and lesson changeover between sites.

Students will be able to use phones at break time and lunchtime **in outside spaces only**.

Smart watches are NOT allowed to be worn in College at any time.

If a phone or a smart watch is seen in College in use when it should not be, staff will confiscate the phone and bring it directly to the pastoral office where it will be logged and locked away. Students can collect the phone at 3pm. or after their detention, from the pastoral office.

- A "D30" should be initiated by the member of staff confiscating the device by logging it on SIMs and requesting a detention in the status box.

The third time it is confiscated the tutor will inform the parent and will be asked to keep the phone at home due to the unacceptable amount of staff time spent dealing with this one recurring issue from which the student has not learnt.

The Leadership Team, at the instruction of the Principal, will make the final decision.

D30 LT detention to be issued when a student has their mobile phone, earphones out in the building.

D60 LT detention to be issued if a student refuses to hand over their phone if it is asked for, (a reasonable request from staff). Be aware that this refusal could lead to withdrawal by on-call staff and time in isolation. When on-call staff become involved a D60 will always be issued.

DETENTIONS

	Detention type	Behaviour issue	Actions required
TUTOR/TEACHER	D10 (10 minutes at break or lunch)	Missing uniform - No tie or lanyard (Uniform issues) Late or missing registration / assembly Failure of equipment check Failure to meet our standard of expectations (Countesthorpe Code) Inappropriate language in registration Chewing or eating in registration	Tutor to conduct the detention Tutor – log it on SIMS and in student planner Contact home if student does not attend and log as D20
	D10 (10 minutes at break or lunch)	Missing uniform Late or missing lesson Missing subject specific equipment Failing to meet our standard of expectations (Countesthorpe Code) Inappropriate language in class Chewing or eating in class	Teacher to conduct the detention Teacher to log it on SIMS and in student planner Contact home if students does not attend and log as D20.
HOD/HOH	D20 (20 minutes at lunch)	Issues continue in class or registration to such an extent that other staff become involved. Missed D10 detention.	House/Department staff to conduct detention – use SIMS report Tutor/class teacher to log it on SIMS HoH/HoD to record missed D20 as D60 on SIMS.
LEADERSHIP	D30 (30 minutes after college next day)	Repeated lateness to college Minor incidents of poor behaviour during social time/ corridor behaviour. (Littering) (Not doing as told first time) (Inside at lunch when the building is closed) (Following the crowd) (Cycling on site) Late to lesson 3 and 5 Mobile phone out in the building	LT to staff detention HoY to log repeat late offenders on SIMS. Class teachers to log late to lesson 3 and 5. Detention log generated by report and run by Pastoral admin (CDU)
	D60 (60 minutes after college next day)	Serious issues of poor behaviour during social time/corridor behaviour. (Any involvement in a fight, filming of a fight, this includes behaviour to and from college) In the wrong place at the wrong time. Refusal to hand over phone when asked. Any time a student is removed from lesson by on-call staff.	LT to staff detention. Staff member to inform pastoral team (CDU/SWE) to log on SIMs and contact home if appropriate. Teacher to contact home. Detention log generated by report and run by Pastoral admin (CDU)
	Removal (60 minutes after college next day)	Students will be removed from lessons if they cannot meet our absolute non-negotiables which are: <ul style="list-style-type: none"> - Swearing at staff. - Refusal to comply with request of class teacher and other staff. 	Class teacher to complete removal form. On-call staff to log on SIMS and contact home. Student to be withdrawn for that lesson and for longer if considered appropriate by on-call staff. All staff to be aware that this stage could result in a FTE therefore detailed records are to be maintained in SIMS. The decision of the Leadership team is final.

Detentions in summary

Tutor/Teacher detention = 10 minutes break or lunch

House/Department detention = 20 minutes at lunch

Leadership detention = 30 minutes after college
= 60 minutes after college

CORRIDOR BEHAVIOUR

Students should not run

Students should be courteous to one another

Where necessary CCTV will be forensically analysed to ensure students are held to account for their actions and a D60 LT detention, will be completed.

BREAK

- Students are expected to have their break on the site where they have lesson 3.
- Students should ensure that they refill water bottles and go to the toilet during break to ensure there is no disruption to their learning.
- A D30 LT detention will be issued by the class teacher if a student is late to lesson after break.

