

Behaviour, Discipline and Exclusion Policy

Primary person responsible for updates to this policy: Liz Elam

Job title: Principal

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Next review date: June 2021

Relevant ISI coding (if applicable)

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

‘Parents’ refers to parents, guardians and carers.

Behaviour, Discipline and Exclusion Policy

Definitions of terms used in this policy:

Staff = all those employed in any capacity by or on behalf of Abbey College Manchester/Alpha Plus Ltd.

Parents = parent, guardians, House parents, Assistant House parents or Host Family

College = the main College building, Riverside House, Host family lodgings, the Unitarian Chapel, all venues where Enrichment takes place.

Introduction

Abbey College has a relaxed, friendly and supportive environment in which both students and staff can achieve high standards whilst enjoying their working day.

The Abbey ethos regarding behaviour is

“Treat all others with respect”

This means respecting staff, fellow students, the fabric of the building (and the space surrounding it) and our neighbours in central Manchester. This extends to the college residence and the house parents as well as the homestay host and their houses.

The aim of Abbey College is to encourage learning and enable students to reach their full academic potential within a supportive environment. The structures outlined in this policy give a framework for discipline in the College to underpin our College Mission Statement

“Achieving Success Together”

The rules of the College can be summed up as follows:

All students must:

- be on time with the correct equipment and in a fit state to study
- attend all lessons including tutor time, assemblies, enrichment, SITSF and twilight sessions (boarders)
- work hard to the best of their abilities both in and out of lessons
- treat others and their surroundings with respect

A student’s main point of contact is their Tutor and Head of House.

All students, regardless of sex, race, religion or belief, disability, sexual orientation, gender reassignment, pregnancy, in accordance with the Equality Act 2010, will be treated fairly and any reasonable adjustments will be made for such students to ensure that this is the case.

Disciplinary Issues and guidelines

Punctuality

- Arriving late to a lesson disrupts both teaching and learning therefore students are expected to be on time for all lessons. If there are specific transport problems students/parents should contact the college. Repeated lateness is a disciplinary offence. Students should maintain a punctuality rate of at least 95% and this is monitored in every lesson and through registrations.
- Being late means the student will miss the first 20 minutes of a lesson and this will be reported by the study supervisor, recorded and passed to the subject teacher and tutor/Head of House
- If a student is late, he/she will need to sign in at the study and work in there quietly. The student will be sent to the lesson by the study supervisor 20 minutes into the lesson. This will be the only second entry point into the lesson.
- Persistent lateness will be treated as a serious disciplinary offence as it disrupts lessons for the teacher and other students.

Attendance

- Students are expected to attend all lessons. There are a number of legitimate reasons for missing a lesson such as illness or medical appointment, university interview/open day, family bereavement. However, it is a parent's responsibility to inform the college in advance of any absence and in the case of illness to contact the college each day that the student is absent or, if known, to indicate the duration of the absence. If students are living independently it is their responsibility to notify the College of their absence and to provide medical evidence for absences of three days or more.
- The Director of Accommodation, College Nurse, HOH or member of SLT may visit any student living independently who is absent from College.
- All students must bring a completed absence form on their return to the College.
- Other reasons for absence must to be discussed and agreed with the Head of House (HOH) and/or the Principal well in advance. Please note that it is the responsibility of the student to catch up all work missed as soon as is possible to the satisfaction of the teachers. Significant absences throughout the year should be avoided as it will have a bearing on academic progress.
- Students should maintain an attendance rate of at least 95% and this is monitored in every lesson and through registrations through our Green, Amber, Red system.
- Detailed records are kept of both attendance and punctuality and are communicated home in each report.
- Unexplained absences are chased up daily by Student Services. Unauthorised absence is a disciplinary offence.

1. Academic concerns

Lessons

- Students are expected to contribute constructively to lessons and cooperate with the teacher and fellow classmates. Students should arrive properly equipped for lessons both with books, pens etc. and to be in a fit physical state for study. The effort applied in lessons,

homework and assessment tests are graded through effort grades on a three weekly cycle and half termly written reports.

- Incidents in lessons are recorded in writing by the class teacher and given to the Tutor or HOH for further disciplinary action, if required, after the teacher has dealt with the issue

Homework

- Students are required to complete all homework to a satisfactory standard and submit it to their teacher by the specified time. If students have or anticipate difficulties with any aspect of homework, then it is their responsibility to discuss the matter with the appropriate teacher **in advance** of the deadline.
- Quantity, quality and punctuality of homework plays an important part in our ability to assess academic standards which in turn influences forecast grades, UCAS references and reports.
- Homework is an integral component of learning and must be completed to ensure that all work is covered.
- The Green, Amber, red system is used to report any concerns
- Failure to complete homework is a disciplinary issue

Assessment Tests and College/Mock Exams

- Assessments tests and College/Mock exams must be completed in the timetabled slots.
- If an assessment test is missed then it is the student's responsibility, along with the teacher, to arrange a time to take it as soon as possible.

