

Behaviour, Discipline and Exclusion Policy

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Job title: Principal

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Relevant ISI coding (if applicable)

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

Behaviour, Discipline and Exclusion Policy

Definitions of terms used in this policy:

Staff = all those employed in any capacity by or on behalf of Abbey College Manchester/Abbey DLD Ltd.

Parents = parent, guardians, House parents, Assistant House parents or Host Family

College = the main College building, Clydesdale House, Host family lodgings, the Unitarian Chapel, all venues where Enrichment takes place.

Introduction

Abbey College has a relaxed, friendly and supportive environment in which both students and staff can achieve high standards whilst enjoying their working day.

The Abbey ethos regarding behaviour is

“Treat all others with respect”

This means respecting staff, fellow students, the fabric of the building (and the space surrounding it) and our neighbours in central Manchester. This extends to the college residence and the house parents as well as the homestay host and their houses.

The aim of Abbey College is to encourage learning and enable students to reach their full academic potential within a supportive environment. The structures outlined in this policy give a framework for discipline in the College to underpin our College Mission Statement

“Achieving Success Together”

The rules of the College can be summed up as follows:

All students must:

- be on time with the correct equipment and in a fit state to study
- attend all lessons including tutor time, assemblies, enrichment and study sessions
- work hard to the best of their abilities both in and out of lessons
- treat others and their surroundings with respect

A student’s main point of contact is their Tutor and Head of Year.

All students, regardless of sex, race, religion or belief, disability, sexual orientation, gender reassignment, pregnancy, in accordance with the Equality Act 2010, will be treated fairly and any reasonable adjustments will be made for such students to ensure that this is the case.

Disciplinary Issues and guidelines

Punctuality

- Arriving late to a lesson disrupts both teaching and learning therefore students are expected to be on time for all lessons. If there are specific transport problems

students/parents should contact the college. Repeated lateness is a disciplinary offence. Students should maintain a punctuality rate of at least 95% and this is monitored in every lesson and through registrations.

- Being late means the student will be required to sign in, this will be recorded and passed to the subject teacher and tutor/Head of Year
- Persistent lateness will be treated as a serious disciplinary offence as it disrupts lessons for the teacher and other students.

Attendance

- Students are expected to attend all lessons. There are a number of legitimate reasons for missing a lesson such as illness or medical appointment, university interview/open day, family bereavement. However, it is a parent or guardian's responsibility to inform the college in advance of any absence and in the case of illness to contact the college each day that the student is absent or, if known, to indicate the duration of the absence. If students are living independently it is their responsibility to notify the College of their absence and to provide medical evidence for absences of three days or more.
- The Assistant Principal, HOY or member of SLT, along with the attendance manager may visit any student living independently who is absent from College.
- All students must bring a completed absence form on their return to the College.
- Other reasons for absence must be discussed and agreed with the Head of Year (HOY) and/or the Principal well in advance. Please note that it is the responsibility of the student to catch up all work missed as soon as is possible to the satisfaction of the teachers. Significant absences throughout the year should be avoided as it will have a bearing on academic progress.
- Students should maintain an attendance rate of at least 95% and this is monitored in every lesson and through registrations through our Green, Amber, Red system.
- Detailed records are kept of both attendance and punctuality and are communicated home in each report.
- Unexplained absences are chased up daily by Student Services and the Assistant Head of Year. Unauthorised absence is a disciplinary offence

1. Academic concerns

Lessons

- Students are expected to contribute constructively to lessons and cooperate with the teacher and fellow classmates. Students should arrive properly equipped for lessons both with books, pens etc. and to be in a fit physical state for study. The effort applied in lessons, homework and assessment tests are graded through effort grades on a three weekly cycle and half termly written reports.
- Incidents in lessons are recorded in writing by the class teacher and given to the Tutor or HOY for further disciplinary action, if required, after the teacher has dealt with the issue. The Behavioural Framework records instances in which students' actions have led to a referral being made.

Homework

- Students are required to complete all homework to a satisfactory standard and submit it to their teacher by the specified time. If students have or anticipate difficulties with any aspect of homework, then it is their responsibility to discuss the matter with the appropriate teacher **in advance** of the deadline.

- Quantity, quality and punctuality of homework plays an important part in our ability to assess academic standards which in turn influences forecast grades, UCAS and college references, as well as reports.
- Homework is an integral component of learning and must be completed to ensure that all work is covered.
- The half termly report system and academic referrals are used to report any concerns
- Failure to complete homework is a disciplinary issue

Assessment Tests and College/Mock Exams

- Assessments tests and College/Mock exams must be completed in the timetabled slots.
- If an assessment test is missed then it is the student's responsibility, along with the teacher, to arrange a time to take it as soon as possible.

