

Melbourn Village College

Behaviour, Rewards and Sanctions

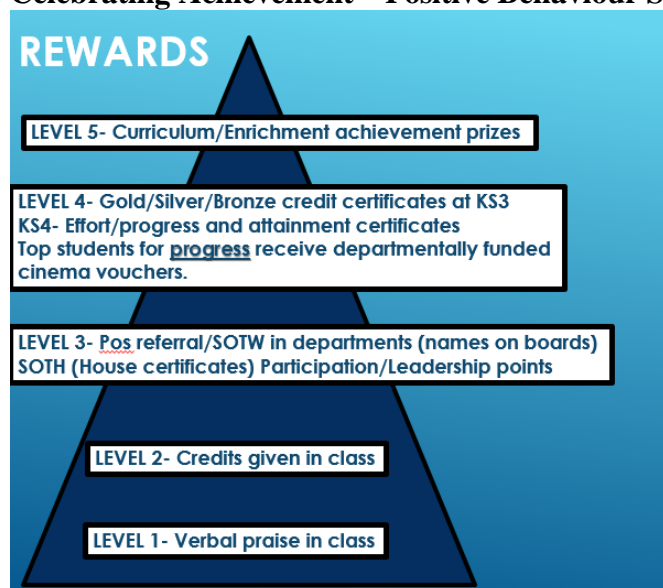
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All staff at Melbourn Village College are committed to providing an environment where all students feel safe and secure and are able to thrive in an atmosphere of mutual respect. An integral part of that is a spirit of partnership and co-operation which helps all parties feel valued and part of a wider community. Good behaviour and discipline is at the heart of all successful communities, based on respect for oneself and others. It is vital that we therefore reward the positive behaviour that pupils exhibit and actively recognise all of their achievements within college.

The college is intended to be an establishment in which students of any culture or background may thrive and in which all faiths and beliefs are equally valued. In all appropriate group activities and large gatherings, the importance of co-operation, tolerance and understanding is emphasised. Within the taught curriculum opportunities are planned to encourage students' moral and spiritual development. Teaching and learning about other faiths is actively planned into students' college experience in order to promote understanding and respect.

Celebrating Achievement – Positive Behaviour Strategies



The whole ethos of Melbourn Village College is underpinned by the recognition and celebration of achievement in the broadest sense. We would expect and it is considered good practice for a member of staff to make contact with the parent/carer to feedback good news on their son/daughter.

Formal Rewards – The House System

Positive rewards, or Achievements are awarded for various aspects of positive behaviour and recorded on SIMs by the awarding teacher. In addition to the verbal praise in the classroom, there are a number of ways we reward students.

Level 2 awards

Contributing credits- (+1) Can be given for students engaging in classroom discussion.

Attainment credit (+2) Can be given for a good piece of homework or classwork/very good result in an assessment.

Effort credits- (+2) Can be given for continued effort in class

Progress credits- (+2) Will be given for a student who shows dedication to their academic work.

Level 3 awards

Positive referral- For an outstanding piece of work or for special recognition of students' dedication to a subject. (+4)

Student of the week Dept/ Student of the House (+4)

Representation level 1 - For generally representing the school well- large contribution to an assembly/ sporting representation playing in a fixture. (+4)

Representation level 2 - For representing the school at a higher level i.e. School show or elite sporting/ academic event. (+8)

Leadership credit level 1- Pupils supporting other students by helping them with their learning i.e. reading support. (+4)

Leadership credit Level 2- Taking a leadership award for Languages/Sport leaders etc. (+8)

Achievement points feed into the college House competition. They are monitored by tutors and Heads of Year and are used in assemblies to promote cohesion and celebrate success. At the end of Year, the top 10 students in each House will be selected to go on a trip that is just for them and is a way of recognizing their consistent commitment to their studies.

Termly celebration assemblies are used to celebrate student achievement in the broadest sense, recognising academic achievement in subjects, positive points achievement, attendance, extra-curricular involvement and contribution to college life. Students receive certificates in the assemblies as well as department funded cinema vouchers to reward progress within Key Stage 4.

There is an annual Key Stage 4 Presentation Evening in the Autumn Term. This is a formal occasion attended by staff, students and parents. Formal Examination certificates and subject prizes for Year 11 are presented at this time.

