



## NCS BEHAVIOUR POLICY

<b>Written by:</b> Ms A Lomax
<b>Date:</b> 1 <sup>st</sup> September 2022
<b>Approved date:</b> 2 <sup>nd</sup> November 2022
<b>Review date:</b> November 2024



## **Vision**

Newham Collegiate Sixth Form (the 'NCS') is a place where students and staff demonstrate the highest standards of personal and professional conduct in and outside of the sixth form, so that it is a harmonious learning environment where the whole sixth form community feel safe and secure. The NCS is a place that is characterised by a purposeful scholarly environment built on relationships of mutual respect and understanding. At NCS all members of staff are role models and thus have a crucial role to play in promoting and sustaining the highest standards of behaviour for academic success.

All students will:

- Treat other students and adults with respect
- Speak politely to other people
- Develop self-confidence and high self-esteem
- Aim for 100% attendance and punctuality
- Take care of all Sixth Form equipment and buildings
- Follow the Sixth Form dress code
- Comply with all policies that relate to a Sixth Form student
- Comply with all reasonable requests made by any member of staff and all times demonstrate the highest standard of behaviour and conduct

## **Behaviour for academic success**

- The Sixth Form aims to provide a safe, secure and supportive environment where students can learn and teachers can teach. There is a direct link between the way young people learn and their behaviour. It is the job of staff at all levels to help and encourage students' understanding of socially acceptable and appropriate behaviour.
- To encourage this, staff will:
  - Model exemplary behaviour
  - Treat all students and adults with respect
  - Speak politely to each other
  - Build student confidence and self-esteem through positive reinforcement
  - Avoid using critical or sarcastic language
  - Recognise student effort and achievements on a regular basis and celebrate success
  - Keep parents/carers informed about success, efforts and achievements
  - Challenge unacceptable behaviour
  - Work in partnership with parents/carers through regular contact to help improve behaviour



We will not accept the following behaviour:

- Disrupting the learning of others;
- Late and/or incompleteness of home learning;
- Lateness to the Sixth Form and/or lessons;
- Rude or inappropriate language;
- Acts of aggression or any kind of physical violence;
- Supplying or carrying any banned substances or carrying an offensive weapon;
- Encouraging acts of intimidation and/or violence either physically or on any social media platforms
- Bullying of any kind and on any platform and/or intimidation of any nature;
- Offensive language at any time;
- Items of clothing that is linked to street or gang culture;
- Maliciously offsetting the fire alarm or similar behaviour that endangers and/or disrupts the Sixth Form community;
- Deliberately, damaging premises, building and equipment
- Stealing or attempt to steal;
- Inappropriate sexual behaviour, sexual violence or sexual harassment including online behaviour;
- Racist, sexist, homophobic or transphobic comments;
- Inappropriate online behaviour including bullying, use of inappropriate language, the soliciting and sharing of nude or semi-nude images and videos.
- Vandalism;
- Behaving in a confrontational manner towards a member of staff;
- Showing wilful disobedience by failing to follow a reasonable instruction of a member of staff;
- Smoking, e-cigarettes and/or vaping at any time whilst wearing the Sixth Form uniform;
- Expressing views/opinions that are deemed to be contrary to British values and the rule of law, and/or may be construed as inciting racial or religious hatred;
- Mobiles phones being used in any of the NCS building save for private study and the restaurant.
- Failing to get off their phone when a member of staff wishes to speak to a student;
- Having headphones/pods on at any time other than in private study;
- Malicious allegations against a member of staff;
- Behaviour outside the Sixth Form that brings the Sixth Form into disrepute.
- Inappropriate use of the Sixth Form iPad at any time;
- Any action omission that breaches the terms and conditions set out in the Sixth Form Handbook;
- Truancy and refusal to attend the Sixth Form without a genuine medical reason;
- Any articles from the prohibited items list (see section on searching & screening)
- Or any other behaviour that is deemed socially unacceptable.

If unacceptable behaviour occurs, members of staff will:

- Challenge the behaviour at the appropriate time;
- Tell the student what they found unacceptable and why;
- Explain how they could have behaved differently, modelling what they could have done or said;
- Try to find out why the student is behaving in this way;
- Record the incident on CPOMS.



