



Behaviour for Learning Policy **For Students, Parents and Staff**

Preamble:

This Behaviour for Learning Policy has been written for students, parents, staff and is designed to promote and reward positive behaviour both on campus and when representing Helston Community College in the wider community.

Aims:

Every person who enters the College should feel safe and valued. We expect good manners and for everyone to be respectful of others. As a community we have a shared responsibility to ensure everyone has the right to learn and teach in an environment, which is free from disruption and from behaviour which prevents others from learning.

Our behaviour procedures are based on the Cooperative Values of Self-Help, Self-Responsibility, Equity, Equality, Democracy and Solidarity; as well as the Ethical Values of Social Responsibility, Honesty, Openness and Caring for others.

We expect our students to behave as good citizens, both in College and in the local community. When students are in College uniform they are representing Helston Community College, hence their behaviour should reflect a positive image at all times, and this includes their arrival and departure from the campus.

Safeguarding Ethos:

We believe improving outcomes for all children and young people in a safe and supportive environment underpins all of the development and work within this College.

Safeguarding is considered everyone's responsibility and as such our College aims to create the safest environment within which every student has the opportunity to achieve. The College recognises the contribution it can make in ensuring that all registered students or those who use our College feel that they will be listened to and appropriate action taken.

We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

(For further information on Safeguarding see our Child Protection and Safeguarding Policy on our website)

Governors promoting positive behaviour

The Governing Body establishes, in consultation with the Head Teacher, staff and parents, the procedures for the promotion of good behaviour and keeps it under review. The Governing Body will receive a Behaviour Report each term.

The Governing Body will uphold the Cooperative Values which underpin the Behaviour for Learning procedures, and ensure they are communicated to students and parents, is non-discriminatory and expectations are clear. Governors support the Head Teacher in maintaining high standards of behaviour.

Student Code of Conduct:

Students are asked to sign the Student Pledge and adhere to the Code of Conduct and General College Procedures as outlined in their Learning Journal. (See Appendix 1 and 2)

In Partnership:

Education is a partnership between College, student and parents/carers, and we expect parents/carers to encourage their children to show respect and support the College's authority in disciplining its students. By deciding to send your child to Helston Community College you are agreeing to support the behaviour and uniform policies. Parents have a responsibility to ensure their child is well behaved in College. We ask all parents to sign the Home School Agreement. (See Appendix 3)

1.0 Behaviour, Sanctions and Rewards

1.1 Behaviour within the Classroom

The classroom teacher has the main responsibility for managing the behaviour of the students they teach and must create the conditions in the classroom, which promote good behaviour for learning.

Teachers are asked to refer to the Staff Guide for information on promoting positive behaviour; booklet entitled *Positive Classroom Tips for Managing Behaviour*.

If a student is misbehaving in class, the person to correct the student's behaviour is the classroom teacher.

The first action the teacher should employ is the Three Strike Rule:

1. The student should be given the opportunity to correct his/her behaviour by first receiving a verbal warning.
2. If the student continues to misbehave, then a second verbal warning is given.
3. If the student's behaviour is persistent, the student will be removed from the class and sent to the "time out" room within the faculty, then at the end of the lesson the student will return to the classroom to have a conversation with the teacher and receive an appropriate sanction.

Some students may need additional support to correct their behaviour in the classroom. Each subject department can issue a Subject Report Card to monitor behaviour. If a Subject Report Card is issued, the classroom teacher must contact the Head of Progress and parents/carers to inform them of this action and add a note on the Behaviour Log in SIMS.

The Head of Faculty will have overall responsibility of managing the behaviour, and offering support to staff within the faculty.

The Head of Progress must be informed of any behaviour which results in a student not progressing or preventing the learning of others within the year group. The Head of Progress may decide to monitor a student's behaviour by issuing a Behaviour Report Card.

In a very severe incident (for example; violent behaviour) a member of the SLT should be contacted by activating the Emergency Alert button on computer desktops.

