

## **Newcastle Sixth Form College Behaviour Management and Student Disciplinary Procedure**

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Approved by: SLT

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Responsible Manager: Vice Principal: Students and Resources



### **Context**

NSFC believes that effective learning is best achieved in a supportive and mutually respectful environment. Students are expected to follow the 'Respect Ethos' which forms a code of conduct for their behaviour at the Sixth Form. The purpose is to promote good conduct at all times which allows all students to achieve their best.

Newcastle Sixth Form College expects students to maintain a high standard of behaviour during their time at college and will provide support to ensure all students are aware of their responsibilities. The college expects all students to abide by the code of conduct at all times including; when present on and around campus; whilst engaging in offsite activity including trips and work placement and linked online activity.

NSFC has a zero tolerance to bullying and peer on peer abuse including sexual harassment whether on the college site, off site or between students online. Reported incidences will be investigated, logged and dealt with.

Staff should be professional, calm and clear in their treatment of all students, and should follow the staff code of conduct. Behaviour management must be certain and consistent, with high expectations for everyone at all times. Staff should also take into account any specific learning needs that the student may have.

Where students do not follow the code of conduct they should be spoken to by staff calmly and clearly. A restorative approach should be taken to encourage students to identify the impact of their actions, have responsibility for them, and to take steps to rectify their behaviour. The focus must be on putting the issue right.

### **Common Issues and Consistent Approaches**

Following consultation with staff the following issues and approaches were agreed. These approaches are non-negotiable and must be followed by all staff at all times.

#### ***Phone use in class:***

College expectations will be made clear in induction. Phones should only be visible with the permission of teacher. This will be granted for legitimate learning reasons e.g. research, photograph. In the event that an emergency contact may be required, this should be made to the main office 0912721001 who will come to the lesson. If a student gets a phone out without permission they will be instructed by the teacher to switch it off and put it away. If the phone is out again, it must be switched off and placed in the plastic 'phone jail' box on the teacher's desk for the duration of the lesson with the incident recorded on etrackr. If a student has 3 strikes of having their phone in 'phone jail' they should be asked to put their phone in phone jail at the start of the lesson for a minimum of 1 week.

### ***Overdue HW***

College expectations will be made clear in induction. Teachers should set hand in day, hand out day, with due dates known and consistent for students. The teacher should collect homework by walking around room and collecting from each and with any overdue recorded. Overdue homework should be handed in at the start of the next day. Failure to complete by the next day should result in compulsory catch up at break, lunch or afterschool. In the first instance this should be with the subject teacher. Homework remains owed until complete. Once homework is complete then no compulsory catch up is required. Repeated missing of deadlines should result in contact to parents, a HOD visit to lesson or conversation, and may result in supervised study to ensure deadlines are met.

### ***Boisterous around site***

College expectations will be made clear in induction. All staff are expected to challenge behaviour around site which is below expectations including boisterous behaviour, littering, wearing of lanyards, tobacco visible within the building, or smoking outside of the entrance. If a member of staff speaks to a student repeatedly over time or their response is not satisfactory this should be recorded on etrackr. 3 strikes will lead to supervised study for 1 hour issued by the Personal Development Coach.

### **Dealing with persistent issues**

Where problems persist the Aston System outlined below should be followed. At each stage students should be encouraged to talk about:

1. What has happened.
2. What the impact has been on those involved: i.e. who has been affected and in what ways they have been affected.
3. What needs to happen to put things right or to make things better in the future.

### ***The Aston System***

English referee Ken Aston came up with the language neutral card system while sitting at the traffic lights. Its universality meant that it was ideal for international fixtures and was introduced for the world cup in 1970. In football, there is a differentiation between 'fouls' and 'misconduct'. The referee selects an appropriate action from a range of options, this may be a warning (resulting in a free kick to the opposing team) a yellow card (caution) and a red card (dismissal).

Cards in this procedure refer to the level within the process. There are no 'report cards' within this procedure.

### **Applying the Aston System in NSFC**

A penalty card system:

Level	Detail	Etrackr	Parental Contact ?
<b>Informal warnings</b>	staff identify unsatisfactory performance/behaviour and discuss this with the student.	Issue and action recorded as note on eTrackr.	Optional
<b>'Cause for concern' 1:1</b>	A 1:1 meeting should be held with the student discussing the issue and agreeing targets for improvements, and date of review	'Cause for concern' in eTrackr records agreed targets and date of review	YES
<b>Yellow cards</b>	constitute a caution for unsatisfactory performance	'Disciplinary' section in eTrackr	YES
<b>Red Cards</b>	indicate a severe warning and require a student to be removed from college (temporarily or permanently)	'Disciplinary' section in eTrackr	YES (+meeting)

### **Informal Warnings and 'Cause for concern' 1:1**

Informal Warnings and 'Cause for concern' 1:1s can be issued by any member of staff and must be recorded on eTrackr. It is not acceptable for an issue to be recorded without an action. Informal warnings and 'cause for concern' will be monitored by Personal Development Coaches and can be escalated if it is clear that a pattern of unacceptable performance/behaviour is emerging. Similarly, any member of staff who is entering details of an informal warning onto eTrackr who notices that there have been previous warnings may wish to escalate. It is expected that 3 informal warnings in a term will lead to escalation.

