

Behaviour Procedures and Policy

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All staff are responsible for behaviour and discipline within the College.

Rewards

All students will receive rewards for positive learning behaviour and Co-operative Values practice in accordance with the reward pyramid (attached at end of policy). All students can achieve reward points that are recorded on their SIMs record. All rewards are recognised during the termly achievement assemblies.

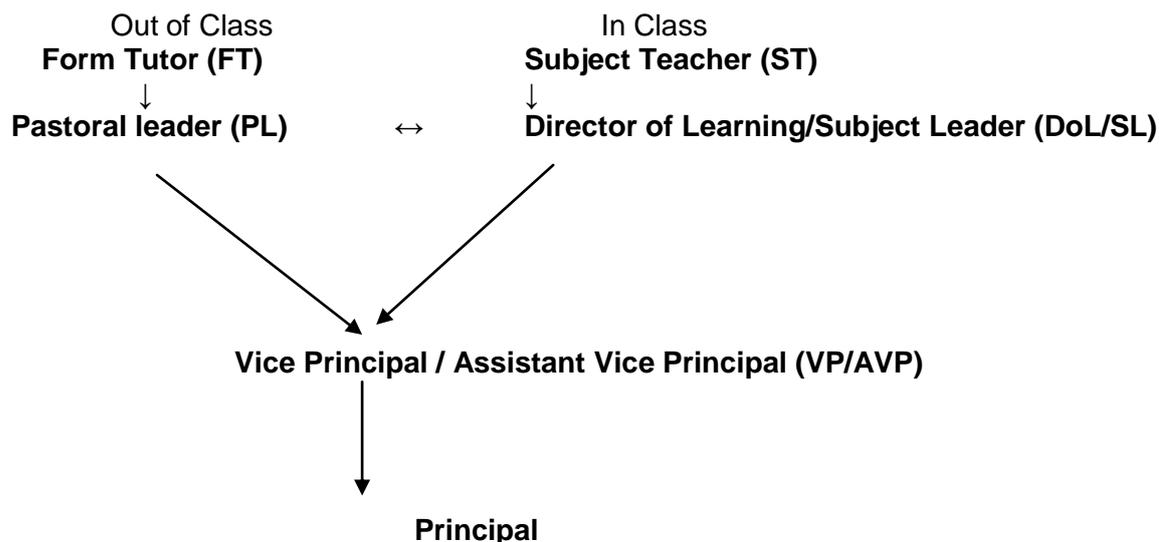
Departments have individual postcards, certificates and letters that are sent home to recognise achievement, these relate to R3 and R4 of the rewards pyramid. The Pastoral Leads, Directors of Learning and Subject Leads will be able to inform the Principal of excellent achievement. This will allow the Principal to see the student concerned and/or write a letter to their parents/guardians.

Students who achieve 100% attendance receive rewards and termly letters home. There are also 'Form Group Attendance Trophies' awarded to the form in each year with the highest attendance each half term.

Rules

All students should be aware of the College rules, which are discussed with the students so that they fully understand and accept them. The main ones are printed in students' College planners. Any violation of the College rules will result in movement through the consequence pyramid (attached at end of policy).

Behavioural Procedure Referral



The Role of the Subject Teacher

The subject teacher is responsible for learning, behaviour and progression of all students within the lesson. They are also responsible for communicating concerns with home. Further issues will be passed to the Subject Leader/Director of Learning for further intervention.