Informal Rewards

In addition to the above, we also appreciate and encourage the use of:

- individual and public praise in lessons
- display of student work
- Head of Department / Head of Year input in lessons and whole group praise

Sanctions

Wherever possible staff will always accentuate the positive, but inevitably there are occasions when sanctions are necessary. Day-to-day sanctions are based upon six expectations, designed to help students develop good learning habits for life. It is therefore expected that students will observe schools rules both in school and when representing the school in any way when not on school property. It is considered good practice for a member of staff to make contact with a parent/carer if a behaviour persists.

1: Uniform – To follow the college code (including make-up / jewellery)

2: Punctuality – To arrive at lessons and college on time

3: Equipment – To bring the correct equipment/books for each lesson

4: Work – To complete the required amount of classwork and/or homework

5: Respect – To respect others by following instructions, not answering back and not disrupting lessons

6: Mobile Phones / MP3 players – to be out of sight except when outside at break or lunch.

A range of sanctions may be used by staff in order to tackle and discourage inappropriate behaviour. These include: Verbal admonishment, Written feedback, Communication with parents, comments in homework diaries, Detentions, Reports, Community Service, Isolation, Temporary Exclusion and Permanent Exclusion. The aim is always to use the sanction that is the most appropriate to tackle the behaviour in question. The school reserves the right to recommend that a pupil is removed from a bus. Points for negative behavior are recorded as follows.

Equipment -1
Lateness -1
Uniform -1
Homework insufficient -1
Classwork insufficient -2
Homework not done -2
Defiance -2
Disruptive -2
Missed detention- -2
Abusive/violent -4
Smoking -4
Truancy -4
Vandalism -4
Bullying -4

Recording

All behaviours and rewards (achievements) are recorded on SIMs through the Lesson Monitor. This enables them to be monitored and reviewed, both in terms of students and staff. Students who need additional support or whose ongoing behaviour requires a move to a higher level of action can be picked up by tutors, Heads of Year or the Senior Leadership Team.

Specific Cases / Incidents

In all cases, staff will use the sanction they feel is most appropriate. This will depend on the exact circumstances of the individual case. In serious cases, Senior Leaders will be involved in the decision-making process. The college will liaise with police as and when it is appropriate to do so.

Truancing

Attendance at college is not only a legal requirement but is intrinsically linked to achievement. Students who truant a lesson will make up the missed time.

Swearing / Verbal Abuse

A student who swears in general conversation will generally be given a verbal warning. Swearing at a member of staff is considered to be a very serious offence; students will usually be removed from mainstream lessons for a period of between one and five days. Verbal abuse to another student is also a serious offence. The sanction will depend on the exact circumstances.

Physical Abuse

Physical abuse is considered unacceptable; students are expected to find a non-violent method of resolving all conflicts. The sanctions taken would depend on the situation, but would usually include removal from lessons. Physical abuse of staff is very rare and would be taken very seriously.

Bullying

Bullying is taken very seriously. All incidents are recorded in the college incident log. Sanctions will vary, depending on the particular case, but the aims are to support the victim and to address the behaviour of the bully. More information can be found in the college anti-bullying policy.

Possession of a Weapon

No offensive weapon may be brought onto the college site. The principal will use his authority to search a student and their bag if there are reasonable grounds to believe they may be in possession of a weapon. Any weapon found will be confiscated; sanctions will depend on the weapon but the safety of other students is the primary concern. Permanent removal from lessons is a possibility.

Smoking

Melbourn Village College is a non-smoking site. This applies to both staff and students. Students are not allowed to bring tobacco or smoking related items. If they are found they will be confiscated and returned to parents or disposed of.

Students caught smoking will receive a letter home. Repeat offenders will be kept inside at break/lunch times and/or removed from mainstream lessons for a period deemed appropriate by the principal. Students found in the vicinity of smokers and clearly associated with them will receive the same punishment as those smoking.

