



Behaviour and Anti-bullying Policy

Review date: **June 2018**

Next review date: **June 2019**

Staff resp. for review: **CE**

Norbury Manor Business & Enterprise College for Girls

Behaviour and Anti-bullying Policy

Philosophy

Everyone within Norbury Manor is valued as an individual and provided with opportunities for growth and development. It is essential that we maintain the highest standards of behaviour so that good teaching and learning can take place, and so that all members of the college community are enabled to flourish and enjoy their time in college.

Norbury Manor promotes the development of self-discipline, confidence, responsibility, consideration and good manners in preparation for the standards expected in adult life. Fundamental to this is the explicit and implicit teaching of social and emotional skills.

This college is opposed to all forms of bullying and racial harassment and takes all such incidents extremely seriously. This includes discrimination against anyone on grounds of their gender, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy/maternity or social background.

It is very important to work in partnership with parents/carers to achieve high standards of behaviour and academic success. Staff are aware of their role in maintaining good standards of behaviour and seek to teach by example including modeling the management of strong feelings and difficult social situations.

This policy has been agreed by governors, parents, students and all staff within the college.

Equalities statement

This college acknowledges our duties under the Equality Act 2010.

An **Equality Impact assessment** has been carried out with regard to this policy. There was found to be no significant impact on any group with protected characteristics i.e. this policy does not discriminate against anyone on the basis of gender, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity.

All students should be treated **equitably**, regardless of their gender, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity. Account should also be taken of the special needs of each student when applying this policy.

RELATED POLICIES

This policy needs to be read in conjunction with:

- The Safeguarding Policy
- The Attendance Policy
- The Equality, Race Equality and Cultural Diversity Policy

Anti-bullying statement

Our definition of bullying is behaviour by an individual or group of people which makes others feel hurt, threatened, frightened or intimidated.

Bullying may be:

- **physical** - hitting, kicking, taking or hiding belongings, including money
- **verbal** - name calling, teasing, insulting, writing unkind notes or graffiti
- **emotional** - being unfriendly, excluding, tormenting, spreading rumours
- **cyber/text** - using computers or mobile 'phones to insult, intimidate, threaten or distress

Forms of bullying covered by this policy

Bullying can happen to anyone. This policy covers all types of bullying including:

- Bullying related to race, religion or culture
- Bullying related to SEND (learning difficulties or disability)
- Bullying related to appearance or health conditions
- Bullying related to sexual orientation (homophobic bullying)
- Bullying of young carers or looked after children or otherwise related to home circumstances
- Sexist, sexual and transphobic bullying

Our intention is to make clear to students, parents/carers and staff that bullying is totally unacceptable. Bullying which occurs off the school site, but which is brought into school,

started in school or relates to school in any way, will be dealt with as if it had occurred on the college premises.

Our aim is for all students to be able to work and live in a happy and calm environment so they will be able to obtain the greatest benefit from their education. Every student has the right to be safe and happy in college.

Staff

It is important for all staff to be alert, to notice bullying and to always take action promptly. If a student reports bullying it should always be taken seriously and investigated. Incidents should always be recorded on SIMS with form tutor and year leader informed and consulted regarding action. Minor incidents may be dealt with in class, but the year leader/pastoral leader should still be informed so patterns of apparently trivial bullying can be spotted.

It is likely that action will include informing parents/carers and involving them in dealing with the matter. All staff need to be especially vigilant at break, lunchtime and travelling times around the college.

Within the curriculum bullying will be discussed within the PSHE programme and students will be encouraged to work in different groups to widen friendship groups. Specific advice on safe Internet use is given during ICT lessons and reinforced throughout this subject. All staff must always act on any suspicion or complaint and seek help from more senior staff if necessary.

Students

It is important to maintain a climate in college that encourages students to tell staff if they are experiencing bullying. Students need to understand that keeping silent protects the bully who may be bullying others too. A system of peer mentoring is available to support students.

Students can report bullying by speaking to any member of staff or adult at school, or by telling their parent /carer at home and asking them to contact the college. There is also a Bullying reporting box in the English block.