## Rewards and Sanctions

### Rewards

The successful management of behaviour and rewards is central to the Sixth Forms' ethos of providing an environment within which students and adults can develop good relationships, showing care, respect and consideration for each other within the Sixth Form and the wider community. Our rewards system encourages and rewards students who apply themselves and behave in a commendable way to support the ethos of the Sixth Form as role models and to develop their own potential. Rewards may include some of the following:

- Postcards home;
- Letters of commendation;
- Positions of responsibility e.g., Student Leadership Team;
- End of term trips;
- Certificates of achievement;
- Education vouchers;
- Access to enrichment opportunities;
- Recognition in assembly and formal awards ceremony;
- Verbal praise.

### Sanctions

- Teachers have statutory authority to discipline students whose behaviour is unacceptable, who break Sixth Form rules or fail to follow a reasonable instruction;
- The power also applies to all paid staff with responsibility for students;
- Teachers can discipline students whose conduct falls below the standard which could be reasonably expected of them. This means that if a student misbehaves, breaks a Sixth Form rule or fails to follow a reasonable instruction the teacher can impose a sanction;
- Students can be disciplined at any time in the Sixth Form or elsewhere under the charge of a member of staff e.g. on Sixth Form trips/visits;
- Students can be disciplined for misbehaviour outside of the Sixth Form or where their actions bring the Sixth Form into disrepute;
- All sanctions must be fair, reasonable, proportionate and not in breach of any legislation such as the Equality Act 2010 and the Human Rights Act 1998;
- Teachers have the legal power to impose detention in and outside of Sixth Form hours; this is defined as after any Sixth Form day when the student is present, weekends and inset days;
- Students will be detained for no more than 60 minutes at the end of the Sixth Form day where parents/carers have not been notified;
- Poor behaviour must be addressed and all staff have a professional obligation to highlight and help students improve their behaviour;
- Discipline is administered with calm, not anger and works best when it is applied thoughtfully, consistently and a distinction is drawn between the poor behaviour and the individual – it is the action not the individual that we are criticising. A student who perceives animosity or lack of respect from a teacher is more likely to react adversely;
- In the first instance a teacher should attempt to deal with poor behaviour. This is likely to begin with reminding a student if their behaviour falls below acceptable levels and be increased progressively if the student fails to respond.



**The Sixth Form have a number of sanctions at their disposal these include:**

- Verbal reprimand and a reminder of expectations of behaviour
- Temporary exclusion from class
- Detention with/without notice
- Setting of written tasks such as an account of poor behaviour
- Behaviour monitoring card
- Confiscation of prohibited/misused item
- Parental contact
- Removal from lessons
- Loss of privileges e.g., positions of responsibility and/or access to enrichment opportunities
- Refusing to provide a UCAS/Employer reference/revoking a UCAS and/or employer reference if deemed necessary.
- Suspension
- Permanent Exclusion

## **Sixth Form Uniform**

The governing body of NCS believe that uniform plays a valuable role in contributing to the ethos, setting an appropriate tone and instilling pride in the Sixth Form. Full details of Sixth Form uniform requirements can be found on the Sixth Form website and/or the Sixth Form Student Handbook

This Sixth Form dress code;

- Supports positive behaviour and discipline, encouraging identity with, and support for the Sixth Form ethos;
- Promotes a strong, cohesive Sixth Form that supports high standards and a sense of identity among students;
- Ensures students of all races and backgrounds feel welcome and protects students from social pressures to dress in a particular way.

## **Non-Compliance with Sixth Form Uniform Policy**

- Teachers can discipline students for breaching the Sixth Form rules on appearance or uniform. This will be carried out in accordance with the sanctions identified within the behaviour policy.
- The Principal, or a person authorised by the Principal, may instruct a student to go home briefly to remedy a breach of the Sixth Forms' rules on appearance or uniform. Students are expected to return in a timely manner and report to reception.
- Where students are sent home to change, this is not an exclusion but an authorised absence.
- However, if the student continues to breach uniform rules in such a way as to be sent home to avoid Sixth Form or takes longer than is strictly necessary to effect the change, the student's absence may be counted as an unauthorised absence.
- Persistent breaches of uniform policy can lead to exclusion from the Sixth Form (see Sixth Form Exclusion Policy).
- The Sixth Form uniform policy is fair and reasonable and fulfils the Sixth Forms' obligations under the Human Rights Act 1998 and the Equality Act 2010



## **Safeguarding response**

The NCS will consider whether misbehaviour of a student gives cause to suspect a student is suffering or likely to suffer harm. Where this may be the case, the NCS will follow our safeguarding policy and procedures and speak to the Designated Safeguard Lead (DSL). They will consider if pastoral support, Early Help intervention or referral to social care is appropriate.

