



Policy Title:	Behaviour Management Policy
LT Responsibility:	Deputy Headteacher – Welfare
Review Body:	Board of Trustees
Approved:	September 2017
Last updated:	March 2018
Review:	September 2018

This policy should be read in conjunction with the following policies and procedures:

- Uniform Policy
- Colleagues Code of Conduct
- Anti-Bullying Policy
- Equalities Policy
- Attendance Policy
- SEND Policy

## Introduction

Rye College and Studio School aims to promote inclusion of all students and to help students develop a responsible attitude to their own behaviour management.

It is expected that all colleagues, students, governors and parents work together in order to ensure high standards of behaviour. Whilst ensuring that we are consistent and fair in all our decisions, we will also demonstrate consideration and compassion.

The policy is based on the following principles:

- Encourage each student to gain the best academic qualifications they are capable of as a foundation for their future education and career;
- Provide a stable and stimulating environment in which each student may develop a responsibility for their own behaviour and meet the requirements of Rye College and Studio School's high expectations;
- Ensure clarity and consistency in our decisions;
- Secure consistent reinforcement of standards and expectations of student behaviour by all colleagues;
- Involve students in developing our expectations and procedures.

**Any lists in this policy are not exhaustive.**

## Communicating Our Policy

Rye College and Studio School aims to ensure that our policy is understood by all and that feedback from colleagues, students and parents is used to further develop our policy.

We will ensure that families are fully informed of the behaviour management policy by communicating it through our expectations and aspirations, prospectus, website, newsletters and other normally used channels.

We will communicate our behaviour management policy to all new and existing students through the day-to-day contact with students including tutor time, assemblies and application in the classroom.

We will seek to ensure that all colleagues are consulted regularly about the policy and its implementation. We will seek to ensure that all colleagues are communicated with about the standards of acceptable and unacceptable student behaviour through meetings, training and policies.

Rye College and Studio School defines acceptable behaviour as that which promotes mutual respect, courtesy, co-operation and consideration from all students in terms of their relationships with other students inside and outside Rye College and Studio School, teachers and other colleagues and with visitors or other persons connect to the college, studio and its premises.

This is based on the following:

- The right of all students to have the best possible learning environment;

- The right for everyone to feel safe and cared for and be treated politely and fairly;
- It is the duty of everyone to care for each other and promote a good image of the establishment;
- The ability of everyone to take responsibility for their own behaviour and recognise the impact of their behaviour on others;
- Good communication with families, outside agencies and other educational establishments.

Rye College and Studio School has defined unacceptable behaviour as behaviour that causes others within the community physical and/or mental harm and/or behaviour that disrupts the learning community. This can include

- name calling;
- verbal abuse;
- threatening language or behaviour;
- intimidation;
- physical abuse;
- bullying and harassment including racist, sexist and homophobic abuse;
- sharing of views or opinions that could be considered to be extreme in nature, designed to cause alarm/distress or spread hate amongst groups within the college or community as a whole;
- disruption to the learning environment;
- possession of items likely to cause injury or offense to themselves or others.

### **Around Rye College and Studio School**

All colleagues have a role in ensuring that Rye College and Studio School's expectations of student behaviour continue to be met when students are not in a formal lesson situation. The culture and ethos of the college depends upon the commitment of all colleagues to consistently re-enforce these standards.

Duty colleagues at break and lunchtime, supported by a member of the leadership team, must take a lead in ensuring that high standards of behaviour are maintained and that agreed sanctions and procedures are followed through. Between lessons and the time immediately before and after the college begins and ends all colleagues are on duty and should support this team by ensuring they challenge students who are in breach of the minimum standards.

### **Outside of 'School Hours'**

Students are expected to demonstrate acceptable behaviour travelling to and from Rye College and Studio School and whilst in uniform or are identifiable as college students. Students who do not demonstrate the acceptable behaviour outside of school hours may receive a sanction for bringing Rye College and Studio School into disrepute.

### **Within the classroom (lessons or tutor time)**

The role of the classroom teacher is to ensure that students meet the expectations.

Classroom teachers must use Rye College and Studio School rewards policy where expectations are met and must ensure that the appropriate sanctions are followed through when expectations are

not met. This includes writing comments in student planners, setting detentions, monitoring reports and passing required information to the Inclusion Team.