Parents/carers

It is important that parents/carers know they should contact college if they think their daughter/child is being bullied and that they know we will deal with it sensibly but firmly. They should phone, visit or email their child's form tutor or head of year in the first instance.

Procedures

The head of year is in the initiative in this, being the main point of contact, and will liaise closely with the senior leadership team (SLT) where issues are serious. It is essential that all concerns are addressed promptly and all parties kept informed of progress and actions in a timely manner. Initially both the bully and the victim will be listened to and counselled appropriately. It may be that Restorative Approaches will be appropriate and may be put in place. The parents/carers of both parties will be informed and their support enlisted. If the

bullying continues then sanctions will be applied, but counselling will continue. It is vital the form tutor is kept informed.

If bullying is deliberate and persistent – or particularly severe – then the student concerned will be disciplined, which could lead to exclusion from the college.

Cyberbullying

This will always be investigated, whether on or off site. Where appropriate, parents/carers, Internet Service Providers and the Police will be involved. Internet access in college will be suspended.

Monitoring and evaluation

It is the responsibility of the SLT to ensure this policy is being carried out. Bullying will be discussed at year leader's meetings and in pastoral team meetings to evaluate the effectiveness of the policy. Students will be asked for their comments via Student Voice meetings.

Guidelines for staff regarding managing behaviour

Recognition of good work and behaviour

It is proven that rewards are more effective than punishments in managing behaviour. These are some of the methods successfully used.

- Use of praise and encouragement — verbal and non-verbal; written comments on work
- Display of students' work in the classroom or around the college building
- Showing work to form tutor, HOD, year leader and SLT either by sending students or inviting the member of staff
- Use Achievements on SIMS – awarded at teacher's discretion in line with departmental policy
- Stickers! Most students seem to love these, especially KS4! Sticker charts
- Celebrating achievement at assembly
- Letter to parent/carer congratulating student
- Departmental certificates
- Inclusion in newsletter
- Presentation of certificates and highlighting of achievement at assemblies at the end of each term and certificate afternoons annually
- Reward trips
- Departmental postcards sent home – very popular with KS4
- Star of the Week Certificate

NB: Public recognition of achievement by individual students should only take place with the student's consent. On occasion, rewards need sensitive handling.

Achievements procedure

- Achievements are awarded by noting an Achievement on SIMS Behaviour Module
- Achievements are awarded for:
 - a) good work, (not necessarily best in the group) including good test or examination results;
 - b) good progress;
 - c) any other valuable contribution to any area of college life;
 - d) effort;
 - e) service which is regular or outstanding.
- Achievements are shown on SIMS Learning Gateway, the parents' portal, so parents are kept informed

Achievement will be rewarded as follows:

Number of Ach Points	Actions to reward	Action by
10	Letter home	Form tutor
20	Postcard home	Year leader
30	Bronze certificate presented in year assembly	Year leader
50	Silver certificate presented in year assembly	Year leader
70	Gold certificate presented in college assembly	Year leader to relevant SLT
100	Platinum certificate presented in college assembly	Year leader to relevant SLT

- N.B. ALL actions to occur within 2 weeks of level being achieved.

Student of the Term

One per form is to be nominated by form tutor. At final assembly of each term, the form tutor explains why that student has been nominated and student is presented with a certificate and a £10 voucher.

Procedures when dealing with unacceptable behaviour

PREVENTATIVE ACTION

All staff should use seating plans at the start of the college year to aid discipline. Students should only be allowed to choose their own seats once the class is fully settled in, and then only as a privilege which can be withdrawn at any time. Most classes should continue to sit where directed by the teacher throughout the college year.

- Be in the room before the class arrive (where possible)
- Consistent predictable classroom routines
- Orderly start and finish
- Consistent setting of standards
- Clear and consistent boundaries
- Have KS3/4 students stand behind their chairs quietly before dismissing

Above all, lively, interesting, relevant and accessible teaching will engage the class and minimise disruption.

