



Oxford Sixth Form College

A NORD ANGLIA EDUCATION SCHOOL

Promoting Good Behaviour

Revised: April 2023

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Introduction

This policy is written using the non-statutory guidance provided by the Department for Education; Behaviour in Schools, Advice for headteachers and school staff September 2022, and Keeping Children Safe in Education 2023 (KCSiE).

The terms “must” and “should” are used throughout the guidance. Where the text uses the word “must”, the person in question is legally required to do something.

Where the text uses the word ‘parent’, it should be read as inclusive of carers and any other person with parental responsibility.

Oxford Sixth Form College is committed to providing a safe and nurturing environment for its students and staff. The College is firmly committed to equality of opportunity and will not tolerate bullying or racism by students or any criminal or inappropriate behaviour which might harm other students or staff. Each member of the student body should demonstrate trust, respect, care, equality, tolerance, empathy, and transparency. The College adopts a positive approach to behavior management and believes in rewarding students for good behavior. The College will impose appropriate sanctions where warranted. **The College explicitly rejects the use of corporal punishment in any circumstances, in compliance with the law.** KCSiE is clear that all college staff have a responsibility to provide a safe environment in which students can learn. Students are expected to follow the Learning, Behaviour and Attendance Contract and code of conduct (Appendix A) in the student guide and to:

- Behave in a respectful and supportive manner towards their peers and the College staff at all times, including showing respect for cultural and religious differences at all times.
- Be organised and work hard.
- Refrain from illegal activity and from bringing the College into disrepute.
- Attend College whenever they are timetabled and to be punctual.
- Inform the College by telephone or email if they anticipate arriving late or will be absent.
- Complete all work and tests set.
- Use English only as the medium of communication during lessons.
- Observe the law and College rules on alcohol, drugs, and smoking – see relevant policy.

The following items are banned in all College buildings:

- knives or weapons
- alcohol
- illegal drugs and drug paraphernalia (including CBD products)
- stolen items
- fireworks

- pornographic images
- propaganda that might incite racial hatred
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence
- any article that the member of staff reasonably suspects has been, or is likely to be, used to cause personal injury to, or damage to the property of, any person (including the student)
- any article that the member of staff reasonably suspects has been, or is likely to be, used to cause disruption to teaching or the atmosphere of the College

See OSFC e-safety policy for more information.

Students with Special Educational Needs (SEND)

This policy applies to all students, including those with SEND. However, the College recognises that some behaviours are more likely to be associated with particular types of SEND, such as students with speech, language and communication needs who may not understand verbal instruction. Behaviour will often need to be considered in relation to a student's SEND, although it does not always follow that every incident of misbehaviour will be connected with their SEND.

In all circumstances the College will use its best endeavours to meet the needs of those with SEND and avoid any substantial disadvantage to a disabled student caused by this policy. As part of meeting the College's duty to anticipate and prevent triggers of misbehaviour, the following preventative measures are in place:

- an agreement with individual students who find it difficult to sit for long periods to be able to take breaks when required
- adjustable seating plans in class to allow students with visual or hearing impairments to sit in sight of teachers,
- support from the SENDCO for SEND students and their teachers, and
- training with staff so that they understand the needs of each student who has SEND.

RESTRAINT AND THE USE OF REASONABLE FORCE

In exceptional circumstances, it may be necessary for a member of staff to use reasonable force to protect a student or students from harming themselves or others. The decision on whether to intervene physically is made according to the professional judgement of the member of staff concerned. Whether the force used is reasonable will always depend on the particular circumstances of the case. The use of force is reasonable if it is proportionate to the consequences it is intended to prevent. This means the degree of force used should be no more than is needed to achieve the desired result. The College has a legal duty to make reasonable adjustments for disabled children and children with special educational needs and disability (SEND). College staff should expect the full backing of their Senior Management Team (SMT) when they have used force in a reasonable way.

The advice and definitions that follow are drawn from the DfE guidance *Use of reasonable force: Advice for head teachers, staff and governing bodies* July 2013:

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

What is reasonable force?

The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with students.

Force is usually used either to control or restrain. This can range from guiding a student to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent injury. 'Reasonable in the circumstances' means using no more force than is needed.

As mentioned above, schools generally use force to control students and to restrain them.

- Control means either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of a classroom.
- Restraint means to hold back physically or to bring a student under control. It is typically used in more extreme circumstances, for example when two students are fighting and refuse to separate without physical intervention.

College staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the student.

Who can use reasonable force?

All members of the College staff have a legal power to use reasonable force. This power applies to any member of staff at the College. It can also apply to people whom the Principal has temporarily put in charge of students such as unpaid volunteers or parents accompanying students on a College organised visit.

When can reasonable force be used?

