

BEHAVIOUR AND DISCIPLINE POLICY 2023-24



Principles

Our approach to exercising discipline guides staff to teach self-control, not merely compliance. All staff are committed to having relationships that are grounded in restoration and the development of character; approaches to discipline are always *clear, caring, and consistent*. Our core virtues are central to our approach which challenges students to reflect upon their failure to follow the *Student Code of Conduct* and their lapses in good judgement so that they can move forward positively. We are committed to maintaining the highest standards of student conduct and expect them to take responsibility for their behaviour and encourage others to do the same. We, therefore, expect that students always adhere to our Student Code of Conduct including when travelling to and from school, and when representing the College on an educational visit or sporting events.

Aims of the policy

In ensuring our approach to behaviour and discipline is consistently and fairly applied, all students will be able to:

- Exercise **self-control** so that their emotions do not dictate their actions and reactions; conflict is rare.
- Demonstrate **respect** to all by considering others, the College site and themselves before acting or reacting; disrespectful and defiant behaviour is always challenged.
- Demonstrate good character by taking **responsibility** for their actions when no one is watching; unkind and unpleasant behaviour is never tolerated.

Expectations of staff

We believe in absolutes regarding moral behaviours, in being straightforward and honest when there is a problem. We always seek to put things right through restoration and we use sanctions constructively to uphold justice and develop character. Therefore, staff will always:

- Meet and greet students at the door to their classroom.
- Refer to our core virtues when signalling a problem.
- Plan lessons that engage, challenge, and meet the needs of all learners.
- Use visible recognition by verbally acknowledging good conduct throughout every lesson, awarding merits when a student goes beyond what is expected.
- Be calm and allow 'take-up time' when applying corrective action, committing to prevention before applying sanctions.
- Follow up every time, retain ownership and engage in reflective dialogue with learners.
- Never ignore or walk past students who are not making the right choices.

Supporting individual students to grow

By always expecting exemplary student conduct, we are protecting everyone within our community by ensuring that College is a place for everyone to thrive. Where it has been identified that a student is engaged in persistent disruptive behaviour, they will be placed on the behaviour improvement programme to support them to improve their conduct. Overseen by the Vice Principal and Assistant Vice Principal, students will be supported by their Head of Year/Assistant Head of Year through tailored intervention, support, and review. (see appendix 1: tailored support for students).

Students who require reasonable adjustments because of an identified additional need will have these adjustments such as time out cards, or an additional step in the behaviour policy where students have time with a LSA to help them regulate their behaviour. The SENDCO and Assistant SENDCO meet each week with the Vice Principal to identify Students with additional needs who are struggling to follow the code of conduct. From these meeting behaviour and

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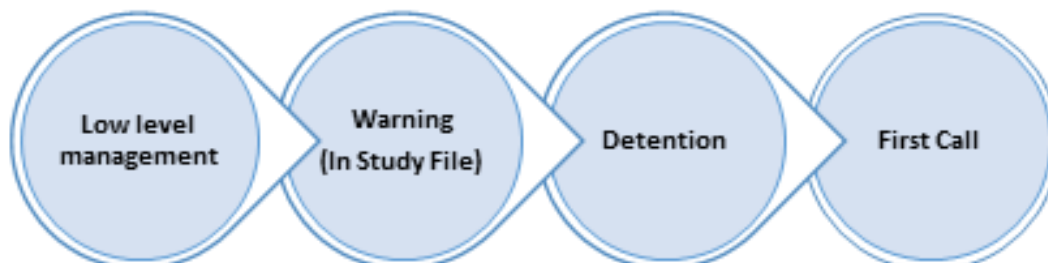
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conduct concerns are triangulated with wider welfare and safeguarding concerns to ensure appropriate steps are taken to support all students.

Corrective action in the classroom

To demonstrate to students that they are morally responsible for their actions and that there are consequences for poor behaviour, the following steps (outlined below) will always be taken in challenging disruption and poor conduct. *(Except for circumstances in which a serious breach of the Student Code of Conduct has taken place, which requires immediate or escalated action).*



Where students do not respond to a step appropriately by correcting their behaviour, the teacher will utilise the next corrective action and issue the sanctions as described below. The Student Code of Conduct sets out the expectations of all students; therefore, if a student does not adhere to these expectations within the classroom, the sanctions outlined seek to address their behaviour quickly, fairly, and justly. This cycle resets at the start of every lesson; steps do not carry over from the previous lesson.