If, for any reason, students do not complete all tests and College/ Mock exams throughout the year to a satisfactory standard, attend a minimum 95% of lessons or complete a minimum 95% of homework **then the college reserves the right to amend the programme of study.**

Cheating in Tests and Mock Exams

- Cheating will not be tolerated under any circumstances; if a student is found to be cheating the paper will be scored as zero and disciplinary action will be taken

2. Behavioural concerns

Inappropriate Language

- Inappropriate language should not be used when in, or around the college, building as foul language is disruptive, unpleasant and often offensive to other people.

Smoking

- Smoking inside the building is absolutely forbidden; so too is smoking **anywhere** on Cheapside – especially the doorways / garage entrances of the other businesses on King St. and Chapel Walk.
- Smoking is also forbidden in the college residence, Clydesdale and any homestay.

Litter

- All litter should be placed in bins both inside and outside the college

Mobile Phones

- Mobile phones may be used during non-contact time only. In lessons and study periods in the Learning Centre, the use of mobile is not permitted and they should be kept in bags or pockets, on silent. Staff will remove phones, or ask SLT to do so, if they are seen or heard when students are not permitted to be using them. Students may have their phone taken off them for the remainder of the day if caught using it. Students may hand their phone to student services for safe keeping, or parents can request that this happen

Minor Damage in the College

- Things get broken but the college buildings and furniture should be treated with care

Theft

- Theft of any kind will be viewed at a most serious level. All theft will be investigated, and the usual disciplinary procedure followed.

Drugs (also see Drugs policy)

- It is forbidden for any student to carry, buy, sell or use any substances prohibited by law. A student suspected of taking or being under the influence of drugs may be suspended pending an investigation.
- Please note that the college includes as 'drugs' solvents, aerosols and other substances e.g. legal highs, which are taken for their physiological effects. The alcohol policy also relates to alcohol too.
- Members of the college staff reserve the right to **search bags or call in the police** if there are any suspicions that students have brought drugs into the college.

Alcohol

- Any student who enters the college under the influence of alcohol can expect to be suspended for the rest of that day. More serious drunken behaviour or bringing alcohol onto the premises for sale or consumption will be dealt with in the same manner as illegal drugs.

Weapons

- It is not acceptable to bring into college any illegal weapon. Students are not allowed to bring into the college any type of knife, sharp weapon or dangerous item.

Violence

- Any serious assault, particularly if it involves a weapon, will result in the police being called. An investigation will then be undertaken which may result in permanent exclusion.

Bullying

- **See Anti-bullying Policy**

Unacceptable use of ICT or/and Social Media (also see ICT Usage Policy)

- The ICT Usage Policy for the use of ICT and Cyberspace explicitly forbids the deliberate viewing of offensive images and the sending of offensive or bullying emails, texts or social media posts on mobile phones or computers.
- Any unacceptable use of ICT will be dealt with very seriously

Unreasonable Discrimination

- Any discrimination on the basis of ethnicity, religion, gender, sexuality, social background, age or disability is unacceptable.

Rudeness to Staff and Students

- It is assumed that all students at Abbey will treat others with respect. Failure to do so is unacceptable. In addition, students are expected to comply with reasonable requests made by **any** member of staff.

Malicious Allegations against staff

The Principal may take disciplinary action in accordance with this policy where a student is found to have made a false and malicious allegation against a member of staff.

All the above behavioural concerns will be dealt with as disciplinary matters and the sanctions will depend on the severity and repetition of the offence.

International students in accommodation.

- All International students in college Accommodation receive a copy of the Handbook related to Accommodation. This constitutes the rules of living in arranged accommodation. Within the Handbook there is a declaration, agreeing to the rules, which must be signed by both parents/guardians and students.
- Host families may also apply simple rules of their own for the smooth running of the home.
- Typical breaches of rules may be:
 - Arriving after curfew
 - Not co-operating with Host family or Houseparents
 - Staying out overnight without permission
 - Allowing friends to stay overnight without permission

Sexual Relationships between students

Philosophy

It is important to acknowledge that relationships are normal amongst teenagers in a co-educational environment; although the college does not believe it is in students' best interests for these relationships to be too intense or at the exclusion of other friendships. These guidelines are in place to ensure relationships are conducted in a discreet and appropriate manner.

The underlying principle in respect of pupils' relationships is one of trust and respect

Sexual relations are discussed in PSHE and more informally with tutors, pastoral staff and Houseparents. The aim of these lessons is to develop an understanding of:

- Consent
- The law in the UK
- The values of respect for self and respect for others
- The challenges of adolescence
- The physical and emotional benefits of good personal relationships
- The risks and consequences of early sexual experiences

The Law

The age of consent in England and Wales is 16. This is the age when young people of any sex, gender or sexual orientation can legally consent to taking part in sexual activity. This means that sexual activity between two or more people is always unlawful if at least one of the people is under the age of 16.