Reasonable force can be used to prevent students from hurting themselves or others and from damaging property. The following list is not exhaustive but provides some examples of situations where reasonable force can be used:

- removing a disruptive student from the classroom where they have refused to follow an instruction to do so
- preventing a student behaving in a way that disrupts a College event or a College trip or visit
- preventing a student leaving the classroom where allowing the student to leave would risk their safety or others, or lead to behaviour that disrupts the behaviour of others

- preventing a student from attacking a member of staff or another student, or to stop a fight
- restraining a student at risk of harming themselves through physical outbursts

No member of staff may ever use force as a punishment or use force in anger: it is always unlawful to use force as a punishment.

The Principal and any member of staff whom they have directly authorised can use such force as is reasonable given the circumstances to conduct a search for the following “prohibited items”:

- knives and weapons
- alcohol
- illegal drugs and related paraphernalia (including CBD products)
- stolen items
- fireworks
- pornographic images
- propaganda that might incite racial hatred
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

Using force

A panel of experts identified that certain restraint techniques presented an unacceptable risk when used on children and young people. The techniques in question are:

- the ‘seated double embrace’ which involves two members of staff forcing a person into a sitting position and leaning them forward, while a third monitors breathing;
- the ‘double basket-hold’ which involves holding a person’s arms across their chest; and
- the ‘nose distraction technique’ which involves a sharp upward jab under the nose.

These techniques are prohibited at College.

Any use of reasonable force must be logged in-line with the National Minimum Standards 2022 (NMS).

Restraining or using force at the boarding houses

The use of force or restraint should only be used in exceptional circumstances and only to prevent students from hurting themselves or others and damaging property. Night security are all holders of the Security Industry Authority (SIA) qualification and have therefore received training in how to use physical restraint safely and appropriately. If the night security need to

use physical restraint, authorisation from the Principal or SMT is not required. However, in this instance a detailed account explaining the date, time, who was involved and why restraint was used must be documented in the daily log and emailed to the Principal and Vice Principal (VP) as soon as possible but within 2 hours of the incident. This must be logged in-line with NMS compliance.

Force may not be used to search for banned items under the College rules.

When can reasonable force be used?

Reasonable force can be used to prevent students from hurting themselves or others, from damaging property or from causing disorder. The following list is not exhaustive but provides some examples of situations where reasonable force can be used:

- removing a disruptive student from one of the common areas in the boarding house where they have refused to follow an instruction to do so,
- preventing a student leaving the boarding house, where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- preventing a student from attacking a member of staff or another student, or to stop a fight
- restraining a student at risk of harming themselves through physical outbursts.

No member of staff may ever use force as a punishment or use force in anger: it is always unlawful to use force as a punishment.

Houseparents are authorised to use such force as is reasonable given the circumstances to conduct a search (See Searching, Screening and Confiscation Policy) for the following “prohibited items”:

- knives and weapons
- alcohol
- illegal drugs and related paraphernalia (including CBD products)
- stolen items
- fireworks
- candles
- pornographic images
- propaganda that might incite racial hatred
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

In line with NMBS, the Houseparent must only undertake a search if the student is present. If they believe there is a risk of harm, they may search without the student present. In the latter

case, a Houseparent should get permission to search from the Vice Principal (VP) before commencing.

Note: Staff and members of the Hyline Education Team should not put themselves or anyone else in danger by carrying out a search.

Staff training

The Principal, as advised by the VP and Heads of House (HoH) will consider whether members of staff require any additional training to enable them to carry out their responsibilities and should consider the needs of the students when doing so.

Telling parents when force has been used on their child

The College will speak to parents/guardians about serious incidents involving the use of force and record such serious incidents in the NMS records. In deciding what is a serious incident, teachers should use their professional judgement and consider the student's behaviour and level of risk presented at the time of the incident; the degree of force used; the effect on the student or member of staff; the student's age.

What happens if a student complains when force is used on them?

All complaints about the use of force will be thoroughly, speedily and appropriately investigated. The Principal or designated deputy will appoint an appropriate person to carry out the investigation.

Where a member of staff has acted within the law – that is, they have used reasonable force to prevent injury, damage to property or disorder – this will provide a defense to any criminal prosecution or other civil or public law action.

When a complaint is made, the onus is on the person making the complaint to prove that their allegations are true – it is not for the member of staff to show that they have acted reasonably.

Suspension must not be an automatic response when a member of staff has been accused of using excessive force. Colleges should refer to the “Dealing with Allegations of Abuse against Staff” policy or KCSiE where an allegation of using excessive force is made against a teacher. This guidance makes clear that a person must not be suspended automatically, or without careful thought. The College will consider carefully whether the circumstances of the case warrant a person being suspended until the allegation is resolved or whether alternative arrangements are more appropriate. If a decision is taken to suspend a member of staff, the College should ensure that the member of staff has access to a named contact who can provide support.

Governing bodies should always consider whether a member of staff has acted within the law when reaching a decision on whether to take disciplinary action against the member of staff. As an employer, the College has a duty of care towards its employees. The College will provide appropriate pastoral care to any member of staff who is subject to a formal allegation following a use of force incident.

What about other physical contact with students?