- **Detention:** The student must attend a detention set for the next school day (Monday-Thursday). The teacher will complete a **green** detention slip which students should take home to notify parents of the detentions. *(For more information about detentions, please see appendix 2: detentions, suspensions, and exclusion procedures).*
- **First Call:** If a student has not responded to corrective action and has been issued a detention, they will be referred to First Call. Following all First Calls, students will reflect on their behaviour in the Reflection room. Where a student has been First Called, parents are always contacted, and a Saturday detention will typically be issued (- in addition to the detention already set by the class teacher).

Out of class behaviour

The Student Code of Conduct outlines the expectation that students should be professional, kind and courteous at all times, taking responsibility for themselves and others. This means that students should conduct themselves in a professional and business-like manner whilst moving between lessons and during social times, taking the opportunity to spend time with friends in a calm and orderly manner. The highest standard of conduct is expected whilst students attend co-curricular activities or attend visits, specific guidance in relation to additional expectations during these times will be communicated by the teacher to students. If a student does not conduct themselves in a safe, responsible and courteous way the teacher who witnesses this will seek to address the issue by correcting this and making a note in the student's study file. If the student does not immediately address their conduct or is any way disrespectful or defiant, the teacher will issue a detention. The following are examples of conduct outside of the classroom that will always be corrected:

- Running or overtaking other students in the corridor.
- Unprofessional conduct such as 'fist bumping,' 'high fiving' or making unnecessary contact with other students such as putting arms around each other.
- Shouting, or overly loud or boisterous conduct.
- Crossing the main roads outside of College in an unsafe manner, e.g., not using the pedestrian crossings.

Outside of school Hours

Emmanuel College takes a pride in its students both within school hours and beyond. Accordingly, students are expected to uphold the reputation of the college both inside and outside of school hours. Students have sometimes

thought that bullying which occurs outside school, or which happens electronically (cyber-bullying using text messages, emails or social networks, for example) is not the school's business. This is not the case. All reported incidents of bullying either inside or outside of college are investigated and sanctions may be applied. For more information regarding bullying please see our [Child on Child Abuse Policy](#).

Standards of Uniform

Students should wear their uniform with pride, in line with College Uniform Policy. If a student is purposefully not wearing their uniform correctly - and this can be immediately rectified - the uniform infringement should be corrected immediately by the student. If the issue cannot be rectified immediately, the student will be referred to First Call so that their HOY/AHOY can address this.

At the start of the day, uniform will be checked during line up. If a student does not have an item of uniform, the respective HOY/AHOY will provide a temporary replacement item. A student may be sent home to correct an element of their uniform if this is more appropriate. Where this is the case, parents will be contacted. If a student refuses to wear uniform in line with College Uniform Policy, despite being provided with appropriate replacements, the student will be referred to First Call and will work in the Reflection room whilst parents are contacted. We will make all reasonable attempts to address the uniform issue, however, persistent defiance in relation to uniform will result in suspension.

If a student's uniform must be corrected for a wilful act, e.g., rolling a skirt, a detention will be issued

Mobile Phones

Keeping Children Safe in Education 2023 asks schools to carefully consider how they protect students from harm in relation to mobile phones. This is because mobile phones often provided unlimited and unrestricted access to the internet via mobile phone networks. This access means that some children, whilst at school, may sexually harass, bully, attempt to control others, share indecent images (consensually and non-consensually), view and share pornography or view and share other harmful content. Therefore, our policy - as outlined in the Student Code of Conduct - is that students' mobile phones should be turned off before they arrive on College premises.

If a mobile phone is on, being used or is visible, the mobile phone will be removed from the student. Parents/carers will be asked to collect the mobile phone from reception. If a parent/carer needs to contact their child to provide an important message - such as a change to transport arrangements at the end of the day - they should contact reception, who will convey this message on their behalf.

Incomplete Homework Procedure

Students take responsibility for recording all homework tasks in their Study File. They should always record the deadline date and ensure that they plan their time outside of school carefully, so that all tasks are complete. If a student does not hand their homework in on time, the teacher will set the student a new hand-in date which will usually be the next school day. If this is not handed in, the teacher will add a homework mark to their Study File. If a student receives three homework marks, they will receive an afterschool detention which will be set by their tutor.