Detentions

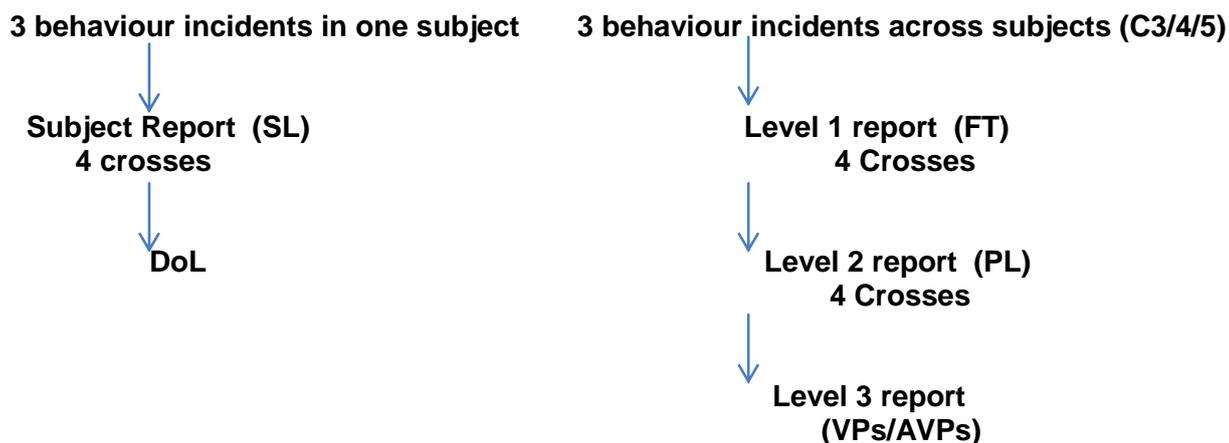
Class teacher detentions are led by subject staff in appropriate areas and are for fifteen minutes on the same day that the detention is set in accordance with C3 of the consequence pyramid. Failure to attend without reason will lead to a longer departmental detention run by the appropriate DoL/SL, in accordance with C4 of the consequence pyramid. Parents and guardians will receive twenty-four hours notice of a longer detention via the planner or a departmental letter/email or phone call/text.

Friday 3.05pm – 4.05pm: Students who fail to attend departmental detentions will be referred to the Senior Leadership Team (SLT) by DoL's. The SLT will then place the student in College detention and log the detention on SIMs. Students can also be placed directly into College detention by members of the SLT for serious breaches of the behavioural policy. Parents and guardians will be informed by the pastoral team.

College detention is supervised by a member of the Leadership Team in the Internal Exclusion room (IE). Failure to attend without reason will lead to a day in the IE, (C5 of the consequence pyramid).

Behaviour Reports

A behaviour report should be completed on SIMs when a member of staff wants to inform a student's FT and PL about a cause for concern. This should be completed for C3 and above.



All levels of report must be recorded in the planner

Level 1: A Form Tutor issues a student with this level of report, following three C3s or above from different subject areas.

Level 2: A Pastoral Leader issues a student with this report, following no improvement whilst on white report, or at the discretion of the AVP or VP.

Level 3: The AVP or VP issues a student with this level of report, following no improvement whilst on yellow report or following other major incidents.

The length of time that a student should be on a Level 2 or 3 behavioural report will be at the Pastoral Leader's or Vice Principal's discretion. A student on Level 1 report should be on it for one week in the first instance.

A member of the SLT will interview students, with their parents/guardians, if they continue to cause serious problems, and a 'Pastoral Support Programme (PSP)' may be put in place.

A PSP will be drawn up, with the SLT member and the parents/guardians, for students returning from a fixed exclusion and discussed at their re-admission interview on their return to College. The PSP will run for a minimum of 6 weeks and a maximum of 14 weeks with reviews as appropriate. The PL will monitor students on a PSP regularly throughout.

Another initiative that can be used to support students is a positive book available from the pastoral office.

Director of Learning for Special Educational Needs and Disabilities (SEND)

If a member of staff feels that a student would benefit from some other kind of support, including that from the SEND Department they should discuss the student with the Pastoral Leader. The Pastoral Leader will then present the case for these students to the Inclusion Forum.

Exclusions

The priority of all staff at Dartford Science and Technology College is always to safeguard the health, safety and welfare of all pupils and staff. In some cases it is necessary to exclude a pupil either internally (in IE), a fixed term exclusion or a permanent exclusion. In any circumstances where it becomes necessary to exclude a pupil the statutory guidance and regulations from Kent County Council (KCC) and the Department for Education (DfE) will be followed.