It is not illegal to touch a student. There are occasions when physical contact, other than reasonable force, with a student is appropriate and necessary. Examples of where touching a student might be appropriate or necessary:

- When comforting a distressed student (a sideways hug for example).
- When a student is being congratulated or praised.
- To demonstrate how to use a musical instrument.
- To help a student with line drawing.
- To demonstrate techniques during PE lessons or sports coaching.
- To give first aid.

Thought should be given to cultural differences and the impact that might have on the student. For example, Thai girls would not expect a male member of staff to touch them physically. Please see the Safeguarding and Child Protection policy for guidance on how to comfort a student appropriately.

REWARDS

The College seeks to reward students for positive behavior. This could be an email to parents/guardians, a note passed to the Senior Tutor, a meeting with a member of the Senior Management Team (SMT) or a certificate of recognition. Staff are encouraged to always praise students for positive contributions or positive actions around the College. Certificates are awarded to students who participate in the Student Council and to those who make contributions to the College life.

Students with an attendance record of 100% will receive a certificate at the end of their course.

Awards will be given to students throughout and at the end of the year (See Appendix B for criteria) and will include:

- Student of the year
- Curriculum Student of the term
- Endeavour award
- Most progress
- Sports Student of the year
- Boarder of the year

Students can be nominated using the nomination form in appendix C.

Students who reside in the boarding houses will be nominated for Boarder of the Year (see Appendix D).

Rewards in Boarding

Encouraging students to keep their rooms tidy, launder their bedding and clothes, and to ensure that they maintain good relationships with other students and staff will be recognised. A student supporting another student, academically or pastorally will also be recognised. We operate a 'reward system' which is discussed with students on during their first couple of weeks. The type of reward will vary and may be, for example, a longer curfew (with parental agreement), cinema tickets for 2.

SANCTIONS

Breaches of discipline are dealt with in a variety of ways, depending on the severity of the offence, (see Appendix E), which could include involvement of Thames Valley Police (TVP) if the law has been broken. See e-Safety policy and/or the Alcohol, Drugs and Smoking policy for further information.

Before deciding on the sanction to be enforced it is important to take into account any contributing factors that are identified after a behaviour incident has occurred: for example, a bereavement, experienced abuse or neglect, has mental health needs, has been subjected to bullying, has SEND, has been subject to criminal exploitation or is experiencing significant challenges at home.

Within boarding, poor behaviour might be, but not limited to, being noisy late at night or when others are studying for exams, smoking/vaping in the building, being intoxicated and disorderly, taking or deliberately spoiling another student's food or messing with their belongings in the common areas, a student raising their voice or being disrespectful to a Houseparent or another student, bullying another student, harassing or sexually harassing another student or member of staff, having banned items in the boarding house, persistent lateness for classes or absence, perpetually missing curfew, or in general not following boarding rules, e.g. not respecting quiet time after curfew.

Restrictions in the boarding house may be applied to individuals, or groups of students, where required. For example, access to common areas may be restricted at specific times, curfew may be shortened for a period of time and days out or away may not be approved.

Within the classroom

All academic discipline begins with the teacher taking professional charge of their class. Within the classroom, poor behaviour might be, but not limited to, being late, absent, being rude to a member of staff or another student, not following instructions, misuse of electronic devices, distracting other students' learning.

Poor classroom behaviour will be reported by the teacher, and a record being made with the Senior Tutor, who may then impose a sanction.

NB: All mobile devices must be put onto 'no notifications/do not disturb' during lessons unless agreed with the teacher before the start of the lesson.

Mobile devices, including tablets or laptops, can only be used for educational purposes e.g. calculator, online dictionary, notes or research. In case of misuse which includes, but is not limited to texting, emailing, playing games, watching videos, using social media etc., the teacher may confiscate the phone, tablet or laptop for the remainder of the class.

Repeat offenders will need to surrender their phone/tablet or laptop to the teacher at the start of every lesson for a period of one week initially. If the student continues to misuse their phone/tablet or laptop in class, the sanction will be extended to two to four weeks, at the discretion of the teachers concerned and the ST.

Repeat offenders mean:

- consistently using their devices inappropriately
- 3 x in one lesson
- 3 x aggregated across different lessons.

Teachers **must** always create a note of any poor behaviour on CPOMS which will inform the ST.

Disruption to other students learning includes, but is not limited to:

- lateness,
- talking whilst the teacher is talking or to other students who are trying to work,
- having notifications on their mobile devices,
- eating food without a medical need,
- constantly interrupting the teacher,
- not enabling other students to answer questions or speak,
- passing notes,
- pranking, persistent teasing of another student, joking and silly behaviour beyond appropriateness, which could be deemed bullying.

On the **third** occasion that a behaviour note has been made on CPOMS the ST will arrange a meeting with the student and speak to them directly.

Directors of Studies will remind teachers about the management of poor student behaviour in all departmental meetings. Learning walks will be completed to check student behaviour & classroom management every term.

