



Behaviour Management Policy

Related documents include:

- Anti-Bullying Policy
- Exclusions Policy
- Physical Intervention (Restraint) Policy & Forms
- Searching Policy
- Student Induction Policy
- Student Voice Policy
- Student Handbook
- Staff Handbook
- Electronic discipline files
- Class Reporting Form
- College Rule Book Form
- Detention Form
- Rewarding Good Behaviour Policy

Legal Status:

- Regulatory Requirements, Part 3, Paragraph 9 and Exclusion Element of Part 6 (24) (3) of the Education (Independent School Standards) (England) (Amendment) Regulations.
- Equality Act (2010),
- Education Act (2011)
- Support documentation
- DfE Guidance (2011 and 2012) Behaviour and Discipline in Schools,
- Getting The Simple Things Right - A guide for Head Teachers and School Staff (DfE Website – www.education.gov.uk)
- Charlie Taylor’s Behaviour Checklist (DfE 2011)
- Use of Reasonable Force. Advice for Head teachers, Staff and Governing Bodies (DfE 2012) which incorporates previous directives.
- We have also taken into consideration and made reference to the Department for Education (DfE) non-statutory advice ‘*Behaviour and Discipline in schools*’ (2013).

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal
- The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

- The next official date for review is **September 2018**

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--



ABBHEY COLLEGE IN MALVERN

Introduction

This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour. In the main, encouragement and support should be seen as the basis for developing acceptable behaviour within the College. Positive reinforcement of good behaviour is infinitely preferable to negative responses to bad. Negative reinforcement can, in fact, have the opposite effect from that which is intended and desired. It is an aim of our college that every member of the College community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The College behaviour policy is therefore designed to support the way in which all members of the College can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

We believe that students flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour. To this end we encourage all members of the College to consider the feelings of others, accept personal responsibility for their actions, and treat all property with due care irrespective of its ownership. We do not accept behaviour, such as bullying, insensitivity, bad language, vandalism and theft, which undermines these aims.

This policy is a statement of good practice that covers all aspects of the College that contribute to the development and maintenance of good behaviour and a positive ethos. All members of the College are expected to help maintain a caring atmosphere, conducive to learning, with courtesy and mutual respect as basic requirements.

Expectations of good behaviour are high and the students should not fear recrimination for telling the truth. A mutual feeling of trust is implicit. It is our intention to promote good behaviour as a priority, encouraging restorative justice wherever possible and using sanctions only where absolutely necessary. This policy reflects the College's stated aim of enabling all its students to develop habits of self-discipline and the attributes of a good citizen. We believe that good academic habits and self-discipline are developed and demonstrated by people who have high self-esteem. Whenever possible desirable behaviour and effort should not be taken for granted but responded to and acknowledged when witnessed.

Inherent in the ethos of the College is respect for the individual person. Important to us all is the manner in which we relate and speak to students and to one another, each day.

- Encouragement and support should be seen as the basis for developing acceptable behaviour within the College.
- Staff should never use sarcasm, ridicule or persistent criticism in an attempt to correct inappropriate work, actions or language.
- Positive reinforcement of good behavior is infinitely preferable to negative responses to bad.
- Negative reinforcement can, in fact, have the opposite effect from that which is intended and desired.
- Students will know that sanctions are applied justly and in a consistent manner.
- Distinction will be made between serious and minor offences.
- The best way to encourage good behaviour is to have a clear and consistent code of conduct, backed by a balance of rewards and sanctions within a positive community atmosphere.

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



ABBNEY COLLEGE IN MALVERN

The purpose of this policy is to:

- Create an environment that is conducive to achieving the aims of the College
- Provide clearly defined limits that are easily understood by students, staff and parents
- Aid all staff in the management of behavior
- Ensure high standards of behavior are promoted and maintained.

Aims

Our aim is that through this policy we motivate students to:

- work hard
- behave well
- obey the College Rules
- treat all members of the community with respect
- show self-respect.

