



CAMBRIDGE  
SCHOOL OF  
VISUAL &  
PERFORMING  
ARTS

# STUDENT BEHAVIOUR POLICY

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Next Review Date	August 2022
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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## 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

- 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 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.

#### **Student Route visas and permanent exclusions**

Students on a Student Visa/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 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. Alcohol Policy	Policy and in Student Handbook
3. Misuse of Non-Prescribed Drugs Policy	Policy and in Student Handbook
4. Anti-bullying Policy	Policy and in Student Handbook
5. Use of Reasonable Force Policy	Policy
6. Complaints Policy	Policy and in Student Handbook
7. Attendance Policy	Policy
8. 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



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# STUDENT BEHAVIOUR POLICY COVID-19 ADDENDUM

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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 Colleges recognise 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 social distancing expectations 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 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 communities 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 may face suspension from lessons. A repeat offence may result in permanent exclusion from their 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: 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"> <li>• has a face to face conversation with the student, reiterate expectations and inform student of detention.</li> <li>• raises a student event note in which the teacher stipulates what action was taken in class</li> <li>• raises a detention note and informs student on place and time of detention and gives student work to complete.</li> </ul> <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%			Verbal warning: Personal Tutor discuss the issue with the student and gives a verbal warning. A letter of concern is sent home.
95-90%	Persistent lateness (after detentions imposed) / Missed Supervised Study / persistent breach of College rules	1	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>
89-85%	Repeated missed detention / further persistent lateness / persistent breach of College rules / repeated breach of curfew times / under-age smoking	2	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>
84-80%	Continued persistent lateness / refusal to follow instructions from a member of staff / persistent breach of College rules	3	Evening supervised study Sunday, Monday, Tuesday, Wednesday, Thursday 20:30-21:30 in the Reading Room @ Elizabeth House for 2 weeks Saturday supervised study <ul style="list-style-type: none"> <li>• 10:45-12:45 in the Reading Room at Elizabeth House for 2 weeks</li> <li>• Forbidden from attending residential trips</li> <li>• Weekend gating and no exeat</li> </ul>

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"> <li>Student expected to evidence work as requested.</li> </ul>
	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"> <li>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</li> </ul>
Drops below 95%	Failure to attend lessons	0	Stage 0 Verbal warning: discussion with student	<ul style="list-style-type: none"> <li>The Dean will receive weekly attendance reports from the Attendance Officer.</li> <li>The Dean will send a letter of concern to any students whose overall attendance has dropped below 95% for the first time, issuing a Stage 0 discipline level and making a note on Shackleton for the same. Pastoral support offered.</li> <li>Attendance will be monitored for a two-week period.</li> </ul>

5-90%	<ul style="list-style-type: none"> <li>▪ Repeated missed classes / further persistent lateness / persistent breach of College rules</li> </ul>	1	Stage 1 warning: letter sent home	<ul style="list-style-type: none"> <li>▪ The Dean will receive weekly attendance reports from the Attendance Officer.</li> <li>▪ The Dean will send a letter of concern to any students with current Stage 0, whose attendance has continued to drop since the Stage 0 warning. Stage 1 discipline level will be issued and note on Shackleton made for the same. Pastoral support offered.</li> <li>▪ Monitoring attendance for 2-week period</li> <li>▪ Stage 1 warning letter/s (to be prepared by the Attendance Officer) sent to primary contact. Follow up note added when letter has been sent</li> </ul>
89-85%	<ul style="list-style-type: none"> <li>▪ Repeated missed classes / further persistent lateness / persistent breach of College rules</li> </ul>	2	Stage 2 warning: letter sent home	<ul style="list-style-type: none"> <li>▪ The Dean will receive weekly attendance reports from the Attendance Officer.</li> <li>▪ The Dean will send a letter of concern to any students with current Stage 1, whose attendance has continued to drop since the Stage 1 warning (overall attendance 85-89%). Stage 2 discipline level will be issued and note on Shackleton made for the same. Pastoral support offered and improvement plan discussed.</li> <li>▪ Monitoring attendance for 2-week period</li> <li>▪ Stage 2 warning letter/s (to be prepared by the Attendance Officer) sent to primary contact. Follow up note added when letter has been sent</li> </ul>

