



Behaviour Policy and Procedures

Agreed by Management Committee

Chair of Management Committee

Mr Philip Taylor

Signature:

Date:

Date adopted: Sept 2019

Last reviewed July 2019

Next review: July 2020

Legal updates may precipitate changes

Version: Final

Status: Active

Behaviour Policy and Procedures

Purpose

This policy sets out agreed measures to support Ashley College staff in managing behaviour so that all staff, parents and students are clear about the standards of behaviour we expect and ensure that we have a consistent approach and clear behaviour boundaries.

Aims

We recognise inappropriate behaviour as a significant barrier to learning so our behaviour policy aims to:

- promote positive behaviour, self-discipline and respect
- apply guidance from the Management Board's Statement of Principles
- ensure that staff are aware of the powers available to them
- ensure that students know what is expected of them and the consequences of falling short
- ensure equality of opportunity for all students
- promote clear values and a moral code
- ensure fair, consistent and appropriate sanctions when necessary
- prevent bullying
- encourage students to complete assigned work
- promote parental support and involvement

Responsibilities

We regard positive behaviour as the norm and all our parents, students, and members of staff as responsible for promoting it:

- Parent/carers are informed of and agree to Ashley College positive behaviour standards when they sign up to the Home-College Agreement (Appendix 1). They are expected to behave in an adult and courteous way when on school premises or talking to staff.
- Students commit to our behaviour standards when they sign our Code of Conduct (Appendix 2).
- Staff will display the rules in classrooms and ensure students know them and the system of rewards and sanctions. They will take prompt and consistent action in relation to good and poor performance and behaviours, taking account of special needs and circumstances. They will stay calm and have clear routines for stopping the class. They will feedback to parents about students' behaviour.

- Senior Leadership Team will be a visible presence, model the behaviours we want, monitor staff praise and punishments and build positive relationships with parents.

Recognising positive behaviour

We will consistently acknowledge progress and achievement in all areas of good work, effort, behaviour or attitudes, with oral or written praise, with feedback home including postcards, or achievement certificates or vouchers. Records of positive feedback will be kept in the students' Record of Achievement folder. The greater the effort or achievement, the more significant the reward - see Appendix 3.

Improving behaviour

All staff ensure that students are aware of Ashley College policies – the Code of Conduct, anti-bullying, anti-racist, equality and behaviour policies and procedures. Link tutors acknowledge positive behaviours and academic progress and give and record positive feedback to students and parents/carers quickly and regularly.

Students negotiate and agree termly personal development targets with Link Tutors and these will be used to promote behaviour skills and strategies where appropriate. Link tutors are likely to be the first to pick up on difficulties, which, if addressed decisively, can be resolved.

Where Link Tutors are aware of persistent behaviour policy breaches, they will discuss individual cases with the SLT.

Incident/Concern reporting

All incidents/concerns will be recorded as quickly as possible, including information on time, any witnesses, any known backstory (antecedents, behaviour, consequences). An SLT member, or an appropriate member of staff, will, at the earliest opportunity, record a personal statement with the relevant students. An incident/concern report form is at Appendix 4. Incident forms and statements are kept centrally in the incident folder, as well as individual student folders.

Sanctions

We issue sanctions on an individual basis and will take care never to humiliate the student. Our sanctions are proportionate to the breach – from verbal reminders of the Code of Conduct to immediate involvement of the Head and possible exclusion for persistent or serious behaviour.

Student 'on report' system

If a student continues to display negative behaviour they may be placed on a report card to support them in improving their behaviour. This is set out in detail, with different sanctions proportionate to the behaviour, in Appendix 5.

The procedure is:

- SLT and other staff collectively decide whether a report card is required for a student.
- Link tutor will inform student and parents/carers and will issue the report card to the student.
- The student gives the subject teacher the report card at the start of each lesson for completion
- The report card will be signed off by the Link Tutor / SLT at the end of each day
- Original reports are kept in the office overnight and collected by the student each morning
- completed reports are filed in student folders

Offsite/Home tuition

Home Tuition Link tutors will enlist support from parent/carers if using the report card for home learners, ensuring that all tutors complete the form and that it is filed on student records.

Attendance and punctuality

We make clear to all potential students and their parents/carers that attendance and punctuality are key to progress and success. Students failing to attend three successive lessons or regularly missing lessons without notification or legitimate reason, will be referred to the Education Welfare Officer. Our Attendance policy gives more detail ([click here](#))

Appendices

Appendix 1 - Home/College Agreement

Appendix 2 - Code of Conduct

Appendix 3 - Rewards

Appendix 4 - Incident Report Form

Appendix 5 - Sanctions

Appendix 6 - Report card



The Pavilion
Ashley Gardens
London
Wembley
HA9 8NP
Tel: 020 8937 3330

Head Teacher: Ranjna Shiyani

Home/School Agreement for Centre Based Students

<p>Student</p> <p>Name:.....</p>

The student and Parent/ Carer have read all of the attached information and agree to the all terms conditions:

Student

Parents/ Carers

Ashley College.....