LUNCH

- Year 7,9,11 students eat lunch at C site and 8 and 10 eat at L site.
- Students should ensure that they refill water bottles and go to the toilet during break/lunch to ensure there is no disruption to their learning.
- Students will be on a rota basis for sittings at lunchtime - the rota will be displayed in House bases and in the dining rooms on each site.
- A D30 LT detention will be issued by the class teacher if a student is late to lesson after lunch.

SMOKING

Smoking is NOT allowed anywhere on site.

E cigs and vapes are deemed to be the same as cigarettes and rolling tobacco.

All smoking paraphernalia will be confiscated and disposed of.

Staff to pass name of student and details to Pastoral admin to log and arrange sanction – member of staff should be clear – smoking or seen with smokers – member of staff should have spoken with the students and informed them they should stop and will be reported. (Smokers and being with smokers will be treated as one and the same thing.)

Students who are caught smoking or being with smokers...

Names will be added to a central register for regular searches.

1 – Information text to parent, info to tutor, 1 day in isolation plus D60

2 – Info text to parent, HoY referral to the school nurse, 1 day in isolation plus D60

3 – Info text to parent, Meeting with parent HOY, 1 day in isolation plus D60

4 – Exclusion for persistent defiance – reintegration meeting with parent

Year 11s will not be welcome to attend the Prom if they are caught smoking on-site.

The Leadership Team, at the instruction of the Principal, will make the final decision.

INTERNAL TRUANCY AND FAILURE TO BE IN THE RIGHT PLACE AT THE RIGHT TIME

If a student truants a lesson, work will be sent home by the class teacher. If a student walks out of a lesson, walks off from where they should be, or is found to be somewhere they should not be they will be issued with a D60 LT detention.

The Leadership Team, at the instruction of the Principal, will make the final decision.

BEHAVIOUR SUPPORT CENTRE

The BSC will be used as a place of reflection and calming during the day when students are removed from lessons. While there they will need to meet our behaviour expectations in order to return to lessons. BSC will be used for internal exclusion of students who fail to complete detentions to our expectation, truant from college and/or for any other breach of the college behaviour policy. Students are not allowed out of this provision but will be permitted to have toilet breaks as appropriate. Students will be taken to collect their lunch.

SOUTH LEICESTERSHIRE BEHAVIOUR PARTNERSHIP

At CLCC we work with the SLBP and get support for our students through a range of referrals at tier 1,2,3 and 4. Tier 4 is a last resort to avoid permanent exclusion.

Managed Moves

A student can be transferred to another school as part of a “managed move” where they will be a guest student and still on roll at CLCC. This is to allow the student a fresh start in a new school and is an alternative to exclusion. Managed moves are voluntary and are only to be arranged with the consent of all parties involved including the parents. Managed moves are usually subject to a trial period of 6 weeks in the new school with 3 targets to be met which relate to attendance, punctuality and behaviour. A successful managed move will end in the student being transferred on to the new school roll. If the managed move fails then the student will return to CLCC.

EXCLUSIONS

Fixed Term Exclusions of between 1 and 5 days will be used where necessary and where all other sanctions have been unsuccessful or when an incident occurs whereby no other sanction is appropriate. Leadership team with direction from the Principal will make the final decision. Exclusion of a student from the college is the most serious form of sanction available to us. The college has a duty to ensure reasonable adjustments are made to the behaviour policy for vulnerable/SEND students according to need wherever possible. A reintegration meeting must take place before a student returns to college and this meeting will take place within the college working hours of 8am and 4pm and parents/carers are expected to attend.

PERMANENT EXCLUSION

A Permanent exclusion involves the student being removed from the college roll. The college will usually only permanently exclude a student as a last resort, after trying to improve the student’s behaviour through other means. However there are exceptional circumstances in which the Principal may decide to permanently exclude a students for a “one-off” offence e.g. assault on a member of staff/intimidation or a member of staff/bringing a weapon into college etc.

RETURN TO COLLEGE MEETINGS / REINTEGRATION MEETINGS

Following any period of exclusion or following an incident of inappropriate behaviour by a student, parent/carers are expected to attend a reintegration meeting or behaviour planning meeting. This meeting will be attended by the head of year, the student’s parents, the student themselves and may be joined by other professionals as appropriate.

SCREEN AND SEARCH

In line with national guidelines, the principal and other authorised staff have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item.

Staff will follow guidance when conducting a search or screen and staff will ask to search the student. If a student refuses then they will be dealt with as if they had got the item suspected. We will offer for a student to take a drug test should they wish to prove that they are not under the influence when suspected to be so, refusal to take the test will result in the student being sanctioned as being under the influence as the staff member originally suspected. The Leadership Team, at the instruction of the Principal, will make the final decision.