Drugs and Alcohol

There is no reason why any student should bring any form of drugs or alcohol onto school premises. If any are found they will be confiscated and disposed of or passed to the police as appropriate. Students who are believed to be under the influence of drugs or alcohol will be considered a risk to health and safety and will be isolated pending collection by their parents. Possession of drugs will be dealt with on a case by case basis; sanctions would usually include a fixed term exclusion from college and/or a short term placement at another school. In the case of illegal drugs, the police will be contacted. Repeated offenders will be offered an alternative study plan and will be removed from mainstream lessons.

Misuse of ICT

Students who misuse computers or phones, for example by reading/sending personal emails, downloading inappropriate files or attempting to view or send inappropriate messages, pictures or websites will receive sanctions relevant to the exact nature of the offence committed, including having their personal log-in removed for a period of time. Posting information about other students or staff without their permission, including pictures, will be taken very seriously.

Vandalism / Graffiti

Anyone who deliberately damages school property should expect to pay for any repair / replacement and/or take part in some community service, aiding the site team.

Discipline code of conduct - VISITS

Whilst on a trip or activity off the College premises your son/daughter is expected to set a good example and be an ambassador for Melbourn Village College. Itemised below is the code of conduct that your son/daughter is expected to follow.

1. Instructions of staff must be obeyed without delay at all times.
2. No inappropriate use of the internet e.g. websites or cyber-bullying.
3. No photographs or videos of people without their permission.
4. Students are not allowed to smoke.
5. Alcoholic drinks are not allowed to be purchased or consumed.
6. Drugs (legal and illegal) are not allowed to be carried, purchased or used.
7. Punctuality is essential. Students must be ready for all programmed activities.
8. Students are expected to be polite and well-mannered at all times.

Additional Sanctions

Alternative Study Plans

An alternative study plan can be used when it is deemed that a student presents a potential danger (physical or learning) to other students or when their own safety cannot be guaranteed. It may involve attending college at non-standard times, home tuition or internet-based distance learning. Such a plan would be agreed with parents and may be an alternative to a placement within ESCIP. Any student who requires this intervention will be placed on a behaviour contract (appendix 4).

Removal from mainstream lessons

Removal from mainstream lessons takes two forms. In the short term, students are placed in internal Isolation (Reflection room), supervised by the reflection room manager. Where a student's behaviour is felt to be a manifestation of a lack of understanding and where support is required, students may be referred to the Student Support Centre (SSC). This is typically done on a subject by subject basis. Students in the SSC are supported, both in terms of their learning and in tackling the underlying issues.

Placement at an alternative school

The college is a part of the East and South Cambridgeshire Inclusion Partnership, a group of local secondary schools who aim to manage the behaviour and education of all their students through partnership working. There is the facility for students to be moved to another local school should it be felt that this is in their best interest. Such a move would be made in conjunction with parents and local principals, including the Chair of ESCIP. It can be short or long term.

Expectations

i. Uniform

All students should satisfy the uniform code in terms of uniform, make-up and jewellery. Students may bring trainers to wear at break and/or lunch if they wish. Evidence suggests that for many students uniform is a barometer of a wider attitude; poor uniform often goes hand in hand with a poor attitude in other areas.

ii. Punctuality

Students should arrive on time to college and to lessons. Break and after school detentions will be given for failure to arrive to lessons on time. If lateness continues a period of time out of mainstream lessons will be issued.

iii. Equipment

All students should bring a working pen, pencil, ruler and calculator, exercise books and planner, PE kit and cookery ingredients as appropriate. All equipment should be looked after; books and planners should not have graffiti on them.

iv. Work

Students should demonstrate a positive attitude to work both in lessons and at home. They should start work quickly and ensure that they remain on task in lessons in order to complete the required amount of classwork. Students who are off task in lessons are usually distracting other students and preventing them from learning. They should also finish and hand in homework and coursework on time. We have a supported homework club and subject workshops after school and the Student Support Centre and library are open at lunch time.

v. Respect

Students should be respectful towards each other, staff and other adults. Like a referee, teachers sometimes make mistakes. As with referees, arguing at the time never rectifies the situation. Instead it wastes time and can sometimes exacerbate the situation, leading to additional punishment. Answering back to staff or questioning decisions stops other students from learning and is disrespectful.

vi. Mobile phones

Mobile phones should only be used before/after school and at break or lunchtimes outside the school buildings. At all other times they should be away in bags. Any phones that are seen or heard will be confiscated.