In formulating our Behaviour Policy we first define the terms 'behaviour' and 'discipline'. Good behaviour is conduct that assists the College to fulfill its function. Discipline is the system of rules for good behaviour that aims to develop self-discipline in students and creates the conditions for an orderly community in which effective learning can take place. Discipline is the system and ethos, therefore, which aims to cultivate in students an acceptance and recognition of responsibility for their own decisions and actions together with the consequences.

The College rules are based on respect, accountability and concern for others. We feel they promote a sense of community and collective responsibility with the College. In having rules we hope to ensure the health and safety of the students whilst providing a happy and stable environment for staff and students. We aim to teach students to behave in socially acceptable ways and to understand the needs and rights of others. The principles guiding management of behaviour exist within the programme for supporting personal, social and emotional development. As part of our Behaviour Policy we believe that all students and adults have the right to work in a supportive, caring environment in which students feel safe and free from bullying and harassment that may include cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability (as defined in the Equality Act 2010), and the use of discriminatory language.

College Rule Book Form

After all the student induction activities, students will be given the College Rule Book Form to go through and check they fully understand the expectations for behaviour, the rules and the sanctions for breaking the rules. The students sign the form to say they have been made aware of these things; the student gets the form and the College keeps a copy on file.

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--

Abbney College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



ABBNEY COLLEGE IN MALVERN

The College aims to provide:

- good adult role models of caring co-operative behaviour
- the reinforcement of positive attitudes to expectations
- the celebration of a wide range of achievements
- an acceptance by all staff of a responsibility for maintaining good discipline.
- College Ethos
- Abbey College is expected to be a place where:
- all individuals are respected and their individuality valued
- students are encouraged to achieve
- self-discipline is promoted and good behaviour is the norm
- rewards and sanctions are applied fairly and consistently
- bullying, disruption and harassment are not tolerated
- early intervention is the norm
- there is an emphasis on self-discipline.

The ethos of our College is such that all who come here are valued as individuals in their own right. Students are given clear guidance as to what is, and is not, acceptable behaviour, so that they can develop their own moral code. It is important that each student is treated fairly and is shown respect by other students and adults. Students should never be allowed to feel that sexism, elitism, racism, etc., are acceptable. We expect all members of our College to keep to the guidelines, requiring these to be applied consistently. All staff play an important role in promoting good behaviour. The College's behaviour policy will be available to all staff.

Implementation

- The Principal has overall responsibility for supporting personal, social and emotional development, including issues concerning behaviour. The Abbey College, in compliance with DfE Guidance (2011) (www.education.gov.uk) Behaviour and Discipline in Colleges:
- fulfils its duties under the Equality Act 2010; including issues related to students with special education needs or disabilities and provides reasonable adjustments for these students
- has a consistent approach to behaviour management
- ensures a strong College leadership
- supports teachers with classroom management
- implements rewards and sanctions, behaviour strategy and the teaching of good behaviour
- provides staff development and support
- ensures support systems are in place for students
- liaises with parents and agents
- manages students' transition
- has clear, well organised working practices along with maintaining its facilities to a high standard
- takes disciplinary action against students who are found to have made malicious accusations against staff.

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



ABBNEY COLLEGE IN MALVERN

The day-to-day responsibility for ensuring the Behaviour Policy is enforced on the academic side has been delegated to the Director of Studies(EFL) for academic issues and to the Director of Student Experience for the residential provision, who refers students to the Director of Studies(EFL) for more serious issues.

Support for staff faced with challenging behaviour is also an important responsibility of the Senior Management who are expected to:

- promote self-discipline and proper regard for authority among students
- encourage good behaviour and respect for others and prevent all forms of bullying
- ensure that the standard of behaviour is acceptable
- regulate the conduct of students
- makes provision for continuous professional development with reference to: positive behaviour management, physical intervention (the use of reasonable force) and anti-bullying procedures
- have an understanding of current legislation, research and philosophy on promoting positive behaviour and on handling students' behaviour where it may require additional support
- be able to access relevant sources of expertise on promoting positive behaviour within the curriculum for supporting personal, social and emotional development
- familiarise new staff members with the College's behaviour policy and guidelines for behaviour.

The Role of All Staff

All staff are expected to encourage good behaviour and respect for others in students and to apply all rewards and sanctions fairly and consistently.