Punctuality to school and lessons

All students are expected to be on-site before 8.20am, ready to line up. They are expected to be on time for all lessons.

- If a student is late for morning registration, (after the gates have been closed), they should enter via the Quad. If a student is late for school, this will be logged and recorded on Bromcom. Late arrival without a valid reason will result in an afterschool detention being issued.
- If a student is late for a lesson, (after the teacher has greeted the class and started to take the register), the teacher will enter the total minutes late to that lesson onto Bromcom. The HOY will monitor lateness each week and, if a student misses significant lesson time due to lateness, they will be required to make up the time missed by serving a detention - either after school or during lunch time - at the discretion of the HOY.

Equipment

Students should come prepared to engage with all aspects of the college day by having the correct equipment. All students must have a pencil case which should be stored in their school bag. Tutors will check that students have the correct equipment at the start of each day. If a student does not have the correct equipment with them then their tutor will provide replacements to students and will log an equipment mark in their Study File. Three equipment marks will lead to an afterschool detention, issued by the tutor. Study Files should be kept in good condition and free from graffiti or damage. If a Study File is damaged in any way, a replacement will be provided, and a £5 fee added to parent pay.

The full list of essential equipment can be found in the Study File.

Sanctions and Detentions

When the behaviour of students falls below the standard that is expected of them, as outlined in our Student Code of Conduct, sanctions are imposed to reinforce expectations and ensure that learning is free from disruption.

Sanctions are not considered to be in opposition to rewards and recognition, but complementary to them, and should always be reflective of the behaviour demonstrated by the student. Sanctions may include:

- Verbal warnings.
- Detentions: social time, after-school (Monday-Thursday)
- School-based community service, such as tidying a classroom.

Although not an exhaustive list, below are examples of the type of sanction that may be set in response to a conduct concern. HOY will routinely review sanctions set to ensure that mitigating and aggravating factors are considered, including any SEND or additional needs that a student may have.

However, if a detention has been set because of a clear breach of the Student Code of Conduct, as outlined in the Behaviour Policy and Student Code of Conduct, **the sanction must always be completed.**

Verbal warnings	<ul style="list-style-type: none">• First instance of low-level disruption in a lesson.• Minor out-of-class conduct issues, such as needing to move over to the left on the corridor.• A minor uniform issue, such as a student's shirt becoming untucked.
Single day social time detention	<ul style="list-style-type: none">• Social time incident.
Multiple social time detentions	<ul style="list-style-type: none">• Repeated incidents during social times.
After-school detention (3.40pm-4.30pm, Monday-Thursday)	<ul style="list-style-type: none">• A student has not followed the Student Code of Conduct after a warning has been issued.• A minor act of defiance.• If a student does not attend a social time detention.• Swearing or inappropriate language. (This will always lead to a First Call, time spent in the Reflection room, and a subsequent detention).• A more serious out-of-class conduct issue.• Homework incomplete (please see below).• Graffiti (community service may be substituted here). A suspension may be considered depending on the specific incident.• A student is late to school.

After-School Detention Procedure

The expectation is that every child at Emmanuel College who receives a detention will attend said detention on the scheduled date. It is not for a student to seek to negotiate the detention date; consideration may be given to a written request to change the detention date, if the written request is provided by a parent or guardian, or in any other exceptional circumstance. Detentions are used as the main sanction for conduct concerns. They are issued because the student has not met the expectations of the Student Code of Conduct.

- **The detention procedure is as follows:**

1. Students who have been issued with a detention will be - in almost all circumstances - informed about this when the detention is issued. Parents will be sent a notification of the detention; this will also be reflected on the My Child at School app. Students will also be reminded by tutors each morning.
2. At the end of Period 8, teachers will take any detainees present in their lesson to the Granary Restaurant. Students will line up in silence at the door to the restaurant and register with the supervising teacher.
3. In the room, students will be directed to sit in a specific seat. The students will be registered and then expected to complete their tasks in silence.
4. Students may be dismissed up to 15 minutes early if their conduct is exemplary.

- **Failure to attend or complete detention.**

If a student deliberately absconds from detention or refuses to go to detention, they will be issued with a Saturday detention. Failure to attend Saturday detentions will result in a referral to the Vice Principal and may result in a temporary suspension from College on the grounds of persistent defiance. If a student is disruptive in detention, they will be asked to leave the detention and an additional detention will be set. Persistent defiance will lead to a referral to the VP and may result in a temporary suspension.