1.2 Rewards

The College uses a reward system to honour students for their effort and commitment. The use of rewards within the classroom is a form of extrinsic motivation for students, encouraging them to participate cooperatively in academic and social learning experiences

The College also recognises outstanding achievement, progress and effort by nominating students for Student of the Month, special presentation evenings, subject postcards, special on the College's website and plasma screens and articles in the local press.

1.3 Behavioural Sanctions

The College uses several types of sanctions which would include break detention (15 minutes), lunchtime detentions (20 minutes) after college detentions (normally 1 hour), community services, internal exclusion, fixed and permanent exclusions.

After College detentions will be given for serious offences (for example smoking or persistent poor behaviour). Under the government regulations the College does not need to give parents/carers 24hrs notice if their child is to be detained after College, but we will notify parents of such a decision. Parents are expected to support the College's decision in deciding to give their child an after college detention.

At times a student's behaviour may be serious enough to remove him/her from lessons. As a result, the student may be given an internal exclusion. The management of an internal exclusion will depend on the decision of the SLT member associated with a particular year group. Parents/carers will be informed of this decision either by telephone or letter.

1.4 Exclusions

The Head Teacher (or, in the absence of the Head, the Deputy Head who is acting in that role) decides whether to exclude a student, for a fixed term or permanently, taking into account all the circumstances of the evidence available, and the need to balance the interests of the student against those of the whole College community. (See Appendix 4 for Exclusion Checklist Procedures)

Exclusion, whether fixed term or permanent, may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the College's behaviour rules:

- Verbal abuse to Staff and others
- Verbal abuse to students
- Physical abuse to/attack on Staff
- Physical abuse to/attack on students
- Indecent behaviour
- Repeated bullying and harassment against another student or member of staff
- Damage to property
- Misuse of illegal or NPS (new psychoactive substances) drugs
- Supplying illegal, NPS, or prescription drugs
- Misuse of other substances
- Misuse of ICT
- Theft
- Serious actual or threatened violence against another student or a member of staff.
- Sexual abuse or assault
- Carrying an offensive weapon
- Arson
- Racist or homophobic behaviour
- Unacceptable behaviour which has previously been reported and for which College sanctions and other interventions have not been successful in modifying the behaviour of the student.

This is not an exhaustive list and there may be other situations where the Head Teacher makes the judgment that exclusion is an appropriate sanction.

1.4a Exclusion Procedure

Most exclusion is of a fixed term nature and is of short duration (usually between one and five days). The Department of Education (DfE) regulations allow the Head Teacher to exclude a student for one or more fixed periods not exceeding 45 College days in any one College year.

The Governors have established arrangements to review promptly all permanent exclusions from the College and all fixed term exclusions that would lead to a student being excluded for over 15 days in a College term or missing a public examination.

The Governors and Senior Leadership Team (SLT) have established arrangements to review fixed term exclusions which would lead to a student being excluded for over five days and make arrangements for working in partnership with the area Alternative Provision Academy to provide for education on the sixth day.

Following exclusion parents are contacted immediately where possible. A letter will be sent by first class post giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the LA as directed in the letter. (See 1.4d for further details)

It is College practice to have a re-admission meeting following the expiry of the fixed term exclusion with the parents, student and SLT member. The purpose of the re-admission meeting is to review the reason for the fixed term exclusion, discuss how to modify behaviour, offer support, and, where it is deemed necessary, a Student Support Plan will be drawn up. The Flexible Learning Zone is sometimes used as a means to reintegrate a student who has served a fixed term exclusion.

During the course of a fixed term exclusion where the student is to be at home, parents are advised that the student is not allowed on the College premises, and that daytime supervision is their responsibility, as parents/carers. The College will provide work for the student to complete at home during this time.

1.4b Permanent Exclusion

The decision to exclude a student permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered:

- The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and or supplying of illegal, NPS, or prescription drugs on College premises.
- The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence. These might include:
 - Sexual abuse or assault
 - Serious actual or threatened violence against another student or a member of staff.
 - Supplying an illegal, NPS, or prescription drug
 - Possession of a Class A drug
 - Carrying an offensive weapon* (*Offensive weapons are defined in the Prevention of Crime Act 1953 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him.)
 - Arson

These instances are not exhaustive, but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and wellbeing of the College.