Staff are also responsible for ensuring that the policy and procedures are followed and consistently and fairly applied. Well planned, interesting and demanding lessons make a major contribution to good discipline. The College has clear policies concerning teaching and learning. Staff are supported with effective classroom management strategies to ensure effective with behaviour management.

Staff need to recognise that codes for interacting with other people vary between cultures and staff need to be aware of and respect those used by members of the College.

All staff need to provide a positive model of behaviour by treating students and one another with friendliness, care and courtesy.

The Role of Students

Students are expected to take responsibility for their own behaviour and will be made fully aware of the College policy, procedures and expectations through the student induction, student handbook and feedback from the staff.

Students also have a responsibility to ensure that incidents of disruption, violence, bullying and any forms of harassment are reported.

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



ABBNEY COLLEGE IN MALVERN

The Role of Parents

Due to the fact that the majority of our students' parents live abroad their role in behaviour is limited. We do inform parents when we have serious concerns about a student or their behaviour.

Standards of Behaviour

Our College demands high standards of behaviour and endeavours to encourage good habits of work and behaviour from the moment a student enters the College.

All staff are expected to promote good behaviour and self-discipline amongst students and to deal appropriately with any unacceptable behaviour. Punctual attendance at lessons, Prep, Bed Check, etc., is required. It is appreciated that there will be variations in staff acceptance and tolerance of students' behaviour in class depending on the nature of the class and content of the lessons but behaviour which does not allow constructive teaching and learning is unacceptable.

All staff have a duty to ensure that disruption is not tolerated. Through regular discussions at departmental meetings the College endeavours to ensure that staff apply all standards fairly and consistently.

The College Environment

We are well aware of the impact of the College environment on the behaviour of our students. If we are to raise self-esteem and demonstrate the value of each individual member of our College then we must make sure that this is reflected in the appearance of the College.

We wish to promote a College environment where:

- all students have a right to work and live in a calm, undisturbed, supportive and purposeful atmosphere
- students should move about the College calmly, but so that they are punctual
- to benefit fully from lessons students should have all necessary equipment and books
- positive self-esteem is encouraged along with concern for the well-being of others
- College rules, stated positively, are understood and applied consistently
- the attitudes and values with reference to Spiritual, Moral, Social Education (SMSC), PSHEE and Citizenship lessons
- high expectations, both in work and in play, create a positive attitude to learning for life
- all have a right to attend College without the fear of being bullied
- praise rather than blame, is the norm
- students should put all litter in bins
- students should leave classrooms, their boarding houses and bedrooms clean and tidy
- they should also adhere to the College dress code

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



ABBNEY COLLEGE IN MALVERN

Unacceptable behaviour is:

- that which can damage/hurt (in any way) a person or their property
- that which is offensive or inconsiderate
- that which interferes with the rights of teachers to teach and students to learn
- malicious accusations against staff

Rules are deliberately few in number and should be stated positively and clearly. Students should always be aware of why they exist. The Abbey College Rules should be well known to all and reinforced consistently.

Whilst these would be considered on an individual basis, the response of the College could be that of a fixed term or if necessary permanent exclusion.

Code of Conduct and Care for Others

In order to maintain a happy, safe, working environment in which staff and students can perform to the best of their ability we expect all members of the Abbey College to conform to the following code of conduct.

- All students of the College should show consideration, courtesy, respect and sensitivity to one another, to visitors to the College and to those of the public they come into contact with.
- The College will not tolerate disrespectful behaviour or physical or verbal abuse, i.e. bullying, teasing, rudeness or bad language, directed at any member of the College.
- Any incident of bullying should be reported to an adult immediately. (Please see College anti-bullying policy.) Immediate steps will be taken to offer appropriate support for the victim. When the facts have been fully established and sanctions for the perpetrator decided upon, support should also be extended to him or her in the form of assistance from the Head or outside agencies
- Intentional damage to College or personal property will result in contact with parents to seek reimbursement of the cost of repairing the damage.