It is important that the Senior Tutor keeps the parents/guardians or agent informed at all stages and ensures that all incidents and actions are accurately recorded in CPOMS in the and in the

NMS records. The Senior Tutor will inform the teacher of this action and identify any action points to help improve the student's behaviour.

If a student persists in poor attendance, disruptive or disrespectful behaviour, the Senior Tutor will set the student behaviour targets which will remain in place as appropriate. These will be recorded in CPOMS which will be monitored by the ST, and reviewed daily where appropriate (attendance), otherwise weekly. In the case of missed work, the student may be required to attend supervised study in order to catch-up with work. A follow-up meeting of the Senior Tutor and the Director of Pastoral Care (DP) will assess whether there has been an improvement in the student's behaviour, in which case they will resume their normal studies. Parents/guardians will be informed throughout the process and of the outcome.

If there has been no improvement within the timeframe set by the ST, the Senior Tutor will escalate the sanction promptly, and, in consultation with the Director of Pastoral Care, arrange a meeting with the Vice Principal to suggest the sanction that should be applied. They may include, but not exclusively, a formal warning, attending training workshops, a behavioral contract, temporary suspension, and/or progression to a higher Level of disciplinary. Once agreed, the ST and Director of Pastoral Care will meet with the students' parents/agent and/or guardian.

A sanction may escalate to the final level of disciplinary which might lead to suspension and/or exclusion. This might be the result of a single serious misconduct (see below) or persistent failure to meet expectations despite a level 4 warning. The VP will consult with the Principal or designated deputy before a decision is made (see appendix F). In the absence of the Principal, the VP will make the decision. Parents/guardians will be notified of said sanction by the Principal or VP.

Outside of the Classroom

Students are reminded that their behaviour outside of college premises reflects on the college directly. Students who bring the college into disrepute will face disciplinary action. Additionally, students should demonstrate respect for others by not misusing college systems such as Microsoft teams or email. Any member of staff who observes poor behavior by a student outside of the taught classroom environment should challenge said poor behavior and ask the student for his or her name and inform the student's Senior Tutor. They will then speak with the student concerned and contact the student's parent/guardian. If the student refuses to provide his or her name, the member of staff concerned should send a description of the student to all Senior Tutors who will aim to identify the student in consultation with colleagues.

Serious Misbehaviour

Serious breaches of behaviour or continued poor behaviour or contravening British Law may result in permanent exclusion. Such cases will be reviewed and considered by the Principal in discussion with the parents/guardians.

If a student causes a severe or sudden problem in a class, the teacher concerned should escort the student to the student's Senior Tutor who will organise for them to see the DP as soon as possible. If a teacher cannot accompany a student to the Senior Tutor the teacher should arrange for a member of staff to come to the room to collect the student. If a teacher feels threatened, or uncomfortable with a student they should email, call or message for help immediately e.g. your line manager, a colleague, reception or a member of the SMT.

Within College Student Boarding

It is important that the boarding houses maintain a happy and harmonious atmosphere where all students can feel safe and at home. Many students are thousands of miles away from their families and are often in a completely different time zone making communication home challenging. It is critical that all students have regard for each other and the staff that work in them and therefore, we take poor behaviour in boarding very seriously.

Poor behaviour might be, but not limited to, being noisy late at night or when others are studying for exams, smoking/vaping in the building, being intoxicated and disorderly, spoiling other student's food or messing with their belongings in the common areas, a student raising their voice or being disrespectful to a Houseparent or another student, bullying another student, harassing or sexually harassing another student or member of staff, having banned items in the boarding house or perpetually missing curfew, or in general not following boarding rules, e.g. not respecting quiet time after curfew.

Restrictions in the boarding house may be applied to individuals, or groups of students, where required. For example, curfew may be shortened for a period of time and days out or away may not be approved.

Initially, poor behaviour will be challenged by boarding staff and recorded on CPOMS and in the daily log. The Head of House, Senior Tutor and the Head of Boarding (HoB) will be notified by email, or if it is a serious incident during College opening hours by phone call. In the event of the incident being serious, the VP will also be informed. The HoB will speak with the student and issue a warning, if the behaviour is repetitive or is serious the student will be seen by the VP or deputy in their absence. In all cases, the Senior Tutor will inform the parents. Specific sanctions might need to be put in place.

An incident of seriously poor behavior or persistent poor behaviour may result in the student facing temporary suspension or exclusion. Students in boarding who are suspended may not remain in the boarding house for that period. It is the responsibility of the family to provide suitable accommodation.

A serious incident of poor behaviour or repeated poor behaviour might be, for example: stealing, bullying, or tormenting, a physical assault, bringing drugs or alcohol into the boarding house, HSB, being in possession of fake ID or covering the smoke alarm in your room or smoking in your room. Being late for curfew and not answering your phone to the Houseparent after curfew is one of the most serious incidents of poor behaviour. This is because of the danger it poses to you, and possibly others, and the enormity of the out of hours work it creates for the staff concerned.

An incidence, or series of seriously poor behavior or persistent poor behaviour may result in the student facing temporary suspension or temporary or permanent exclusion.