Permanent Exclusion would normally be used :

- for a major first offence, such as serious actual or threatened violence, sexual abuse or assault, supplying banned substances or carrying an offensive weapon
- where allowing a pupil to remain in College would be seriously detrimental to the education of other pupils, to the welfare of other pupils, staff or of the pupil him/herself
- following a series of breaches of the College's disciplinary code and after a range of strategies to resolve the pupil's disciplinary problems have been tried and have failed

Fixed Term or Internal Exclusions would normally be used for:

- verbal abuse to staff and /or students
- physical abuse to/attack on staff and/or students
- bullying
- racist abuse
- sexually abusive language and/or behaviour
- indecent behaviour
- damage to property
- misuse of illegal drugs or alcohol, including the supplying of.
- theft
- serious actual or threatened violence against another pupil or a member of staff.
- carrying an offensive weapon
- damage to property
- incidents where the behaviour of pupils outside College is such that it can be considered as grounds for exclusion.
- unacceptable behaviour which has previously been reported and for which the College sanctions and other interventions have not been successful in modifying the student's behaviour.

Duration of exclusions

The Principal may exclude a pupil for one or more fixed periods not exceeding a total of 45 days in any one College year or permanently.

The Principal may exclude a pupil permanently if she judges the circumstances warrant it.

Appearance and Uniform

The checking of general appearance is the responsibility of the form tutor in the first instance however all staff are to check that students are wearing the correct uniform in lessons and around the College. **All uniform irregularities must be recorded on SIMs.** Nails should be kept short and natural with no nail varnish. On no account should any student attend College with any type of jewellery except a wristwatch and a small pair of stud earrings (one in each ear). Any visible body piercing or inappropriate jewellery should be confiscated, where possible, by the Form Tutor or Subject Teacher or reported to the Pastoral Leader.

Other jewellery must be removed and can be confiscated. If confiscated, the jewellery should be put in an envelope with the date and the student's name and form on. The member of staff should record it and take it to the College office to be locked in the safe until it is returned. The teacher must complete a jewellery form when they leave jewellery at the College office.

Offenders can have their jewellery back after a week. When the time comes for the jewellery to be returned, the student should go to the office to claim the jewellery.

Any student who comes to College in incorrect coloured uniform, wearing make-up, nail varnish, plimsolls, trainers or boots, for whatever reason, must be sent to the pastoral office and parents will be contacted if

necessary. Once make-up and nail varnish is removed girls will be sent back to their lessons. Girls, who come to College with hair that is dyed any colour other than a natural looking one will be isolated (in IE) and parents/guardians will be contacted to discuss how the problem can be rectified in a timely manner.

Students, who are persistently not obeying the uniform rules, should be sent to the appropriate Pastoral Leader, who will contact parents/ guardians and may isolate the student until the correct uniform is worn.

Smoking

If a student is caught smoking on the College site, the Pastoral Leader will inform parents/guardian and issue a College detention.

Truantiing:

