



CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS

STUDENT BEHAVIOUR AND CONDUCT POLICY

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Key Staff	Assistant Principal Pastoral Care, Vice Principal, Provost, Deans, Programme Directors, Course Leaders, Heads of House,
Lead for Review	Vice Principal, Provost, Assistant Principal Pastoral Care

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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 the 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 (PT) and strive to develop a positive relationship with them;
- work with complete dedication towards the targets set for them;
- inform their PT 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 PTs and Senior Staff, whereas breaches of the Behaviour Policy will be dealt with by the College 5 Stage disciplinary process.

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. Rewards can consider improvements in academic achievement, effort or attendance. As well as verbal praise, rewards may be in the form of Tutor Group Tokens, Post Cards, Praise Notes on Shackleton, or Carrot Reward Points, certificates of attendance and end of year awards across various categories.

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. 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. Students or their parents can appeal a decision at any level to the person with responsibility at the next level up from the

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 behaviour being addressed puts the student's or others' safety at risk;
- the student is found to be in possession of drugs or drug paraphernalia;
- the student breached UK law;

Before a permanent exclusion, the Principal or in his 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, most commonly the Assistant Principal Pastoral Care, 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. Students on a Tier 4 visa will be reported to UKVI following a permanent exclusion. This report can be withdrawn in the unlikely event of successful appeal.

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 one week of date of letter confirming the permanent exclusion decision.

- For appeals regarding exclusions 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 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 followed.

In the 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.

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 Welfare Team.

Monitoring and Evaluation

The Principal/Head of School 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. Alcohol Policy	Policy and in Student Handbook
3. Misuse of Non-Prescribed Drugs Policy including smoking	Policy and in Student Handbook
4. Anti-bullying Policy	Policy and in Student Handbook
5. Use of Reasonable Force Policy	Policy
6. Concerns and Complaints	Policy and in Student Handbook
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

The disciplinary process is used for attendance and behaviour and as such the stages need to be in succession unless the behaviour is serious enough to warrant moving to a higher stage. The examples provided below should act as a guide, however there the sanctions applied in practice may differ depending on the specific circumstances surrounding an incident.

It is essential students are counselled about their behaviour and its consequences at each stage of this process. This is to ensure that they realise why those behaviours are resulting in the consequences, and so that they can understand how to avoid the same situation happening again. Consequences must never be put in place without a conversation with the student first.

Students can appeal at any stage to have decisions reviewed by the member of staff responsible for the next stage up. Students can appeal a decision from the Principal to the Managing Director of CATS Colleges. However, students may not use the Complaints Policy to appeal decisions relating to discipline, this explicitly includes the fact that exclusions cannot be appealed via the complaints process.

Any warnings issued will be recorded in the Student notes tab of Shackleton.

As a rule, students should be placed on a stage for 3 weeks with the sanctions applying for the first 2 weeks. Review dates must be observed, and the stage may be extended, and sanctions re-imposed at this point.

After the stage has been recorded, sanctions in force are recorded by Programme Directors and Heads of House or Deputy Heads of House on Shackleton under Student event notes.

CATS DISCIPLINE LADDER

Attendance	Breach	Stage	Consequence
	Classroom Issues e.g.: Lateness / No or poor homework / Sleeping in class / Failing to comply with instructions/ Missed lesson / Persistent lateness		<p>The subject teacher</p> <ul style="list-style-type: none"> • has a face to face conversation with the student, reiterate expectations and inform student of detention. • raises a student event note in which the teacher stipulates what action was taken in class • raises a detention note and informs student on place and time of detention and gives student work to complete. <p>Detention is run on Tuesdays and Thursdays 17:30 – 18:30 in Room 102</p>
	Missed Detention		Saturday Supervised Study 10:45-12:45 Saturday in the Reading Room at Elizabeth House.
	Failure to attend class		<p>Evening Attendance Talk Between 17:00-18:00 with Principal, Vice Principal or Programme Director to discuss the cause for the missed lessons and consequences/support are put in place.</p>

99-97%			<p>Verbal warning: Personal Tutor discuss the issue with the student and gives a verbal warning.</p> <p>A letter of concern is sent home.</p>
95-90%	Persistent lateness (after detentions imposed) / Missed Supervised Study / persistent breach of College rules	1	<p>Evening Supervised Study Sunday, Monday, Tuesday, Wednesday, Thursday 20:30-21:30 in the Reading Room at Elizabeth House for 1 week <i>No exeat for 1 week</i></p>
89-85%	Repeated missed detention / further persistent lateness / persistent breach of College rules / repeated breach of curfew times / under-age smoking	2	<p>Evening Supervised Study Sunday, Monday, Tuesday, Wednesday, Thursday 20:30 -21:30 in the Reading Room in Elizabeth House. for 2 weeks <i>No exeat for 1 week</i></p>
84-80%	Continued persistent lateness / refusal to follow instructions from a member of staff / persistent breach of College rules	3	<p>Evening supervised study Sunday, Monday, Tuesday, Wednesday, Thursday 20:30-21:30 in the Reading Room @ Elizabeth House for 2 weeks</p> <p>Saturday supervised study</p> <ul style="list-style-type: none"> • 10:45-12:45 in the Reading Room at Elizabeth House for 2 weeks • Forbidden from attending residential trips • Weekend gating and no exeat

79-75%	Further persistent breaches of College rules	4	Severe sanctions, including possible suspension. Student signs behavioural contract to agree the changes in behaviour required in order to remain at the College
Breach of contract	Breach of contract	5	Contracts to be reviewed weekly between P and PD. If contracted is breached: Expulsion

CSVPA DISCIPLINE LADDER

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 - Failing to comply with instructions - Lateness			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
Drops to 95%	Failure to attend lessons (repeat offenders are covered in the attendance below)		Verbal warning: discussion with student. Letter of concern sent home.	<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 Shackleton under the 'Attendance' tab.