Blanket punishment may be administered when more than one student is involved in poor behaviour.

SUSPENSION AND EXCLUSION

A serious breach of the College's expected standards of behaviour is likely to lead to the temporary suspension, temporary exclusion or permanent exclusion of the student at the discretion of the Principal or their designated deputy. The parent guardian, or agent (where applicable) will receive written notification of the suspension or exclusion and the reasons for it.

If a boarding student is suspended, it is the College expectation that the parent, guardian or agent will arrange alternative accommodation for the student during the suspension. There may be circumstances whereby the College will approve the student remaining in boarding during the suspension period, this is at the discretion of the Principal or designated deputy and will only be considered if remaining in boarding is not detrimental to any other student or member of staff.

Any student involved in a major incident such as a fight may be temporarily suspended from College. During that time the Principal or Vice Principal will communicate with the student and their family and authorise an investigation which must be completed prior to the student being excluded. If the student is permanently excluded the Principal will give written reasons for doing so. If the student is allowed to return it will be on condition that they meet a series of requirements, such as 100% attendance, completion of all work set with no further poor behaviours. Suspension may be implemented during the investigation of a serious behavioural complaint or as a sanction in itself.

Where a student has been permanently excluded, his or her name will be removed from the College admissions register, and reference to the circumstances of the expulsion may be made in subsequent requests for a reference. If the student is studying in the U.K. with a visa the UKVI will be informed. Any fees which may remain outstanding are still due, including those for the term in which the expulsion has occurred: no fees will be refunded.

In dealing with a potential exclusion, the SMT is required always to act fairly and according to the principles of natural justice; no student may be excluded other than in grave circumstances following a full investigation.

Appeals

If a student has been suspended or excluded and the parents do not believe it is an appropriate decision, they may appeal in writing to the Principal; mark.love@oxfordsixthformcollege.com
The appeal should state the reason/s why the sanction should not apply and must be received within five working days of the sanction being issued.

Appendix A

Student Code of Conduct

Oxford Sixth Form College aims to provide a safe and secure learning setting where students are challenged and supported to achieve their best and where fundamental British values are promoted. Below are some main key areas of expectations from students and the College alike. Our College policies contain more detail on many of these areas.

Students have the right to:

- Learn without disruption
- Be free from bullying of any kind
- Be free from sexual abuse, violence, or harassment of any kind, either in person or online
- Feel safe
- Enjoy equal opportunities
- Exist within the College without fear of prejudice of any kind from any member of the community
- To talk to someone when they are worried about themselves or a friend

The College expects the students to:

- Behave in a respectful, supportive and mature manner towards other students and staff, respecting their different ages, educational needs and cultural backgrounds
- Respect themselves and make the best of opportunities presented to them
- Act with honesty and responsibility
- Be polite and courteous
- Respect the rules in the different areas of the College
- Contribute to learning and the social life of the College
- Have an excellent attendance record
- Be punctual for classes, meetings and examinations
- Follow the correct procedures when unable to attend classes, meetings and examinations
- Work hard
- Debate controversial issues with a sensitive, mature approach
- Challenge opposition to fundamental British values and refusing to accept the values we hold as a nation.
- Complete work to their highest standard and by the deadlines
- Speak English within the College and residential accommodation unless other students are not excluded from your conversation
- Talk to someone when worried or concerned about themselves or a friend

Appendix B

Rewards

Criteria for the following awards:

- **Student of the year**

There is no restriction on course type, mode of attendance or level, however Curriculum areas may only put a maximum of three students each forward for the award.

We are looking for an exceptional student who stands out above the rest of the student body. Students who are considered for this award will have gone above and beyond what is expected which might include; the standard of their work, made considerable improvement throughout the year, meeting or exceeding their personal potential, their contribution to the College and/or the wider community and their attitude to learning and other learners.

The panel will consider the following criteria in their assessment:

1. Personal achievement, rather than merely completing their qualification. This could include success at a national level, achieved beyond expectation, made significant improvement/progress, or overcoming hardship, disability or other personal adversity.
2. Contribution to the College and/or wider community which could include being an active member of the Student Council, contributing to the whole student body, supporting at events, supporting other students and/or raising funds for charity.
3. Attendance and punctuality must exceed 95%

The students that are chosen to receive this award will be required to submit a written statement detailing why they think they should be the Student of the Year (Appendix G). Each Curriculum area will submit their nomination forms (Appendix C) to SMT who will agree which student should receive the award based on the nominations received.

Note: It is possible that a student may be nominated by more than one curriculum.

- **Curriculum Student of the term**

Each Director of Studies will nominate one student from each of their areas to receive this award on a termly basis. Those students that are chosen; i.e. those students that were awarded in their areas at the end of each term will be put forward to receive the Student of the Year award (see above criteria).

