



CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS

STUDENT BEHAVIOUR POLICY

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Introduction

High standards of motivation and behaviour are central to the College's primary objective in aiming for excellence in all aspects of College life. The aim of the policy is to ensure that all students, as well as staff and parents / carers, clearly understand where the boundaries between acceptable and unacceptable behaviour lie. The Student Behaviour Policy recognises that students' behaviour is influenced both by rewards and sanctions. The system underpinning this policy will be firmly, fairly and consistently applied.

Purpose

This policy aims to:

- foster the ideals of hard work and individual standards of excellence;
- promote self-discipline, respect for self and others, and a sense of responsibility towards the College and the Community at large;
- foster independence of thought and deeds within the boundaries set by the College;
- ensure the health and safety of all members of the College community;
- be sensitive to the needs of differing ethnic and cultural groups;
- encourage students to be ambassadors of the College;
- enhance a student's trust, respect and loyalty to the College.

In order to maintain high standards of behaviour, bullying or harassment will not be tolerated by any member of the College community.

Guidelines

All students are expected to behave in a responsible manner, showing courtesy, respect and consideration towards other people at all times. All students are therefore expected to:

- follow the Student Contract which they will all be expected to sign;
- attend all lessons and be punctual;
- be fully supportive and make a positive contribution in all lessons;
- abide by all College rules;
- attend regular meetings with their Personal Tutor and strive to develop a positive relationship with them;
- work with complete dedication towards the targets set for them;
- inform their Personal Tutor or another member of the College if they need help;
- always show respect and consideration towards staff and visitors;
- respect and show consideration towards other students and their property;
- behave in a manner which ensures the safety and welfare of all members of the College community;
- respect the College buildings, equipment and grounds.

High standards of behaviour and excellence will be recognised directly by all members of College Staff. Breaches of the Student Behaviour Policy will be dealt with by the College 5 Stage disciplinary process detailed in the Appendix.

Corporal punishment is prohibited at CATS Cambridge and CSVPA. The prohibition includes the administration of corporal punishment to a student during any activity, whether or not within the College premises. The prohibition applies to all staff and volunteers.

Rewards

Rewards can be far more effective than sanctions in creating a happy and successful College.

The College will promote positive behaviour by means of frequent and recurring reinforcement. Students who distinguish themselves through their approach to work; conduct in or out of class; contribution to the life of the College or wider community; exceptional progress or development; sporting, musical, artistic or other achievement; showing initiative or taking responsibility, can expect to be praised and their accomplishments recognised by relevant members of staff.

Such acknowledgement might be in the form of verbal feedback; written comment; academic reports; Shackleton events; or other system implemented in the College; and may take place during a College Assembly or other public function. All members of staff will be encouraged to identify and bring to the attention of others in the college any instance of praiseworthy effort.

It is the ethos of the College to do its utmost to develop each student's sense of self-worth and a desire to contribute positively.

In order to achieve consistency in applying the Behaviour Policy all staff will:

- Actively use existing systems available in College and boarding to promote positive behaviour;
- Ensure that students are aware that all bullying concerns will be dealt with sensitively and effectively;
- Maintain an orderly and stimulating working environment with an emphasis on positive actions and rewards;
- Refer to the College Anti Bullying policy;
- Support students in understanding the importance of good behaviour and assist in understanding cultural differences between their own home and the UK.

Exclusions

Students may be placed directly at any stage on the Discipline Ladder according to the severity of a misdemeanour. When a student is placed on Stage 5 they will be excluded. Permanent exclusion is a sanction to be used sparingly. Report cards, detentions, student behaviour contracts and meetings with senior staff are all strategies which may be used to effect change with students before this point is reached.

Permanent exclusion may be applied when:

- the earlier stages of the Discipline Ladder have been used and the student's behaviour does not improve;

- the use or threatened use of violence against any person inside or outside the College, including intimidation or threats against staff;
- the behaviour being addressed puts the student's or others' safety at risk;
- breaches of examination regulations or any other forms of cheating;
- the student is found to be in possession of drugs or drug paraphernalia;
- the student seriously breached College rules or UK law;
- or if, in the reasonable judgement of the Principal/Rector, this is in the best interests of the Student, their peers, staff or the College

Before a permanent exclusion, the Principal /Rector or their deputy, will meet with the student and encourage the student to share their version of what happened. A senior member of staff will also be present to support the student and assist with their written or verbal communication.

Once a permanent exclusion is confirmed, a letter detailing the decision will be sent to the parents, and their nominated representative if relevant, as well as any necessary internal staff.