Sanctions

Sanctions should be the least necessary to bring about the required change in behaviour. No teacher or student is expected to tolerate disruptive, rude or unacceptable behaviour. Classroom behaviour is initially the responsibility of the classroom teacher.

Lines of referral if required are in order:

HOD → head of year → SLT

However, if a really serious incident occurs e.g. a fight, threatening or racist behaviour or blatant defiance, then pressing the emergency alert button on SIMS will bring support immediately. **If SIMS is not working, phone any member of the pastoral team or SLT. Form tutors will be alerted via SIMS.**

Concerns about homework or lack of books / equipment should be recorded and dealt with by the classroom teacher, supported by HOD if necessary, using the sanctions listed immediately below.

Sanctions available to every teacher include:

- reprimand by teacher
- 'speaking to' at end of lesson/break/lunchtime
- compulsory seating arrangement
- sending out of room briefly
- note in planner
- send to safe timetable with work – this is published each year, showing staff willing to receive one miscreant into their lesson
- detention at next break, lunchtime or after college with 24 hrs notice
- Support within the department

Classroom management - strike system

The rule for unacceptable classroom behaviour is:

3 STRIKES AND YOU ARE OUT

Please note: blatant rudeness, defiance, direct disobedience and other serious misbehaviour should result in more serious sanctions such as detention, safe timetable, etc., **immediately** and in these circumstances the strike system for minor misdemeanours will not apply.

Examples of behaviour which would warrant a strike are:

- deliberate interruption of the teacher
- continuing to talk after being told not to
- eating or drinking in class (other than water)
- grooming themselves or others
- failing to observe departmental or safety rules
- inappropriate behaviour
- inappropriate language
- unpleasant remarks to/about another student
- unacceptable attitude to teacher/adult

This list is not exhaustive, but indicates the general standards to be applied. Once a strike has been issued, it cannot be cancelled out by subsequent good behaviour.

	On board	Reporting	Acted on by	Action to be taken
Warning	Name (or mark on laminated list as "W")	None – warning only		
First Strike	√	Record behaviour on SIMS Behaviour Module	Subject teacher	Report to teacher at time of teacher's choice
Second Strike	√ √		Head of department with subject teacher	15 minute dept detention
Third Strike	√√√		Subject teacher send to safe timetable. Then head of year	30 minute tutor's or year leader's detention
Late to lesson (not college), no books / equipment, bad behaviour out of class	N/A	Record behaviour on SIMS Behaviour Module	Form tutor	Dependant on previous history – refer to pastoral leader/year leader for guidance

	On board	Reporting	Acted on by	Action to be taken
Homework not done	N/A	Record behaviour on SIMS Behaviour Module	Subject teacher, with HOD as needed	Note in planner followed by detention if homework still not done

Monitoring behaviour

Form tutors / HODs / year leaders to monitor behaviour reports in their form / department / year, deal with students and contact parents/carers as appropriate.

Specific trigger points for action are:

Number of Behaviour Points in Academic Year	Action
10	Form tutor phone home or send letter home
20	On report to form tutor
30	Form tutor refer to year leader on year leader report
40	Year leader to bring parents/carers in
50	Year leader refer to SLT and further strategies/sanctions/support agreed

On-report procedure

Sometimes it is desirable to place a student on a special report. These are:

- **Weekly report (green)** initiated by form tutor, completed by teachers and shown to tutor and parents/carers daily + year leader weekly
- **SLT/ head of year report (pink)** – taken to named person (year leader or SLT) daily
- Other motivational reports are used occasionally to support students

No student should be taken off report until a good week has been achieved. Failure to get a report completed, or persistent poor reports should be referred up for further action.

Detention

Detentions can be issued by any member of staff and can be held during break-time and lunchtime, before or after college. With lunchtime detentions, staff should allow reasonable time for the student to eat, drink and use the toilet. Any detention must be held in a classroom, and continuously supervised by the teacher who gives the detention, unless other arrangements have been agreed for supervision. No one may be put in detention in the staff corridor or any unsupervised place. All students should be in full college uniform and not wearing coats or scarves. Phones are banned in detentions as they are for lessons.