## **Supporting students following a sanction**

The NCS will use strategies to help all students understand how to improve their behaviour.

This may include, but not limited to:

- a discussion with a student, including explaining what they did wrong, impact of their actions, how they can do better in the future and what happens if their behaviour fails to improve. This may also include advising students to make an apology to the relevant person, if appropriate;
- a phone call to parents/carers and VSH for looked-after-children;
- inquiries into a student's conduct with staff involved in teaching, supporting or supervising the student;
- inquiries into the circumstances outside of the sixth form including the home, conducted by the DSL or deputy.



## Searching, Screening and Confiscation

Ensuring staff and students feel safe and secure is vital to establishing a calm and supportive environment conducive to learning. Using searching, screening and confiscation powers appropriately is an important way to ensure student and staff welfare is protected and helps the Sixth Form establish an environment where everyone is safe.

- The principal and staff authorised by the principal NCS have the statutory power to search a student or their possessions where they have reasonable grounds to suspect that the student may have a prohibited item or any other item that the NCS rules identify as an item which may be searched for.
- Under this authority the NCS reserves the right to search and screen students and to confiscate Prohibited items.
- Only the staff authorised by the principal can carry out a search.
- Students will be treated courteously and afforded respect and a reasonable level of personal privacy during any search or screening;
- Parents/carers will not be informed prior to a search or to seek parental consent. However, parents will be informed of any search for a prohibited item that has taken place, and the outcome of the search as soon as is practicable.
- If the Principal or designated member of staff believes that a student is engaging in criminal activity and/or has a prohibited item the police will be contacted and parents/carers will be notified.
- Where a search has taken place for items banned by the NCS rules, a case-by-case approach will be taken as to whether it is necessary to inform parents.
- Any search for a prohibited item and searches for items banned by the NCS rules will be recorded. This will allow the designated safeguarding lead (or deputy) to identify possible risks and initiate a safeguarding response.

### **The role of the principal, the designated safeguarding lead and authorised members of staff**

Only the principal, or a member of staff authorised by the principal, can carry out a search. The principal can authorise individual members of staff to search for specific items, or all items set out in the NCS' behaviour policy. For example, a member of staff may be authorised to search for stolen property and alcohol but not for weapons or drugs.

The principal will oversee the NCS' practice of searching to ensure that a culture of safe, proportionate and appropriate searching is maintained, which safeguards the welfare of all students and staff with support from the designated safeguarding lead (or deputy).

The designated safeguarding lead (or deputy) will be informed of any searching incidents where the member of staff had reasonable grounds to suspect a student is in possession of a prohibited item. The staff member will also involve the designated safeguarding lead (or deputy) without delay if they believe that a search has revealed a safeguarding risk.

If the designated safeguarding lead (or deputy) finds evidence that any child is at risk of harm, they will make a referral to children's social care services immediately. The designated safeguarding lead (or deputy) will then consider the circumstances of the student who has been searched to assess the incident against potential wider safeguarding concerns.

Possession of a prohibited item will result in either a suspension or permanent exclusion. The application of the behaviour policy will always be accompanied by a safeguarding response which gives attention to the student's wellbeing and involves relevant staff, such as the designated safeguarding lead (or deputy).



Knives and weapons	Illegal drugs paraphernalia
Alcohol	E-cigarettes, vaping paraphernalia
Illegal drugs	
Stolen items	
Tobacco and cigarette papers	
Fireworks	
Pornographic images	
Any item that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury to, or damage property.	