The following procedure is used within lessons by all classroom teachers;

- Verbal warning;
- Name on board;
- Ticked - name ticked on board;
- S4 relocation - leave the room to complete work in another room.

Please note that a teacher may move straight to S4 relocation if they deem this necessary.

If a student refuses to leave the room, families will be contacted and the student will not be allowed to return to lessons until contact with home has been made.

Any mobile phones out during 'school hours' will be confiscated.

The role of the Faculty Leader (or Welfare Team during tutor time) is to support the classroom teacher in ensuring that these expectations are met. In carrying out this role Faculty Leaders must:

- monitor student behaviour across their department and taking action where necessary;
- analyse the S4 data for their faculty to determine areas of concern;
- organise and develop the use of faculty strategies such as detentions, rewards, letters home and subject report systems within the whole school policy;
- support and guide classroom teachers in their management of students;
- ensure that grouping arrangements are effective in supporting colleagues to manage student behaviour;
- ensure that departmental schemes of work meet the needs of all students and engage learners.

## **Recognition of Improvement**

We strongly believe that praise is the key to the success of every student's well-being. Our aim is to increase self-esteem and raise achievement by rewarding adherence to Rye College and Studio School's minimum standards of behaviour in our community. We recognise and promote good and improved behaviour by students through a system of recognition and rewards.

These include the use of:

- Praise and positive feedback;
- Rewards for significant improvement whilst on report;
- Letters/post cards to family;
- Programme of public recognition reward events such as achievement evenings and assemblies.

## **Support and Early Intervention**

We closely monitor student behaviour and put in place strategies to support students who show signs of developing a behaviour problem. This includes individual students who may be at risk of

disaffection or exclusion and who may require additional behaviour support because of a medical condition and/or child protection.

This may include the use of:

- One-to-one mentoring by appropriate older students or colleagues;
- student report system;
- SEND /Inclusion intervention;
- Outside agencies where appropriate;
- Curriculum provision;
- Teaching strategies;
- Homework and study support;
- Reduced timetables (only in extreme circumstances with the agreement of other agencies).

We will develop measures such as the student report system to encourage students to take responsibility for their own behaviour and to help them to recognise the consequences of inappropriate behaviour.

We will provide appropriate training for all colleagues in order to promote positive and consistent behaviour standards within Rye College and Studio School.

Families will be contacted promptly by Rye College and Studio School and normally within 1 working day (when possible) to notify them of any reported serious incidents of misbehaviour in which their child has been involved.

## Sanctions for Poor Behaviour

Students will always be given a chance to consider their behaviour. They will be encouraged and helped to make apologies to other students or colleagues they may have offended; show they can keep to Rye College and Studio School policies; or make suitable reparation.

Rye College and Studio School uses a range of sanctions to deal with inappropriate behaviour by students these may include:

- **S1, S2 -Warnings** for infringements in our basic behaviour code, e.g. incorrect uniform, littering, in direct swearing etc. recorded in the student planner;
- **S4 relocation.** Is the removal of a student from a lesson for behaviour that disrupts the learning and teaching of others;
- **Restorative Justice** (when appropriate);
- **Verbal reprimand**;
- **Solo study** for a period of time;
- **Referring** matters to the Welfare Team;
- **Student Report** monitors various aspects of behaviour and engagement across all subjects;
- **Communication** with families;
- **Family meetings and interventions**;
- **Referral** to external agencies where possible;
- **Detentions and loss of social time** during and after college hours;
- **Community Service** including litter picking etc.;

- **Fixed Term Exclusion or Permanent Exclusion;**
- **School to School “Managed Moves” between establishments.**

We monitor the use of sanctions for poor behaviour to ensure that they are proportionate and reasonable in all the circumstances and account is given of the student’s age, any special educational needs or disability they may have and any religious requirements affecting them.

## **Detentions Outside School Hours**

### **PARENTAL CONSENT IS NOT REQUIRED FOR DETENTIONS**

Rye College and Studio School will inform families of the detention in most instances unless it is a short after-school detention.

Please note, it is the family’s responsibility to arrange suitable travel arrangements, and Rye College and Studio School does not have to have due regard to any inconvenience this may cause, however due consideration will always be given to a student’s safety. If it was considered that to impose the detention would put the student at risk, or that the circumstances deemed the detention to be unreasonable then an alternative date and time for the detention could be imposed.