Rewards

Throughout the College, good behaviour is promoted at all times. Our College believes that it is important to acknowledge and reward in a positive way those who demonstrate a high level of co-operation and good behaviour. We endeavour to raise students' self-esteem by using praise to encourage and acknowledge positive actions and attitudes. Staff should seek every reasonable opportunity to praise students and, where appropriate, reward them for good behaviour and good work. Care should be taken to affirm students whose behaviour is "always good". They should not feel that the occasional badly behaved child is praised for improved behaviour whilst their own consistent efforts go unmentioned or unrewarded.

Abbey College staff reward good behaviour with Merit Points. For further details please see the Rewarding Good Behaviour Policy.

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



ABBEY COLLEGE IN MALVERN

Anti-Bullying

For information of how we deal with incidents of bullying, please see our Anti-Bullying policy. If a case occurred of severe or persistent bullying, strong sanctions such as exclusion will be implemented.

Students with special educational needs and disabled students

Particular consideration will be given to those students with special educational needs or disability when considering behaviour, discipline and sanctions. The College must take account of any special educational needs when considering whether or not to exclude a student. Students will not be treated less favourably for reasons related to the disability and steps will be taken to ensure this. Steps could include differentiation in the College's behaviour policy, behaviour modification strategies and requesting external help with the child.

Managing Student Transition

At the Abbey College we recognise that we sometimes act as a stepping stone for students in that we provide for them a caring, close knit environment which allows them to adjust to life in the UK. After a period of adjustment at the College students often move on to join a mainstream UK school or progress on to a university course. We provide extensive Preparation for both types of students, from helping with their applications to giving them realistic advice over what to expect.

Excursions

Students may not be allowed to participate in an educational visit (including residential visits) if their behaviour at College indicates that the student's presence on the activity will be prejudicial to good order and/or safety. Any serious offences whilst on an educational visit will result in the student being sent home at the parents' expense.

Keeping Records

Any serious incident, that is where very aggressive or uncontrolled behaviour has put other students at risk or has endangered the safety of the child concerned, must be discussed with the relevant member of staff - DOS(EFL) for incident that occurred during the school day and the Director of Student Experience for all other incidents - and entered in the Incident Book. Parents should be informed and appropriate action taken will be recorded in the Incident Book (kept in Student Services).

The College keeps a variety of records of incidents of misbehaviour; these include detention records, attendance records and residential discipline records.

It is the responsibility of the Proprietor to monitor the rate of exclusions and to ensure that the College policy is administered fairly and consistently.

Please refer to our Exclusion Policy for extreme cases; also to our Anti-Bullying Policy.

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



ABBNEY COLLEGE IN MALVERN

Behaviour outside College

Students' behaviour outside College on educational visits and sports fixtures is subject to the College's behaviour policy. Bad behaviour in such circumstances will be dealt with as if it had taken place in College.

For further details refer to the Excursions Policy.

Corporal Punishment

Under section 131 of the College Standards and Framework 1998, corporal punishment is prohibited in all Colleges and is a criminal offence. The College policy is that under no circumstances will corporal punishment ever be used. The prohibition includes the administration of corporal punishment to a student during any activity whether or not within the College premises. The prohibition applies to all 'members of staff'. The verbal threat of corporal punishment is also strictly forbidden. Punishments that are humiliating or degrading will not be used.

The following sanctions / punishments will never be used:-

- Corporal punishment.
- Any form of hitting of a student (including hitting a student in anger or retaliation)
- Deprivation of food or drink.
- Enforced eating or drinking.
- Prevention of contact by telephone with parents or any appropriate independent listener or helpline.
- Requirement to wear distinctive clothing.
- Withholding of any aids or equipment needed by a student for their studies.

Concerns about the welfare of colleagues or students should be communicated to the Principal or the Head of Boarding immediately.

Remember: these guidelines will protect you, the students and the College. Failure to comply may well be interpreted by the College as misconduct. Please be aware of the importance of these measures and adhere to them at all times.

Physical Restraint

All members of staff are aware of the regulations regarding The Use of Force to Control or Restrain Students as set out in Education Act 1996. Teachers in our College do not hit, push or slap students. Staff only intervene physically to restrain students to prevent them injuring themselves or others, damaging property or committing a criminal offence. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Principal (or in his absence the Head of Boarding) and recorded in the student's file. Records are kept of when force is used and parents are informed. Guidance is given to all 'members of staff' (as defined above) on the circumstances in which 'physical intervention' is allowable. See 'Physical intervention policy' for more information.