Appeals against a permanent exclusion,

Appeals must be made in writing to the Chair of Governors, setting out reasons for appeal and must be received within five working days of the date of the letter confirming the permanent exclusion decision.

- For appeals regarding exclusions from CATS Cambridge:
 - The Chair of Governors, c/o communications@catscambridge.com
- For appeals regarding exclusions from CSVPA:
 - The Chair of Governors, c/o studentservices@csvpa.com

The Chair of Governors will ensure that the exclusion is considered either by himself where possible, or by a senior member of staff who was not directly involved with the decision to exclude. The Chair of Governors, or his delegated representative, will review the evidence and process followed and come to a decision either upholding or repealing the permanent exclusion. The decision of the appeal will be sent in writing to the person appealing the decision within 10 working days. The Chair of Governors' decision is final, and the College's Complaints Policy cannot be applied.

In a case where the permanent exclusion is repealed, the Principal/Rector must convene a meeting with relevant senior staff to discuss and confirm the plan for reintegrating the student.

Tier 4 students and permanent exclusions

Students on a Tier 4 visa will not have their sponsorship withdrawn until five working days have elapsed.

After five working days, and before ten working days as required by UKVI policy, students will have their sponsorship withdrawn meaning that their visa will be curtailed.

In the event of an appeal within 5 working days, Tier 4 Sponsorship will not be withdrawn until the decision of the appeal is sent in writing. The sponsorship withdrawal date given to UKVI will be the date that the decision was made on the appeal.

Consideration of Disabilities and Additional Learning Support

Students will be treated on an individual basis. Reasonable adjustments should be made by the Personal Tutor and the Assistant Principal Pastoral Care, Dean of Students/Head of Welfare where issues of behaviour arise bearing in mind the identified needs and how they impact on a given situation.

All Personal Tutors, supported by the Programme Directors, Course leaders, Assistant Principal Pastoral Care, Dean of Students and Head of Welfare, will:

- explain to students the stated purpose of this policy through structured tutorial time;
- monitor and evaluate the success or otherwise of each student through progress reports and statements, and the rewards and sanctions systems;
- identify students who are underachieving or whose attendance is a cause for concern and mentor appropriately, referring for further support as necessary;
- work constructively and in partnership with external agencies as required and following the College Safeguarding Policy;
- report back quickly to parents/agents regarding any concerns in consultation with the Welfare Team.

Monitoring and Evaluation

The Principal/Rector in consultation with staff will undertake systematic monitoring and conduct regular reviews of this policy in order to evaluate them to ensure that the operation is effective, fair and consistent. In particular, the anti-bullying policy and guidance will be discussed, monitored and reviewed on a regular basis.

Related Documents

1. College Code of Conduct	In Student Handbook
2. Misuse of Non-Prescribed Drugs Policy	Policy and in Student Handbook
3. Anti-bullying Policy	Policy and in Student Handbook
4. Use of Reasonable Force Policy	Policy
5. Complaints Policy	Policy and in Student Handbook
6. Attendance Policy	Policy
7. Guide to the disciplinary process	See Appendix 1

This policy takes account of:

- National Minimum Boarding Standards (April 2015)
- Advice from the Secretary of State

Appendix 1: A Guide to the Disciplinary Process (CATS)

CATS Colleges (UK) - Discipline Ladder: Sanctions and Consequences – Guidance for Members of Staff

The information provided below is for guidance, any case that warrants the use of a higher, or lower rung, of the discipline ladder will be considered on its own particulars and the appropriate stage and sanction(s) are to be applied.

CATS Colleges consider a student being connected to or having involvement in the wrong doing of another (by association) as being the same as a direct involvement in the digression; appropriate sanctions will be applied.

Student disciplinary matters that relate to bullying, diversity and equality, and safeguarding should be considered in light of the appropriate College policy(ies) in the first instance, this will then inform the actions that need to be taken and which rung of the discipline ladder is appropriate.

Middle leaders have a responsibility to review the application of the disciplinary sanctions in their area(s) of responsibility to ensure that their team members properly comply with the College's discipline policy.