1. <https://www.legislation.gov.uk/ukpga/1996/56/section/550ZA>

## Before searching

- A search can be considered if a member of staff has reasonable grounds for suspecting that the student is in possession of a prohibited item or any item identified in the school rules for which a search can be made, or if the student has agreed.
- The authorised member of staff will make an assessment of how urgent the need for a search is and should consider the risk to other students and staff.
- Before any search takes place, the member of staff conducting the search will explain to the student why they are being searched, how and where the search is going to take place and give them the opportunity to ask any questions.
- The authorised member of staff will always seek the co-operation of the student before conducting a search. If the student is not willing to co-operate with the search, the member of staff should consider why this is. Reasons might include that they:
  - are in possession of a prohibited item;
  - do not understand the instruction;
  - are unaware of what a search may involve; or
  - have had a previous distressing experience of being searched.
- If a student continues to refuse to co-operate, the member of staff may sanction the student in line with the behaviour policy, ensuring that they are responding to misbehaviour consistently and fairly.
- If the student still refuses to co-operate, the principal will decide whether it is appropriate to use reasonable force to conduct the search. Reasonable force will only be used to search for any prohibited items but not to search for items which are identified only in the NCS rules. The decision to use reasonable force will be made on a case-by-case basis.

## During a search

### Where

- An appropriate location for the search will be found. Where possible, this will be away from other students.
- The search will only take place on the sixth form's premises or where the member of staff has lawful control or charge of the student, for example on a trip/visit.

### Who

- The member of staff conducting the search must be of the same sex as the student being searched. There will be another member of staff present as a witness to the search.
- There is a limited exception to this rule. This is that a member of staff can search a student of the opposite sex and/or without a witness present only:
  - if the member of staff carrying out the search reasonably believes there is risk that serious harm will be





caused to a person if the search is not carried out as a matter of urgency; and

- in the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is same sex as the student or it is not reasonably practicable for the search to be carried out in the presence of another member of staff. When a member of staff conducts a search without a witness, they should immediately report this to another member of staff, and ensure a record of the search is kept.

### **The extent of the search**

- A member of staff may search a student's outer clothing, pockets, possessions, desks or lockers.
- The person conducting the search must not require the student to remove any clothing other than outer clothing. 'Outer clothing' means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots or scarves.
- 'Possessions' means any goods over which the student has or appears to have control - this includes desks, lockers and bags.
- A member of staff is able to search desks or other personal spaces in the sixth form for any item provided the student agrees.
- A student's possessions can only be searched in the presence of the student and another member of staff, 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 staff. The member of staff may use a metal detector to assist with the search.
- The member of staff's power to search outlined above does not enable them to conduct a strip search.

### **Strip searching**

- Where the Principal or designated member of staff believes that a student is engaging in criminal activity and/or has a prohibited item concealed in their inner clothing, the police will be called.
- If the police believe a strip search is deemed necessary then this will take place off NCS premises. No strip search will be carried out in the sixth form.
- If the Principal or designated member of staff believes that a student is engaging in criminal activity and/or has a prohibited item and has contacted the police, parents/carers will be notified.
- An appropriate adult from the NCS will remain with a student when being questioned by the police, until a parent/carer arrives.

### **After-care following a strip search**

- If the police decide to carry out a strip search, the student will be given appropriate support, irrespective of whether the suspected item is found. If an item is found, this will be a police matter, but will always be accompanied by a safeguarding response from the sixth form which gives attention to the student's wellbeing and involves relevant staff, such as the designated safeguarding lead (or deputy).
- Safeguarding will also be at the centre of support following a strip search in which the item is not found, both in the sense of supporting the student to deal with the experience of being searched, and regarding wider issues that may have informed the decision to conduct a strip search in the first place. In both cases, student should feel that they have an opportunity to express their views regarding the strip search and the events surrounding it. Sixth Form staff will give particular consideration to any students who have been strip searched more than once and/or groups of students who are more likely to be subjected to strip searching with unusual frequency, and consider preventative approaches.

### **After a search**

- Whether or not any items have been found as a result of any search, the NCS will consider whether the reasons for the search, the search itself, or the outcome of the search give cause to suspect that a student is suffering, or is likely to suffer harm, and/or whether any specific support is needed.