Banned/Prohibited items

Items banned by college	Procedure after confiscation
Cigarettes; e-cigarettes; vapes; tobacco; filters; filter papers; lighters etc	Disposed of and parent informed by standard text via pastoral office. A parent meeting may be required. If student is found to be using any of these items on site then a day in BSC plus D60 will be issued. (Extended school)
Fire crackers or fireworks	Disposed of by the college
Aerosols	Disposed of by the college
Energy drinks	Disposed of by the college
Chewing gum	Disposed of by the college
Correcting Fluid (Tippex)	Disposed of by the college
Prohibited items	Procedure after confiscation
Alcohol	Disposed of by college Parents informed
Illegal drugs or substances that are suspicious	Handed over to the police
Stolen items	Handed over to the police
Knives and other weapons or any article that a member of staff reasonably suspects has been or is likely to be used to commit an offence or cause injury or damage to property.	Handed over to the police
Any article that the member of staff reasonable 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).	Disposed of by the college
Any other item that staff see as unsuitable for college. The Leadership team decision is final.	Disposed of by the college

Possession of any of the above items will result in a D60 (60 minute after college detention) as a minimum sanction but is very likely to incur a more serious sanction including a fixed term exclusion or permanent exclusion.

APPENDIX A

Our expectations are that you will be the best you can be –

- Wear full uniform
- Be punctual
- Do as asked first time
- Be polite
- Try your best

TOP TIPS TO STAY OUT OF TROUBLE

1. Be in the right place, at the right time, doing the right thing – no-one can tell you off!
2. Show respect to others and your environment
3. Avoid physical contact with others

Let's enjoy learning together and then enjoy the rewards that come from this.

APPENDIX B

Communication Strategies at CLCC

When disengaging students from negative behaviour, staff should make use of the following planned communication strategies to ensure that the primary behaviours are dealt with and to ensure that language is used consistently across the whole College which increases its effectiveness as a strategy in de-escalation and therefore increased learning is achieved.

- **Ask if the student is OK**

Sometimes the behaviour does not need challenging at all. Simply acknowledging that teachers have spotted the student is off-task is enough to get them back on track. Asking if they are OK implies that the negative behaviour is not the student's fault and could instead be down to any number of environmental factors: being hot, tired, don't have a pen, can't see the board etc. Students know they have been noticed, and the teacher knows that they know. Clarify that the student understands what they should be doing, resolve any environmental problems and walk away. Sometimes teachers can achieve the same effect with eye contact and a thumbs up.

- **Smile**

When attempting to support students' Positive Behaviour for Learning, the outcome of any dialogue can be influenced by non-verbal communication. Rushing in with a raised voice, a frown, or a pointing finger, and the student's fight or flight response may be triggered. Wearing a smile conveys the impression that there is no conflict and it keeps open the possibility of recovery and repair.

- **Blame yourself**

It is very easy to blame students for their negative behaviour but it can be very disarming if teachers take that blame on themselves: "I'm sorry, I haven't explained myself properly. Let me try again." It's hard for students to be confrontational with you when you are taking the blame for their difficulties.

- **Assume compliance**

Standing over someone and watching them carry out your instructions is confrontational and shows that you don't trust the students to make the right choice. To save face in front of peers, students may feel obliged to hold out against teachers and refuse. Instead, deliver the message and walk away. Show them you trust them. You can always come back and check later.

- **Thank you**

If you say "please" after a request, the implication is that students have some choice. They can agree to follow the request or refuse, potentially paving the way to a confrontation. Instead, deliver the message and end with "Thank you". Subliminally, teachers are showing that they expect the student to comply; another sign that the students are trusted.

- **Parallel Praise**

Jumping on negative behaviour is draining for everyone. Teachers quickly get worn down. So do students. Use Parallel Praise to redress the balance. Instead of telling a student what they are doing wrong, pick on a student who is doing it right and tell them (reward them).

- **Offer choices**

It is important that students have clear choices. This might be a choice between taking part and conforming or having a consequence. The choice needs to be delivered simply and factually. Allowing students to come to their own decisions helps develop an important skill and lets them take some responsibility for their behaviour. Instead of becoming confrontational in response to the teachers' threats, many students will simply make the right choice if it is presented to them clearly.

