

Behaviour Policy

For Students, their Families and their Teachers

Autumn 2011



EARL MORTIMER
C O L L E G E

building achievement and
excellence in our community

EARL MORTIMER COLLEGE AND SIXTH FORM CENTRE BEHAVIOUR POLICY

Introduction

The Earl Mortimer College Behaviour Policy has been written for all partners within the educational process; for College staff, students, parents, carers and governors of Earl Mortimer College and Sixth Form Centre. It has been produced as a result of consultation between staff and governors following ongoing discussions with students and parents. The Policy is a living document and governors will contribute to the review; advice from all partners is welcome.

The EMC Mission Statement

“Building Achievement and Excellence in our Community”

Our Core Beliefs and Values

- To prepare students for future opportunities, responsibilities and experiences.
- To promote the intellectual, physical, spiritual, cultural, aesthetic and emotional development of students and through them, society.
- To expand and enrich the knowledge, experience, understanding and imagination of the students.
- To work for continuous improvement both in the service the College provides and in the achievements of its students.
- To put teaching and learning at the heart of all our activities.

Pastoral Aims

- To provide a stable and ordered atmosphere and to establish a sense of belonging in which each student can develop his/her potential to the full – intellectually, personally, spiritually and socially.
- To provide support, guidance and counselling in order to help students make appropriate decisions.
- To enable students to obtain maximum benefit from the curriculum and to promote ever increasing standards of teaching.
- To enable enrichment and development of the personal lives of all students, to develop individuality and respect that of others.
- To enable students to understand the world in which they live, their roles and their responsibilities as citizens within society.

Our Beliefs About Behaviour

We believe that everyone in the College is of equal value, worthy of respect as a unique individual and deserving of equal opportunity to achieve full potential. The EMC Single Equality Plan expands upon this.

We believe that good behaviour is a collective responsibility. We expect high standards of personal behaviour and we encourage self-discipline in our students.

We believe that your children respond well to high expectations of good behaviour and that they achieve best in an orderly environment. We expect everyone to work hard, to give of

their best and to respect that everyone within the College community is entitled to work without disruption.

We believe in fair discipline which is consistently applied, taking into account individual circumstances and the needs of the individual child.

We seek to achieve positive relationships with and between students in an environment where achievement of every kind is valued and where praise and encouragement are the norm.

Our ultimate goal is to ensure that our students become caring and responsible citizens with a fully developed and sound code of personal behaviour.

To ensure the smooth and safe running of a large community we need to have a CODE OF CONDUCT and RULES with clear expectation for everyone to follow.

Code of Conduct

Every group of people living together needs a Code of Conduct which guides its members in the way they behave towards one another. Our Code of Conduct is designed to develop self-discipline and is based on three principles: Respect, Consideration and Courtesy.

Respect

Everyone at the College is of equal value, deserves the same chances and respect even if, as individuals, we do not always agree with the views of others.

We should respect the efforts and the work of other people. We should respect the property of others, the College buildings and equipment, and the environment in which we live.

We should have self-respect and conduct ourselves in a manner of which we can be proud, and which will earn the respect of others.

Consideration

The feelings, needs, hopes and ambitions of all members of our community deserve consideration. The resources of the College, the opportunities provided and the quality of life available are there to be enjoyed by all. We should not behave in a selfish, inconsiderate manner at the expense of others. We must not behave in a manner which holds back the education of others or threatens their health or safety.

Courtesy

In a large community it is unlikely that everyone is a close friend of every other member. Everyone deserves, however, to be treated with courtesy.

We should:

- Address people correctly
- Be polite and well-mannered
- Speak pleasantly to each other without trying to put each other down
- Encourage each other
- Be helpful to each other

What we expect from our students

General Behaviour

1. You must behave in a sensible and responsible manner towards other people and property, and conduct yourself according to the College Code of Conduct.
2. You must not take part in financial transactions (e.g. buying or selling) unless you have permission from a member of staff. You must not gamble.
3. If you need to bring to College a large sum of money for some exceptional reason you must consult the College Bursar about its safe keeping.
4. You must leave electronic devices (including mobile phones, MP3 players etc) and other valuable items at home unless you have permission from a member staff to bring these to College for a specific reason, in which case they must be left with a member of staff for safe keeping.
5. Correction fluid, chewing gum and other substances that make a mess must not be brought into College.
6. You may eat or drink only in the designated eating areas. All litter must be put in the bins provided to keep our College tidy and smart.
7. At break and lunch time you may remain in The Street Area or the outdoor courtyards. Staff will advise you if an area is closed.