Stage	Consequences	Indicative Rule Breach(es)
Verbal Warning and/or use of minor sanctions Attendance <100% (any absence investigated by PT, outcome recorded on Shackleton)	<ul style="list-style-type: none"> • Counselling by awarding member of staff (this must be noted on Shackleton) • Detention • Evening supervised study • Community service • Early Curfew • Disciplinary meeting with appropriate Middle Leader. <p>PT must ensure all sanctions and disciplinary issues are discussed with their tutee and that the discussion is recorded on Shackleton.</p>	<p>Typically a first offence – but each incident will be assessed individually, where appropriate a high stage may be applied.</p> <p>Breaches might include, but are not restricted to: Classroom Issues e.g. Repeated lateness, no or poor homework, sleeping in class, failing to comply with instructions, missed lessons, late return whilst out on permission slip/day exeat, failure to tidy up after eating in the hub, smoking outside smoking area (16+), ID card not on display when in College, failure to attend KS4 registration</p>

Stage	Consequences	Indicative Rule Breach(es)
<p>Stage 0 –Internal Written Warning</p> <p>Attendance <98%</p>	<p>In addition to those above, the following may also be applied:</p> <ul style="list-style-type: none"> • Saturday Supervised Study • Gating <p>Reviewed Period: 1 week.</p>	<p>To highlight a developing pattern a discipline stage is entered that then demands a formal review.</p> <p>And/or to respond to a failure to comply with sanction in place Any ‘minor’ repeat of breaches above. Where a student has previously been on a Stage 1 or higher – staff should consider the application of stage 1.</p> <p>Failure to meet the requirements of a minor sanction already in place.</p> <p>E.g. Missed detention – Saturday Supervised Study with accompanying gating until the Saturday Supervised Study is served.</p>
<p>Stage 1 – External Written Warning</p> <p>Attendance <95%</p>	<p>Parents/Legal Guardians/Agent(s)/MDM informed</p> <p>Any of the above sanctions, in addition consider supervised extra study/ homework/place on report/gating/curfew</p> <p>Review Period: 2 weeks</p>	<p>Persistent breach of College & Accommodation rules e.g. room check failures, take-away food in rooms, leaving accommodation without appropriate permission in place, any misbehaviour during or failure to follow the fire drill procedure (depending on severity this may well be escalated to a higher rung).</p> <p>Smoking outside smoking area (16+)</p> <p>Continuing persistent lateness or other classroom management issues (after detentions imposed)</p> <p>Missed Saturday Supervised Study – the student will serve the following week’s detention and Saturday Supervised study and will be gated until both are satisfactorily completed.</p>

Stage	Consequences	Indicative Rule Breach(es)
<p>Stage 2 - Written Warning</p> <p>Attendance <90%</p>	<p>Parents/Legal Guardians/Agent(s) informed</p> <p>Any of the above sanctions, also consider supervised extra study/ homework/place on report/gating/curfew</p> <p>In addition, action with student an agreed improvement plan. Placed on report</p> <p>Review Period: 2 weeks</p>	<p>Continued breaches of College and/or Boarding rules whilst on stage 1</p> <p>Lack of academic endeavour and/or academic integrity</p> <p>Fraudulent exeat submission/ permission slips</p> <p>Student found in another student's room after curfew</p> <p>Rudeness or disrespectful behaviour towards any member of the College community (severity will be closely examined – stage 2 is a minimum response, higher rungs of the discipline ladder to be applied as appropriate).</p>
<p>Stage 3 - Senior Staff Warning</p> <p>Awarded by Middle Leaders and above</p> <p>Attendance <85%</p>	<p>Parents/Legal Guardians/Agent(s) informed</p> <p>A contract may be put in place stipulating clear progress which is required</p> <p>Consider supervised extra study/homework/place on report/gating/curfew</p> <p>Review Period: 2 weeks</p>	<p>Continued breach of College rules whilst on stage 2 – including 'living in squalor'</p> <p>Failure to address previously identified Lack of academic endeavour and/or academic integrity</p> <p>Underage drinking (<18)</p> <p>Consumption/ possession of alcohol in the accommodation</p> <p>Excessive drinking causing risk to personal well-being (18+)</p> <p>Underage smoking (<16)</p> <p>Inappropriate activation of fire alarm</p> <p>Damage caused to College property/ infrastructure</p> <p>Refusal to follow reasonable instructions from a member of staff</p> <p>Unauthorised entry to restricted accommodation.</p>