Ashley College responsibilities

Ashley College agrees to:

- Contact parent/carer if there are any difficulties with attendance.
- Let parents know of any concerns regarding work or behaviour.
- Provide a balanced curriculum which meets the learning needs of the individual need of the pupil.
- Listen to parents/carer concerns and take action where possible.
- Set academic and behaviour targets for your child and review them on a regular basis.
- Send a termly report home that details all progress, achievements and matters for concern.
- Arrange reviews to discuss progress.
- Prepare for a successful outcome for the future, encouraging self-confidence and social skills.
- Maintain up to date and accurate records.
- Act responsibly in the best interests of your child with regard to health and safety and child protection.
- Allocate a Link Tutor to your son or daughter.
- Provide meetings with teachers and Link Tutors at agreed times.

Students' responsibilities

I will:

- Be punctual for all the lessons on my personal timetable ensuring that I attend Link Tutor sessions at the start of the day.
- Hand in my mobile phone to the reception area at the start of each day.
- Sign and adhere to Ashley College Code of Conduct and Acceptable Use of ICT.
- Understand that bullying, sexist or racist language and/or behaviour or other forms of prejudice will not be tolerated at Ashley College.
- Engage in all learning opportunities provided at Ashley College by participating in lessons and activities to the best of my ability
- Record all homework set in homework diary and ensure it is completed and handed in on time.
- Ensure that my homework diary is signed on a weekly basis, during term time, by my parent/carers.
- Not bring into Ashley College any non-prescription drugs, potential or actual weapons or any other items which may cause harm to others.
- Comply fully with any wandings or searches of bags and other personal possessions that are deemed necessary by the Head Teacher. These will be carried out by 2 members of staff in a private room.

I accept that staff have a duty to inform my parent/carer of any concerns that they may have. The staff also, in certain cases have a legal responsibility to inform other agencies.

Parent/carers responsibilities

I understand that Ashley College staff have a duty to inform parents/carers of any major concerns that they have regarding their child and, in exceptional circumstances, have a further duty to inform other agencies.

I/We agree to:

- Contact Ashley College by 9.00am (020 8937 3330) if my child will be absent and provide a letter/correspondence/medical certificate to explain the absence in every situation.
- Arrange dental treatment or other appointments at a time when there are no lessons; unless emergency treatment is necessary.
- Ensure my son/daughter returns to school as soon as possible on the day of appointment.
- Complete a health care plan with any medical information relating to my child, including ALL medical conditions, such as: - allergies, asthma, diabetes, epilepsy, heart condition, panic attacks or physical weakness. I will provide necessary updates on my child's medical condition as and when needed.
- Provide updated medical evidence of existing medical need at every 6 weekly review.
- Liaising with Ashley College before allowing my child to bring any prescription or non-prescription medication they may be taking in to school and this information being added to the health care plan.
- Provide Ashley College with details of any special dietary requirements that my child has; and provide updates on this when necessary and this information being added to the health care plan.
- Keep staff informed of any changes in: - address, phone numbers or family circumstances.
- Not take holidays with my child in school term time.
- Work in partnership with staff at the School to help make a success of my son/daughter's time at Ashley College
- Attend family group sessions, other therapeutic interventions, if identified by Ashley College is required.
- Ensure my child attends relevant therapeutic interventions that the school provide eg; TaMHS, Mentoring, Connexions, Mindfulness etc
- Attend termly PLP meetings and 6 weekly reviews, provided by staff to discuss my child's progress. If I am unable to attend I will ensure I notify the school as soon as possible.
- Ensure that homework set by tutors is completed by my child and returned as requested and sign my child's homework diary on a weekly basis during term time.
- Ensure my child understands and complies with Ashley College Acceptable Use of ICT procedures and Code of Conduct for Behaviour.
- My child handing in their mobile phone to the reception area at the start of their day at Ashley College.
- Give consent for any wandings or searches of my child's bag or possessions which senior staff deem necessary in order to ensure the safety of all students at Ashley College. Searches will be conducted with at least two members of staff present in a private room.
- Accept that Ashley College will investigate serious contraventions of the Code of Conduct alleged to have been committed by my child. I/ We will participate in such investigations in a positive manner.
- Ensure than books and other materials loaned by the college are treated respectfully and returned to the college promptly. I agree to refund the cost of replacing lost or damaged property.
- Be flexible when education provision needs to be adapted to meet the needs of my child.