Non-attendance at detentions will result in one of the following (dependant on individual circumstances):

- **Additional detentions or comparable consequences;**
- **Solo Study;**
- **External exclusion.**

## **School to School Managed Moves**

An alternative sanction to address serious poor behaviour is for a student to transfer to another school as part of a “managed move”. This requires the consent of all parties involved including the family and could be on a short term (1-2 weeks) or longer for students at risk of permanent exclusion for challenging behaviour a longer term basis depending on circumstances.

In accordance with statutory guidance the threat of permanent exclusion would never be used to influence a family’s decision to remove a child from Rye College and Studio School and we would always consider the best interest of the student in any decision. There is no legal obligation for the school to fund any associated costs such as transport or uniform but consideration may be given for families facing financial difficulties. The arrangements for formal and informal “managed moves” are in accordance with the process and procedures issued by the East Sussex Behaviour and Support Service (ESBAS).

## **Investigating Incidents**

All students will be required to write an incident statement form and some may be verbally asked questions to verify or clarify their statements. This information will be collated and carefully examined before any decisions are made.

We will ensure that relevant colleagues receive adequate and appropriate training for the conduct of any investigations including in respect of the recording of evidence and the taking of incident statements.

We will provide adequate non-contact time for the conduct of investigations.

We will notify the police and other relevant bodies of incidents where it is appropriate to do so.

We will complete all investigations within a reasonable timescale which will not normally exceed 5 days.

We will ensure that appropriate feedback from any investigation undertaken is provided to relevant persons together with recommendations for action.

A copy of the results of all investigations undertaken will be held on record until such time as the student leaves Rye College and Studio School. Where an investigation finds that there is no case to be heard, this will be clearly indicated on the paperwork.

### Confiscating Items

All colleagues have the right to confiscate items which students are not permitted to bring to the college or disrupt the learning environment, (this includes items that contravene the Uniform Policy). Any items confiscated will be given to Student Reception and can only be collected at the end of 'school day' or in the case of more significant items from a senior leader.

The following items **WILL NOT BE RETURNED** and may be passed to the police or disposed of.

- Smoking materials including E-cigarettes / vapour type smoking devices;
- Alcohol;
- Pornography;
- Drugs (including prescription if the college is not aware of them being prescribed);
- Substances that are or appear to be illegal or dangerous;
- Weapons or items that could be used as weapons.

### Screening

Rye College and Studio School follows the guidelines laid out in the DFE guidance "**Searching, screening and confiscation Advice for headteachers, school staff and governing bodies January 2018**"

In this document it is stated that the law allows schools to:

- require students to undergo screening by a walk-through or hand-held metal detector (arch or wand) **even if they do not suspect them of having a weapon and without the consent of the students. Any member of school staff can screen pupils.**

Rye College and Studio School uses a hand held metal detector for this purpose, this device will be passed over the outside of the student's clothing and possessions only. If metal is detected the student will be asked to produce the object.

**Please Note: this does not replace the right to search students with / without consent.**

- Schools' statutory power to make rules on student behaviour and their duty as an employer to manage the safety of staff, students and visitors enables them to impose a requirement that students undergo screening.

**Also note: If a student refuses to be screened, the school may refuse to have the student on the premises.**

Health and safety legislation requires a school to be managed in a way which does not expose students or staff to risks to their health and safety and this would include making reasonable rules as a condition of admittance.

**If a student fails to comply, and the school does not let the student in, the school has not excluded the student and the student's absence should be treated as unauthorised.**

### **Searching Students with and without Consent (Education Act 2011)**

Only colleagues authorised by the Headteacher have the right to search items where they reasonably suspect that the items have been, or could be, used to cause harm, to disrupt teaching or transgress from this policy.

**Searching with consent** – School colleagues authorised by the Headteacher may search with the student's consent for any item, whilst noting that the ability to give consent may be limited by age or other factors.

**Searching without consent** - Authorised colleagues may only search without the student's consent for anything which is either 'prohibited' (as defined in Section 550AA of the Education Act 1996) or appears in this policy as an item which is banned. Searches without consent can only be carried out on the school premises, or, if elsewhere, where the authorised member of colleagues has lawful control or charge of the student, e.g. on an educational trip or visit.

Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- e-cigarettes
- fireworks
- pornographic images
- any article where a colleague reasonably suspects it has been, or is likely to be, used to commit an offence, or
- to cause personal injury to, or damage to the property of, any person including the student.

### **In carrying out the search:**

The authorised colleague must have reasonable grounds for suspecting that a student is in possession of a prohibited item i.e. an item banned by Rye College and Studio School and which can be searched for.

The authorised colleague should take care that, where possible, searches should not take place in public places e.g. an occupied classroom, which might be considered as exploiting the student being searched.

The authorised colleague carrying out the search must be the same gender as the student being searched; and there must be a witness (a second colleague) and, if at all possible, they too should be the same gender as the student being searched.

There is a limited exception to this guidance:

Authorised colleagues can carry out a search of a student of the opposite gender including without a witness present, but only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another colleague.

### **Extent of the search:**

The person conducting the search may not require the student to remove any clothing other than outer clothing.

Outer clothing means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear (outer clothing includes hats; shoes; boots; coat; blazer; jacket; gloves and scarves).

'Possessions' means any goods over which the student has or appears to have control – this includes desks, lockers and bags.

A student's possessions can only be searched in the presence of the student and another colleague, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of colleagues.

The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

Use of reasonable force – force cannot be used to search without consent for items banned under this policy regardless of whether the policy says an item can be searched for.

### **Use of Reasonable Force**

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

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

Control means either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading by the arm out of the 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.

All colleagues have the legal power to use reasonable force to prevent students from committing an offence, injuring themselves or others, or damaging property.

Colleagues are also able to use reasonable force in order to maintain good order and discipline in the classroom.

The Headteacher and other authorised members of colleagues are able to use reasonable force when conducting a search without consent for certain prohibited items, including the following:

- Knives;
- Weapons;
- Illegal drugs;
- Stolen items;
- Tobacco, cigarette papers and e-cigarettes;
- Fireworks;
- Pornographic images;
- Any articles that have been used, or could be used, to commit an offence or harm.

Though colleagues are able to search for all items listed as prohibited, reasonable force will only be used, if necessary, to search for the items listed above.

The decision whether or not to physically intervene is down to the colleague's professional judgement and will depend on individual circumstances.

All colleagues are expected to adhere to the Code of Conduct and in line with statutory guidance. Rye College and Studio School adheres to the principle that force is not used as a punishment in any circumstances. **All forms of corporal punishment are against school policy.**

## Exclusions

Rye College and Studio School follows guidance from the Department for Education, entitled "Exclusion from Maintained Schools, Academies and Pupil Referral Units in England" which is available at:

[www.education.gov.uk/aboutdfe/statutory/g00210521/statutory-guidance-regs-2012](http://www.education.gov.uk/aboutdfe/statutory/g00210521/statutory-guidance-regs-2012)

and supplementary guidance from East Sussex County Council.

The aim of Rye College and Studio School is to be positive in our approach to discipline and behaviour management. There are instances however where it is not possible to deal with an issue through employing our one or more of the strategies outlined in our policy due to the seriousness or nature of the matter. In such circumstances we have no alternative but to exclude a student from Rye College and Studio School. This may be a fixed term exclusion or permanent exclusion depending on the breach of this policy.

Types of behaviour for which an exclusion from Rye College and Studio School is likely include:

- Violence or aggression towards another student or a colleague including fighting, spitting and threatening behaviour;
- Serious bullying (see Anti-Bullying Policy);
- Verbal abuse of colleagues;
- Bringing/using a prohibited substance or item onto premises – these include illegal drugs, alcohol, pornography, weapons (including BB guns) and smoking materials;
- Defiance of colleagues or regulations, or disrupting learning over a period of time;
- Damage/theft to property or that of colleagues/students;
- Acting in a way likely to endanger others.

### **Permanent Exclusions**

All of the above could result in a permanent exclusion. The Headteacher may also permanently exclude for 'one off events' and may only do so where there has been a serious breach of the Behaviour Policy, and where allowing the student to remain would seriously harm the education or welfare of the student or others in Rye College and Studio School.