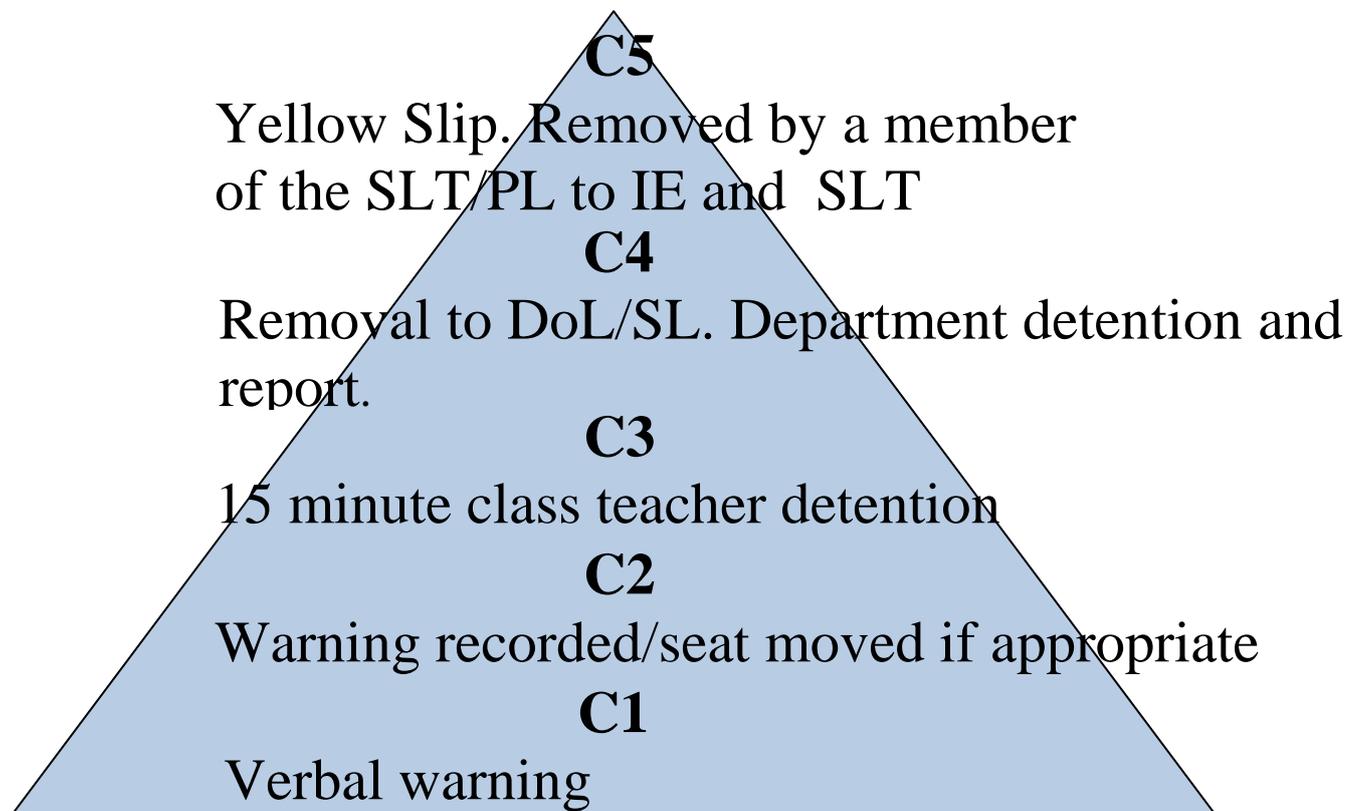
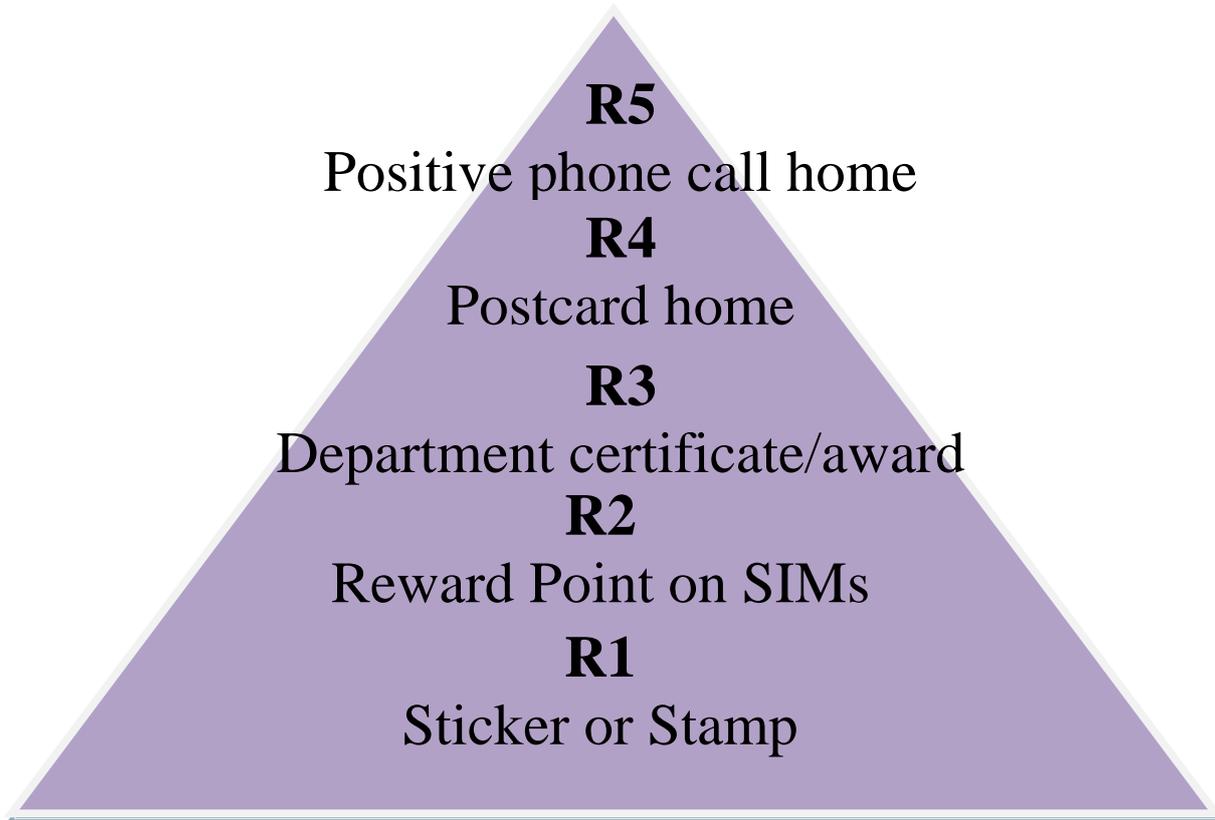
Staff should take a register at the start of every lesson and if a student is suspected of truantiing, they should send a note to the Attendance Officer or reception immediately. Parents/guardians will be informed as soon as possible by telephone/text. On return to College, the pupil will go into IE for one day. Pastoral Leaders will interview student to ascertain reason for truancy and appropriate action or support arranged.