The College will refer criminal and unlawful activity to the police and any police action taken will not preclude the College from issuing sanctions.

1.4c General factors the College considers before making a decision to exclude

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the College or the student concerned. Before deciding whether to exclude a student either permanently or for a fixed period the College will:

- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations including witness statements.
- Take into account the Equality and Diversity Policy.
- Allow the student to give her/his version of events.
- Check whether the incident may have been provoked for example by bullying or by racial or sexual harassment.
- Ensure that where witness or staff statements are collected, that they are signed, dated and collated.

If the College is satisfied that **on the balance of probabilities** the student did what he or she is alleged to have done, exclusion will be the outcome.

Nonetheless, in the case of a student found in possession of an offensive weapon, whether there is an intention to use it or not, it is the College's usual policy in this particularly serious matter to issue a permanent exclusion.

In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Governors' Student Discipline Committee, when it meets to consider the College's decision to exclude. This Committee will require the Head Teacher to explain the reasons for the decision and will look at appropriate evidence, such as the student's College record, witness statements and the strategies used by the College to support the student prior to exclusion.

1.4d Informing Parents

Parents/carers will be informed by the end of the afternoon session, on the day the decision was made, to exclude their child. All attempts will be made to inform them by telephone, but if unsuccessful in contacting the parents, then a message will be left asking the parents to make contact with the College. An exclusion letter will be sent first class at the point of exclusion. Parents will be notified of the period of the exclusion and the reasons for it.

The College will provide parents/carers with the following information in writing:

- the reasons for the exclusion;
- the period of a fixed period exclusion or, for a permanent exclusion, the fact that it is permanent;
- parents' right to make representations about the exclusion to the governing body and how the student may be involved in this;
- how any representations and appeals should be made; and
- where there is a legal requirement for the governing body to consider the exclusion, that parents have a right to attend a meeting, be represented at this meeting (at their own expense) and to bring a friend. If you are being represented or bringing a friend to the meeting you will in advance need to inform the Clerk to the Governors.

The exclusion letter will be posted directly to the parents at the address held on SIMS.

For additional information on exclusions – please refer to Statutory Guidance on Exclusion, at www.education.gov.uk

1.4e Parents Responsibility regarding their child's behaviour

Parents of an excluded child must take responsibility for their child, and ensure that they are not in a public place without parental supervision during College hours within the first five school days of any exclusion. Parents might be prosecuted if their child is found in a public place without their supervision.

Parents must also ensure that their child attends full time education provided by Local Authority from the sixth day of exclusion. If they do not, the College or Local Authority may ask them to sign a parenting contract. (see Cornwall Council website: Parenting Contract)

2.0 Offering Support

As an inclusive College, we use a range of support measures to help to prevent students displaying unacceptable behaviours. These may include:

- Providing a mentor
- Counselling
- Issuing a support card
- Referral to the SENCO (Special Education Needs Coordinator)
- Referral to Pastoral Support Assistance
- Creating a personal support plan
- Referral to outside agencies (EWO, Locality Team, White Gold, Careers South West, Health and CAMHS)

3.0 Education off Site:

We recognise that there are occasions when it would be appropriate to manage a transfer of a student from one maintained school/academy to another and that this can be in the best interests of the student and of the schools. The term '**managed move**' means to place a student in a new school in an attempt to achieve one or more of the following:

1. Placing the student in a school which suits the individual needs of that student.
2. Providing a second chance to a student in who is having difficulty with behaviour issues and a move to a new school is likely to have a positive response.
3. Finding a new school for a student who is vulnerable or at risk in the original school.
4. To avoid the need to permanent exclude.

The managed move would involve HCC approaching another secondary school requesting if they would be willing to accept a student. There is a six-week trial and if the managed move is successful after that trial period, the student will then be fully enrolled in to the new school.

It may be decided by the College to educate a student in an Alternative Provision Academy (APA). The decision to place a student in APA may occur as a result of; a managed move was unsuccessful; to avoid a permanent exclusion: that all other support and intervention programmes were unsuccessful in modifying the student's behaviour.