### **Fixed Term Exclusions**

Fixed term exclusion means that a student may be excluded from Rye College and Studio School for a period of up to 45 days in any one academic year. At 46 days the exclusion would become a permanent exclusion.

Fixed term exclusion must be agreed by a member of the leadership team and will normally be for a period of up to 5 days in the first instance. The decision to exclude a student can only be made by the Headteacher.

Alternative educational provision will be arranged by Rye College and Studio School from the sixth (cumulative) day of exclusion.

The student will then only be re-admitted to Rye College and Studio School after guarantees of improved behaviour are given at the readmission meeting.

If a serious event does not meet the threshold for fixed term exclusion or permanent exclusion and the matter relates to the health and safety of students or colleagues, Rye College and Studio School reserves the right to allow the student in the college for solo study – taking part in lessons away from their normal classes in a positive supervised environment.

During Solo Study, toilet breaks are permitted and the student will eat at the college however, dependant on the nature of the incident, the student's social activities may be restricted on the grounds of health and safety. Solo study will be given as a sanction when:

- The threshold for a fixed term exclusion has not been met;
- The incident relates specifically to the health and safety of others in the college;
- Or, as an alternative to fixed term exclusion when exclusion presents safeguarding concerns.

Such arrangements will be at the discretion of Rye College and Studio School and whilst care will be taken to be as reasonable as possible Rye College and Studio School will not be responsible for any associated costs that sanctions may incur.

### **Readmission Meeting**

The student and family member will meet with a colleague to discuss the readmission of the student to Rye College and Studio School. The purpose of the meeting is to examine the causes of the exclusion and set up plan to manage the student's return. In the absence of a family member, Rye College and Studio School may refuse to allow the student to return or may set up a reintegration plan that does not have the benefit of familial input. Others representatives such as governors, including representatives of external agencies such as the police, may also be invited.

### **Following a readmission**

The student will be monitored with regards to their behaviour following the readmission. Support will be given and targets must be met within a mutually agreed timeframe.

Students who receive a Fixed Term Exclusion will not be permitted to represent Rye College and Studio School in any events for a period no shorter than two weeks after their return.

### **Governors' Discipline Committee**

The Governors' Discipline Committee is formed of a least three members of the Board of Trustees.

The Headteacher is not a member of the committee. The Governors Discipline committee must meet if an exclusion:

- Is permanent;
- Is a fixed term exclusion which would bring the student's total number of school days of exclusion to more than 15 in a term;
- Would result in a student missing a public examination;
- Is a fixed term exclusion which would bring the student's total number of exclusion days to between 5 and 15, as long as the family requests reinstatement within 50 school days of receiving notice of the exclusion.

Families have the right to make representations to the Discipline Committee. For fixed term exclusions of up to five days the committee must consider any representations and may place a copy of the findings on the student's Educational Record, they may direct reinstatement of the student.

For fixed term exclusions of more than 5 days but less than 15 school days in a term families have the right to request that the Discipline Committee meets to review the decision to exclude and to make representations at that meeting. If a meeting is requested then the latest date that they may meet is 50 school days after the date that they were notified of the exclusion.

For permanent exclusions the Discipline Committee must meet within 15 school days of the date of the exclusion.

Families have the right to be accompanied by a friend or representative, including a legal representative.

Rye College and Studio School is required to consider any disability or special needs that may affect a family's ability to attend a meeting at Rye College and Studio School and to provide an interpreter should that be requested.

If family thinks that discrimination under the Equalities Act 2010 has occurred in relation to the exclusion then they have the right to make a claim to the First-tier tribunal (for disability discrimination) or a county court (for other forms of discrimination).

### **Permanent Exclusions**

A permanent exclusion means that a student will not be allowed to return to Rye College and Studio School permanently.

The Discipline Committee must meet within 15 school days of the date of the decision to permanently exclusion.

The role of the Disciplinary Committee is to consider whether in the balance of probabilities the student has done what they have been accused of, that the correct procedures have been followed and that the decision to permanently exclude is the right one as outlined in the circumstances given.

Once the Discipline Committee has satisfied itself on the above points the committee has two options available, they can either uphold the decision to exclude or to reinstate the student. Where the Headteacher has permanently excluded a student, and the committee has satisfied itself that the correct process has been followed and on the balance of probabilities the student has done what they have been accused of then the Secretary of State would not normally expect the Discipline Committee or an Independent Appeal Panel to reinstate the student.