- **Endeavour award**

The endeavor award is a way of giving recognition to a student who has had to overcome significant challenges throughout their course but despite this has worked consistently hard throughout the year demonstrating absolute commitment to their College studies. This could be someone who has provided support for others, involved themselves in fund raising or other events or experienced personal challenges. Each Faculty will nominate one student from each curriculum area and submit a nomination

form (Appendix C) to the SMT who will agree which student should receive the award based on the nominations received.

- **Most progress**

The students that are nominated for this award will not necessarily be the highest achieving student but one that has made considerable progress during the course of the year. In considering nominations for this award the Vice Principal (VP) will be taking into consideration the starting and finishing points of the student, attitude to learning, attendance and punctuality, academic progress and personal development progress. Each Faculty will nominate one student and submit a nomination form (Appendix C) to the SMT who will agree which student should receive the award based on the nominations received.

- **Sports student of the year**

For students who have excelled in their chosen sport, encouraged others to participate, have been helpful to the staff and other students throughout the year.

Rewards for students in boarding

Students who behave well, attend all of their classes, who are polite and thoughtful to others may be awarded with late curfew times for specific occasions. The student will need to request permission as usual.

Boarder of the Year Award (For each House)

For students who demonstrate impeccable behavior, adhere to curfew times, show support for other students and keep their rooms in good order throughout the year may be nominated (Appendix D) by the Houseparent's and the Head of Houses. There may be a maximum of three runner-up for this award.

Appendix C

Please provide as much detail as possible.

Nomination form for awards

Date:

To be completed by the Director of Studies/Head of House/ST	
Name of Award:	
Name of student:	
Name of Nominee	
Course/subjects student is studying	
% Attendance to date	
Personal achievement – (rather than merely completing their qualification. This could include success at a national level, achieved beyond expectation, made significant improvement/progress, or overcoming hardship, disability or other personal adversity)	
Contribution to the college and/or wider community – (could include being an active member of the Student Council, contributing to the whole student body, supporting at events, supporting other students and/or raising funds for charity)	
Endeavor award. (The endeavor award is a way of giving recognition to a student who has had to overcome significant challenges throughout their course but despite this has worked consistently hard throughout the year demonstrating absolute commitment to their College studies. This could be someone who has provided support for others, involved themselves in fund raising or other events or experienced personal challenges)	
Progress award. (The students that are nominated for this award will not necessarily be the highest achieving student but one that has made considerable progress during the course of the year. In considering nominations for this award Academic Director will be taking into consideration the starting and finishing points of the student, attitude to learning, attendance and punctuality, academic progress and personal development progress)	
Additional Comments. (Please add comments that you feel support your nomination)	

Appendix D

Nomination form for Boarder of the Year

To be completed by the Head of House	
Boarder of the Year Award	Boarding: PG or St Ebbes
Name of students in order: First student: Second student: Third student: Fourth student:	
Name of boarding staff	<ul style="list-style-type: none">••••
Please say why you are nominating these students	First student: Second student: Third student: Fourth student:

On completion, please email this document to the Vice Principal

Appendix F

Sanctions

Smoking – on College premises, in boarding or hosts' home is not acceptable, students will:

- receive a £200 fine which will be donated to Cancer Research
- have all cigarettes/tobacco/papers and lighters confiscated
- be charged with the cost of redecorating of the room which will be carried out at the end of the academic year
- be charged with the cost of giving the room a deep clean at the end of the academic year

If bedding items have to be dry cleaned or replaced this will be charged to the student. Any damage to property caused by smoking will be charged to the student/s responsible for example, bedding replacement including pillows, the mattress and/or duvet. Students who permit their visitors to smoke will be sanctioned in the same way.

Vaping - in College premises, in boarding or hosts home (without permission) is not acceptable, students will:

- receive a £100 fine which will be donated to Cancer Research
- have their vape file/atomizer confiscated

If bedding items have to be dry cleaned or replaced this will be charged to the student. Any damage to property caused by smoking will be charged to the student/s responsible for example, bedding replacement including pillows, the mattress and/or duvet.

Students who permit their visitors to vape in the boarding house will be sanctioned in the same way.

Drinking Alcohol – the possession and consumption of alcohol on College premises is strictly banned.

If a student is:

- under the age or legal alcohol consumption and is found to have consumed alcohol
- under the influence of alcohol whilst in attendance at College or in the College boarding houses

- is found to be encouraging other underage students to consume alcohol

the student will:

- receive a £200 fine donated to Alcoholics Anonymous
- have the alcohol confiscated

Students will be guided by the Director of Student Services to seek help and support externally. Students who permit their visitors to drink alcohol in the boarding house, irrespective of age, will be fined £200 and the alcohol will be confiscated.