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



ABBNEY COLLEGE IN MALVERN

Involvement of Students

Article 12 of the UN Convention on the Rights of the Child allows students who are capable of forming views to express those views. The Abbey College Student Council will be involved in reviewing the College’s anti-bullying policies & procedures and in the College’s programme to reinforce self-discipline and positive work and behaviour patterns.

Equal Opportunities

All rewards and sanctions must be applied fairly and consistently and in accordance with the College’s Equal Opportunities Policy. There will be no discrimination on the basis of gender, race, religion, belief, culture, sexual orientation, special educational needs or disability.

Recording

A copy of all discipline emails are kept on file. The overwhelming majority of disciplinary offences are “in house” and, as such, are not mentioned on College transfer reports. However, in the case of serious and/or persistent misdemeanors there is an obligation for the College to record the transgression(s) on the transfer report.

This policy supports the College community in aiming to allow everyone to work together in an effective and considerate way. The College expects every member of the College community to behave in a considerate way towards others. We treat all students fairly and apply this behaviour policy in a consistent way. This policy aims to help students to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the College community. The College rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation.

Concerns about the welfare of colleagues or students should be communicated to the Head of Boarding or the Principal immediately. Remember, these guidelines will protect you, the students and the College. Failure to comply may well be interpreted by the College as misconduct. Please be aware of the importance of these measures and adhere to them at all times.

Teachers are aware of the importance of discipline in the classroom and its role within a boarding college is especially important – if a student is allowed to misbehave in a classroom with a teacher present, they will have little respect for College rules when alone.

Teachers are also aware that a student will behave differently in each lesson depending on the standards set by that teacher.

At the College we have introduced a college wide discipline system to try and support the teacher and make discipline more uniform. Details of this are below.

Whilst the discipline system is there to support the teacher, please remember it should only be one of several methods used in the classroom. Teachers are also encouraged to use other methods such as classroom seating plans.

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--



ABBHEY COLLEGE IN MALVERN

Our Student Council played a key role in devising our behaviour policy which is based on the following guidelines:

Rules For Learning

- Respect yourself, your environment and other people
- Be on time
- Be ready to learn
- Dress correctly
- Bring the correct equipment

The student rules and sanctions are listed both in the staff and student handbook. On arrival at the College students are talked through the College rules as part of their induction.

Students who break the College rules will be punished in accordance with the seriousness of the offence. A student who arrives late for class, for example, will be given a detention. A student misbehaving in class will be put on class reporting.

Students who behave well will be rewarded with merits. Letters are sent to their parents when a student has earned a certain number of merits. Certificates are awarded each term to those students who have worked hard or made significant progress in class.

Academic

- Students will at all times display common sense, good manners and behaviour which will not bring the name of the College into disrepute
- Students must attend all their lessons. The only reason for an absence is if the Head of Boarding (or a delegated member of the boarding team) has put them on the sick list (the sick list is displayed in reception and C Block), or if the student is on an exeat (a list of students on exeat is also displayed in reception)
- Students must attend registration between 08:00 and 08:15 (Monday to Friday)
- Students must be on time for their lessons
- Students must come properly prepared for their lessons
- Students must complete all their homework on time and to a high standard
- Students must wear full dress code between 08:00 and 16:00
- Students cannot leave the campus between 08:00 and 16:00 without written permission
- Students must attend all their relevant Prep sessions and compulsory activities

Ignorance of College Rules is no excuse for any failure to observe them. The Principal may vary certain rules from time to time

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



ABBNEY COLLEGE IN MALVERN

Dress Code

Male students must wear:

- A black suit (trousers and jacket). Students are not allowed to wear tight trousers or jeans
- A plain white shirt
- The College tie (students aged twenty plus may choose their own tie)
- Black leather shoes
- During cold weather students can wear a black or blue v-neck jumper under their suit

Female students must wear:

- A black suit. Students are not allowed to wear tight trousers and skirts must be at least knee length
- A plain white shirt or blouse
- Black leather shoes. Students are not allowed to wear boots. Heels are allowed but cannot be more than 3cm
- During cold weather students can wear a black or blue v-neck jumper under their suit

Simple jewellery is fine but students will be asked to remove any jewellery from their face. Headphones are not allowed nor can hats be worn.