In some instances, a school incident may also be the subject of a police investigation, which may or may not result in criminal proceedings. A Headteacher need not postpone the decision to exclude in such circumstances. A judgement must be made on the basis of the evidence available. The Discipline Committee has no power to adjourn and consider beyond the statutory time limit, (15 school days from the decision to exclude) therefore the discipline committee must make a decision with the same constraints based upon the evidence available.

### **Independent Review Panel**

Families have the right to ask for the decision made by the Discipline Committee to be reviewed by an Independent Review Panel.

An Independent Review Panel comprises of one serving, or recently retired (within the last 5 years) Headteacher, one serving, or recently serving governor and one lay member who will be the chairman. The review panel will rehear all the facts of the case. If any party has fresh evidence to present to the committee then they may do so.

The reasons for requesting a review must be set out in writing and sent to the Schools Appeal Manager, East Sussex County Council, Room C3F, County Hall, St Anne's Crescent, Lewes, BN7 1UE.

If the family feels that their child has any special needs relevant to the exclusion then this should be referred to in the written statement. In addition, the family has the right to request a SEND expert to attend at no cost to themselves. Parents may require that an SEND expert attends the hearing irrespective of whether Rye College and Studio School believes the child has a special educational need or disability.

The latest date by which a review may be requested is 15 school days from the date on which notice in writing of the Discipline Committee's decision to uphold the permanent exclusion was sent. Notice is deemed to have been given the same day if delivered directly, or the second working day after posting if sent by first class mail.

If a review is not requested by the latest date as specified above then the family will lose their right to have the decision of the Discipline Committee reviewed.

Families have the right to appoint, at their own expense, a representative, including a legal representative, to make oral or written representations to the Independent Review Panel.

Families may also bring a friend, relative or supporter to the review.

The Independent Review Panel can make one of three decisions:

- they may uphold the decision to permanently exclude;
- they may recommend that the Students Discipline Committee reconsiders it's decision;
- or, they may quash the decision and direct that the Discipline Committee considers the exclusion again. A panel should only quash a decision where it considers that it was flawed when considered in the light of the principles applicable on an application for judicial review.

## Complaints

Please refer to the Rye College and Studio School Complaints Policy if you have any concerns or complaints about the way Rye College and Studio School has applied the Behaviour Policy.

# Appendix A – Escalating Behaviours

This is not an exhaustive list and should be used as a guide only.

Level		Typical behaviours:	Typical consequences:
	<b>Day-to-day behaviour management</b>	We expect students to adhere to the code and in turn the principles of this policy.	<p><b>Low-key verbal discussion</b> with the teacher, helping the student to recognise their behaviour and its effect on others and to remind them of class exceptions.</p> <p><b>Non-verbal signals such as proximity and seating arrangements, verbal signals such as proximity praise, positive re-enforcement, modelling.</b></p>
<b>Level 1</b>	<p><b>Subject Teacher</b></p> <p>S1 verbal warning</p> <p>S2 name on board (second warning)</p> <p>S3 ticked (persistent or repeated in a lesson)</p>	<p>Low level disruption.</p> <p>Not following instructions.</p> <p>Lack of respect for others and resources.</p> <p>Ongoing behaviour.</p>	<p>Verbal warning –</p> <p><b>Verbal discussion</b> with the teacher, helping the student to recognise their behaviour and its impact on others and to remind them of class code.</p> <p><b>S3 – detention at lunchtime teacher records in student planner</b></p>
<b>Level 2</b>	S4 - Relocation	<p><b>Deliberate</b> disruption or defiance.</p> <p><b>Deliberate</b> damaging of resources.</p> <p><b>Persistent disruption</b> to the learning of others – stopping the teacher teach.</p>	<p>S4 means a student will:</p> <p>Be sent to work in another classroom, and receive an automatic 1 hr detention after college.</p> <p>Parents informed by student receptionist.</p> <p>Senior Leader to classroom (call to be made to the office with request).</p>