Sanction Levels

*Note: The behavioural concerns listed below are an **example** and is not an exhaustive list. In all cases, at all levels, the Senior Tutor will inform the parents in writing. Serious breaches will be recorded in the NMS records by the Vice Principal.*

Level	Behaviour	Action	Managed by
Level 1	Overall attendance below 95%. Low-level inappropriate behaviour in class includes: Lateness. Poor or incomplete work. First time plagiarism; Isolated unauthorized absence. Poor or non-attendance. Persistent inappropriate use of electronic devices. Being rude to member of staff or another student. Inappropriate use of language. Not providing updated personal information when asked to.	Record each incident in CPOMS. A verbal warning will be given by the ST. Record the verbal warning in CPOMS. ST to write to the parents, agent and/or guardian. In classroom: Confiscation of electronic device for the lesson for a specific period of time (one- four weeks) for repeat offenders. In case of plagiarism, teachers explain why it-is inappropriate and give the student a second chance to resubmit, but record in CPOMS.	Senior Tutor
Level 2	Overall attendance below 90%. Unauthorised absence for up to three occasions (see attendance policy). Failure to meet deadlines. Inappropriate behaviour. Persistent Level 1 repeated behaviour. Other breaches of college policies.	Record in CPOMS. Set improvement targets. ST sends letter to parents/guardian/agent. Training workshops. Internal community service Supervised study in the library to catch up with work.	Senior Tutor

Level 3	Overall attendance below 85%. Repeated unauthorized absence. Persistent lateness to class. Repeated plagiarism. Disruptive behaviour. Bringing the college into disrepute. Bringing CBD products into college buildings. Initial issue/s unresolved and failure to respond to Level 2 after 1.	Record each incident in CPOMS. Set improvement targets. ST sends letter to parents/guardian/agent. Training workshops. Internal community service Possibly an external referral, e.g. CBT. Supervised study in the library to catch up with work.	Senior Tutor and Director of Pastoral Care
Level 4	Initial issue/s still unresolved. Overall attendance below 80%. Serious incident or repetitive misbehavior. Serious breach of college's policies e.g. bullying, HSB, drugs or alcohol. Smoking or vaping in the college buildings.	Record each incident in CPOMS. DPC & VP meet student. DPC informs parents/agent/guardian. Meeting with ST, DSS, student and parents/guardian/agent; Formal warning issued and there may be a temporary suspension by the DPC, behavioral contract put in place. Additionally, there may be cause to put in a training workshop.	Senior Tutor, Director of Pastoral Care and Vice Principal
Level 5	Overall attendance below 75%. Serious and/or persistent failure to meet expectations despite a level 4 warning, serious breach of college's expected standards, drugs or alcohol being brought into college, drugs distributed by a student, bullying, harassment, stealing. Contravening British Law.	Final formal warning; student meets the Vice Principal or Principal with ST/DSS; expulsion, or temporary suspension and final chance for specific targets to be met (e.g. 100% attendance, work completion etc). ST informs parents, logs the action in iSAMS & CPOMS. Police involvement.	Principal or VP, DPC, Senior Tutor

See e-Safety and/or Alcohol, Drugs and Smoking policies.

Sanctions in Boarding

Level	Behaviour examples	Action	Managed by
Level 1	Being noisy at night in the boarding house. Student being rude to member of staff or another student. General disruption. Being late for curfew. Not getting up for college in the morning.	Student is spoken to. The incident recorded in CPOMS and the daily log. Appropriate sanction applied: Reduction of curfew. Internal community service, e.g., helping with mealtimes, clearing up, deliver post etc.	Houseparent or Head of House

Level 2	If the student continues misbehaving.	The Houseparent must inform the ST, who will notify the parents. Specific sanctions might need to be put in place	Houseparent and Head of House, Senior Tutor
Level 3	Stealing and/or physical assault, willful damage to another person's, or college property.	The Head of House will inform the Senior Tutor and Director of Boarding. The ST will notify parents. A written warning will be given by the DoB. Sanctions may include external referral for behaviour support, specialized workshop, and the restrictions on curfew and/ or weekend privileges and activities.	Head of House, Senior Tutor, Director of Boarding
Level 4	Repetitive or behaviour which is considered serious, e.g. bullying, HSB, physical assault, possession of drugs or alcohol, illegal CBD or intoxication. Smoking or vaping in the building.	The Head of House will inform the Senior Tutor and Director of Boarding. The ST will notify parents. A written warning will be given by the DoB. If the student is to be suspended or expelled, the VP will consult with the Principal. Sanctions may include external referral for behaviour support, specialized workshop, and the restrictions on curfew and/ or weekend privileges and activities.	Head of House, Senior Tutor, Director of Boarding, Vice Principal
Level 5	Failure to comply with rules despite a Level 4 Final Warning. Examples include drugs or alcohol being brought into the boarding houses and/or distributed by a student, bullying, harassment and physical assault. Contravening British Law.	An incidence of seriously poor behavior or persistent poor behaviour may result in the student facing temp or permanent exclusion. Police involvement.	Head of House, Senior Tutor, Director of Boarding, Vice Principal

See e-Safety and/or Alcohol, Drugs and Smoking policies.