As students will spend the majority of the day inside, students are not allowed to wear coats, jackets or hats. The suit and extra jumper will keep them warm enough.

Dress code must be worn during all examinations.

Mobile Phones

Students cannot use mobile phones in class or Prep. Any mobile phone found being used in a lesson will be confiscated until the end of the school day. Repeated offences will result in further confiscations.

Discipline (Academic)

Classroom sanctions will be given for the following:

- Not wearing full and complete dress code
- Arriving late to class
- Not bringing the proper equipment to class
- Rude or disruptive behaviour
- Unauthorised use of a mobile phone
- Any other behaviour the teacher feels is inappropriate
- Failure to complete homework

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



Behaviour Management Stages

Teachers will use the following sanction levels:

Level 1	First verbal warning
Level 2	Second verbal warning
Level 3	Break time Detention (30 mins)
Level 4	After School Detention (1 hour) – if evening, 20:30 – 21:30; if weekend (1 – 3 hours)
Level 5	Meeting with DOS(EFL) + Letter to Parents + Evening Detention + Weekend Detention (2 hrs)

Level 6	Meeting with the Principal + Suspension in Home stay
Level 7	Expulsion

Below are some examples of sanctionable actions and the consequences. Please also see the more specific guidelines that have been produced in cooperation with the students from the last academic year.

- Teachers are sometimes expected to carry out their own Level 3 detentions, but generally supervision will be organised by the DOS(EFL) so teachers don't lose their break time. **Please confer.**
- Incomplete homework is an immediate Level 3 sanction.
- Teachers must fill out a Detention Form to administer a Level 4 or 5 detention and hand copies to the student and the Head of Discipline.
- Level 4 supervision will be organised by the DOS(EFL)
- Any student arriving with incomplete dress code or equipment will be sent away from class to Prepare appropriately. This will then be treated as late when they return.
- Late attendance less than 5 minutes will be considered a Level 1 sanction and time will be made up at the end of the lesson or next available break.
- Late attendance over 5 minutes will be considered a Level 3 sanction.
- Any abusive behaviour towards a member of staff or another student is unacceptable and will not be tolerated. Significant sanctions will be issued by a senior member of staff if any incident like this arises.
- If a student receives more than 150 minutes of detention in one term, they will be **Gated for a weekend** and a letter sent to their parents

At the start of the year and throughout the term teachers should expect unannounced observations from the academic management team to ensure the above policy is being followed.

Student Unauthorised Absence from Class or Registration

The following sanctions can be applied by the DOS (EFL) or the person deputising for him/her:

- A meeting with the DOS (EFL), and class reporting.
- **Missing a class whilst on class reporting is a very serious offence.**
- If a student continues to miss lessons, they will attend a meeting with the DoS (EFL) and the Principal, a letter will be sent to their parents and a suitable punishment will be given.

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--



ABBNEY COLLEGE IN MALVERN

Communication on Academic Disciplinary Issues

Whilst teachers may want to make notes on their registers for their own records, no action will be taken by the DOS (EFL) on these notes. If a teacher is concerned about the behaviour of a certain student, they should discuss it with the DOS(EFL) or the DOAS. The DOAS may refer the teacher to the DOS (EFL). If necessary, it will be escalated to the Principal

Rules For Living

- Respect yourself, your environment and other people.
- Do not disturb other people.
- Stay in your room after Bed Check.
- Behave safely.

Smoking

'Smoking' covers all substances that a person can smoke, which includes: manufactured cigarettes, hand-rolled cigarettes, pipes, cigars, herbal cigarettes and water pipes (including shisha, hookah and hubble-bubble pipes), the use of any type of vaping electronic cigarette.