The student will be placed at APA for a fixed period with a review to return the student to College. If at the review, the student is not ready to return to College, the fixed period may be extended. If the student fails his/her placement at APA, then the College may decide on permanent exclusion.

When a student is reintegrated back to College from APA a meeting will be held with the parents and student and a Return to College Plan and Behaviour Contract will be written. The plan will include actions for the student to complete and what support the College will offer. The plan will be reviewed after six-week period. If a student fails to honour the plan or contract the student will be permanently excluded.

4.0 Anti-Bullying

We, the staff and students of Helston Community College, stand united in our quest to deplore all types of bullying and discrimination and any behaviour that encourages it. We aim to provide support and guidance, for both perpetrators and victims of bullying, as well as sanctioning where necessary, but ultimately to eliminate bullying in its earliest stages.

4.1 Defining Bullying:

Bullying is defined as intentionally aggressive behaviour that can take many forms (verbal, physical, social/relational/emotional, or cyber bullying— or any combination of these); it involves an imbalance of power, and is often repeated over a period of time. The bullying can consist of one child bullying another, a group of children ganging up against one lone child, or one group of kids targeting another group.

Common behaviours attributed to bullying include put-downs, name calling, rumours, gossip, verbal threats, menacing, harassment, intimidation, social isolation or exclusion, and physical assaults.

4.2 Procedure for dealing with Bullying:

When the College is informed of an incident of bullying, we will start an investigation.

We will first discuss with the victim the nature of the bullying and collect as much evidence as possible. The evidence collected may include:

- written accounts from the victim, witnesses and the aggressor
- information from social media sites
- any audible evidence like voice recording
- or any other evidence which may be presented during the investigation

It is important confidentiality is maintained, therefore, College will not share names of victim, witnesses or aggressors with other individuals unless it involves the police.

Some cases of bullying may be a matter of safeguarding and will be referred to the College's Designated Safeguarding Officer. The referral will supersede the Anti-Bullying Policy and Safeguarding Policy will come into effect.

Upon establishing the nature and the severity of the bullying the following may happen:

- the aggressor will receive a verbal warning to stop the bullying immediately
- contact parents of the aggressor
- for the aggressor to sign an Anti-Bullying Contract (see appendix 5)
- contact police
- fixed term exclusion from College
- permanent exclusion from College
- restorative justice (RJ) with all parties agreeing to take part

4.3 Supporting the Victim and Aggressor:

It is imperative the victim and parents feel supported through this ordeal and must be kept informed of how the investigation and outcomes have been dealt with.

It may be necessary to support the victim by offering them counselling to deal with the effects of the bullying. The College will offer such support by referring the victim to one of the College counsellors or to an outside agency.

The College will also offer support to the aggressor, in order to help him/her in modifying their anti-social behaviour. If the bullying should continue, the victim must report it, so the College can deal with the issue and put appropriate support and actions in place.

4.4 Staff Awareness:

Staff are encouraged to be watchful and discuss potential problems. All staff will be aware of the indicators of bullying in students and have responsibility for taking action or passing on information.

Indicators of bullying include, a sudden change in behaviour, such as becoming withdrawn or displaying erratic behaviour, being isolated from peer group, inadequately explained injuries, a regular pattern of injuries, drop in attendance, declining performance, "lost" possessions and extreme anxiety or school refusal.

Group Tutors foster a climate in their registration groups, where it is right to 'speak out' on issues such as bullying. Students are encouraged to disclose when they (or others) are being bullied - sharing responsibility for the wellbeing of others in our community.

Bullying as an issue is identified within the PSCH programme, in which students are encouraged to recognise and report bullying and the self-esteem of potential bullies and victims is raised. Cyber bullying and internet safety are also addressed in assemblies and through the curriculum.

5.0 Behaviour Outside of the College

The College is given statutory power to discipline students for misbehaving outside of the College premises. Section 89(5) of the Education and Inspections Act 2006 gives head teachers a specific statutory power to regulate students' behaviour in these circumstances "to such extent as is reasonable."