If for any reason students do not complete all tests and College/ Mock exams throughout the year to a satisfactory standard, attend a minimum 95% of lessons or complete a minimum 95% of homework **then the college reserves the right to amend the programme of study.**

Cheating in Tests and Mock Exams

- Cheating will not be tolerated under any circumstances; if a student is found to be cheating the paper will be scored as zero and disciplinary action will be taken

2. Behavioural concerns

Inappropriate Language

- Inappropriate language should not be used when in or around the college building as foul language is disruptive, unpleasant and often offensive to other people.

Smoking

- Smoking inside the building is absolutely forbidden; so too is smoking **anywhere** on Cheapside – especially the doorways / garage entrances of the other businesses on King St. and Chapel Walk.
- Smoking is also forbidden in the college residence and in the Homestay.

Litter

- All litter should be placed in bins both inside and outside the college

Mobile Phones

- Mobile phones may be used during non-contact time. In lessons the use of mobile phones is at the discretion of the teacher. In the study, mobile phones should be on silent.

Minor Damage in the College

- Things get broken but the college buildings and furniture should be treated with care

Theft

- Theft of any kind will be viewed at a most serious level. All theft will be investigated, and the usual disciplinary procedure followed.

Drugs (also see Drugs policy)

- It is forbidden for any student to carry, buy, sell or use any substances prohibited by law. A student suspected of taking or being under the influence of drugs may be suspended pending an investigation.
- Please note that the college includes as 'drugs' solvents, aerosols and other substances e.g. legal highs, which are taken for their physiological effects.
- Members of the college staff reserve the right to **search bags or call in the police** if there are any suspicions that students have brought drugs into the college.

Alcohol

- Any student who enters the college under the influence of alcohol can expect to be suspended for the rest of that day. More serious drunken behaviour or bringing alcohol onto the premises for sale or consumption will be dealt with in the same manner as illegal drugs.

Weapons

- It is not acceptable to bring into college any illegal weapon. Students are not allowed to bring into the college any type of knife, sharp weapon or dangerous item.

Violence

- Any serious assault, particularly if it involves a weapon, will result in the police being called. An investigation will then be undertaken which may result in permanent exclusion.

Bullying

- **See Anti-bullying Policy**

Unacceptable use of ICT or/and Social Media (also see ICT Usage Policy and e-Safety Policy)

- The ICT Usage Policy for the use of ICT and Cyberspace explicitly forbids the deliberate viewing of offensive images and the sending of offensive or bullying emails, texts or social media posts on mobile phones or computers.
- Any unacceptable use of ICT will be dealt with very seriously

Unreasonable Discrimination

- Any discrimination on the basis of ethnicity, religion, gender, sexuality, social background, age or disability is unacceptable.

Rudeness to Staff and Students

- It is assumed that all students at Abbey will treat others with respect. Failure to do so is unacceptable. In addition, students are expected to comply with reasonable requests made by **any** member of staff.

Malicious Allegations against staff

The Principal may take disciplinary action in accordance with this policy where a student is found to have made a false and malicious allegation against a member of staff.

All the above behavioural concerns will be dealt with as disciplinary matters and the sanctions will depend on the severity and repetition of the offence.

International students in accommodation.

- All International students receive a copy of a Handbook related to Accommodation. This constitutes the rules of living in arranged accommodation. Within the Handbook there is a declaration, agreeing to the rules, which must be signed by both parents/guardians and students.
- Host families may also apply simple rules of their own for the smooth running of the home.
- Typical breaches of rules may be:
 - Arriving after curfew
 - Not co-operating with Host family or Houseparents
 - Staying out overnight without permission
 - Allowing friends to stay overnight without permission

All these types of issues will be dealt with in line with the following discipline procedure

Disciplinary Procedure

At Abbey College Manchester we do not use corporal punishment under any circumstances.