5-90%	Persistent lateness	1		<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. ▪ The Personal Tutor and student will agree an improvement plan on attendance and set targets. ▪ Monitoring attendance for 2-week period ▪ Stage 1 warning letter/s (to be prepared by the Attendance Officer) sent to primary contact. ▪ A log entry must be made on the internal management system under the 'Attendance' tab.
89-85%	<ul style="list-style-type: none"> ▪ Repeated missed detention / further persistent lateness / persistent breach of College rules ▪ Persistent failure to comply with boarding curfew times set. <p>Defiance during boarding hours</p>	2	No exeat for 1 week	<p>Personal Tutor or Head of House/Deputy Head of House</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 Stage 2 warning ▪ The Personal Tutor and student will agree an improvement plan on attendance and set targets. ▪ Stage 2 warning letter/s (to be prepared by the Attendance Officer) sent to primary contact. ▪ A log entry must be made on the internal management system under the 'Attendance' tab.

84-80%	Continued persistent lateness / persistent breach of College rules Boarding offences: <ul style="list-style-type: none"> ▪ Alcohol under 18 ▪ or over 18 excessive consumption of alcohol, ▪ in opposite sex rooms ▪ smoking in the building ▪ persistent defiance 	3	Round Table discussion Weekend gating, no exeat.	<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 issues Stage 3 ▪ A log entry must be made on the internal management system under the 'Attendance' tab. ▪ Stage 3 warning letter/s (to be prepared by the Attendance Officer) sent to primary contact. ▪ Review after 2 weeks: if no improvement Course Leader and student agree an improvement plan on attendance and set targets. ▪ Review after further 2 weeks: If no welfare issues are raised internal suspension issued. ▪ Review after Internal suspension
79-75%	<ul style="list-style-type: none"> ▪ Further persistent breaches of College rules 	4	Severe sanctions including possible suspension. Student signs contract with threat of expulsion	<ul style="list-style-type: none"> ▪ The Rector/Course Leader issues Stage 4 ▪ Student will sign contract and agree an improvement plan on attendance and set targets. ▪ Reviewed after agreed period of time. ▪ (Internal suspension/or expulsion).
Failure to achieve conditions of contract	Breach of Contract	5	Expulsion	<ul style="list-style-type: none"> ▪ Contracts to be reviewed weekly between Course Leader and Rector. If contract is breached: Expulsion.

BOARDING HOUSE CONSEQUENCES

We treat our students as individuals and as members of a community, therefore all instances of indiscipline 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.

Breach	Stage	Consequence
Late return whilst out on a permission slip		i. Informal verbal warning by Houseparent ii. Community service for 3 days and no permission slips the next day iii. Meeting with HoH/DHoH who will put you on a Stage 1 warning
Failure to tidy up after eating in the Hub Smoking outside smoking area		Community service – Hub Community service – Smoking area
Failure to wear/ produce ID card		Gating and no permission slip the evening of offence/following day - depending on timing of offence
Failure to attend Evening Supervised Study		i. Informal verbal warning ii. Detention issued for next available detention time
<ul style="list-style-type: none"> Failure to attend KS4 registration Found in another student's room after curfew / Student of opposite sex found in another student's room/corridor; Found in external accommodation under the age of 18; Misbehaviour during fire alarm 	0	Saturday Supervised Study 10:45-12:45 in room 101

<ul style="list-style-type: none"> Leaving the accommodation without a permission slip Leaving the accommodation without an approved day exeat 	0	Discussion with student, gated until detention 17:30-18:30 Tuesday/Thursday in room 101
<ul style="list-style-type: none"> Persistent breach of accommodation rules (following discussion with PD) Persistent room check failures Leaving the accommodation without an approved overnight exeat 	1	Evening Supervised Study 20:30-21:30 Sunday, Monday, Tuesday, Wednesday, Thursday in room 101 for 1 week No exeat for 1 week
<ul style="list-style-type: none"> Fraudulent exeat submission Continued breach of accommodation rules whilst on stage 1 (following discussion with PD) Underage smoking 	2	Evening Supervised Study 20:30-21:30 Sunday, Monday, Tuesday, Wednesday, Thursday in room 101 for 2 weeks No exeat for 1 week
<ul style="list-style-type: none"> Sleeping in another student's room Smoking in a college building Drinking under 18 Continued breach of accommodation rules whilst on stage 2 (following discussion with PD) Excessive drinking over 18 (amber reading) Consumption/ possession of alcohol in the accommodation 	3	Evening Supervised Study 20:30-21:30 Sunday, Monday, Tuesday, Wednesday, Thursday 2 weeks in room 101 Saturday supervised study 10:45-12:45 Saturday for 2 weeks in room 101 Forbidden from attending residential trips Weekend gating No exeat for 1 week
		<p>Weekend gating: Sign in every four hours at accommodation on Saturday 11.00-23.00 and Sunday 11.00-22.00 except for Supervised Study, or food break</p> <p>Full College gating: As weekend gating, signing in every hour during evenings from 19:00 and including a community service element</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;