Escalation will then go to a member of staff who is in a position to issue a yellow card.

### **Yellow Cards**

Yellow cards will be issued as a result of two things:

- Escalation following a number of informal warnings
- Behaviour which is unacceptable and requires an immediate caution.

Yellow cards can only be issued with the approval of Heads of Department or Senior Leaders. If the person who wishes the yellow card to be issued is not in a position where they can do so themselves they must arrange a meeting with the student and a member of staff who is able to do this (usually their Head of Department). In this meeting the member of staff must outline the case for why the yellow card should be issued and supply the

supporting evidence. The student must be given the opportunity to explain the situation. The person who chairs the meeting will then decide to issue a yellow card.

This should then be recorded as a 'Disciplinary' on eTrackr by the member of staff who has recommended a caution be issued. A further comment may be added by the person issuing the yellow card once parents have been contacted.

### **Informing parents of yellow card cautions**

Parents must be informed when a yellow card caution has been issued. It must be very clear why the caution has been issued and the implications of this. This must be done by the person issuing the yellow card. They should initially try to contact by telephone and if this is unsuccessful they should do so by email. If no response is heard within 7 days a letter should be sent to the student's home address. All of these attempts must be logged on eTrackr to avoid confusion at a later date.

### **Suspension pending investigation**

In the event of an allegation of gross misconduct it is sometimes necessary to conduct an investigation to determine whether any disciplinary action is required. In such situations a student may be suspended as a neutral act while the investigation takes place. Only members of the senior team can suspend a student and the Principal must be informed. Parents must be notified on the day by phone. A letter should be sent giving the reason for the suspension, instructions for the completion of work during the suspension, a contact point for queries and the date and time of any fact finding meeting (if known). The letter should include a link to this procedure on the NSFC website. The investigation should be conducted in a timely manner with student and parents updated about progress. Any student witness statements should be completed using the proforma in Appendix A. The student must continue to access work on moodle during the suspension. Eligible students will continue to receive bursary payments while suspended. Once the investigation is complete a meeting should be held either to reintegrate the student or to follow the appropriate disciplinary stage.

### **Red Cards**

Red cards will lead to the immediate removal of the student until they attend a meeting with their parents. They will be issued as a result of two things:

- Two yellow cards have already been issued and negative behaviour persists
- Gross-misconduct

Only SLT will be able to issue red cards. In the case of a 3<sup>rd</sup> caution (where 2 yellow cards have already been issued) a meeting must be arranged by the person who is recommending the red card. This should be done through the Principal's PA who will find the next available SLT member.

In the case of gross misconduct, a member of SLT should be contacted immediately where possible. If this is not an option the student's details and the details of the offence should be passed immediately to the Principal's PA.

Unlike the yellow card stage, parents do not need to be informed by the member of staff who has identified the underperformance/misconduct as they will be contacted by SLT to invite them in for a meeting.

A letter should be sent giving the reason for the Red Card, instructions for the completion of work in the period prior to the meeting, a contact point for queries and the date and time of the Red Card meeting. The letter should include a link to this procedure on the NSFC website.

### **Definition of Gross Misconduct**

Gross Misconduct is misconduct, usually on the College premises or on an approved College activity, that is serious enough to make any further working relationship or trust impossible.

It includes:

- harassment and bullying;
- physical or verbal abuse of other members of the College community, student or staff;
- threatening behaviour towards other students or members of staff;
- possession of an offensive weapon;
- possession or use of alcohol or drugs on the College premises (see Drug and Alcohol Procedure);
- theft;
- large scale vandalism;
- abuse of College IT Network
- dangerous driving on the College premises;
- action that brings the College into disrepute;
- mischievous/malicious allegations against other students or a member of staff.

Please note this list is not exhaustive.

### **Meeting with parents**

At the meeting with parents, the SLT member will make one of two decisions:

- The student can be allowed to return with a final written warning on the understanding that any further caution will result in permanent exclusion
- A recommendation will be made to the Principal that the student should be permanently excluded

Permanent exclusions can only be made by the Principal.

A letter should be sent after all Red Card meetings outlining the decision reached and the reasons for this. It should include information about how the student and their family can appeal the decision.

## **Appeals**

All students issued with a Yellow or Red card will have the right to appeal. This should be done within 7 days, in writing to the Principal.

In the case of permanent exclusions students and parents of students (if under 18) have the right to appeal to the Local Board. They must do so in writing to the Chair of Local Board of Governors within 7 working days of receipt of this letter. They are required to give the grounds and brief particulars of their appeal.

An appeal meeting will be held with a panel of at least 2 governors who will hear evidence from the student and their family, as well as a member of NSFC SLT. Their decision will be communicated in writing within 5 days. The decision of the 2 governors is final and binding.

## **Reporting of Permanent Exclusion**

All permanent exclusions and outcomes of appeals must be reported to the Local Board at the next scheduled local board meeting.



