



BEHAVIOUR MANAGEMENT, REWARDS, SANCTIONS AND EXCLUSION POLICY

At David Game College we expect high standards of behaviour. We value honesty, care for others, respect for self and others and for property and the environment. The rules and procedures that are in place reflect this code but also exist to protect and promote the safety and well-being of all members of the College. This policy is available to all parents, prospective parents and students on demand, through the College website and also through the College office.

BEHAVIOUR MANAGEMENT

Roles and Responsibilities

The Principal will be responsible for the implementation and day-to-day management of the policy and procedures. Teaching staff will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential. Staff have a key role in advising the Principal on the effectiveness of the policy and procedures. They also have responsibility, with the support of the Principal for creating a high quality learning environment, teaching good behaviour and implementing the agreed policy and procedures consistently. The Principal and staff will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion or disability. They will also ensure that the concerns of students are listened to and appropriately addressed.

Parents will be encouraged to work in partnership with the College to assist the College in maintaining high standards of behaviour and will have the opportunity to raise with the College any issues arising from the operation of the policy. Students will be expected to take responsibility for their own behaviour and will be made fully aware of the College policy, procedure and expectations. Students also have a responsibility to ensure that incidents of bullying and any form of harassment are reported.

Encouragement is facilitated by recognition of, and praise for, good behaviour and praise and commendation should be used as much as possible. Failure by students to conform should be dealt with, in the first instance, by speaking to them appropriately and issuing warnings. The procedures indicated below can then be followed, if necessary.

The procedures arising from this policy will make clear to the students how acceptable standards of behaviour can be achieved and will have a clear rationale, which is made explicit to staff, students and parents. The procedures will be consistently and fairly applied and promote the idea of personal responsibility and that every member of the College has a responsibility towards the whole community.

Rights and Responsibilities

We believe that every member of the College community has the right to be safe and happy, so that every student can achieve his or her full potential. We all have responsibility to do everything we can to ensure that right for others, and to look out for and protect each other. We expect everyone to behave in ways that support others. Our policy applies to all young people and adults who work in the College, including visitors.

Responsibilities for all of us:

- to respect each other
- to respect everyone's right to be safe
- to celebrate each other's successes
- to look after our environment
- to avoid behaving in a way which is threatening, rude, hurtful or humiliating
- to do nothing that will damage the reputation of the College

Responsibilities of all Staff:

- to respect each individual student and recognise his or her needs
- praise and encourage whenever possible
- make sure rules and expectations are clear
- be fair and consistent in expectations and applications of rules
- supervise carefully to ensure safety
- listen to students who express concerns

Responsibilities of Tutors:

- offer lessons which are stimulating and appropriate for each student
- give opportunities for success in as many ways as possible, in and out of lessons
- give praise and reward wherever possible, including for good behaviour
- communicate concerns about behaviour with parents when appropriate

Responsibilities of Students:

- take responsibility for their actions at all times
- follow rules in all situations
- work hard
- take action when something is wrong, (i.e. tell a member of staff)
- avoid behaviour which hurts, disturbs or distracts others, whether directly or through electronic means

College Rules

- follow instructions given by staff
- observe the College rules at all times
- come to College on time and with the appropriate equipment for classes
- treat everyone with consideration and courtesy
- do not hit, threaten, shout at, abuse or bully others in any way

Expectations

In lessons:

- move around College quietly and promptly
- listen to and follow instructions
- speak politely to others
- listen to others
- keep College premises tidy

Out of lessons:

- do not leave the College site unless authorised to do so
- be courteous towards others
- keep noise down to a reasonable level
- keep to a walking pace in the building and especially on the stairs
- put litter in bins
- take care of the building and equipment
- report any damage as soon as you see it
- go to designated areas at break or lunchtime
- when travelling from College to external places such as sports centres, behave in the way expected in College

This policy will apply, as far as is practicable, to any College journey or educational visit in the UK or abroad.

REWARDS FOR STUDENTS

The College is keen to show its appreciation of good behaviour in the full range of activities. A College ethos of encouragement is central to the promotion of good behaviour. There will be an emphasis on praise both informal and formal to individuals and groups.

Students are rewarded for good behaviour/performance in many informal ways within the College. Examples of outstanding work can be commended to the Principal at any time.

SANCTIONS FOR STUDENTS

It is expected that in most cases concerning discipline a verbal reprimand will be adequate. David Game College does not use any form of corporal punishment.

MISBEHAVIOUR IN CLASSES

Minor transgressions such as inattention or speaking out of turn will be dealt with by the Tutor. More serious disruptive or inappropriate behaviour may result in the student

being reported to the Principal. In practice, this is very rare.

BULLYING

Any occurrence of bullying will immediately be reported in accordance with the Anti-Bullying Policy and the person it is reported to will take such action as is necessary which may include disciplinary sanctions and, if necessary, expulsion. All incidents of bullying are taken very seriously. The College has an Anti-bullying Policy which is posted on the College website.

INFRINGEMENT OF COLLEGE RULES

The breaking of College rules may result in loss of privileges, a reprimand or confiscation of goods.

EXCLUSION

Serious or persistent disregard of College rules may result in a student being either temporarily or permanently excluded from College.

Suspension or temporary exclusion

A student may be suspended for a fixed period of time, usually not more than one week, for a serious breach of College rules. Persistent rudeness or failure to comply with rules may also result in suspension. The Principal may suspend a student for other serious offences such as bullying or theft.

Permanent exclusion

Any student who is found to be in possession of or using any controlled drug or illegal substance must expect to be asked to leave the College immediately. Persistent or serious misbehaviour, such as gross rudeness to a member of staff, or failure to co-operate with the aims of the College may also result in a student being asked to leave the College.

Procedure

- The Principal will explain clearly to the student what he or she is accused of;
- The student will be given the opportunity to explain his or her point of view;
- The Principal will normally consult the parents of the student concerned before deciding to exclude the student permanently, unless the offence is so serious as to warrant immediate removal of the student from the College. The Chair of Governors will be informed immediately;
- Parents will be expected to make arrangements for the student to be removed from the College as soon as possible.

Appeals

Parents wishing to appeal against the Principal's decision are entitled to be heard by the Chairman of the Governing Body.

Policy reviewed by John Dalton, May 2011