<b>Level 3</b>	<b>Senior Leadership (Low)</b>	<p>Persistent behaviour over a number of subjects and weeks.</p> <p>Aggressive use of behaviour.</p> <p>Persistent defiance.</p> <p>Theft.</p> <p>Inappropriate language.</p>	<p>Student sent to Senior Leader</p> <p>Parents informed by Senior Leader (Appendix B Letter ).</p> <p>Student managed away from the classroom.</p>
<b>Level 4</b>	<b>Senior Leadership (High)</b>  <p>Three occasions or more of a student being dealt with at Level 4 will lead to progression to Level 5.</p>	<p>Persistent disruptive behaviour over a period of time.</p> <p>Persistent defiance over a period of time.</p> <p>Attacking others physically.</p> <p>Threatening others.</p> <p>Placing others at risk.</p> <p>Verbal abuse.</p>	<p>Fixed term Exclusion</p> <p>Parent Meeting with the Deputy Head teacher</p> <p>Set up a Behaviour Agreement</p>
<b>Level 5</b>	At risk' of permanent exclusion	<p>Persistent serious breaches of the college behaviour policy.</p> <p>Persistent breaches of the behaviour agreement.</p>	<p>Further meeting with the Deputy Head teacher.</p> <p>'At risk' of permanent exclusion letter.</p>
<b>Level 6</b>	<b>Headteacher: Permanent Exclusion</b>	Significant one-off or a number of fixed term exclusions (accumulative)	Exclusion Panel

# Appendix B

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## At Risk of Exclusion letter

Dear Mr and Mrs XXX,

**RE: [student name]**

I am writing to inform you that ..... is at risk of receiving a fixed term exclusion from Rye College.

There are serious concerns regarding your child's behaviour in the college. As you know, it is important that we work together to ensure that your child receives the best education possible and does not disrupt the smooth running of the college and the learning of other students. Despite interventions ..... continues to behaviour in a manner that is unacceptable and is disrupting the learning of others.

I would ask that we meet to discuss my concerns with your child's behaviour on .....at ..... If this is not convenient please the college to make an alternative appointment.

During our meeting I will discuss the concerns around your child's behaviour and agree a support plan and behaviour contract for them. I am sure that by working together we can secure improvements to your child's behaviour and ultimately their learning.

I look forward to meeting you.

Yours sincerely,

**Miss J Carpenter**

**Deputy Head teacher**

## Example Behaviour Contract

Name of Student:

Year group:

### **Behaviour Contract**

..... will be expected to abide by **ALL aspects of Rye College and Studio School policies and procedures.**

**By agreeing to this contract ..... and their family agree to the following:**

To work hard in every lesson, complete all class work and homework to specified deadlines and to the best of their ability;

To participate fully in learning and not engaging in any kind of disruption that may affect the teaching and learning taking place;

To attend every day, arrive at and go to all lessons on time.

If ..... receives any detention, they will not need reminding to go and my family will support the college's decision to detain them;

..... will wear Rye College and Studio School's uniform with pride and with no deviations and will always have the appropriate equipment;

..... agrees to follow ALL instructions and requests given by any adult in the college and accept any consequences in a polite and well-mannered way;

..... agrees not to participate in any behaviour during social time that could be deemed as unacceptable;

..... will not truant lessons and/or leave the school site at ANY point during the school day and understands that to do so may result in an exclusion.

### **Next Steps**

If ..... breaches this agreement then the family understands that this may result in a period of time spent in another school and / or a fixed term exclusion.

A review meeting will be held with ..... weekly, initially, to discuss any concerns ..... may have. The date and time will be arranged by a nominated colleague.

A review meeting will be held with ..... and their family, to discuss any concerns we may have after 1 month. The date and time will be arranged by a nominated colleague.

**Behaviour Contract**

**Family**

I understand that should ..... breach any of the above points they may be required to attend a placement at another school, I also understand that this is not an exhaustive list and that the Headteacher is able to implement the placement, if in their judgement, there are circumstances to do so.

Signed: -----

Date: -----

Name: -----

Designation: -----

**Student Name:**

I understand that should I breach any of the above points I may have to attend another school for a period of time, I also understand that this is not an exhaustive list and that the Headteacher is able to implement the placement, if in their judgement, there are circumstances to do so.

Signed: -----

Date: -----

Rye College Representative

Signed: -----

Date: -----

Name: -----

Designation: -----