Uniform Requirements

- A light blue polo shirt (should you require additional polo shirts, please enquire at the school office)
- Your child's school trousers or school knee length skirt (alternatively, black trousers or knee length skirt). Please note that no black jeans or leggings are permitted, nor trousers that are ripped
- Plain black/ grey/ navy blue jumper or cardigan, or plain sweatshirt. Hoodies are permitted but pupils are not allowed to wear the hood up in school
- No hats, hoods or sunglasses (indoors)
- No high heels, bare shoulders or mid rifts
- Sensible footwear
- If jewellery is worn, please ensure that it is discrete; a pair of studs or sleepers are permitted for earrings
- If make-up is worn, please ensure that it is subtle
- Nails should be kept short (health, safety and hygiene requirements in food technology / PE)
- For PE, which is a compulsory part of the curriculum, all pupils must bring a change of clothes to wear that are comfortable and not outlandish. Please note that strappy tops or string vests are not permissible

Acceptable Use of ICT Agreement

Rules for internet access and use of IT at Ashley College

The staff provide computers with Internet access to help learning. These rules will keep us safe and help us be fair to others.

- I will only access the system with permission from an adult.
- I will not access other people's files, email system or USO area.
- I will use the computers for schoolwork and homework and follow all instructions for creating and saving files and folders given by my teacher in lessons and during homework club.
- I will not bring in memory devices.
- I will only e-mail people I know, or those approved by my teacher.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone using the school email system.
- I will not use Virtual Private Networks (VPNs) to access any material on the internet.
- I will report any unpleasant material or messages sent to me. I understand that this report would be confidential and would help protect other pupils and myself.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

Consent Form

- I give permission for my child to travel to events and participate in organised activities arranged by the staff in Ashley College
- In an emergency I consent to my child being given urgent medical or surgical treatment considered necessary by the medical authorities.
- I consent to the internal use of photographs/videos of my child for educational purposes.
- I agree that Ashley College does not accept any liability for personal items such as mobile phones, iPods or any other electronic items which my child may bring into school.

Signed.....**Date**.....
.....

Sex Education

Parents/carers are advised that sex education in addition to that statutorily provided in the National Curriculum is provided at Ashley College.

Pupils will learn about their physical, moral and emotional development, about the importance of marriage and stable loving relationships, respect, love and care. They will also learn about sex, sexuality and sexual health. Ashley College will not promote any sexual orientation or sexual activity.

I give my consent for my child to attend all PSHE sex education sessions.

Signed:.....**Date:**.....
.....

Data Protection

How we use your information

You are providing your information to Ashley College.

Contact details Phone: 020 8937 3330 Email: admin@ashleycollege.brent.sch.uk

Our Data Protection Officer is: Rajesh Seedher - 020 8937 2018 - school.dpo@brent.gov.uk

Data Protection Officer, Brent Council, Civic Centre, Engineers Way HA9 0FJ

Your information is collected for the purpose of complying with the requirements of the Education Act 1996 as required to fulfil the school's duties under legislation and statutory requirements.

The information will be shared with:- schools pupils attend after us, LA, DfE, and other necessary and relevant parties. The information shall be retained as per IRMS advice and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten.

You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

Further information can be found at Ashley College Privacy Notice and Data Protection Policy on our website <http://www.ashleycollege.brent.sch.uk/college-info/policies/>

ASHLEY COLLEGE CODE OF CONDUCT

ACADEMIC YEAR 2019 – 2020



Be ready for learning

- Be on time
- Bring completed homework and equipment / PE kit
- Hand in all phones, earphones and other gadgets to Reception on entry to the College
- Eat only at break time /lunch time, in the lunch room/designated area
- No gum, sweets, chocolate, crisps or fizzy drinks
- Collect water and visit the toilet before lessons begin
- Fully participate with your best effort in all activities directed by staff
- Dress appropriately – follow the uniform code
- No hats, hoods or sunglasses (indoors)
- No high heels, bare shoulders or mid rifts
- No long or acrylic nails

Be respectful

- Follow instructions from staff
- Listen to others
- Be kind and polite
- Respect Ashley College property and that of others
- Inappropriate social media communication is not allowed



Be safe

- Smoking is not allowed anywhere in or near Ashley College
- Keep your hands and feet to yourself
- Leave bags outside toilets
- Only staff members are allowed to let visitors in
- Follow all Health & Safety rules at all times



In signing this, I agree to the Ashley College Code of Conduct.