Detentions for no more than 15 minutes may be held at the end of a school day without notice. All students should be able to leave the premises by 15.25. At least 24 hours notice to

parent/carers must be given for longer after-school detentions and this will be communicated with parents via the student planner.

School staff should not issue a detention where they know that doing so would compromise a child's safety. When ensuring that a detention outside school hours is reasonable, staff issuing the detention should consider whether the detention is likely to put the student at risk and whether the student has known caring responsibilities which mean that the detention is unreasonable.

Tutor's detention is supervised on a rota basis, and takes place in a specified room on Tuesdays, Thursdays and Fridays. This is for "pastoral" issues such as poor comment while on report, not attending another detention, incomplete report, possession of mobile phone etc. and is given by form tutor, member of the pastoral team or SLT. If you put a student in tutor's Detention, you must note it in her planner, and fill in an orange slip. This should be placed in the clear envelope on the staffroom board. It is NOT for homework / work not done – that should be a teacher or department detention.

Serious Incidents

If there is a serious incident, the classroom teacher should seek help and support immediately. It is vital that any serious disciplinary incident is recorded fully and a copy passed to both HOD and the pastoral team. It is impossible to pursue more serious disciplinary sanctions, such as seclusion or exclusion, without adequate written evidence. Any such report must be signed and dated, including the year.

Immediate help can be summoned by pressing the emergency alert button on SIMS, or if SIMS is not working, by phoning any appropriate member of the pastoral team

Allegations against staff

Any allegation against a member of staff should be referred to a member of SLT immediately, unless it is a Child Protection issue. (see Safeguarding Policy for guidance.) A thorough investigation will take place, including the member of staff being asked for his/her version of events. Where a malicious allegation has been made, appropriate sanctions will follow, taking into account the age, level of understanding and Special Needs of the child, and also the nature and context of the allegation. Such sanctions may include fixed term or, rarely, permanent exclusion.

Off-site behaviour

Any bad behaviour which may reflect on the school or affect others in the school, and any bullying of an adult or student of this school, which occurs anywhere off the school premises and which is witnessed by a staff member or reported to the school, will be investigated and dealt with as if it had occurred on school premises.

Involvement of HOD

If a student's behaviour becomes unmanageable by the strategies used by the classroom teacher, or persistent in spite of action taken, then the first line of referral will normally be to the head of department (HOD). Strategies the HOD may use include:

- Discussion with student resulting in verbal/written apology

- Student's work to be regularly checked by HOD
- Student put on Department Report, checked by HOD
- HOD to speak to/detain group
- Telephone home and letter to sent parent/carer from Department – inform tutor and year leader. Student to work out of own class for period of time.
- Put student in subject area detentions – these are run and supervised by staff from within the subject area for incidents which occur in lessons or which are work-related

Involvement of head of year/pastoral team

Wherever there are serious concerns about a student's behaviour, or a serious incident has taken place, the pastoral team should be contacted / kept informed. In liaison with the HOD, the appropriate member of the pastoral team may:

- see the student to discuss the behaviour,
- contact parents/carers by phone, letter or invite in for interview
- place student on daily or weekly report to year leader
- place student in seclusion within college for a period of time
- place student in Tutors' Detention.
- Refer student to SLT for further action.

Seclusion

Any student who is placed in seclusion for a second time in any one term will automatically be referred for mentoring. Parents will be notified that their child has been placed in seclusion

A student can be placed in seclusion only twice in any one term. After that, behaviour serious enough to otherwise warrant seclusion, will result in a fixed term exclusion. This is due to the fact that by this point the student will have received warnings, explanations and intervention, and she has not changed her behaviour. In this case, a meeting of form tutor, mentor, SEN representation and if felt advisable parent and / or other agencies must be convened by the pastoral team to discuss the student and ways forward. This should normally include completing a CAF.