Sanctions

Repeated Failures

Those students who repeatedly fail to meet expectations will be removed from mainstream lessons for a period of days. During this time they will complete their normal work under staff supervision but will not socialise with other members of the college. Once they have earned their way out by demonstrating a willingness to behave in a way that meets our expectations and doesn't disrupt the learning of others then they will be allowed back into their timetabled lessons. Students who continue to disrupt lessons or fail to behave in an appropriate manner may be placed on a behaviour contract (Appendix 3). If a student is placed on a behaviour contract or is asked to access an alternative form of education away from Melbourn Village College, they will be asked to complete a Common Assessment Framework (CAF).

Temporary exclusion. This is an extremely serious sanction used to deal with very serious or continuous acts of misbehaviour. A Principal confirms a decision on any temporary exclusion, often in consultation with the Deputy Principal or Assistant Principal. An official letter is sent home, signed by the Principal. Parents have the right of appeal against any such exclusion. Any pupil returning from an exclusion must have a re-admission interview involving parents and Assistant Principal. In some situations, this will be attended by the Principal. Any pupil returning from exclusion will be placed on a Head of Year report for at least one week.

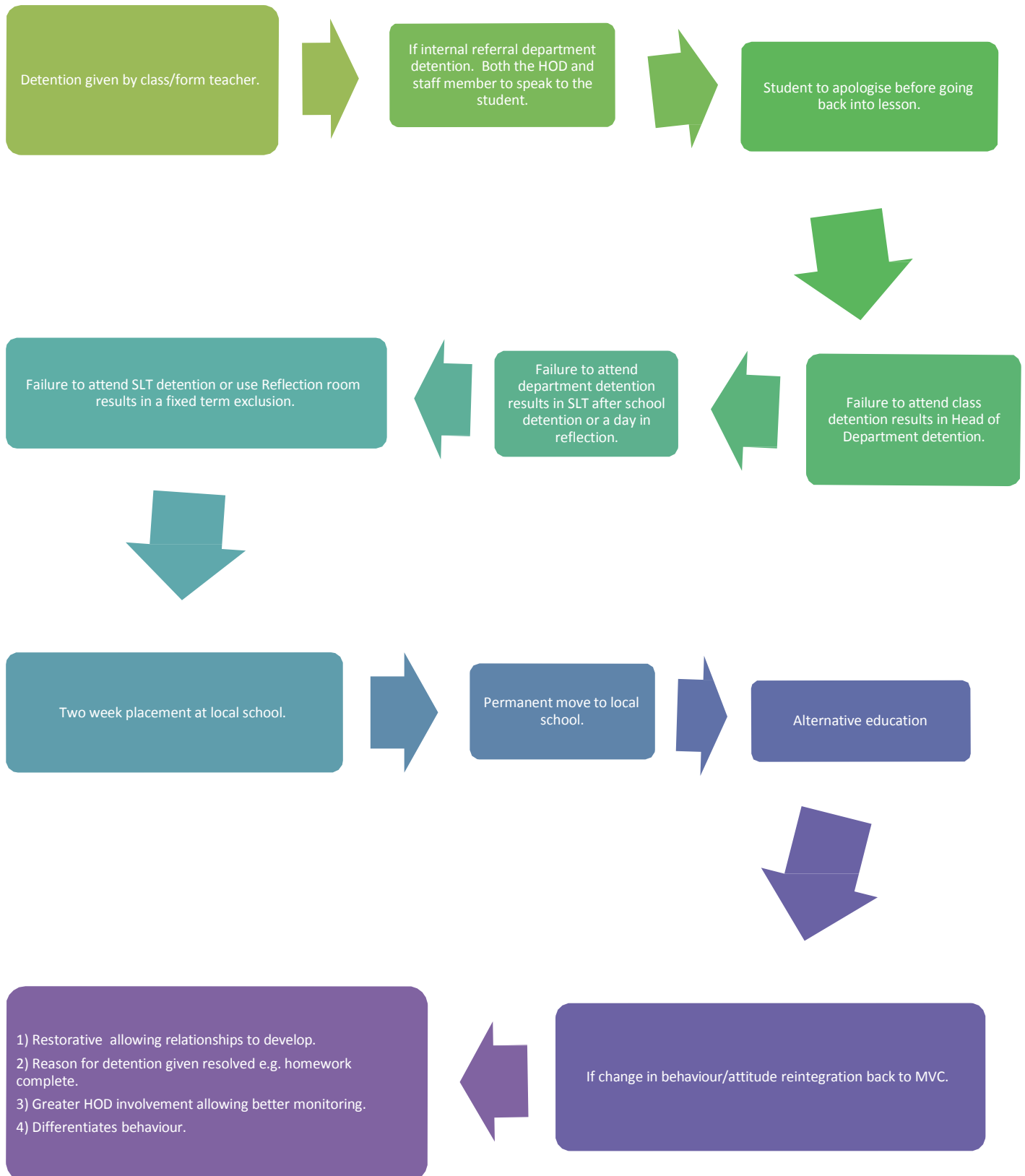
Permanent exclusion. This is the final, most serious sanction. The hope and expectation is that it does not have to be used. There are two reasons why it might have to be used: - one-off act of extremely serious misbehaviour (such as involving illegal drugs) - A persistence of serious acts of misbehaviour that have already led to several temporary exclusions. Any such decision will be made by the Principal in consultation with the Chair of Governors. The school then follows all appropriate national and local guidelines.