Print Name _____ Signature _____ Date _____

September 2019

REWARDS CHART

	Expectations (attitude, effort and behaviour)	Rewards	Comments
In lesson behaviour	Excellent work /effort / attitude / punctuality / progress / contribution to lesson / homework	Spontaneous responses e.g. <ul style="list-style-type: none"> • verbal praise • comment and / or in exercise student book or diary 	
Level 1	Meeting personal development and academic targets or a notable achievement.	<ul style="list-style-type: none"> • work shown to other tutors / SLT • phone call / text / email home • "well done" postcard is sent home. 	<i>Office will keep records of number of postcards accumulated and a copy in student record of achievement</i>
Level 2	Consistently meeting or exceeding personal development and academic targets.	<ul style="list-style-type: none"> • Achievement/progress certificate at end of term • At the end of each term achievements are celebrated e.g. vouchers, trips or pizza etc. 	

ASHLEY COLLEGE - INCIDENT / CONCERN REPORT Master Copy 24.04.19

PART 1

Date of Incident
Or Concern:

Time of Incident
Or Concern:

Incident / Concern reported by:

Names of staff / pupils concerned: (incl. Year Group)

Codes :							
Prejudice:		Welfare:		Abuse:		Bullying:	
Gender	P1	Child Protection	W1	Verbal	Ab1	Verbal	B1
Racial	P2	Attendance	W2	Physical	Ab2	Physical	B2
Sexuality	P3	Health	W3	CSE	Ab3		
Disability	P4	Emotional	W4	Accident	Ac1	Other	O1
		E Safety	W5				

Type of Incident / Concern Code:

Place of Incident / Concern:

Description of Incident / Concern: (incl. equipment, what was said & by whom)

Other Information: (previous history log reference nos., background information)

ASHLEY COLLEGE - INCIDENT / CONCERN REPORT

PART 2

Action taken and by whom:

Referral made to SS: First Aid Given by First Aider:
Referral made to EWO: Recorded in H&S Accident Book:

Referral made to other agency (Specify):

Signed/Initialled by Tutor & time of recording

Signed/Initialled by SLT & date:

Other notes:

OFFICE USE ONLY

Electronic recording completed: Racial Incident Report Form sent:
Copied to: Parents with covering letter / phone call:

LA if applicable (name dept):

SANCTIONS		
In lesson behaviour	Breaking Code of Conduct	<ul style="list-style-type: none"> Reminder of content of code of conduct. Discussion with Link tutor or SLT May be filled in if code of conduct continues to be breached. SLT may be called and student may be removed from lesson/s. Parent/ Carers contacted by Link tutor
Level 1	Concerning Behaviours <ul style="list-style-type: none"> Continued breaking of code of conduct Disrupting own or others' learning Refusal to cooperate or participate Minor bullying/disrespectful or inappropriate comments 	Incident Report <ul style="list-style-type: none"> Reminder that incident is being recorded by the staff present Incident sheet to link tutor Immediate telephone call SLT may be called and student may be removed from lesson/s.
Level 2	Serious Concerns <ul style="list-style-type: none"> Continuing concerning behaviour/ and or deteriorating behaviour. Verbal aggression/threat Racist/homophobic/sexist comments Losing temper Damaging property deliberately Theft Leaving class without permission 	Card <ul style="list-style-type: none"> Reminder that incident is being recorded on report card Removal from class by requesting SLT intervention Immediate telephone call followed by letter. Meeting with parents/carers. SLT may be called and a student may be removed from lesson/s.
Level 3	Very Serious Concerns <ul style="list-style-type: none"> Non improvement on yellow report card Repeatedly leaving class without permission Fighting or throwing dangerous objects serious challenge to authority verbal abuse to staff, vandalism drugs, smoking and alcohol possession and use of offensive weapon leaving building without permission persistent bullying of any type. 	Review Meeting <ul style="list-style-type: none"> Immediate involvement of SLT Immediate telephone call followed by letter. Possibility of being sent home. Meeting with parents/carers, mainstream school and involved professionals Review provision offered Possible fixed term exclusion. SLT may be called and a student may be removed from lesson/s.
Level 4	Extremely Serious <ul style="list-style-type: none"> Extremely dangerous behaviour or violence Intentional violence to adult or student Very serious challenge to authority. Sexual misconduct 	All of the above sanctions and may include police involvement

REPORT CARD

Name:	TARGETETS:				
Start Date:	A				
	B				
	C				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Link Tutor Time or Homework Session					
PERIOD 1					
PERIOD 2					
Assembly /Well Being					
PERIOD 3					
PERIOD 4					
After lunch activity					
PERIOD 5					
PERIOD 6					
PERIOD 7 (Year 11)					
SCORE					
3 = Fully Met 2 = Partly Met 1 = Not Met					

25 September 2019