The College will respond to any poor behaviour and bullying which occurs off the College premises whilst a student is in uniform and sanctions will be imposed on students as appropriate.

The College may discipline a student for any misbehaviour when the student is:

- taking part in any College-organised or College-related activity
- travelling to or from College
- wearing the College uniform
- in some other way identifiable as a student at the College
- misbehaviour at any time, whether or not the conditions above apply that;
 - could have repercussions for the orderly running of the College
 - poses a threat to another student, staff or member of the public or
 - could adversely affect the reputation of the College

6.0 Procedures relating to drugs, alcohol, cigarettes and substance abuse in College

Staff are to follow safeguarding procedures if they suspect a student is involved in the misuse of drugs or substance abuse. The College may utilise the support of Devon and Cornwall Police in matters relating to drug offences.

6.1 The use of illegal drugs and "New Psychoactive Substances" in College including TRAVEL TO AND FROM THE site (In line with DFE guidance).

- Any student found in possession of, or using an illegal drug or new psychoactive substance (NPS) in College, will receive a minimum 5 day fixed term exclusion (with the exception of a Class A Drug which will lead to

a permanent exclusion). Parents will be asked to come into College for a meeting and the police will be informed.

- Any student whose actions relating to drugs use impacts negatively upon others in College, may be permanently excluded.
- After the 5 day fixed term exclusion the student and parent will be asked to sign a contract in which they agree to not be involved in any activity relating to the misuse of drugs. In extraordinary circumstances the College may decide in the best interest of the student and the College to manage move the student to another school.
- Any student in possession of any drug paraphernalia will have a minimum 5 days in the Internal External Room. If it is discovered the drug paraphernalia was actually involved in drug use, then the student will receive a minimum of 5 day fixed term exclusion.
- The student will be referred to a drug awareness support agency to assist with addressing risky behaviour in relation to drugs and overcoming any drug addiction or habits.
- Breaking the contract will result in permanent exclusion.
- Any student in possession of illegal drugs, NPS, or prescription medicine, with obvious intent to supply to others, or found to be supplying such drugs to others, or in possession of a Class A drug will be permanently excluded from College with immediate effect. The police will be informed.

6.2 Alcohol

Students must be aware that under no circumstances must alcohol be brought onto the College premises. Should this occur parents will be informed and appropriate sanctions applied. This may include after college detentions, fixed time period in the internal exclusions room (IER), or fixed term exclusion, depending on the circumstances. In exceptional circumstances may lead to permanent exclusion.

6.3 Cigarette and E-Cigarettes Smoking

1. Any student discovered smoking will be reported to the Head of Progress or Pastoral Support Assistance and will be given an after college detention. Parents will be informed and a note placed on the student's SIMS behaviour log.
2. In the event of a second occurrence the student will be isolated at break or lunchtime for a length of time. Parents will be informed and a note placed on the student's SIMS behaviour log.
3. A third episode will result in the student being placed in the internal exclusion room (IER) for a day. If the student is caught again the number of days in IER may increase or a fixed term exclusion be imposed.
4. Students will be signposted to the College nurse or appropriate agencies to be offered support in breaking the habit of smoking.
5. The use of E-cigarettes is unacceptable and will be considered as an offence, and the same punishment will occur, as if the student was using a normal cigarette.
6. Students are not allowed to smoke arriving, or leaving College.

6.4 Solvent and other substance misuse

While not illegal substances, students are alerted to the dangers of the misuse of solvents and other substances through the PSCE curriculum. As in the case of alcohol abuse the matter will be treated with the utmost seriousness and appropriate sanctions applied and students will be signposted for support in dealing with this habit.

Student will be referred to College counsellor or an appropriate support agency to assist with overcoming any addiction or habits.

ANY STUDENT ENTERING COLLEGE PREMISES UNDER THE INFLUENCE OF THE MISUSE OF ANY SUBSTANCE WILL BE IMMEDIATELY ISOLATED AND PARENTS CONTACTED. IF ILLEGAL SUBSTANCES ARE INVOLVED THE POLICE WILL BE CONTACTED.