Involvement of SLT

A member of SLT will always be involved where there are serious or very persistent behaviour concerns. Action may include any of the sanctions listed above, placing student on report to a member of SLT, requiring parents/carers to attend for a meeting, referral to outside agencies, arranging respite provision off site etc.

Exclusion can only be authorised by the Headteacher or the senior Deputy Headteacher on site at the time if the Headteacher is off site. Students may be excluded for one or more days depending on the seriousness of the offence and previous record, or permanently.

Sixth form policy

The sixth form operates a slightly different rewards and sanctions policy. All students sign a Code of Conduct (see staff sixth form handbook) on entry into the sixth form which stipulates

the rules and regulations which all students will abide by. Achievement and behaviour are recorded on SIMS Behaviour Module as for years 7-11.

Mobile phones and other electronic devices

Students in years 7-11 may bring a mobile phone etc. to college, but only if it is turned off on entering the college grounds, locked in their own locker at the start of the college day, collected at the end of the college day, and not turned on until the student has left the college grounds. Any phone, MP3/4 player, camera, iPod, etc. (this list is not exhaustive) which is found on any student will be confiscated for a week, and will then only be returned to a parent. The student will have a one hour detention which must be served prior to the phone etc. being returned. If the student was deliberately using the phone or other device, 2 one hour detentions will be issued. Sixth form students may have their phone on them, but it must be switched off in lessons and may only be used in the sixth form common room.

Where an electronic device is found, the college may examine any data or files on the device if there appears to be a good reason to do so. Following an examination, the college may erase any data or files, again if there seems to be a good reason to do so. A good reason would be that the data or file in question has been, or could be, used to cause harm, to disrupt teaching or break the college rules.

Searching students and confiscation

The following is based on the current law and on DFE guidance issued 2012.

Any search must be carried out with a witness and by a person who is the same sex as the person being searched. Where possible, the witness should also be the same sex as the student being searched. Where a student's possessions are being searched, this should be done in the presence of the student, unless the need is urgent and serious harm may result from delay. The person conducting any search can require a student to remove coats, scarves, gloves or footwear, or a jumper if worn over a blouse /shirt, but no other clothing.

SLT and year leaders can search a student for any item if the student agrees. If the staff member suspects that the student has a banned item, they can instruct the student to turn out his/her pockets and can look in his/her bag and locker. If the student refuses, this should be treated as defiance and sanctions according to the college behaviour policy will be applied. This is likely to be seclusion or exclusion depending on the full circumstances.

School staff can 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 students.

The Headteacher, SLT and year leaders can search students or their possessions without consent, where they have reasonable grounds for suspecting that the student may have any of the following: knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images. Also any item that the member of staff reasonably suspects has been, or is likely to be used to commit an offence or to cause personal injury, or damage to the property of, any person (including the student). The following items are forbidden for a student to have during the college day (including detention) and can also be searched for without consent: aerosols, mobile phones, personal music players, cameras, computer tablets, and other similar electronic devices.

SLT, or other college staff instructed by them and in their presence, can use such force as is reasonable given the circumstances when conducting a search for knives and weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force **cannot** be used to search for items banned under the school rules.

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline. Such an item can be confiscated, retained or disposed of by the college as a disciplinary penalty where reasonable to do so. Where any item is thought to be a weapon, or if controlled drugs are found, this must be passed to the police.

Guidelines for students

Behaviour expected of students in classrooms – lessons, registration and tutor time.

1. Arrive on time.
2. Line up outside the classroom quietly and in single file if required to do so.
3. Enter classroom and sit down in the seat indicated by the teacher in a quiet and orderly fashion.
4. Take out books, materials and equipment, including homework planner and put bags under tables.
5. Be silent during the register and seated.
6. Treat everyone and everything in the room with respect.
7. Listen carefully to instructions and advice given by your teacher, and follow promptly.
8. Follow the particular rules and requirements for each different subject, especially with regard to safety procedures. The buzzer is there for the teacher, not the student.
9. Write down homework in your homework planner.
10. Books and belongings may be put away only when a member of staff gives permission.
11. Return chairs to their correct places. You may not leave until the room is tidy.
12. When dismissed, leave quietly and sensibly.
13. Students are not allowed to go to the toilet, unless they have a pink medical slip or the matter is obviously urgent and impeding learning. The time must be noted in your planner on the correct date and signed; you must take this with you to show staff if challenged.
14. Grooming (doing hair, putting on cream, applying lip salve, etc.) is not appropriate behaviour in a lesson.
15. You may have water to drink in most lessons, except where it is banned on health and safety grounds, but it must be in a clear bottle with a sports cap.