- Where this may be the case, a safeguarding approach will be taken and the designated safeguarding lead (or deputy) will consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.
- If any prohibited items are found during the search, the member of staff will follow the guidance set out below on confiscation.
- If a student is found to be in possession of a prohibited item listed in the policy, then the staff member should alert the designated safeguarding lead (or deputy) and the student will be sanctioned in line with the NCS' behaviour policy to ensure consistency of approach.

### **Recording searches**

- Any search by a member of staff for a prohibited item and where the NCS has deemed it necessary to contact the police will be recorded, including whether or not an item is found. This will allow the designated safeguarding lead (or deputy) to identify possible risks and initiate a safeguarding response if required.
- Any search for items banned by the NCS' rules will also be recorded.
- A record of each search will include:
  - the date, time and location of the search;
  - which student was searched;
  - who conducted the search and any other adults or students present;
  - what was being searched for;
  - the reason for searching;
  - what items, if any, were found; and
  - what follow-up action was taken as a consequence of the search.
- The NCS will monitor the number of searches taking place and consider whether the searches fall disproportionately on any particular groups of students by analysing the recorded data. In such cases where searching is falling disproportionately on any group or groups, we will consider whether any actions should be taken to prevent this.
- Parents will be informed of any search for a prohibited item that has taken place, and the outcome of the search as soon as is practicable. A member of staff will inform parents of what, if anything, has been confiscated and the resulting action the NCS has taken, including any sanctions applied.

### **Screening**

Screening can help provide reassurance to students, staff and parents that the sixth form is taking measures to create a calm, safe and supportive environment.

- We reserve the right to require students to undergo screening by a walk through or hand-held metal detector with or without the consent of students; this screening may be carried out by any member of staff whether or not they suspect the student of carrying a weapon
- If the Principal decides to introduce a screening arrangement, they will inform students and parents in advance to explain what the screening will involve and why it will be introduced.
- Where a student has a disability, the NCS will make any reasonable adjustments to the screening process that may be required.
- All students are expected to comply with a request for screening which involves no physical contact
- If a student refuses to be screened, we may refuse the student access to the NCS premises under our duty not to expose students, staff or visitors to risks to their health and safety. The absence will be recorded as unauthorised, not as exclusion
- If a student refuses to be screened, the member of staff will consider why the student is not co-operating, and make an assessment of whether it is necessary to carry out a search.



## **Electronic devices**

- Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.
- In determining a good reason to examine or erase data or files, staff must reasonably suspect that the data or file has been or could be used to harm, disrupt teaching or break NCS rules.
- If the device is to be returned, relevant files may be deleted or retained by the NCS to support disciplinary action, or where appropriate passed to the police
- As with all prohibited items, staff should first consider the appropriate safeguarding response if they find images, data or files on an electronic device that they reasonably suspect are likely to put a person at risk.
- If the member of staff conducting the search suspects, they may find an indecent image of a child (sometimes known as nude or semi-nude images), the member of staff should never intentionally view the image, and must never copy, print, share, store or save such images.
- When an incident involves an indecent image of a child and/or video, the member of staff will confiscate the device, avoid looking at the device and refer the incident to the principal and the designated safeguarding lead (or deputy) as the most appropriate person/s to advise on the response.
- If a member of staff finds any image, data or file that they suspect might constitute a specified offence, then it must be delivered to the police as soon as is reasonably practicable.

## **Confiscation**

- Staff can seize any item found which pose a risk to staff or students and is or detrimental to Sixth Form discipline and/or is evidence in relation to an offence.
- Depending upon the nature of the confiscated item, it may be retained by the NCS, given to the police or disposed of.
- Confiscated weapons, knives or bladed items, items believed to be stolen and illegal drugs will be passed onto the police.
- Where a person conducting a search finds alcohol, tobacco, cigarette papers or fireworks, they will be retained and disposed of but never returned to the student.
- Where a member of staff finds stolen items, these must be delivered to the police as soon as reasonably practicable. However, if there is good reason not to do so, such as the value of the item would not be reasonable or desirable to involve the police, the items will be returned to the owner.
- Any weapons or items which are evidence of a suspected offence will be passed to the police as soon as possible.