- Abbey College has a '**No Smoking on Campus**' policy and for **all students aged under 18**.
- Students who are **18+** can smoke in the designated smoking area (currently the Bake House)
- If students aged **under 18** are found to be in the designated smoking area, even if they are not smoking, **all students present will face disciplinary action**.
- If a student aged under 18 is found possessing cigarettes, the cigarettes will be confiscated.
- When there is evidence that a student has been smoking in their bedroom, (e.g. smell of smoke, cigarette ends found, etc.), the student will **pay a fine (£250)**.
- Repetition will result in suspension (placed in a home stay for a specified period of time).
- Students must not smoke in the front of the College.
- Students are also expected to follow the above rules on College excursions.

See College Rule Book for more detailed information

Alcohol

The Law:

- If you are under the age of 18, you are not allowed to buy alcohol in a shop or a pub.
- If you are over 18, you are not allowed to buy alcohol for anyone who is under 18.

Alcohol of any kind is not allowed on College premises for under or over 18's!

Possession of alcohol on Campus by **any** student will result in **confiscation** and further action.

See College Rule Book for more detailed information

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



ABBHEY COLLEGE IN MALVERN

Drugs

Drugs are not allowed on College campus. It is a serious offence to use or be in the possession of illegal drugs. Any student found to have taken or be in possession of drugs will be dealt with in the following way:

- A failed drugs test or possession for personal use (as defined by UK law) results in a meeting with the Principal. If the student is cooperative, then the parents will be given two choices:
 - The parent may choose to withdraw the student from the College
 - The student will incur regular drugs tests, which they may not refuse, paid for by the parents and a compulsory drugs education programme.
- An uncooperative response will result in immediate suspension from College for two weeks returning for a meeting with the Principal.
- Refusal to take a drugs test will be taken as failure to pass a drugs test.
- Possession with intent to supply (as defined by UK law) will result in immediate dismissal from the College and the relevant authorities informed.
- The College reserves the right to expel any student who has misused drugs in any way if they see fit.

Offensive Weapons

Offensive (i.e. dangerous) weapons of any kind are not allowed. Any weapon found will be taken away and destroyed, and parents will be informed.

Cars and bikes

Students are not allowed to bring cars on the College premises or to hire them without first obtaining permission.

Motor bikes of any kind are not allowed.

Bicycles are allowed but must be checked for roadworthiness by Student Services. They must be kept locked up when at the College.

Electrical Equipment & PAT Testing

All electrical equipment, which connects to the mains, must be declared to Student Services, registered and tested. Students must not use equipment before it has been tested. If the item fails the test, the item will be confiscated and destroyed by the College as it not safe to use. This rule is for the protection of all students as electrical overloads and faults are a major cause of fire and death.

- Cookers and kettles cannot be used in student rooms.
- Room heaters not supplied by the College are not allowed and will be destroyed if found.

Music Systems

- These are allowed but must be used at a sensible volume during free time only.
- They may not be used during class, private study or Prep time.
- They must not be used after Bed Check time unless with headphones.
- A system will be confiscated until the end of term if it is not used in the way described.

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



ABBNEY COLLEGE IN MALVERN

Recording Discipline

There are individual electronic student files in the Staff File on the Z: drive.

Student			
Course		DOB	

Behaviour Management Stages

- Level 1: First verbal warning
- Level 2: Second verbal warning
- Level 3: Break time detention (30 mins)
- Level 4: After school detention (1 hr) Between 20:30 and 21:30 or Weekend detention (1 – 3 hours)
- Level 5: Meeting with DOS(EFL) + Letter to Parents + Evening Detention + 2 hour Weekend Detention
- Level 6: Meeting with the Principal + Suspension in Home stay
- Level 7: Expulsion

If a student receives more than 150 minutes of detention in one term, they will be Gated + letter sent to parents

Student Unauthorised Absence from Class or Registration

- A meeting with the DOS (EFL), and class reporting.
- **Missing a class whilst on class reporting is a very serious offence.**
- If a student continues to miss lessons, they will attend a meeting with the Principal, a letter will be sent to their parents and a suitable punishment will be given.

Date	Behavioural Issue	Action Taken	Number of detention minutes

Produced by:	CS	Date:	16/08/2017	Checked by:	LK	Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	----	-------	--	--------------	--	--------	--