- **Communication regarding detentions**

The College is not legally obliged to get parental consent for a detention to take place. However, the College always endeavors to work closely with parents and ensure that consent is given. Detentions are logged on to Bromcom and can therefore be viewed by parents using the My Child at School app. It is the student's responsibility to organise their own administration and remember when they have a detention. If a teacher does not remind the student of their detention, it remains the student's responsibility to go there themselves, be registered and work silently.

- **Tasks during detention**

Students on detention are fully supervised for the duration of the detention; it is expected that they spend this time completing written tasks. This will include copying out the Student Code of Conduct. After the Code of Conduct has been completed to a satisfactory level, students may be given permission to complete homework or another appropriate task.

- **Clashes with detention**

Detentions take priority over co-curricular activities, sporting events or other clashes. HOY may give permission for a detention to be rearranged - but this is rare and at the discretion of the HOY. In exceptional circumstances, a Friday detention may be issued.

Serious Incidents and their Consequences

When a student is responsible for a serious incident that goes beyond low level disruption, the Head of School will decide whether a temporary suspension from College is required. This is to ensure the calm and smooth running of the College day – or to ensure that the safety of others is protected.

In addition to a suspension, a serious incident may result in a warning being imposed or, in the most serious incidents, result in immediate permanent exclusion.

The following types of incidents will be investigated and, depending upon the individual circumstances, one of the following warnings will be applied:

- First warning
- Second warning
- Final warning
- Or Permanent Exclusion

Warnings will be escalated if the incident is repeated, and a warning may be given at a higher level if the incident is deemed more serious in relation to impact on other students and staff. Warnings will be recorded on the student's College record.

Type of serious incident	
<p>Abusive behaviour towards adults:</p> <ul style="list-style-type: none"> • Verbal abuse and use of offensive or derogatory language • Physical abuse • Online abuse • Malicious or false allegation 	<p>Any form of abusive behaviour towards an adult will lead to consideration for suspension.</p> <p><i>Physical assault of a member of staff will almost always result in permanent exclusion.</i></p>
<p>Persistent or general disruptive behaviour:</p>	<p>The behaviour intervention programme will be used first to address persistently disruptive behaviour over time.</p>
<p>Child on Child abuse:</p> <ul style="list-style-type: none"> • Physical abuse including fighting or assault • Verbal or emotional abuse • Online abuse • Homophobic or transphobic abuse • Racist abuse • Sexual harassment or abuse including the use of sexualised language. 	<p>Child on child abuse will not always lead to a suspension but warnings will always be applied as outlined above.</p> <p>Sexual harassment of abuse may also need to be reported to the police.</p> <p><i>Serious physical assault of a student will almost always result in permanent exclusion and a referral to the police.</i></p>
<p>Prohibited item being brought into college:</p> <ul style="list-style-type: none"> • Chewing gum, fizzy drinks and energy drinks (<i>these will be confiscated without sanction</i>) • Alcohol. • Cigarettes or any other tobacco products, vapes or e-cigarettes. • Prescription drugs other than those kept by student reception. • Any items that are illegal. • Any age-restricted products that cannot be legally sold to someone of your age. • Any item that is likely to be used to commit an offence, cause personal injury or damage to property. 	<p>Prohibited items will always be confiscated and disposed of appropriately unless they need to be retained for safeguarding purposes or for the police. Use of a prohibited item in school will almost certainly lead to suspension and consideration of the warning system outlined above.</p> <p><i>Possession, purchase or supply of illegal drugs in College will result in consideration for permanent exclusion.</i></p>
<p>Damage</p> <ul style="list-style-type: none"> • Graffiti • Breaking or damaging equipment or property 	<p>If a student's actions or negligence result in costly damage to property, they will be asked to contribute to any costs or repair or replacement. If the damage is serious or intentional this will almost always result in a suspension and consideration of the warning system outlined above.</p>
<p>Breach of the Computer Network and Health and Safety Agreement</p>	<p>If a student breaches this agreement by accessing inappropriate or age restricted content, further safeguarding actions may need to be considered and, where necessary, a referral to the police may be made. If a student is found to be in breach of this agreement, warnings will be applied as outlined.</p>
<p>Trading in college</p>	<p>This is forbidden. If a student is found to be engaging in unauthorised trading in College, this will result in a referral to their HOY.</p>
<p>Behaviour which brings the College into disrepute</p>	<p>Actions which have a serious impact on the reputation of the College, including poor behaviour when travelling to and</p>

from school will result in a bus ban, consideration for suspension and in the most serious cases, in permanent exclusion.