If the teacher does not come to the classroom, the form captain (or a substitute) should report to the front office. If you are allowed into the classroom, begin work or read a book.

If you are late to a lesson, you should enter the room and wait near the door until a suitable moment to apologise to the member of staff and, after doing this, sit down quietly. If you are delayed by a teacher and this causes you to be late for another lesson, then you must get a note from the teacher who has kept you, and show it to the teacher you are going to.

Moving between lessons

You should move quickly and quietly to your destination.

You must keep left in corridors / on staircases and follow one way systems as required. Classrooms are not to be used as short cuts; this includes the Hall when a lesson is in session.

There should be no eating and drinking on route.

You should not return to lockers between lessons.

Courtesy is expected at all times, for example – holding doors open.

Do not shout in the corridors.

Breaktime

You should be in the dining halls or playground. KS4 only may be in the hall. You may eat in the Hall, dining halls and playground only. You must not hang around staircases, corridors, stairwells or lobbies, or be in classrooms.

Lunchtime

You may be in the dining halls, the playground or in your allocated classrooms (Oct-Mar only). KS4 only may be in the hall. No bags or coats may be taken into the dining halls; however bags must not be left on the floor blocking doorways or stairways. Queuing must be in an orderly fashion. After using dining tables you must clear up your table, including any spills.

Food may be eaten in the Dining Hall, Hall or playground only. You must not hang around staircases, corridors, stairwells or lobbies.

Dining Hall

You can exit from dining halls through the Hall, via the West Wing corridor or out the far side and round to the PE corridor. No-one may go via the front drive.

Classrooms

At lunchtime October-March, and in inclement weather, you may use rooms as allocated. These rooms are allocated for a year group, and it is unfair if only the students in one form may use the room.

During lunchtime you are allowed to work quietly or sit and talk in the rooms allocated for your year group. This arrangement is subject to the form captains having signed an agreement about the use of the rooms. No equipment, electrical or otherwise can be used without an adult being present to supervise.

Permission to use these rooms is given on the understanding that no mess or litter is left in the room at the end of lunchtime. If this is not the case, or if other misbehaviour has occurred, the **whole year group** will be locked out of their rooms for a specified period of a few days. If your year group has been banned from your allocated rooms because of litter / bad behaviour, you should all be in the dining hall or playground. The hall is not an alternative in this situation

The field

The field may be used at lunchtime in the summer term only.

Travelling to and from college

It is important that you remember that you are representing the college in the local community. You must wear the correct uniform.

You are expected to behave in a civilised and considerate manner as you walk along pavements, queue for buses and get on/off public transport.

You must not use the front door of the college.

You must use the fenced off pathway beside the drive and not cut across the grass areas.

The pedestrian crossing must be used and parents/carers must not drive into school grounds or park on the yellow lines outside the college.

The railway footbridge must not be used; you must use the Manor Farm Bridge instead.

You must not talk to, or accept lifts from strangers. Any suspicious or unpleasant incidents must be reported to the police.

You must ensure they can get home safely in all circumstances e.g. if staying late or if we have extremely bad weather conditions

Students' responsibility for health and safety at college

You are expected:

- To exercise personal responsibility for the safety of yourselves and other students
- To observe standards of dress consistent with safety and hygiene (do not wear unsuitable footwear and do not bring anything dangerous on to the college site; you will be required to keep special safety rules in practical lessons
- To wear any headscarf worn for religious reasons securely tied and to remove it for physical activities in the gymnasium
- To observe all the safety rules of the college and, in particular, instructions of the teaching staff given in an emergency
- Not to wilfully misuse, neglect or interfere with things provided for your safety
- You must not touch electrical equipment unsupervised or without specific authorisation

Sustainable behaviour

You are expected to have a sustainable approach to college life. This includes reducing energy and waste by re-cycling and re-using resources wherever possible, turning off electrical and water supplies when not in use and avoiding littering and vandalism within college grounds and the wider community. By doing this, you will make Norbury Manor a greener, cleaner, happier and healthier place to be.