Mobile Phones/iPods:

Students may bring these into the College and have permission to use their phones and iPods responsibly at break and lunchtime outside the College buildings. At all other times phones/Ipods must be switched off completely. Any device seen or heard inside the building will be confiscated. The phone/iPod must be taken to the office immediately, with the student's name.

- On the first occasion a member of the Leadership team will return the phone/iPod to the student at the end of the College day.
- On the second occasion in an academic year, the parents/guardians, or an adult representative with a letter of authorisation, must collect it from Reception. The office should send a letter home to let parents/guardians know when a phone has been confiscated.
- Any subsequent misuse of a mobile phone/iPod will result in a LT detention.

On no account should staff act, if a parent/guardian contacts the College, as a result of a mobile phone call from their daughter. We will ensure that any issues are dealt with as soon as is possible, this may require that the parent/guardian must be asked to make an appointment on the next day and the phone used may be confiscated.



**Student Interventions and Support
Dartford Science and Technology College**

Name:		Form group:			
Internal Support/sanctions	Y/N	Date/Notes	External Support	Y/N	Date/Notes
Transitions Support			SLO (College liaison Officer for attendance issues)		
Detentions			GP referral		
Subject report			LIFT (Local Inclusion Forum Team to access specialist teaching service)		
Report			ChYPS (Children & Young People's Service, formerly CAMHS)		
Mentoring by Pastoral team or teacher			EP (Educational Psychologist)		
Restorative justice meetings			KHNES (Kent Health Needs Education Service)		
Time out Card			NWKAPS Respite KS3 (North West Kent Alternative Provision Service)		
Staff Briefing/Toast			NWKAPS Long Term KS4 (North West Kent Alternative Provision Service)		
Pastoral Support Team (anger management, counselling)			Early Help Notification (please give details of services requested/provided)		
Attendance officer support			EHCP application (Educational health Care Plan)		
Discussion at Inclusion forum			Inclusion Forum for: Observed Transfer/Managed Move/Managed Transfer		
Reduced Timetable (period of time only)			Kent Young Carers		
Governors panel meeting			YOT (Youth Offending Team)		
Other (please specify)			Children's Social Services		
			Home Education		

**Student Interventions and Support
Dartford Science and Technology College**

Name:			Form group:		
Internal Support/sanctions	Y/N	Date/Notes	External Support	Y/N	Date/Notes
			Other (please specify)		

Internal Exclusion	External Exclusion	Permanent Exclusion

Please attach:

- SIMs log of all meetings and phone calls**
- Behaviour log**
- PSPs**
- Any external support referrals**
- Latest academic report and attendance certificate**

PASTORAL SUPPORT PLAN (PSP)

Student Name		PSP start date	
Year Group	Tutor Group	PSP review date	

Summary of issues leading to the need for PSP

Attach latest report, behaviour report and attendance certificate

Academic Progress – attach latest report (TICK AS APPLICABLE)	Exclusions to date:	
	Number of days in IE	
	Behaviour/rewards points	
	Attendance %:	
Above expected progress		
Expected progress		
Below expected progress		

Summary of interventions to date (as applicable)

Use intervention/support check sheet

Targets S.M.A.R.T	Deadline

Intervention Support to Support PSP

Action	Person responsible	Date by

This plan was agreed by: **Student:** _____ **Date:** _____

Parent/ Carer: _____ **Staff:** _____

PASTORAL SUPPORT PLAN (PSP) - REVIEW

Student Name		PSP start date	
Year Group		Tutor Group	
		PSP review date	

Summary of issues leading to the need for PSP

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Academic Progress – attach latest report (TICK AS APPLICABLE) Above expected progress Expected progress Below expected progress		<i>Attach latest report, behaviour report and attendance certificate</i>	Exclusions to date:	
			Number of days in IE	
			Behaviour/rewards points	
			Attendance %:	

Summary of interventions to date (as applicable)

Use intervention/support check sheet

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Targets S.M.A.R.T	Deadline

Intervention Support to Support PSP

Action	Person responsible	Date by

This review was agreed by: **Student:** _____ **Date:** _____

Parent/ Carer: _____ **Staff:** _____

DARTFORD SCIENCE and TECHNOLOGY COLLEGE
LEVEL 1 BEHAVIOURAL REPORT

NAME: _____ FORM: _____ START DATE: _____

You should see your FORM TUTOR at _____ everyday and show this report to your parent or guardian each evening for them to sign. Failure to do either of these could result in you going up to a higher level of report or being given a College detention.

Targets

1. _____

2. _____

3. _____

Please will staff tick or cross in the boxes below to show if this students has or has not met these targets in your lesson. If you have any other concerns about this student, please complete a behaviour point on SIMs. Thank you.

	Monday			Tuesday			Wednesday			Thursday			Friday		
Target	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Reg.															
P1															
P2															
Break															
P3															
P4															
Lunch Seen by FT															
Reg.															
P5															
P6															
Seen by FT															
Seen by Parent															

**DARTFORD SCIENCE and TECHNOLOGY COLLEGE
LEVEL 2 BEHAVIOURAL REPORT**

NAME: _____ FORM: _____ START DATE: _____

You should see your PASTORAL LEADER at _____ everyday and show this report to your parent or guardian each evening for them to sign. Failure to do either of these could result in you going up to a higher level of report or being given a College detention.

Targets

1. _____

2. _____

3. _____

Please will staff tick or cross in the boxes below to show if this students has or has not met these targets in your lesson. If you have any other concerns about this student, please complete a behaviour point on SIMs. Thank you.

	Monday			Tuesday			Wednesday			Thursday			Friday		
Target	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Reg.															
P1															
P2															
Break															
P3															
P4															
Lunch Seen by PL															
Reg.															
P5															
P6															
Seen by PL															
Seen by Parent															

DARTFORD SCIENCE and TECHNOLOGY COLLEGE
LEVEL 3 BEHAVIOURAL REPORT

NAME: _____

FORM: _____ START DATE: _____

You should see your VICE PRINCIPAL at _____ everyday and show this report to your parent or guardian each evening for them to sign. Failure to do either of these could result in you going up to a higher level of report or being given a College detention.

Targets

1. _____

2. _____

3. _____

Please will staff tick or cross in the boxes below to show if this students has or has not met these targets in your lesson. If you have any other concerns about this student, please complete a behaviour point on SIMs. Thank you.

	Monday			Tuesday			Wednesday			Thursday			Friday		
Target	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Reg.															
P1															
P2															
Break															
P3															
P4															
Lunch Seen by VP															
Reg.															
P5															
P6															
Seen by VP															
Seen by Parent															