Reasons for a suspension

The Department for Education asks that all suspensions and permanent exclusions are reported to them using the following exclusion codes. When suspending or permanently excluding a student the following codes will be used to categorise the reason for suspension. The table includes example incidents within each category however reasons for suspension or permanent exclusion are not limited to those included and any incident which is deemed to be a serious breach of the student code of conduct may lead to suspension or permanent exclusion.

Exclusion Code	Pupil Exclusion Reason	Includes
OW	Use or threat of use of an offensive weapon or prohibited item	<ul style="list-style-type: none"> Carrying or bringing onto the school site an offensive weapon/prohibited item such as knives, sharp instruments and BB guns. Carrying any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property. Use of an offensive weapon.
LG	Abuse against sexual orientation and gender identity	<ul style="list-style-type: none"> Derogatory statements about sexual orientation (e.g., heterosexual, lesbian, gay, bisexual) and gender identity (e.g., transgender). Homophobic, biphobic and transphobic bullying. LGBT+ graffiti. LGBT+ taunting and harassment. Swearing that can be attributed to LGBT+ characteristics.
DS	Abuse relating to disability	<ul style="list-style-type: none"> Derogatory statements or swearing about a disability. Bullying related to disability. Disability related graffiti. Disability related taunting and harassment.
MT	Inappropriate use of social media or online technology	<ul style="list-style-type: none"> Sharing of inappropriate images (of adult or pupil). Cyber-bullying or threatening behaviour online. Organising or facilitating criminal behaviour using social media.
PH	Wilful and repeated transgression of protective measures in place to protect public health	<ul style="list-style-type: none"> Deliberate breaching of protective measures such as (but not limited to) non-compliance with social distancing, causing distress such as through purposefully coughing very near to other pupils or adults, or any other deliberate breach of public health protective measures which the school has adopted.
PP	Physical assault against pupil	<ul style="list-style-type: none"> Fighting. Violent behaviour. Wounding. Obstruction and jostling.
PA	Physical assault against adult	<ul style="list-style-type: none"> Violent behaviour. Wounding. Obstruction and jostling.

VP	Verbal abuse / threatening behaviour against pupil	<ul style="list-style-type: none"> • Threatened violence. • Aggressive behaviour. • Swearing. • Verbal intimidation.
VA	Verbal abuse / threatening behaviour against adult	<ul style="list-style-type: none"> • Threatened violence. • Aggressive behaviour. • Swearing. • Verbal intimidation.
BU	Bullying	<ul style="list-style-type: none"> • Verbal, physical, cyber-bullying or threatening behaviour online, racist bullying, sexual bullying, homophobic, biphobic, and transphobic bullying, bullying related to disability.
RA	Racist abuse	<ul style="list-style-type: none"> • Racist taunting and harassment. • Derogatory racist statements. • Swearing that can be attributed to racist characteristics. • Racist bullying. • Racist graffiti.
SM	Sexual misconduct	<ul style="list-style-type: none"> • Sexual abuse. • Sexual assault. • Sexual harassment. • Lewd behaviour. • Sexual bullying. • Sexual graffiti.
DA	Drug and alcohol related	<ul style="list-style-type: none"> • Possession of illegal drugs. • Inappropriate use of prescribed drugs. • Drug dealing. • Smoking. • Alcohol abuse. • Substance abuse.
DM	Damage to property	<ul style="list-style-type: none"> • Damage includes damage to school or personal property belonging to any member of the school community. • Vandalism. • Arson. • Graffiti.
TH	Theft	<ul style="list-style-type: none"> • Stealing school property. • Stealing personal property (pupil or adult). • Stealing from local shops on a school outing. • Selling and dealing in stolen property.
DB	Persistent or general disruptive behaviour	<ul style="list-style-type: none"> • Challenging behaviour. • Disobedience. • Persistent violation of school rules. • Raising of fire alarms falsely.

(For more information regarding suspensions please see the Appendix 2: Suspensions and Exclusions procedures).