## **Confiscation as a disciplinary penalty**

- The sixth form's general power to discipline enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.
- The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

*Any complaints about searching, screening or confiscation should be dealt with through the normal complaint's procedure.*

## **Use of Reasonable Force**

- NCS staff have a legal right to use reasonable force to control or restrain; staff can seize any prohibited item found as a result of a search
- Control means passive contact, such as standing between students or blocking a student's path, to actively leading a student by the arm away from a classroom or difficult situation;



- Restraint means to hold back physically or to bring students under control; for example, where two students are fighting or refusing to separate without physical intervention;
- Reasonable force can be used to prevent students from hurting themselves, others, damaging property or causing disorder;
- Force used will be proportionate and reasonable. Staff will always try to act in ways that will minimise chance of injury to the student but it may not always be possible;
- Reasonable force may be used to enforce a search for knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or any articles that have been or could be used to commit an offence or cause harm;
- Force will never be used as a sanction and reasonable adjustments will be made for children with disabilities and special educational needs.

## **Malicious Allegations**

- Complaints against staff are always investigated thoroughly and in line with the procedures set out in our Safeguarding Policy.
- If after full and thorough investigation, it is considered that that allegation against the member of staff was unfounded and malicious, any record of the incident will be removed from the member of staff's file;
- The student or students involved in making the allegations will be disciplined according to the severity of the case up to and including exclusion.

## **Equality Act 2010**

The policy acknowledges the NCS' legal duties under the Equality Act 2010, in respect of safeguarding and in respect of students with special educational needs (SEN)



## Appendix A

### Incident Step Guide - Information

- All but the most serious instances of misbehaviour can be sanctioned using one of the following three systems: 1) Homework; 2) Behaviour for Academic Success; 3) Professional Conduct. Serious instances of misbehaviour should be referred to a member of SLT.
- Any contact home by a member of staff should include completion of a record form where the contact will be briefly summarised. The data collected by the forms will be available to all staff, so should not include any safeguarding related information.

### Homework Sanctions

- Any piece of homework which does not meet expectations should be given a 'Minor' or 'Major' mark by the classroom teacher in accordance with their departmental guidance. This information is kept in a homework log. Generally, a Major mark is something that, if repeated on every homework, will detrimentally impact the student's progress; while a Minor mark describes homework that does not meet expectations in a less serious way.
- From and including third Major mark onwards in each subject a 'Homework Point' should be awarded using the central tracking system.
- There should be a maximum of one homework mark per week: Major/Minor/None. In addition, there can be no 'double jeopardy': a student is not expected to complete missing homework once the sanction is complete.
- See the table below summarising the actions to be taken and by who at different stages of the homework sanctions system.

Stage	Trigger	Action
0	Minors or first two Majors per subject	<ul style="list-style-type: none"><li>• Detentions issued by teacher, logged on teacher's tracker but need not be logged centrally.</li><li>• Duration a max 30 minutes &amp; commensurate with amount of home learning missing.</li></ul>
1	3rd Major in a particular subject, each major in this subject now a point.	<ul style="list-style-type: none"><li>• Teacher calls home, completes record form.</li><li>• 3rd and <b>all subsequent Majors are a Whole School (W/S) detention</b> and logged centrally by class teacher.</li></ul>
2	4 points	<ul style="list-style-type: none"><li>• Appropriate LL/YL calls home &amp; completes record form.</li><li>• Student loses home study (if applicable) &amp; Friday period 5.</li></ul>
3	8 points	<ul style="list-style-type: none"><li>• YL contacts home on reaching stage.</li><li>• Compulsory private study period 6 Mon-Thurs for three weeks.</li><li>• No trips where lessons are missed.</li></ul>
4	14 points	<ul style="list-style-type: none"><li>• Parents invited for meeting.</li><li>• All extra-curricular activities cease.</li></ul>

### Behaviour for Academic Success

- If a student's behaviour for learning falls below expectations in a significant or consistent manner their classroom teacher should communicate this to both the student and the pastoral team by issuing a 'Behaviour Point'.
- These points are logged and tracked centrally, the table below summarises the different actions to be taken and by who at different stages of the Behaviour for Academic Success sanctions system.