Abbey Rules

Students of any age are not permitted sexual relationships whilst on college premises, this includes Cheapside, Clydesdale House and Homestays.

Furthermore, any physical contact between students, such as hand holding and kissing, must be discrete and reflect the modesty and respectability of our College including our boarding accommodation. At no time should any student or staff member be made to feel uncomfortable due to public displays of affection.

All these types of issues will be dealt with in line with the following discipline procedure

Disciplinary Procedure

At Abbey College Manchester we do not use corporal punishment under any circumstances.

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|---------------------|---|----------------|
| Disciplinary Step 1 | Verbal warning | |
| Disciplinary Step 2 | Verbal warning | |
| Disciplinary Step 3 | Verbal warning | |
| Disciplinary Step 4 | Disciplinary Committee Level 1-Formal verbal warning | Record on SIMS |
| Disciplinary Step 5 | Disciplinary Committee Level 2- 1 st written warning | Record on SIMS |
| Disciplinary Step 6 | Disciplinary Committee Level 3- 2 nd written warning or exclusion | Record on SIMS |
| Disciplinary Step 7 | Disciplinary Committee Level 4-3 rd and Final written warning or exclusion | Record on SIMS |

Verbal warnings

- These will be issued for minor student offences at Disciplinary steps 1-3. Level 4 is a more formal verbal warning which is recorded and kept in the student file.

Disciplinary Committees

- If Students do not adhere to college rules e.g. there are problems with attendance, punctuality, behaviour or academic concerns they will, after verbal warnings, be called to the Disciplinary Committee
- There are 4 levels of the Disciplinary Committee depending on the seriousness or repetition of the offence
- The typical composition of the Committee is as follows :
 - Level 1: Tutor, Assistant Head of Year, Subject Teacher
 - Level 2: Assistant Head of Year, Head of Year, Tutor
 - Level 3: Principal/Assistant Principal and Head of Year

Level 4: Principal, Assistant Principal and member of SLT as necessary

- At the committee students will be presented with the reasons for the meeting and asked for their response. The committee will then discuss and decide the sanctions and actions that will be applied.
- Parents will be informed and/or invited to attend a meeting **where appropriate**.
- Sanctions include a written warning with specific targets, revision of the programme of study, removal of privileges, suspended internally, temporary or permanent exclusion.

First Written Warning

- This will be issued by the HoY (usually following a formal verbal warning) or member of SLT, for repeated minor offences or first significant offence. This warning is kept permanently on record. In boarding a warning may be administered for offences such as smoking within the residence, covering of the smoke detector and not being present for register during a fire alarm/test
- Targets and/or an appropriate course of remedial action (e.g. report or compulsory study) will be decided upon and made clear to the student. Action may include an amendment to the programme of study.
- The details of the meeting and targets/expectations will be communicated in writing to the student, guardians and those responsible for paying the fees.

Second Written Warning

- This is a further written warning issued if behaviour has not improved or the action has been repeated. The issue will be discussed with the HoY and teachers, where necessary. As above, targets/expectations are communicated to all parties. In boarding smoking or having covered the smoke detector will lead to a second written warning.

Third and Final Written Warning

- The Disciplinary Committee level 4 will meet.
- As with the first and second warning, the purpose of this meeting is to discuss the situation but also why previous action has not improved the situation.
- Remedial action will be decided upon and such action is likely to be of a serious and substantial nature. At this stage the consequences of failing to meet these demands will again be made clear to the student, guardians and those responsible for their fees.
- Again, these consequences will be of a very serious nature such as withdrawal from exams, withdrawal of UCAS reference, amendment to the programme of study or exclusion.
- For serious offences a final warning may be given immediately.

Students on a Final Written Warning

- Should the conditions of the Final Written Warning not be met, the student will be permanently excluded or an agreement made with the fee payer to withdraw the student from the College.
- This is particularly important in relation to International students where it is deemed the student is at significant risk by being away from parental care. This should be treated as a potential safeguarding issue and as breaching our Duty of Care. In such instances all protocols linked to UKVI procedures must be followed.

Permanent exclusion

- Even if a student does not have a previous disciplinary record, serious offences (e.g. linked to possession, use or selling of drugs or to serious assault) will result in immediate permanent exclusion and the involvement of the police.

Appeals process for permanent exclusions

- Parents should follow the Abbey DLD Appeals Policy (Exclusions) available on request.

Academic Sanctions

Amendments to Programme of Study, UCAS References and Grade Predictions

Amendment of a programme of study might include any or all of the following:

- Conversion from one course to another.
- Conversion from A-level to IFP/PPU
- Reducing the number of GCSE subjects studied or change of entry tier.
- Extending the period of study.
- Withdrawal from an exam or aggregation.
- Any reasonable action the college deems necessary to improve academic performance.
- Amendments to UCAS predictions or the personal reference.