Community Service. May be considered in cases where property or the environment has been damaged.

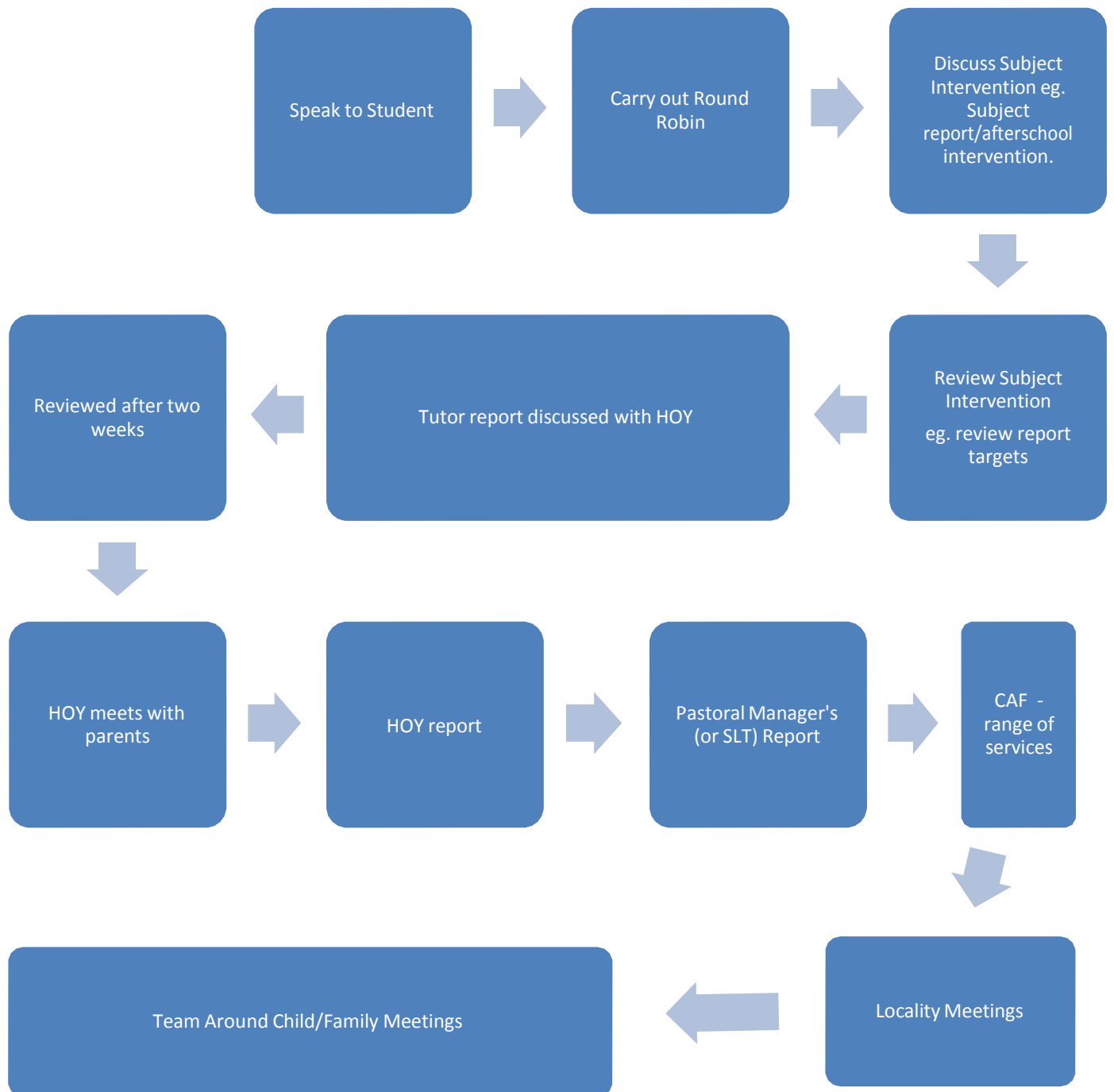
A behaviour flow chart can be seen in appendix 1