Stage	Trigger	Action
-------	---------	--------



0	Most low-level behaviour lapses.	<ul style="list-style-type: none"> <li>Teacher corrects in lesson. No further consequence at this stage.</li> </ul>
1	Some low-level behaviour lapses. Any persistent low-level behaviour lapses.	<ul style="list-style-type: none"> <li>Teacher corrects in lesson followed by detention with teacher, logs a behaviour point.</li> </ul>
2	Continuing persistent low-level behaviour lapses.	<ul style="list-style-type: none"> <li>Teacher conducts a detention,</li> <li>This is logged as a 2nd behaviour point.</li> </ul>
3	Subsequent behaviour point in a particular subject.	<ul style="list-style-type: none"> <li>Classroom teacher calls home &amp; completes phone home form.</li> <li>Detention with LL. (this can be run by the class teacher where the LL joins to issue the subject report or done centrally in a departmental detention)</li> <li>LL issues a subject report for two weeks.</li> </ul>
4	Behaviour point in a particular subject while on report. or Put on three reports.	<ul style="list-style-type: none"> <li>LL calls home and completes phone home form.</li> <li>Student loses home study (if applicable) &amp; Friday period 5.</li> </ul>
5	Failing two or more reports.	<ul style="list-style-type: none"> <li>YL contacts home.</li> <li>Parents invited for a meeting.</li> <li>All extra-curricular activities cease.</li> <li>Private study Period 6 Mon-Thurs for three weeks.</li> </ul>
6	Failing three or more reports	<ul style="list-style-type: none"> <li>SLT contacts home, internal exclusion</li> </ul>

- Misbehaviour in the same lesson to the point where the teacher has needed to temporarily remove the student from the lesson results in Stage 3.
- When a subject report is issued to a student, they must get it signed by the relevant teachers each day. Once a report is completed successfully the student returns to Stage 2. If a student is given another point while on report, they go to Stage 4 and remain on report.
- When a classroom teacher issues a Behaviour Point, they should check the central tracker to see what stage that student is on and follow the appropriate action:

Stage	Class Teacher Action
1	Issues and runs detention. Max 30 minutes.
2	Issues and runs detention. Max 30 minutes.
3	Liaises w/ LL and ensures detention occurs where subject report is issued. Calls home and fills in call home form.
4+	Email LL & Pastoral Lead that report has been failed.

### Professional Conduct

- Misconduct in or out of lessons not directly related to behaviour for learning.
  - Minor misbehaviour regarding school rules. E.g., Incorrect uniform, incorrectly wearing correct uniform, gum, not following the one-way system, no ID badge, phone out, playing cards, using the toilet in between lessons, ...
  - Negative interactions with other students such as bullying, undermining comment or use of discriminatory language.
  - Negative interactions with staff such as rudeness, defiance, disrespect or impolitely challenging decisions.
  - Bringing the school into disrepute on or offline.
  - Negative interactions with members of the public, breaking the law, vaping whilst in school uniform...
- For minor issues staff should correct immediately and no further follow-up may be required. If the issue is persistent then it should be referred to SLT, who may issue a whole school detention.
- For serious issues escalate straight to YL/SLT by email or most appropriate means.
- Certain misbehaviours have particular sanctions, these are given in the table below.



Behaviour	Sanction
No ID	Student should have a temporary ID from reception with that day's date. Any student without a lanyard should be able to produce a temporary ID., email SLT if the student does not have one.
Phone Out	Staff <b>must</b> confiscate any student mobile phone they see in the Main Building or in the Humanities Building. The sole exception is at the beginning of a private study session where a student may be preparing listening material. Keep the phone until the end of the day when the student should collect it from you. If you prefer you can hand the phone in to reception- in this case be sure that the student's name is attached to the phone.
One-Way System	Students must be made to follow the one-way system. Even if they have completed their journey, please send them back to go via the correct route.
Incorrect or Missing Uniform	If students have serious uniform breaches (missing blazer, wearing incorrect shoes, wearing incorrect shirt/skirt/trousers/etc) they should have a signed and dated note from a member of SLT. Please stop the student and ask them to produce the note as in most of these instances a student should have been sent home to change.

### Major Misconduct

Where a student has carried out a major misconduct the student/s will be reported directly to the Principal who will impose an appropriate sanction in the circumstances.





# **Newham Collegiate Sixth Form Centre**

A specialist centre for Science and Mathematics





# **Newham Collegiate Sixth Form Centre**

A specialist centre for Science and Mathematics