7.0 Searching and Confiscation

The Head Teacher and staff authorised by him/her have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items are:

- knives or weapons
- alcohol
- illegal or NPS drugs
- prescription drugs if suspected of intent to supply
- stolen items
- tobacco and cigarette papers
- fireworks or any other explosive items
- pornographic images
- as well as, any items that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or
- any items likely to cause personal injury to, or damage to the property of, any person (including the student).

Staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to College discipline.

When searching a student's possessions two members of staff will be present with one member of staff being the same sex as the student. The search will involve the student turning out their pockets and search of their bags.

If a student refuses to allow their possessions to be searched and it is suspected the student is in possession of a banned item which may cause harm to the student or to others, the College will contact the police to conduct the search.

The College has a right to search a student's possessions without the parent/carer being present but the College will contact the parents/carers to inform them their child's possessions were searched.

College staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to College discipline.

The College has an additional right to confiscate any items which may disrupt the learning of a student or those around him/her. This includes the confiscation of mobile phones, iPods and mp3 players. Students are reminded these items should not be brought to College and if confiscated the items will be stored in a secured place. In some circumstances the parents, may be asked to collect them rather than the student.

8.0 The Use of Reasonable Force:

All staff have a right to use reasonable force to restrain a student as outlined in "The use of reasonable force - Advice for Head teachers, Staff and Governing Bodies July 2013".

The College can use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so
- prevent a student behaving in a way that disrupts a College event or a College trip or visit
- prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- prevent a student from attacking a member of staff or another student, or to stop a fight.
- restrain a student at risk of harming themselves through physical outbursts
- **(NB: The Use of Reasonable Force should only be used as a last resort and only undertaken when all other means of gaining order have failed. The use force as a punishment is always unlawful.)**

9.0 Abuse and Allegations against Staff

All staff have the right to feel safe, valued and respected and should never have to feel threatened by students or parents. If a student is known to be physically or verbally abusive towards a member of staff, this can result in either a fixed term or permanent exclusion. If it becomes known that a student is cyber-bullying a member of staff this can result in either a fixed term or permanent exclusion, and the staff member has the right to refer the matter to the police for harassment.

Any serious instance of deliberate false allegation against staff will be considered within the remit of the exclusions procedures or managed move to another school.

The College will offer support to the member of staff to assist in any distress they may have experienced as a result of such occurrence.

All persons associated with the College have a right to feel safe both in and out of College. If a student shows threatening or intimidating behaviour towards a member of staff, either in College or out in the community, the College will investigate the matter. If the allegation against the student is proven, then the College has the right to permanently exclude the student.

Parents/carers are expected to be supportive and respectful towards members of staff. If a parent is verbally or physically abusive the member of staff should remove him/herself immediately from the situation, and report the incident to the SLT Team. The matter will be referred to the Head Teacher and if needed to the police.

(Reference: **DfE Behaviour and Discipline in Schools 2012**)

Student Pledge

As a student at Helston Community College I will...

Respect the Teachers and learning

Respect myself and others

Respect the College environment

RESPECT LEARNING

At the start of the lessons:

- Be there on time.
- Wait outside the classroom until your teacher invites you in.
- Enter the room when you are asked to do so and sit where your teacher asks you to.
- Strive to reach your full potential and meet or exceed your target grades.
- Respect other people's right to learn.

RESPECT FOR YOUR TEACHER

- Follow your teacher's instructions.
- Accept responsibility for your own behaviour.
- Do not get into a confrontation or argument with your teacher.
- If you have any concerns, talk to your teacher at the end of the lesson.

RESPECT FOR EACH OTHER

- Treat people with respect and politeness.
- Look after each other and report any problems to a teacher.
- Be welcoming and friendly.
- Stay on the site and move about calmly.

RESPECT FOR OUR ENVIRONMENT

- Respect and look after books, equipment, rooms and the College in general.
- Use the litter bins and pick up any litter you come across.