- **Acknowledging the excuses**

When teachers challenge negative behaviour, students will often reply with an excuse "I was only...". This is a secondary behaviour and is an important method a student will use to save face. We don't need to respond to it as this will almost inevitably lead to conflict. Instead teachers should build their responses around "Yes...and."

The “Yes” acknowledges the student’s excuse and the “And” introduces the teacher’s requirements. “Yes, you were just putting that in the bin, and now I need you to be sitting at your desk.”

- **Clock Watch**

If you have gone through the full range of strategies and you are sure the student knows what the expectations and choices are, sometimes the most appropriate strategy is to acknowledge the time, give students a short timeout to get back on track and explain that the missed time will be made up. Made-up time can be at break, lunch or after-College but teachers should talk about it as a consequence of their choices rather than as a threat of detention.

- **Stay calm**

Students will sometimes respond to teacher’s directions with, “You can’t make me”. This is a secondary behaviour and is likely to lead to an escalation in the situation. Simply respond by acknowledging that you can’t make them and clarify what you expect them to do anyway, and walk away.

- **Reflection time**

If students have become distressed and said some wildly offensive things or behaved outrageously, is it reasonable that they apologise there and then? And if they do, how meaningful is that apology? Allowing them time to reflect will make any restorative work more meaningful and avoid the conflict escalating.

APPENDIX C

Corridor conversations

<p>Adapt the questions to suit the needs of the student, your style and the situation.</p> <p>Remain calm, polite and professional when communicating with the student.</p> <p>Always focus on moving forward and finding a solution.</p>	<p>Can you tell me about what has happened and how you are involved?</p> <p>If necessary – What happened next and/or what else? (ask this until their story unfolds)</p> <p>What were you thinking at the time this happened?</p> <p>What effect is your behaviour having on you and/or other people (staff and students)?</p> <p>Who has been affected/upset by this and in what way?</p> <p>Is this what is expected of you at CLCC?</p> <p>What have your thoughts been since?</p> <p>Do you know what is required of you at this point to move forwards?</p>
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APPENDIX D

Non-Negotiables poster



NON-NEGOTIABLES FOR CLCC



1. Coats off, shirts tucked in, ties on, phones away and no headphones.
2. Sit where you are told.
3. 3-2-1 means stop, pens down, eyes on the teacher and listen.
4. No shouting out or talking over the teacher.
5. Be polite at all times (no swearing, use 'please' and 'thank you', do not argue).



*Because at CLCC students are
....in the right place, at the right time, doing the right thing
and want to do well.*



Appendix E

Insert POSTED here

Appendix F

Rules at CLCC

Be in the right place, at the right time, doing the right thing.

Students must put their learning and the learning of others first and must not distract from that purpose.

Students must be on time for college, registration and lessons

Students must wear the correct uniform at all times (shirts tucked in, skirts unrolled, lanyards and ties on)

- **Hats, hoodies, non-uniform jumpers, piercings (nose, tongue, eyebrows, cheek, belly-button), false and coloured nails are not allowed.**

Students must do as told, first time, by any member of staff – students should not argue.

Students must sit in the seat they are told to sit in.

Students must have the correct equipment for the lesson, including an appropriate school bag.

Students must always try to complete work to their best ability.

Students' electronic equipment and headphones must not be visible in the building.

Students must be polite at all times, no swearing or insulting language and certainly no swearing at staff

- **No racist, sexist, homophobic or transphobic comments.**
- **No Bullying**
- **We must never mock each other's effort or failure**
- **No gang, or gang like behaviour, (chanting).**

Students must not drink in class, other than water (no drinking in science, IT or other practical areas)

Students must never take anything that affects the way they act (energy drinks, alcohol, drugs).

Students must not make physical contact with other students - no fighting or pushing.

Students must never make physical contact with a member of staff.

Students must not cycle on site. All bikes must be road worthy and locked up in a bike area.

Students must never cheat, steal or tell lies

Students must not have aerosols on site.

Students must respect college property and not damage it through vandalism or graffiti.

Students must respect the property of other students.

Students must not drop litter and are expected to clear up after themselves at break and lunch.

The whole site is a no-smoking site and students must not smoke on the way to or from college either.

Removal from Lesson

Student Name

Tutor Group & House

- Starter activity to settle student used
- De-escalation techniques used
- Corridor conversation used
- 10 minute detention set
- Departmental intervention/holding room action has failed

Subject, Time & Date

(Initials of staff involved)

Behaviour issue