Stage	Consequences	Indicative Rule Breach(es)
<p>Stage 4 - Final Written Warning</p> <p>Awarded by Principal or Vice Principal</p> <p>Attendance <80%</p>	<p>Parents/Legal Guardians/Agent(s) informed</p> <p>A contract may be put in place stipulating the clear progress which is required.</p> <p>Curfew midweek and/or weekend – in place until this stage is cleared</p> <p>Any of the sanctions above may also be applied.</p> <p>Fixed term suspension likely</p> <p>Review Period: At the discretion of the awarding senior member of staff– typically half a term after the exclusion has been served.</p>	<p>Further persistent breaches of College and/or Boarding rules whilst on stage 3</p> <p>Repeated underage drinking</p> <p>Repeated underage smoking</p> <p>Persistent lack of academic endeavour and/or academic integrity</p> <p>Failure to attend a fire drill</p> <p>Vandalism</p> <p>Evidence of smoking in a College building, including e-cigarettes or tampering with fire detection equipment</p>
<p>Stage 5</p> <p>Awarded by the Principal or Vice Principal (with the agreement of the Chairman of the Board)</p> <p>Attendance <75%</p>	<p>Parents/Legal Guardians/Agent(s) informed</p> <p>Suspension Pending Permanent Exclusion</p> <p>Permanent Exclusion</p> <p>Review Period: Undefined</p>	<p>Breach of contract</p> <p>Serious or unavoidable risk of academic failure</p> <p>Serious breaches of the following policies: Safeguarding, E-Safety, Misuse of Drugs, Anti-Bullying, Equality and Diversity.</p> <p>Threatening behaviour towards any member of the College Community.</p> <p>Causing ABH or GBM</p> <p>Serious breach of College or Country rules and norms including, but not restricted to the supply of alcohol and tobacco to underage students.</p> <p>Bringing the College into disrepute</p>

NOTES:

The breaches are a guide only and not meant to be a fully comprehensive list.

For circumstances outside of those listed; Heads of Houses, Programme Directors, Assistant Principal Pastoral Care, Vice Principal or Principal reserve the right to make judgements and interpret the guidelines above as required.

The College reserves the right to escalate to immediate suspension or expulsion depending on the nature of the offence.

Round Table Discussion

At any point, a round table discussion may be convened by the Personal Tutor or Programme Director when a student finds it difficult to resolve disciplinary, academic or behaviour issues or if the same issues occur across more than one area e.g. between departments or in lessons as well as accommodation.

The student's Personal Tutor or Programme Director will act as the case lead to

- arrange a meeting with all staff involved
- invite a member of the Welfare Team to attend if there is a known welfare issue
- collect and present all the necessary information at the meeting
- listen to student's side; set expectations and negotiate a unified plan for improvement
- draw up a personal improvement plan for the student, which the case lead writes up and shares with student who signs the plan
- monitor and arrange a review of the personal development plan at a time agreed with student;

Appendix 2: CSVPA Summary of Consequences (RQF level 3 and 4 students)

CSVPA Discipline Ladder

We treat our students as individuals and as members of a community, therefore all situations will be treated on a case by case basis. Our first response is to investigate why breaches occur and through understanding and communication, mitigate future instances. In circumstances where assistance and monitoring has failed, we must resort to implementing sanctions and stages. If a member of staff is going to put one of these consequences in place, they must talk to you first to explain what is happening and why.

If you do not follow the consequences given to you then more severe consequences and higher discipline stages will follow.

Attendance	Breach of College Rules	Stage	Sanction	Responsible for Action
	Classroom Issues e.g. - No homework - Sleeping in class - Failing to comply with instructions - Lateness		Teacher has conversation with student	Subject Teacher to have face to face conversation with student: Student event note: Teacher to stipulate what action was taken in class to address the issue <ul style="list-style-type: none"> ▪ Student expected to evidence work as requested.
	Repeat offence of Classroom Issues e.g. - No homework - Sleeping in class			Subject Teacher to have face to face conversation with student and alert Course Leader: <ul style="list-style-type: none"> ▪ Course Leader to have face to face conversation with student and if appropriate may arrange for the student to see Head of Welfare to ascertain if there are underlying welfare concerns