Student Signature: _____

Date: _____

General College Procedures/Rules

<u>Personal Rule</u>	<u>Reason for Rules</u>
<ul style="list-style-type: none"> Students are expected to arrive ready to start College by 8.30am in College uniform 	<ul style="list-style-type: none"> Develops a positive work ethic
<ul style="list-style-type: none"> College starting times are to be strictly kept 	<ul style="list-style-type: none"> Promotes good discipline & personal organisation
<ul style="list-style-type: none"> Guidelines for uniform must be followed; ties and blazers to be worn. 	<ul style="list-style-type: none"> Standards set by the Governors, which are appreciated by employers. Dressing smartly for work creates a professional atmosphere.
<ul style="list-style-type: none"> Visible jewellery will be limited to one pair of small ear studs/sleeper, and one ring (unless they are dangerous, in which case none). Items of body piercing are not permitted in College. 	<ul style="list-style-type: none"> Health and Safety
<ul style="list-style-type: none"> Make-up must not be worn 	<ul style="list-style-type: none"> Unsuitable for College
<ul style="list-style-type: none"> Students must walk on the right hand side of the corridor and move on stairs in single file. Running in the building is unacceptable. 	<ul style="list-style-type: none"> Allows movement around the College to flow better.
<ul style="list-style-type: none"> Bicycles are brought at students' own risk and must not be ridden across car parks or College grounds. Please Lock them up when you arrive. Cycle helmets must be worn. 	<ul style="list-style-type: none"> Safeguarding your personal property
<ul style="list-style-type: none"> Tutors will inform students of the fire regulations, which must be obeyed. Fire regulations are posted in every classroom. If the alarm sounds, leave the building in silence and line up on the muster points in the designated areas. 	<ul style="list-style-type: none"> Health and Safety
<ul style="list-style-type: none"> Students must talk quietly in College and not use offensive language. 	<ul style="list-style-type: none"> Respect for others
<ul style="list-style-type: none"> Students must behave sensibly on the journey to and from College. 	<ul style="list-style-type: none"> You are representing the College
<ul style="list-style-type: none"> Students must not smoke at College or on the journey to and from College. Do not bring cigarettes or dangerous objects to College. 	<ul style="list-style-type: none"> It is against the law to smoke on Cornwall County property, plus you are underage.
<ul style="list-style-type: none"> No food or drinks to be taken out of the Dining Hall, and no food/sweets/drinks in the building unless supervised by staff. 	<ul style="list-style-type: none"> Health and Safety
<ul style="list-style-type: none"> Students must not eat in corridors or in classrooms – there are designated areas for you to eat. 	<ul style="list-style-type: none"> Keeps the campus looking tidy, Health and Safety risk.
<ul style="list-style-type: none"> Litter to be placed in bins provided in and around the site. 	<ul style="list-style-type: none"> Keeping the College tidy makes for a healthier environment.
<ul style="list-style-type: none"> If students need to visit the medical room they must report to a teacher first. 	<ul style="list-style-type: none"> Health and Safety
<ul style="list-style-type: none"> If students miss the bus home, they should report to the College reception immediately. They must not leave College without permission. 	<ul style="list-style-type: none"> Health and Safety
<ul style="list-style-type: none"> The use of mobile phones, iPods and MP3 players are not permitted in College and the College will not take responsibility for loss or damage should they be brought in. 	<ul style="list-style-type: none"> They disrupt learning
<ul style="list-style-type: none"> Please ensure all items are clearly named so that lost items can be identified and returned. 	<ul style="list-style-type: none"> Safeguard your property
<ul style="list-style-type: none"> If you are unsure what to do ask a teacher or contact reception. 	<ul style="list-style-type: none"> To answers your queries & being safe and well informed
<ul style="list-style-type: none"> Students must have basic equipment needed for each lesson. 	<ul style="list-style-type: none"> Unable to work without them.
<ul style="list-style-type: none"> Rough games are not allowed. 	<ul style="list-style-type: none"> Hurts other people or puts other people at risk of injury.
<ul style="list-style-type: none"> Follow the College's Behaviour Mission Statement at all times. 	<ul style="list-style-type: none"> Creates a successful College
<ul style="list-style-type: none"> Learning Journals must be brought each day and kept up to date. They must be signed by tutors and parents weekly. 	<ul style="list-style-type: none"> To support personal planning and organisation.