The college reserves the right to contact universities and/or UCAS to inform them of any changes to grade predictions and / or personal reference in order to ensure that they remain accurate for the student in question.

Two year students

It is anticipated that Year 12 students will progress smoothly into the next year to continue their studies. However:

Continued study is dependent on performance in Year 12.

Entry to Year 13

The college reserves the right to withhold a place to students who have received a written warning regarding their behaviour.

Programme of Study

The college reserves the right to amend programmes of study based upon academic performance.

Other sanctions

E Safety sanctions – **see ICT Usage**

Sample Disciplinary Procedure Overview and Warnings

| Level | 11 | L6 | U6 | IFP | Clydesdale/ Homestay | Level |
|-------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---|---------------------------------|
| 1 | Subject teacher | Subject teacher | Subject teacher | Subject teacher | HP | Verbal |
| 2 | Subject teacher & HOD/AHY | Subject teacher & HOD or Tutor | Subject teacher & HOD or Tutor | Subject teacher & HOD or Tutor | HP | Verbal |
| 3 | AHY | HOD/Tutor / DOF or AHY | HOD/Tutor / DOF or AHY | HOD/Tutor / DOF or AHY | HP/Assistant/Senior HM | Verbal |
| 4 | HY | HOD/Tutor / DOF or AHY | HOD/Tutor / DOF or AHY | HOD/Tutor / DOF or AHY | Senior HM | Formal verbal; noted on SIMS |
| 5 | Assistant Principal / DOF / HY | AP/DOF/ HOY or AHY | AP/DOF/ HY or AHY | AP/DOF/ HOY or AHY | AP/DOF/HOY or AHY/ Assistant/Senior HM | First written warning; SIMS |
| 6 | Assistant Principal / DOF / HY | AP/DOF/ HOY or AHY | AP/DOF/ HOY or AHY | AP/DOF/ HOY or AHY | AP/DOF/HOY or AHY/ Assistant/Senior HM | Second written warning; SIMS |
| 7 | Principal/AP | Principal/AP | Principal/AP | Principal/AP | Principal/AP | Final written warning; SIMS |

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| Serious incidents or immediate concerns | Serious incidents are dealt with outside the normal system e.g drinking alcohol, drug related issues or serious misconduct in a lesson and the procedure should involve the HoY or SLT immediately |
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HOD/DOF – academic up to level 4
Tutor/HOY – behavioural up to level 4

This system is underpinned by the effort grades that teachers award students every three weeks along with any email concerns and paperwork. Departments and Faculties should review the consistency and criteria used in awarding effort grades.

Rewards

For the majority of students at ACM their time is happy and they work with the college team to make significant progress and achieve the best outcomes of which they are capable. This is reward in itself but teachers, tutors, HOYs, HOFs, Directors of Faculty, SLT and the Principal provide a framework of rewards for students both informally (e.g. well done or a small treat at the end of term) and formally in the following ways:

- Praise on pieces of work in the form of written comments
- High effort grades on pieces of work and in reports
- Student of the month awards
- Effort certificates
- Displays of work around the building
- Tutor group certificates
- Recognition of achievement
- Recognition of excellent attendance and punctuality
- Graduation Awards

Rewards and sanctions linked to the college residence and Homestay

- Houseparents and Homestay hosts receive student reports
- Houseparents and Homestay hosts receive copies of letters related to discipline or rewards
- Houseparents and Homestay hosts are encouraged to apply sanctions or give praise where appropriate in line with college policy
- Agents/guardians of International students invited to attend parent evenings and awards evenings

Use of restraint

- The Abbey DLD Group has a **Discipline Restraint Policy** and this should be referred to for guidelines on the use of physical restraint by staff.
- All staff should be aware of the contents of this policy.
- As far as possible, Houseparents and Homestay hosts are actively discouraged from physical contact with students. However, they should be aware of the policy on use of restraint in case should the need arise in an emergency.
- If physical restraint is used this should be recorded in the write up of the event. In the case of the college residence it should be recorded on the daily report.

Searching student's bags or rooms

Searching a student's personal possessions must balance the right of the student alongside the need to investigate an incident e.g. related to alcohol, drugs, knives etc. In most circumstances the student would be present, and two members of staff would be present to ensure safeguarding. However, if there are concerns raised about a student when they are absent from the college residence the house parent and another adult should conduct the search. It is preferable to take photographs of the items in situ rather than handling them. If in doubt guidance should be sought from the Senior Leadership Team or Accommodation and Operations Assistant/Senior Houseparent. Further guidance on searching a student's belongings can be found here:

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>