STUDENT BEHAVIOUR POLICY

Date of Policy	August 2021
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Key Staff	Assistant Principal Pastoral
Lead for Review	Vice Principal

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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;
- Abide by relevant College policies, including IT Acceptable Use;
- 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 Canterbury. 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, this is in the best interests of the Student, their peers, staff or the College

Before a permanent exclusion, the Principal or in her absence the Vice Principal 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:
    - The Chair of Governors, c/o registrar@catscanterbury.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 must convene a meeting with relevant senior staff to discuss and confirm the plan for reintegrating the student.

Student Route and permanent exclusions

Students on a Student/Child Student 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, 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, the Vice Principal and Boarding Team Leadwhere issues of behaviour arise bearing in mind the identified needs and how they impact on a given situation.

All Personal Tutors, supported by the Pastoral Directors, Curriculum Directors, Assistant Principal Pastoral, 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 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.	Substance Misuse 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

This policy takes account of:

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

STUDENT BEHAVIOUR POLICY COVID-19 ADDENDUM

Date added to Policy	July 2020
Next Review Date	As required, based on UK Government guidance
Lead for Review	Principal, Rector, DSLs

Introduction

In response to new ways of working to keep both students and staff safe, the following addendum has been added to our Behaviour Policy. This Addendum applies until further notice.

The College recognises that Covid-19 places additional behavioural expectations on students. It is not the intention to punish students for transgressions due to occasionally, but genuinely, forgetting specific rules. In these instances all staff should remind students of the rule(s) at the time.

It is understood that students' experiences of the Covid-19 pandemic will have been very varied. Staff should be aware that challenging behaviour may be a sign that something more serious is going on and that behavioural issues such as angry outbursts and mood changes may require pastoral/safeguarding support.

Expectations of students

Students must follow instructions from staff regarding how to keep themselves and others safe during Covid-19 pandemic. This includes, but is not limited to:

- Telling staff immediately if they are experiencing any Covid-19 symptoms
- Following the 2m social distancing expectation wherever possible inside classrooms
- Understanding that hugging/touching is not acceptable
- Washing and sanitising of hands is mandatory
- Following the one-way system
- Recognising and keeping away from any restricted areas at restricted times
- Following the "catch it, bin it, kill it" routine
- Avoiding touching mouth, nose and eyes with hands
- Not sharing any equipment including pens, drinks etc.
- Respecting and adhering to amended routines.
- Following the 2m social distancing expectation in corridors and outside spaces
- Understanding that coughing or spitting at another student or staff member, even in jest is
  unacceptable and will be dealt with severely.

Rewards

To help and encourage students to follow the above rules, we will:

- Have consistent routines and procedures which are communicated clearly
- Use the College's usual reward systems
- Set a good example as members of staff in observing rules and showing care for others

Consequences

Consequences will follow for students who repeatedly fail to follow rules, suggesting that they are deliberately flouting them, or fail to follow the spirit of the rules. It is important that they realise that their actions may put others at risk and cause upset. This will be

explained to them by a senior member of the College staff and a consequence may follow to ensure that they remember the rule. Further breach of rules will lead to Stage warnings being given, generally starting at Stage 1 for persistent breaching of College rules.

The safety of our College community is paramount. If a student behaves in a malicious or reckless manner which could put another person at risk then they will be treated as high level behavioural incidents and sanctioned accordingly. Examples might include:

- Spitting
- Deliberately coughing at a student or member of staff
- Behaviour or language that is intended to cause alarm or distress to students or staff about the current situation

Behaviour in online lessons

Students found to be taking screenshots or recording online lessons will be placed on Stage 4 of the College's disciplinary scale and face suspension from lessons for 5 days. A repeat offence will result in permanent exclusion from the College.

Policy Review

We will continue to monitor the Covid-19 outbreak and assess the associated risks carefully. We may need to amend or add to this Addendum as circumstances or official guidance changes. We will communicate any significant changes to staff, parents and students.

Appendix 1: Discipline Ladder guidelines

The college has a Discipline ladder in order to discipline students for different behaviors and breaking of rules and expectations

Stage Warning	Actions and sanctions	Examples of behaviours associated to the warning
Stage 0	Discussion with student – action plan improvement in attendance / behaviour Consider Supervised extra study/ homework/place on report/gating/detention	Persistent lack of attention in Class- not a one off incident Failure to complete homework and one chance being given Rudeness or disrespectful behaviour in class or House Leaving College without an exeat Persistent lateness
Stage 1 Issues by PT BM	First Written Warning Consider Supervised extra study/homework/place on report/gating/detention	Persistent lack of attention in Class- not a one off incident Late for class three times in a week Failure to complete homework and one chance being given Rudeness or disrespectful behaviour in class or House Leaving College without an exeat Not following relevant rules and procedures Copying work from other students
Stage 2 Issued by PT BM	Second Written Warning Action with student an agreed improvement plan Consider Supervised extra study/homework/place on report/gating/detention	Fighting after investigation has taken place and no mitigating circumstances Bullying Failure to complete homework – plus booked into Supervised Study Repeated minor offences Damage to furniture (with Bill issued to cover cost of damage) Alcohol in rooms Boys in girls rooms or vice versa Under 17 student son an over 18 accommodation Student 17 or under being found in a pub Not following relevant rules and procedures Escalating after SW1 issued and situation persisting
Stage 3 Issued by PD BM	Senior Staff Warning Action with student an agreed improvement plan Consider Supervised extra study/homework/place on report/gating/detention	Failure to complete homework – and booked into Supervised Study for week Shoplifting (may also have police involvement) Serious discipline Issue/rudeness or repeated minor one with weekend curfew Smoking in rooms/Interfering with smoke alarm Bullying behaviour Serious case of absconding without permission Continuous lack of following relevant rules and procedures Damage to furniture Alcohol offence Plagiarism
Stage 4 Issued by ADHP/SLT	Final Written Warning A contract may be put in place stipulating clear progress which is required Consider Supervised extra study/homework/place on report/gating/detention	Fighting after investigation has taken place and no mitigating circumstances Bullying or Racist incidents Failure to complete homework with week in Supervised Study Repeated minor offences with curfew midweek and/or weekend Serious case of absconding without permission Damage to furniture (with Bill issued to cover cost of damage) Interfering with a smoke Alarm/smoking in rooms again (plus costs) Be in possession (or acquire) of banned or illegal items.
Stage 5 Authorised by Principal/VP in her absence	Suspension or suspension pending Permanent Exclusion Will include curfews and other action as appropriate	Drug Offences Serious Assault. Having a knife on your person. Serious Bullying Behaviour Serious non- attendance Continued Health and Safety issues Second occasion being drunk – suspension and curfews Be in possession (or acquire) of banned or illegal items