Disciplinary Step 1	Verbal warning	
Disciplinary Step 2	Verbal warning	
Disciplinary Step 3	Verbal warning	
Disciplinary Step 4	Disciplinary Committee Level 1-Formal verbal warning	Record on SIMS
Disciplinary Step 5	Disciplinary Committee Level 2- 1 st written warning	Record on SIMS
Disciplinary Step 6	Disciplinary Committee Level 3- 2 nd written warning	Record on SIMS
Disciplinary Step 7	Disciplinary Committee Level 4-3 rd and Final written warning	Record on SIMS

Verbal warnings

- These will be issued for minor student offences at Disciplinary steps 1-3. Level 4 is a more formal verbal warning which is recorded and kept in the student file.

Disciplinary Committees

- If Students do not adhere to college rules e.g. there are problems with attendance, punctuality, behaviour or academic concerns they will, after verbal warnings, be called to the Disciplinary Committee
- There are 4 levels of the Disciplinary Committee depending on the seriousness or repetition of the offence

- The typical composition of the Committee is as follows :
 - Level 1: Tutor, Assistant Head of House, Subject Teacher
 - Level 2: Assistant Head of House, Head of House, Tutor
 - Level 3: Principal/Deputy Principal and Head of House
 - Level 4: Principal, Deputy Principal and member of SLT as necessary
- The Director of Accommodation may be present at any of the levels for incidences related to the college residence or Homestay.
- At the committee students will be presented with the reasons for the meeting and asked for their response. The committee will then discuss and decide the sanctions and actions that will be applied.
- Parents will be informed and/or invited to attend a meeting **where appropriate**.
- Sanctions include a written warning with specific targets, revision of the programme of study, removal of privileges, college community service, suspended internally, temporary or permanent exclusion.

First Written Warning

- This will be issued by the HH (usually following a formal verbal warning) for repeated minor offences or first significant offence. This warning is kept permanently on record.
- Targets and/or an appropriate course of remedial action (e.g. report or compulsory study) will be decided upon and made clear to the student. Action may include an amendment to the programme of study.
- The details of the meeting and targets/expectations will be communicated in writing to the student, guardians and those responsible for paying the fees.

Second Written Warning

- This is a further written warning issued if behaviour has not improved or the action has been repeated. The issue will be discussed with the HOY and teachers, where necessary. As above, targets/expectations are communicated to all parties.

Third and Final Written Warning

- The Disciplinary Committee level 4 will meet.
- As with the first and second warning, the purpose of this meeting is to discuss the situation but also why previous action has not improved the situation.
- Remedial action will be decided upon and such action is likely to be of a serious and substantial nature. At this stage the consequences of failing to meet these demands will again be made clear to the student, guardians and those responsible for their fees.
- Again, these consequences will be of a very serious nature such as withdrawal from exams, withdrawal of UCAS reference, amendment to the programme of study or exclusion.
- For serious offences a final warning may be given immediately.

Students on a Final Written Warning

- Should the conditions of the Final Written Warning not be met, the student will be permanently excluded or an agreement made with the fee payer to withdraw the student from the College.
- This is particularly important in relation to International students where it is deemed the student is at significant risk by being away from parental care. This should be treated

as a potential safeguarding issue and as breaching our Duty of Care. In such instances all protocols linked to UKVI procedures must be followed.

Permanent exclusion

- Even if a student does not have a previous disciplinary record, serious offences (e.g. linked to possession, use or selling of drugs or to serious assault) will result in immediate permanent exclusion and the involvement of the police.

Appeals process for permanent exclusions

- Parents should follow the Complaints Policy stage 3.

Academic Sanctions

Amendments to Programme of Study, UCAS References and Grade Predictions

Amendment of a programme of study might include any or all of the following:

- Conversion from one course to another.
- Conversion from A-level to IFP/CSP
- Reducing the number of GCSE subjects studied or change of entry tier.
- Extending the period of study.
- Withdrawal from an exam or aggregation.
- Any reasonable action the college deems necessary to improve academic performance.
- Amendments to UCAS predictions or the personal reference.

The college reserves the right to contact universities and/or UCAS to inform them of any changes to grade predictions and / or personal reference in order to ensure that they remain accurate for the student in question.

Two year students

It is anticipated that Year 12 students will progress smoothly into the next year to continue their studies. However:

Continued study is dependent on performance in Year 12.

Entry to Year 13

The college reserves the right to withhold a place to students who have received a written warning regarding their behaviour.

Programme of Study

The college reserves the right to amend programmes of study based upon academic performance.