BEHAVIOUR CONTRACT

Name _____ Form _____

Living with others

1. I will respect all members of the college community and will use good manners towards everyone.
2. I will respect those who are different from myself and will not behave in a racist or prejudiced manner.
3. I will accept the authority of teachers, other college staff and prefects.
4. I will not be involved in any form of physical violence or bullying.
5. I will not use verbal abuse or intimidate others.
6. I will respect other people's property and will not steal.

Health and safety

7. I will observe all the safety rules of the college, and in particular, instructions of the staff given in an emergency.
8. I will take care of the college building, its contents equipment and grounds, and will have a sustainable approach to college life, recycling and reusing items where possible, and turning off water and electricity supplies when not in use. I will not litter or vandalise in or around college. This will make college greener and cleaner for all.
9. I will not bring into college items forbidden on the grounds of safety and security. These include illegal substances, cigarettes, matches or lighters, glass bottles or containers, aerosol containers, solvents, and chewing gum. I understand that banned items may be searched for, will be confiscated and I may be punished. If I bring a mobile phone, personal music player, computer tablet, camera or other electronic device into college, I will ensure it is locked in my locker for the whole of the college day and will not use it on college premises.
10. I will stay on the college premises during the whole college day, which includes lunchtime, unless I have written permission to leave.

Personal organisation

11. I will attend college as required and be in college on time.
12. I will wear full college uniform, as detailed on the uniform list, and only the jewellery allowed by college rules.
13. I will carry and use my planner at all times and make sure it is signed by my parent/carer each week.
14. I will do my homework as set.
15. I will make sure I have all the necessary books and equipment for each lesson, including PE kit.

I agree that I have read and understood this Behaviour Contract. I understand that this contract applies to my behaviour at college, travelling to and from college, and on college journeys and visits. I will keep the college Rules listed above. I understand that, if I break any of these rules, I must accept the consequences of my actions. These include detention for 10 minutes at the end of the college day without notice, or longer with 24 hours notification in my planner. Punishment may include seclusion or exclusion from college.

SIGNED

Student _____ Parent/Carer _____
Date _____

MONITORING AND EVALUATING THE POLICY

This policy will be monitored and evaluated by:

1. Displaying the Behaviour Contract in form rooms and including it within the planner.
2. Review and discussion within the PSE programme.
3. Including Contract points in the Bulletin as behaviour targets.
4. Effectiveness of policy to be reviewed — on the agenda at pastoral, department, year leaders, SCC and SLT meetings regularly.
5. Parents, students and Governors to be asked to review effectiveness of the policy.
6. SLT to maintain overview of implementation of the policy.

An **Equality Impact** assessment has been carried out with regard to this policy. There was found to be no significant impact on any group with protected characteristics i.e. this policy does not discriminate against anyone on the basis of disability, gender re-assignment, pregnancy and maternity, race, religion or belief, gender or sexual orientation

Updated June 2016.

NORBURY MANOR BUSINESS & ENTERPRISE COLLEGE

HOME COLLEGE AGREEMENT

The college will:

- ◆ Aim to provide a broad, balanced and appropriately differentiated curriculum
- ◆ Stand against any incidence of racism, discrimination or bullying
- ◆ Help students to learn, develop and succeed in all aspects of college life
- ◆ Provide a disciplined and supportive environment to enable learning to take place
- ◆ Contact parents/carers if there are any serious concerns regarding a student's college work or behaviour
- ◆ Provide parents/carers and students with regular information on progress made via reports and parents evenings
- ◆ Encourage students to take part in extra curricular activities provided