Whether an offence falls within Level 2 or 3 is decided by the Principal and/or VP based on the seriousness of the incident and the age of the student concerned. The nature and seriousness of incidents involving alcohol can vary enormously; in certain circumstances a first offence could

fall within Level 4. A situation where a student is very ill owing to alcohol abuse will be taken particularly seriously, as will supplying alcohol for other students, or drinking spirits. If students in the care of the College are involved in an incident related to the abuse of alcohol involving or resulting in criminal activity, the Police will normally be informed.

Drugs – if students are under suspicion or are known to be taking illegal drugs a record will go onto the College’s Drug Incident Report indefinitely. Students found with illegal drugs and/or paraphernalia related to drug use will go onto the College’s Drug Incident Report indefinitely, will have their possessions and rooms searched and the Police may be called.

Students in boarding accommodation who are in possession of drugs and/or drug paraphernalia will be excluded from the College if the evidence is deemed sufficient, the decision is at the discretion of the Principal or designated person.

Students suspected of being in possession of illegal drugs in the boarding accommodation will be subject to a no notice search and if contraband is found will be seen by the Principal or designated person for disciplinary and likely permanent exclusion.

Students who are not in College accommodation may be grounded or suspended until the College feels it is appropriate to lift the sanction. The student concerned will be excluded from the College if the evidence is deemed sufficient, the decision is at the discretion of the Principal.

(See the Alcohol, Drugs and Smoking policy for further guidance).

Covering or tampering with a smoke detector in the boarding house or at their hosts home

This is a serious breach of College policy and thereby has serious sanctions attached. Students will:

- Be charged £250 on the first occasion and £500 for any subsequent tampering
- Be charged the cost of calling out the engineers to either repair or confirm the detector is working.
- Be grounded for one week in the evening and at weekends.
- Be given a final warning and may be asked to leave the boarding house and/or the College if there is a repeat of this behavior. Any, and all fees which may remain outstanding are still due, including those for the term in which the expulsion has occurred: no fees will be refunded.

Persistent lateness at curfew

Curfew is in place for two reasons; the first is to keep the students’ safe at night and secondly so that late nights don’t have a negative impact on learning.

It is a National Minimum Boarding Standard (NMBS) to know where all boarding students are at all times. The breaking of curfew puts a serious concern on student safety, and therefore we strictly adhere to curfew. If a student breaks curfew, then consideration will initially be given to previous history, the circumstances and whether the student has contacted the boarding house in advance. When a student breaks curfew, for whatever reason, a note will be made on CPOMS by the Head of House and the parent/guardian or agent will be informed of this in writing by the Senior Tutor.

Sanctions for missing curfew.

NB: Note: In all cases, at all levels, the Senior Tutor will inform the parents in writing. The Head of House will record the incident in CPOMS. Serious breaches will be recorded in the NMS records by the Vice Principal.

Level	Behaviour examples	Action	Managed by
Level 1	Students who are late for curfew, without a legitimate reason, 3 times or more.	The student will have their curfew time reduced by 30 minutes for one week. HoH will inform the ST who will write to the parents.	Head of House
Level 2	A further missed curfew, up to 6 times.	The HoH will deduct another half an hour and will continue to take 30 minutes for every late curfew between 3 & 6 times until the student has managed to hit curfew on time for two full weeks. HoH will inform the ST who will write to the parents.	Head of House
Level 3	Continued misses of curfew, and the student seemingly unable to manage to return by curfew.	The HoH will inform the ST who will inform the parents. It may be necessary to remove the student from boarding, in this instance it is the parents' responsibility to find alternative accommodation.	Director of Boarding and Head of House.

Attendance & Punctuality

Boarding and host accommodation:

- The College Matron or Houseparent's will decide if a student is well enough to attend College.
- Students who are very unwell during the day will be asked to remain in their accommodation that evening to ensure they are fully recovered.
- Students who are not well enough to be in College will be asked to remain in their accommodation during the day unless it is for a doctor's appointment, they need a chemist or to buy food.

- Students who are suffering minor illnesses like headaches, tummy ache, coughs and colds will be required to attend College and see their Senior Tutor. The Matron and/or Senior Tutor will decide if the student should remain in the medical room or attend classes.

Where attendance and/or punctuality is slipping for reasons other than health this will be investigated by the Senior Tutor and sanctions may be imposed e.g. where a student is not sleeping early enough in the night we may agree a time limit on the use of a laptop or gaming machine with parent/guardian/agent permission.

Students who are persistently late for the first lesson of the day will be given a reduced curfew of 1 hour for one week.

Any student who is subject to any of the above sanctions will not be entitled to receive catch-up classes.

Homework

Students who persistently fail to hand their homework in on time will be timetabled for additional supervised study sessions. This will be monitored by the Senior Tutor who will inform the parents/guardian or agent and make a note on the student administration list (iSAMS). If the issue persists, then it will be escalated to the Director of Pastoral Care who will review the behaviour with the student and ensure that the parents/guardian or agent is kept fully informed. In the event that the behaviour does not improve the Director of Pastoral will escalate the concern to the Vice Principal (VP) who may choose to further escalate to the Principal.