Safety and Welfare

1. You may not bring anything into College which is likely to be a danger to others (eg, glass containers, aerosols or skateboards).
2. You must not bring into College, or possess, or use anything that may be offensive.
3. You must not bring into College, or possess or use in College, alcohol, solvents, tobacco, lighters or matches, or any other illegal substances.
4. You may enter classrooms only when supervised by a member of staff.
5. If you wish to come to College by bicycle you must ensure that appropriate head gear, lights and regulations are adhered to.

Dress and Appearance

1. When you are travelling to and from College and when you are on College activities you must always wear the correct College Uniform as shown in the College Prospectus.
2. You may wear an outdoor coat to and from College but not in and around College.
3. Apart from blazer badges and badges awarded by the College, you may wear one badge of a club or organisation to which you belong. Novelty badges are not allowed.
4. A watch and one plain ring may be worn, provided that they are not valuable items. They should be removed for practical subjects. One small sleeper or stud may be worn, gold or silver, in the ear lobe. Make up or nail varnish may not be worn. Unnatural hair colouring and extreme hair styles are not permitted (e.g. tram lines, coloured streaks, pointed tails, overly spiky gelled hair).

Attendance and Punctuality

1. You may enter the College at 8.20am.
2. You must make sure you arrive on time for the first lesson, well before 8:45am.
3. If you need to leave the College during the day you must bring a note from your parents or carers to your Tutor. Report to Reception to sign out and to sign in when you return. In the interest of your education please try to make unavoidable appointments with your doctor or dentist outside of College hours.
4. If you are absent from College you must bring a note from your parents or carers to your Tutor explaining the reason for the absence, when you return to College. The full **Attendance Policy** will provide you with details.

Rewards and Awards

Rewards are an essential recognition of the achievements of our students.

By celebrating and sharing our successes we believe that we can help to enhance the self-esteem of our students. Praise and rewards play an essential part in our daily lives.

The updated **Rewards Policy** will provide you with full details.

Sanctions

Whenever student behaviour falls short of the **Code of Conduct** or the **College Rules** are broken, a range of sanctions may be applied. These include:

- College community service
- Loss of break times
- Lunch time or after-College detentions
- Other tasks (as required and as appropriate)

Students who have difficulty complying with the **Code of Conduct** or who break the **College Rules**, may be asked to sign a College Contract to aid improvement.

When there is serious or frequent misbehaviour, parents or carers will be contacted. Exceptionally serious misbehaviour or persistent failure by any student to accept College discipline may lead to temporary or permanent exclusion from the College.

Parents and the Community

The home is quite properly the most dominant influence in a child's life, affecting the attitudes, performance and behaviour of each sibling. We believe that all parents and carers want their children to be able to take full advantage of curricular and extra-curricular activities offered by Earl Mortimer College. Co-operation between staff and parents is essential if all children are going to fulfil their potential.

The College staff will do all they can to help each individual student. We would be grateful, therefore, if parents and carers could help with the following:

- Go through this document with your child.

- Ensure that you are familiar with the College Rules so that you can help us to help your child.
- Ensure that your child has adequate rest and sleep. As you know, a tired child is often irritable, is likely to disrupt the learning of others and will not be in the best state to learn.
- Aim to offer your child a good role model in, for example, managing problems with friends and managing anger. It is from you that they learn the first lessons of life.

A good partnership between home and College is essential to ensure that every child is fully supported and is able to achieve his or her true potential. Such a partnership is also vital for achieving the College Aims, and is particularly important in promoting good behaviour. When a student joins the College both parents and the child are expected to sign an Educational Contract, sometimes called a 'Home-School Agreement'. The Educational Contract sets out the commitments of every member of the education partnership (parents, students, staff) and the part that they must play to enable students to fulfil their true potential.

The Tutor, supported by the Learning Manager and Deputy Learning Manager, has a key responsibility for monitoring the progress of students, guiding and counselling them when difficulties occur with behaviour and contacting parents where there are concerns. Early and frequent contact from parents to the Tutor, Learning Manager and Deputy Learning Manager is encouraged to share worries about behaviour and to agree shared strategies for achieving improvements.