The parents/carers will:

- ◆ See that their daughters attend college regularly and do not take holidays in term time
- ◆ Contact the college on the first day of absence and send a note on the day their daughter returns to college.
- ◆ Ensure their daughter is on time for college
- ◆ Ensure that the correct college uniform as outlined on the uniform list is worn
- ◆ Assist their daughters in following the college's Behaviour Contract
- ◆ Make the college aware of any concerns or problems that might affect their daughter's work or progress
- ◆ Attend Parents' Evenings and discussions about their daughter's progress
- ◆ Support the college's policies and sanctions including after college detentions
- ◆ Check, sign and use the planner as an important communication link
- ◆ Make sure there is a quiet place and provide materials (pens/pencils, etc.) for the student to do any homework set

The student will:

- ◆ Follow the rules outlined and agreed to in the college's Behaviour Contract as stated overleaf
- ◆ Attend college as required and be on time
- ◆ Wear the correct uniform as outlined on the uniform list
- ◆ Record homework in her planner, and complete and submit it on time

I understand that this agreement is for the duration of my daughter's time at the college and that failure to accept the college's sanctions may result in forfeiting a place at the college.

Signed _____ Parent/carer Date _____

Sixth Form Student Code of Conduct

The sixth form staff wish all students to complete their programmes of study successfully and believe that all students will act appropriately to achieve this end. All students are required to observe and adhere to the code of conduct shown below. **Failure to do so could lead to disciplinary action through the SIMS system.**

You are expected to:

Take responsibility for your learning and approach your studies to gain maximum benefit and achievement by:

- completing all class and homework set by teaching staff, submitting work to deadlines, and by catching up on any work through absence
- arriving for registration on time, which begins promptly at 8.20am (8.50 Tues/Thurs)
- attending classes promptly and regularly
- informing your tutor of any absence and by providing evidence of illness etc as required
- informing your tutor and subject teachers if you experience any difficulties, or if there are reasons why you may not be able to complete work, and, if necessary, seeking help from them
- accepting that examination entry is conditional upon regular attendance and satisfactory completion of class and homework
- accepting that you could be asked to leave the sixth form at any time if your attendance falls below 90%
- accepting that entry at A2 level is conditional of having achieved at least a D at AS level
- accepting that entry at A2 level is conditional of having an attendance record of at least 90%

Respect other people by:

- conducting yourself in accordance with our Equality, Race Equality and Cultural Diversity Policy
- not physically or verbally abusing anyone in the sixth form or college
- not hindering the work of any other member of the sixth form or college
- not bringing or encouraging strangers onsite
- switching your mobile phone off except when within the confines of the sixth form Common Room

Be responsible for the health and safety of yourself and others by:

- following safety rules and fire drill procedures
- not bringing or using alcohol or illegal substances on site, or coming on site under the influence of alcohol or illegal substances
- not bringing anything on site which could be used as an offensive weapon
- not smoking anywhere on site
- if in Yr12 the student will remain onsite during the whole timetabled day, only coming off site at lunch if desired. In Yr13 the student can only remain off site if a home-study agreement has been signed
- return consent forms trips with parental/carer signatures and emergency contact numbers before the day of the trip and behave appropriately on all educational visits

and on public transport to and from Norbury Manor, and always use the zebra crossing outside of college

Respect the building and premises by:

- treating all college property with respect by not defacing or vandalising any of the buildings or decoration
- dressing appropriately for college, recognising that jackets, coats, hats and gloves are not to be worn indoors and never in lessons. Bare midriffs and T-shirts with straps or inappropriate logos are unacceptable for a professional working environment
- wearing a dress code of black and white for formal occasions

The following acts will lead to immediate exclusion and possible permanent exclusion:

Bringing or inviting strangers on site; illegal acts including violence, vandalism, use of illegal substances; possession of offensive weapons; racist behaviour or racial harassment; sexist behaviour and sexual harassment of all kinds

Student's name: _____ Signature: _____ Form: _____

Signature of parent/carer: _____ Date of contract: _____