	<ul style="list-style-type: none"> - Failing to comply with instructions - Lateness 			
Drops to 95%	Failure to attend lessons		Verbal warning: discussion with student.	<ul style="list-style-type: none"> ▪ The Personal Tutor will receive an email from the Attendance Officer if the student attendance falls to 95%. ▪ The Personal Tutor reviews with a student the absences during tutorial periods. ▪ The Personal Tutor and student will agree an improvement plan on attendance and set targets. (Monitoring attendance for 2 week period) ▪ A log entry must be made on the internal management system under the 'Discipline' tab.
Below 95%	<p>Persistent lateness</p> <p>Persistent breach of accommodation</p> <p>Leaving the accommodation without an approved overnight exeat</p>	1	Stage 1 warning letter/s (to be prepared by Student Services) sent to primary contact.	<ul style="list-style-type: none"> ▪ The Personal Tutor will receive weekly email updates from the Attendance Officer of the student's attendance. ▪ The Personal Tutor reviews with the student the absences during tutorial periods. ▪ The Personal Tutor and student will agree an improvement plan on attendance and set targets. ▪ Monitoring attendance for 2-week period. ▪ A log entry must be made on the internal management system under the 'Discipline' tab.
Below 90%	<ul style="list-style-type: none"> ▪ Repeated missed detention / further persistent lateness / persistent 	2	<p>No exeat for 1 week</p> <p>Stage 2 warning letter/s (to be prepared by</p>	<ul style="list-style-type: none"> ▪ The Personal Tutor will receive weekly email updates from the Attendance Officer of the student's attendance. ▪ The Personal Tutor reviews with a student the absences during tutorial periods. ▪ If student attendance fails to improve, they are issued a Stage 2 warning

	<p>breach of College rules</p> <ul style="list-style-type: none"> ▪ Persistent failure to comply with boarding curfew times set. ▪ Defiance during boarding hours 		<p>Student Services) sent to primary contact.</p>	<ul style="list-style-type: none"> ▪ The Personal Tutor and student will agree an improvement plan on attendance and set targets. ▪ A log entry must be made on the internal management system under the 'Discipline' tab. ▪ If student has failed to comply with Boarding rules, Head of Boarding/Deputy Head of Boarding meet with student to discuss concerns and will issue Stage 2. A log entry must be made on the internal management system under the 'Discipline' tab.
Below 85%	<p>Continued persistent lateness / persistent breach of College rules</p> <p>Boarding offences:</p> <ul style="list-style-type: none"> ▪ Alcohol under 18 ▪ or over 18 excessive consumption of alcohol, ▪ in opposite sex rooms 	3	<p>Round Table discussion</p> <p>Weekend gating, no exeat.</p> <p>Stage 3 warning letter/s (to be prepared by Student Services) sent to primary contact.</p>	<ul style="list-style-type: none"> ▪ The Course Leader will receive weekly email updates from the Attendance Officer of the student's attendance. ▪ The Course Leader will meet with student to discuss concerns and will issue Stage 3. ▪ Course Leader and student agree an improvement plan on attendance and set targets. ▪ A log entry must be made on the internal management system under the 'Discipline' tab. ▪ If student has failed to comply with Boarding rules, Head of Boarding/Deputy Head of Boarding meet with student to discuss concerns and will issue Stage 3. A log entry must be made on the internal management system under the 'Discipline' tab.

	<ul style="list-style-type: none"> ▪ persistent defiance 			
Below 80%	<ul style="list-style-type: none"> ▪ Further persistent breaches of College rules ▪ Evidence of smoking in a building, including e cigarettes or tampering with fire detection equipment 	4	<p>Severe sanctions including possible suspension. Student signs contract with threat of expulsion</p> <p>Stage 4 warning letter/s (to be prepared by the Student Services) sent to primary contact.</p>	<ul style="list-style-type: none"> ▪ The Course Leader will receive weekly email updates from the Attendance Officer of the student's attendance. ▪ The Rector/Course Leader will meet with student to discuss concerns and will issue Stage 4. ▪ Student will sign contract and agree an improvement plan on attendance and set targets. ▪ If no welfare issues are raised during review period, possible internal/external suspension is issued. ▪ A log entry must be made on the internal management system under the 'Discipline' tab. ▪ Reviewed after agreed period of time. ▪ If student has failed to comply with Boarding rules, Head of Boarding/Deputy Head of Boarding meet with student to discuss concerns and will issue Stage 4. A log entry must be made on the internal management system under the 'Discipline' tab.
Failure to achieve conditions of contract	Breach of Contract	5	<p>Expulsion</p> <p>Stage 5 Expulsion letter/s (to be prepared by the Student Services) sent to primary contact.</p>	<ul style="list-style-type: none"> ▪ The Course Leader will receive weekly email updates from the Attendance Officer of the student's attendance. ▪ Contracts to be reviewed weekly between Course Leader and Rector. ▪ If contract is breached, Rector will meet with student and issue Stage 5: Expulsion. ▪ A log entry must be made on the internal management system under the 'Discipline' tab

Appendix 3: CATS Colleges (UK) Summary of Consequences Poster



CATS Colleges (UK) Student Behaviour and Conduct: A summary of consequences

We expect that you will follow College rules as a member of the community. If you don't behave as we expect then there will be consequences such as those shown here. If a member of staff is going to put one of these consequences in place they must talk to you first to explain what is happening and why.