EXCLUSION CHECKLIST

This checklist must be completed when asking the Head Teacher for consideration of possible Fixed Term Exclusion for an escalation of poor behaviour.

Name of staff member completing the form: _____

Date Form was completed: _____

Name(s) of alleged perpetrator(s): _____

Names of any other students involved:
(Please state their involvement) _____

Have statements been taken from members of staff?	<u>Yes</u>	<u>No</u>	<u>If no, why?</u>
Have witness statements been taken from all parties involved in the incident?	<u>Yes</u>	<u>No</u>	<u>If no, why?</u>
Have all viewpoints been considered?	<u>Yes</u>	<u>No</u>	<u>If no, why?</u>
Have alleged perpetrators given statements?	<u>Yes</u>	<u>No</u>	<u>If no, why?</u>
Are statements attached to this form?	<u>Yes</u>	<u>No</u>	<u>If no, why?</u>

If alleged perpetrators have been sent home for safety reasons, when will their statements be taken? (If necessary, make arrangements for parents to bring them into a separate meeting the next day and leave the decision on sanction in abeyance until this has been done.)

Date when interview will be held: _____

Have any anomalies in statements/perspectives been explored with the various parties? What is the outcome of those explorations?	<u>Please explain</u>	
Background information on students must be taken in to account - the student's needs and any other circumstances (ie: SEND, Disadvantaged)	<u>Alleged perpetrator(s)</u>	<u>Victim</u>

If student is SEND, then has SENCO been informed.	<u>Yes</u>	<u>No</u>	
Is the student being supported by any outside agencies? If so, have they been consulted?	<u>Yes</u>	<u>No</u>	<u>If no, why?</u>
Has Equality and Diversity been considered?	<u>Yes</u> <u>(state what the considerations are)</u>		<u>No</u>
What is the previous behaviour record like – positives and negatives? (Print off and present with statements)	<u>Is the behaviour log attached?</u>		
Number of days for FTE			
Have the parents/carers been informed?	<u>Yes</u> <u>(state how parents/carers informed)</u>		<u>No</u>
Has work been given to the student to complete over the FTE?	<u>Yes</u>		<u>No</u>
Has admin been informed to send letter to parents and County?	<u>Yes</u>		<u>No</u>
If the incident could potentially lead to a permanent exclusion, the fixed term letter must state: " <i>in the first instance pending further enquiries.</i> "	<u>Yes - Statement is included in letter</u>		<u>Not required</u>
Who is best person to lead the reintegration meeting?	<u>Name of person</u>		
Date for reintegration			
Will there be any conditions for re-entry back into College?	<u>Yes</u> Behaviour Contract Attend the Flexible Learning Zone		<u>Any other support needed?</u>

Anti-Bullying Contract

We the students of Helston Community College agree to work together to stop bullying at our school.

Bullying is defined as intentionally aggressive behaviour that can take many forms (verbal, physical, social/relational/emotional, or cyber bullying— or any combination of these); it involves an imbalance of power, and is often repeated over a period of time. The bullying can consist of one child bullying another, a group of children ganging up against one lone child, or one group of kids targeting another group.

Common behaviours attributed to bullying include put-downs, name calling, rumours, gossip, verbal threats, menacing, harassment, intimidation, social isolation or exclusion, and physical assaults.

We believe that no student deserves to be bullied and that every student regardless of race, colour, religion, nationality, size, gender, popularity, athletic, academic, or social ability, or intelligence has the right to feel safe, secure, and respected.

I agree to:

- Treat other students with kindness and respect.
- Not engage in verbal, relational, or physical bullying, or cyber bullying.
- Be aware of the College’s anti-bullying policies and procedures.
- Abide by the College’s anti-bullying policies and procedures.
- Support students who have been victimised by bullies.
- Speak out against verbal, relational and physical bullying and cyber bullying.
- Notify a parent, teacher, or College administrator when bullying does occur.
- Be a good role model for other students.

Student’s signature _____ Date _____

By signing this agreement, you are stating that you agree to the points above and that your behaviour or actions, will not cause upset, or distress, to other students.