Other sanctions

E Safety sanctions – see ICT Usage and e Safety policies

Sample Disciplinary Procedure Overview and Warnings

Level	11	L6	U6	IFP	Riverside/ Homestay	Level
1	Subject teacher	Subject teacher	Subject teacher	Subject teacher	HP	Verbal
2	Subject teacher & HOD/AHH	Subject teacher & HOD or Tutor	Subject teacher & HOD or Tutor	Subject teacher & HOD or Tutor	HP	Verbal
3	AHH	HOD / Tutor / DOF or AHH	HOD / Tutor / DOF or AHH	HOD / Tutor / DOF or AHH	HP and/or Director of Accommodation/Senior HM	Verbal
4	HH	HOD / Tutor / DOF or AHH	HOD / Tutor / DOF or AHH	HOD / Tutor / DOF or AHH	Director of Accommodation/Senior HM	Formal verbal; noted on SIMS
5	Assistant Principal / DOF / HH	Asst P / DOF / HH or AHH	Asst P / DOF / HH or AHH	Asst P / DOF / HH or AHH	Asst P / DOF / HH or AHH + Director of Accommodation/Senior HM	First written warning; SIMS
6	Assistant Principal / DOF / HH	Asst P / DOF / HH or AHH	Asst P / DOF / HH or AHH	Asst P / DOF / HH or AHH	Asst P / DOF / HH or AHH + Director of Accommodation/Senior HM	Second written warning; SIMS
7	Principal / Deputy Principal / HH or Asst P	Principal / Deputy Principal / HH or Asst P	Principal / Deputy Principal / HH or Asst P	Principal / Deputy Principal / HH or Asst P	Principal / Deputy Principal / HH/ + Director of Accommodation/Senior HM	Final written warning; SIMS

<p>Serious incidents or immediate concerns</p>	<p>Serious incidents are dealt with outside the normal system e.g drinking alcohol, drug related issues or serious misconduct in a lesson and the procedure should involve the HoY or SLT immediately</p>
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HOD/DOF – academic up to level 4

Tutor/HH – behavioural up to level 4

This system is underpinned by the effort grades that teachers award students every three weeks along with any email concerns and paperwork. Departments and Faculties should review the consistency and criteria used in awarding effort grades_

Rewards

For the majority of students at ACM their time is happy and they work with the college team to make significant progress and achieve the best outcomes of which they are capable. This is reward in itself but teachers, tutors, HOHs, HOFs, Directors of Faculty, SLT and the Principal provide a framework of rewards for students both informally (e.g. well done or a small treat at the end of term) and formally in the following ways:

- Praise on pieces of work in the form of written comments
- Praise at parents evening and in reports
- High effort grades on pieces of work and in reports
- Displays of work around the building
- Green student certificates
- Tutor group certificates
- Recognition of achievement
- Recognition of excellent attendance and punctuality
- Graduation evening

Rewards and sanctions linked to the college residence and Homestay

- Houseparents and Homestay hosts receive student reports
- Homestay hosts are invited to attend parents' evenings and awards evenings
- Houseparents and Homestay hosts receive copies of letters related to discipline or rewards
- Houseparents and Homestay hosts are encouraged to apply sanctions or give praise where appropriate in line with college policy
- Agents/guardians of International students invited to attend parent evenings and awards evenings

Use of restraint

- The Alpha plus Group has a **Discipline Restraint Policy** and this should be referred to for guidelines on the use of physical restraint by staff.
- All staff should be aware of the contents of this policy.
- As far as possible, Houseparents and Homestay hosts are actively discouraged from physical contact with students. However, they should be aware of the policy on use of restraint in case should the need arise in an emergency.
- If physical restraint is used this should be recorded in the write up of the event. In the case of the college residence it should be recorded on the daily report.

Searching student's bags or rooms

Searching a student's personal possessions must balance the right of the student alongside the need to investigate an incident e.g. related to alcohol, drugs, knives etc. In most circumstances the student would be present, and two members of staff would be present to ensure safeguarding. However, if there are concerns raised about a student when they are absent from the college residence the house parent and another adult should conduct the search. It is preferable to take photographs of the items in situ rather than handling them. If in doubt guidance should be sought from the Senior Leadership Team or Director of Accommodation/Senior Housemistress. Further guidance on searching a student's belongings can be found here: <https://www.gov.uk/government/publications/searching-screening-and-confiscation>

Additional information linked to the COVID-19 or other pandemic

As the college day will be modified to accommodate social distancing and distance learning the punctuality rule will not be operational until it is possible to remove the social distancing measures. Lateness will be recorded but disciplinary action will be more lenient as safe travel takes precedence.

All lessons (whether face to face or distance learning) will be registered at the start and lateness noted. Non-engagement with lessons will lead to disciplinary action where no valid reason can be provided. Again, there will be more lenience until the college is operating normally.