You should note that at CATS Colleges consider a student being connected to or having involvement in the wrong doing of another (by association) as being the same as a direct involvement in the digression; appropriate sanctions will be applied.

If you do not follow the consequences given to you then more severe consequences and higher discipline stages will follow.

The breaches are a guide only and not meant to be a fully comprehensive list.

Stage Warning: Behaviour Examples of misbehaviour:	The Ladder (Stages)	Stage Warning: Attendance Issued when:
Typically a first offence – but each incident will be assessed individually, where appropriate a higher stage may be applied. Breaches might include, but are not restricted to: Classroom Issues e.g. Repeated lateness, no or poor homework, sleeping in class, failing to comply with instructions, late return whilst out on permission slip/day exeat, failure to tidy up after eating in the hub, ID card not on display when in College, failure to attend KS4 registration	Verbal Warning and/or use of minor sanctions including but not restricted to: Detention, evening supervised study, community service, early curfew	Attendance <100% Students should note that all incidents of absence are investigated and that sanctions will be applied as appropriate.
Repeated minor offences – see list above	Stage 0 Internal Written Warning. In addition to the sanctions above the following may also be applied: Saturday Supervised Study, Gating Review Period: 1 week	Attendance <98%
<ul style="list-style-type: none"> Persistent lack of attention in class Repeated failure to complete homework Rudeness or disrespectful behaviour Lack of academic endeavour and/or integrity Repeated lateness to College/class Leaving College without appropriate permissions in place. Late for curfew Smoking outside smoking area (16+) Minor damage to furniture (with Bill issued to cover cost of damage) 	Stage 1 Written Warning – letter home to parents, any of the sanctions noted above Review Period: 2 weeks	Attendance <95%
<ul style="list-style-type: none"> Repeated lateness to College/class Leaving College without appropriate permissions in place. Late for curfew Smoking outside smoking area (16+) Minor damage to furniture (with Bill issued to cover cost of damage) 	Stage 2 Written Warning – letter home to parents. Written action plan in place. Any of the sanctions noted above Review Period: 2 weeks (action plan reviewed weekly)	Attendance <90%
<ul style="list-style-type: none"> Failure to address any of the above Bullying and/or fighting Alcohol in rooms, Underage drinking (<18), excessive drinking causing risk to personal well-being (18+), Consumption/ possession of alcohol in the accommodation Underage smoking (<16) Inappropriate activation of fire alarm Damage caused to College property/ infrastructure Refusal to follow reasonable instructions from a member of staff Unauthorised entry to restricted accommodation 	Stage 3 Written Warning – letter home to parents. Any of the above sanctions. In addition, behaviour contract in place signed by the students and shared with parents. Review Period: 2 weeks (action plan reviewed weekly)	Attendance <85%
<ul style="list-style-type: none"> Failure to address any of the above – lack of improvement in behaviour Repeated underage drinking Repeated underage smoking Persistent lack of academic endeavour and/or academic integrity – which unless addressed will lead to failure. Failure to attend a fire drill Vandalism Evidence of smoking in a College building, including e-cigarettes or tampering with fire detection equipment 	Stage 4 - Final Warning Any of the above sanctions in combination with: Fixed term-exclusion, Behaviour contract signed by the student and the student's parents. Review period at the discretion of the awarding senior member of staff – typically half a term after the exclusion has been served.	Attendance <80%
<ul style="list-style-type: none"> Failure to address any of the above – lack of improvement in behaviour Drug Offences Serious Assault Serious Bullying Behaviour Continued Health and Safety issues Breach of contract Threatening behaviour towards any member of the College Community. Bringing the College into disrepute 	Stage 5 Fixed term or permanent exclusion	Attendance <75%
Examples of support that will be offered as appropriate in addition to the sanctions above:	Additional note on attendance:	
<ul style="list-style-type: none"> Meeting with pastoral staff – target setting and review Communications with guardian/parents Detention Report card Early curfew/rejection of Exeats 	Unless in exceptional circumstances approved in advance by the Principal, no single cause of authorised absence (including medical) can exceed 20% <i>Overall</i> , and no combination of authorised absence can exceed 30% <i>Overall</i> , in a consecutive 5-week period. Any absences beyond these figures are to be recorded as Unauthorised.	