84-80%	Continued persistent absences / lateness / persistent breach of College rules	3	Meeting with Pathway Leader	<ul style="list-style-type: none"> <li>▪ The Dean will receive weekly attendance reports from the Attendance Officer, and forward a list of Stage 3 levels to relevant Pathway Leaders</li> <li>▪ Pathway Leaders will meet in person with any students with current Stage 2, whose attendance has continued to drop since the Stage 2 warning (overall attendance 80-84%). Stage 3 discipline level will be issued and note on Shackleton made for the same. Pastoral support offered and improvement plan discussed.</li> <li>▪ Monitoring attendance for 2-week period</li> <li>▪ Stage 3 warning letter/s (to be prepared by the Attendance Officer) sent to primary contact. Follow up note added when letter has been sent</li> </ul>
79-75%	<ul style="list-style-type: none"> <li>▪ Further persistent absences / lateness / breaches of College rules</li> </ul>	4	Severe sanctions including possible suspension, removal from residence. Student signs contract with threat of expulsion	<ul style="list-style-type: none"> <li>▪ The Dean contacts Student Services and the Rector with a list of Stage 4 levels. The Rector meets with the student to issue Stage 4. Note made on Shackleton</li> <li>▪ Student will sign contract and agree an improvement plan on attendance and set targets. Reviewed after agreed period of time.</li> </ul>
Failure to achieve conditions of contract	Breach of Contract	5	Expulsion	<ul style="list-style-type: none"> <li>▪ Contracts to be reviewed between Dean, Pathway Leader and Rector. If contract is breached: Expulsion.</li> </ul>

## 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.

Table includes breaches and consequence for CATS and CSVPA, but students from each college will be considered according to that college's rules.

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
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"> <li>Failure to attend KS4 registration</li> <li>Found in another student's room after curfew / Student of opposite sex found in another student's room/corridor</li> <li>Found in external accommodation under the age of 18;</li> <li>Misbehaviour during fire alarm</li> </ul>	0	Saturday Supervised Study 10:45-12:45 in room 101 (CATS)

<ul style="list-style-type: none"> <li>Leaving the accommodation without a permission slip</li> <li>Leaving the accommodation without an approved dayexeat</li> </ul>	0	Discussion with student, gated until detention 17:30-18:30 Tuesday/Thursday in room 101 (CATS)
<ul style="list-style-type: none"> <li>Persistent breach of accommodation rules(following discussion with PD)</li> <li>Persistent room check failures</li> <li>Leaving the accommodation without an approvedovernight exeat</li> </ul>	1	Evening Supervised Study 20:30-21:30 (CATS) Sunday, Monday, Tuesday, Wednesday, Thursdayin room 101 for 1 week (CATS)  No exeat for 1 week
<ul style="list-style-type: none"> <li>Fraudulent exeat submission</li> <li>Continued breach of accommodation rules whilst onstage 1 (following discussion with PD)</li> <li>Underage smoking</li> </ul>	2	Evening Supervised Study20:30-21:30 (CATS) Sunday, Monday, Tuesday, Wednesday, Thursday in room 101 for 2 weeks (CATS)  No exeat for 1 week
<ul style="list-style-type: none"> <li>Sleeping in another student's room</li> <li>Drinking under 18</li> <li>Continued breach of accommodation rules whilst onstage 2 (following discussion with PD)</li> <li>Excessive drinking over 18 (amber reading)</li> <li>Consumption/ possession of alcohol in theaccommodation</li> </ul>	3	Evening Supervised Study 20:30-21:30 Sunday, Monday, Tuesday, Wednesday, Thursday 2 weeks in room 101 (CATS) Saturday supervised study 10:45-12:45 Saturday for 2 weeks in room 101Forbidden from attending residential trips (CATS) Weekend gating No exeat for 1 week
<ul style="list-style-type: none"> <li>Smoking in a college building</li> </ul>	4	Severe sanctions including possible suspension, removal from residence. Student signs contract with threat of expulsion

## NOTES:

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

For circumstances outside of those listed; College staff reserve the right to escalate to immediate suspension or exclusion depending on the nature of the offence.

**Weekend gating:** Sign in every four hours at accommodation on Saturday 11.00-23.00 and Sunday 11.00-22.00

**Full College gating:** As weekend gating, signing in every hour during evenings from 19:00 and including a community service element

## 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;