Arrangements are made to meet parents on a regular basis through Consultation Meetings. These meetings, together with formal written reports, provide further opportunities to monitor behaviour and to encourage positive attitudes in students.

Parental involvement in all aspects of College life is valued, whether through the Parents, Teachers and Friends Association (PTFA) attending fundraising and social events or by providing voluntary help in the classroom. This involvement of parents and carers builds the partnership and encourages positive attitudes to College in our children.

Extensive involvement of the wider community in the life of the College, and of students in giving to that community, is actively encouraged to help our students to develop into caring and responsible citizens.

The Curriculum

Well prepared and effectively taught lessons in which all students are encouraged to work at an appropriate pace to reach their potential, contribute significantly to good behaviour. Students who are happy in their work and who have gained a sense of achievement, behave well.

Whenever possible learning is approached through the active participation of students, using a variety of teaching methods that match their abilities, interests, experience and attainment.

Each student is assessed on entry to the College to identify individual abilities. Effective assessment, recording and reporting strategies are developed and they are continually reviewed to ensure that the progress of each student is monitored.

Classes are "set" by ability but care is taken to provide differentiated work to allow for differences of ability within each class. Provision is also made to extend gifted and talented

students and to support those with learning difficulties. Extension is offered through designing more complex tasks and by providing opportunities and materials to develop individual skills. Support for students both general and specific learning difficulties (such as dyslexia) may be offered through specially designed teaching materials, through in-class assistance from other teachers, learning support staff, senior students and adult volunteers. Limited withdrawal to develop basic skills may also be deemed appropriate.

Students respond positively to a structured environment. To this end, close attention is paid to classroom management, ensuring that routines and procedures for learning and the expectations of teachers are clearly understood by teachers.

College Organisation

Behavioural problems are minimised through sound organisation arrangements for living and working together as a College Community. Organisational issues are kept under regular review. To create an ethos in which students know that all partners are “pulling together” within a positive framework, there is careful attention to detail in every aspect of staff interaction with students in the classroom, in tutoring and in the supervision of students around the College.

Supervision of Students

A member of the Senior Leadership Team has responsibility for supervision arrangements at break times. All staff share morning duties on a rota basis in an area where students are allowed to circulate. Similar supervision is provided at the start and finish of the College day.

Environment

Earl Mortimer College and Sixth Form Centre is a state-of-the-art education facility which pays close attention to the health and safety of its users. Visitors frequently comment upon the ease of access throughout the building. Extra considerations have been given to the College’s impact upon the wider environment, exemplified by a variety of modern energy-saving fixtures and designs.

Support for Staff

A framework for good practice has been established to support staff in dealing with challenging behaviour and promoting positive attitudes. It is displayed inside every classroom for students and staff to refer to.

The consistent application of the policy framework is monitored and supported through:

- A programme of whole College and Faculty staff meetings.
- The line management structure enabling each member of staff to seek and obtain support from a senior member of their team.

Faculty support network arrangements are organised on a yearly basis. There is a consistent staff presence around the College, to support teaching colleagues and students if necessary. Students may be removed to a different room to do their work if required.

Support and advice for responding positively to challenging behaviour is provided by the SENCo, Learning Managers, and Senior Leadership Team members and through a close working relationship with the Child Psychological Service and other local authority agencies

such as CAMHS. Further support is offered by the College's Educational Welfare Officer who meets regularly with Learning Managers and Assistant Principal (Attendance); she is available to all staff and parents.

Continued Professional Development (CPD) is provided for staff to support the development of positive classroom management and assertive discipline strategies. The aim is to support the member of staff facing the original problem of misbehaviour. The College procedures are followed, the member of staff is seen by the student as taking the initiative. Research and experience suggests that support for dealing with the problem "at source" is the most effective strategy.

Staff, parents, governors and students are fully involved in the process of reviewing the Behaviour Policy that ensures that the best possible arrangements apply for supporting staff in the classroom. Above all, staff are supported by being encouraged to work together to set positive standards rather than waiting to respond to the standards set by students, taking a high profile around the College, stepping into situations positively with a shared understanding of how to respond to maintaining high standards that we wish to set for behaviour.

Thank you for your support.