Appendix 1: Behaviour sanctions flow chart – October 2016

SANCTIONS PROCESS CHART



Appendix 2: Support process flow chart – October 2016



Appendix 3: Behaviour Protocol – 6 Expectations – October 2016

1. Uniform

Issue	Details	Non-compliance
Incorrect Uniform / Footwear	Detention as appropriate + inform tutor to change / replace. Note from parent – no detention (time)	Referral to HOY then Reflection
Make-Up (incl. nails)	Detention as appropriate + inform tutor to change / replace.	Referral to HOY then Reflection
Piercing	Detention as appropriate + inform tutor to change / replace.	Referral to HOY then Reflection
Jewellery	Detention as appropriate + inform tutor to change / replace.	Referral to HOY then Reflection
Hoodies	Detention as appropriate + inform tutor to	Referral to HOY then Reflection
Hair	Detention as appropriate + inform tutor to	Referral to HOY then Reflection

NB: Includes form time.

2. Punctuality

Issue	Details
Late to first lesson	Arrives after 8:45am – Break time detention
Late to first lesson	Arrives after 9:00am – After school detention the following day until
Late to lessons	Arrives obviously late without note from staff. Teacher to give detention. <i>NB: Toilet or getting drink no excuse – students should ask during lessons</i>

3. Equipment

Issue	Details
Pen, pencil, ruler, calc,	Log incident on SIMS + lend equipment. Detention as appropriate
Ex Bks or equivalent,	Log incident on SIMS. Detention as appropriate
Subject specific	Log incident on SIMS. Detention as appropriate
Graffiti on school	Log incident on SIMS+ Clean or replace. Detention as appropriate

4. Work

Issue	Details
Classwork	Not enough = detention
Homework/Coursework insufficient Assessments	Detention unless in exceptional circumstances. Students should attempt all HW - Incorrect / misunderstood HW is OK. Detention + completing assessment

5. Respect

Issue	Details
Not following instructions Answering Back	Give take up time then “Are you choosing not to follow my instructions” – Detention + Dept “That’s the end of the discussion” / “We can discuss it at break / lunch / after school”.
Calling Out	Class reminder “Remember - no calling out. It disturbs other people’s learning. The next
Interrupting	Class reminder “Remember - no interrupting. It disturbs other people’s learning. The next
Inappropriate	Staff judgement – Warning / Detention
Offensive to staff	Referral to SLT– Reflection Room

NB: All adults / staff should be treated with equal respect.

6. Mobile Phones / MP3 players / Headphones

Issue	Details	Non-compliance
Seen or heard except outside at break/lunch.	Detention + Confiscated (end of day) If in the afternoon confiscated until the end of the next school day.	SLT - referral.

Appendix 4: Pupil Support Plan (SLT LEVEL) – October 2016

Melbourn Village College Pupil Support Plan		
Name:	Tutor Group:	Date:
Student Responsibilities: .		
College Support:		
Additional Notes (if applicable):		
Signed (Student):	Date:	
Signed (parent):	Date:	
Signed (College):	Date:	