

Cherwell College Oxford

Pre-University Tutorial College

Behaviour Policy

Principles

Cherwell College Oxford believes that in order to enable teaching and learning to take place, a desired behaviour in all aspects of College life is necessary. The College seeks to create an inclusive caring, learning environment by:

- promoting desired behaviour and discipline
- promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- ensuring equality and fairness of treatment for all
- encouraging consistency of response to both positive and negative behaviour
- promoting early intervention
- providing a safe environment free from disruption, violence, bullying and any form of harassment
- encouraging a positive relationship with parents and carers to develop a shared approach which involves them in the implementation of the College's policy and associated procedures
- promoting a culture of praise and encouragement in which all students can achieve

Roles and Responsibilities

- The College in consultation with the Academic Team, Welfare Team and parents, will promote a desired behaviour policy and review annually.
- The College will ensure that this is communicated to students and parents, is non-discriminatory and that expectations are clear.
- The Principal will be responsible for the implementation and day-to-day management of the policy and procedures.
- Staff, including tutors and support staff, will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential.
- Staff have a key role in advising the Principal on the effectiveness of the policy and procedures. They also have responsibility, with the support of the Principal, for creating a high quality learning environment, teaching positive behaviour for learning and implementing the agreed policy and procedures consistently.
- The Principal and staff will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality.
- The College will also ensure that the concerns of students are listened to, and appropriately addressed.
- Parents, guardians and carers will be expected, encouraged and supported to take responsibility for the behaviour of the student both inside and outside the College.
- The College will encourage parents to work in partnership with the College to assist in maintaining high standards of desired behaviour and will be actively encouraged to raise any issues arising from the operation of the policy.
- Students are expected to take responsibility for their own behaviour and will be made fully aware of the College policy, procedure and expectations. Students will also be encouraged to take responsibility for their social and learning environment making it both safe and enjoyable by reporting all undesirable behaviour.

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Procedures

The procedures arising from this policy are developed by the Principal and Vice-Principal in consultation with the staff and are outlined in the *Student Handbook*. The procedures make clear to the students how acceptable standards of behaviour can be achieved and have a clear rationale which is made explicit to staff, students and parents. The procedures will be monitored by the Welfare Team via the Principal, to ensure they are consistently and fairly applied, and promote the idea of personal responsibility and that every member of the College has a responsibility towards the whole community.

Rewards

The College ethos of encouragement is central to the promotion of desirable behaviour. Rewards are an integral means of achieving this. They have a motivational role in helping students to realise that desirable behaviour, self-awareness and responsibility to self and others is valued, and are clearly defined in the procedures. Integral to the system of rewards is an emphasis on praise both informal and formal to individuals and groups. Alongside this, is informing parents regularly on their child's behaviour.

Sanctions

- Sanctions are needed to respond to undesirable behaviour. However, prior to any major sanction being issued all available resolutions will have been reviewed.
- A range of sanctions and their use will be characterised by clarifying why the sanction is being applied and what changes in behaviour are required to avoid future sanctions.

Summary of action in response to unacceptable behaviour:

- Verbal reprimand
- Removal from a class or group
- Confiscating something inappropriate for the College, or mobile phone, laptop, iPad
- Increase in the amount of supervised studies, reduction of curfew hours for a fixed period
- In some serious cases, students may have to appear before a Disciplinary Committee. Serious breaches of the College rules and regulations can result in such circumstances, or repeated failure to comply with rules and regulations may also warrant similar action by the College. A Disciplinary Committee comprises of either Principal/Vice-Principal as Chair, along with Head of Boarding and the tutor/staff member concerned. This presents an opportunity for the student to reflect on his/her actions and for the Committee to discuss a way forward
- Exclusion is always considered in very serious issues. Exclusion can be of two types – fixed-period exclusion (suspension) and permanent exclusion (expulsion).
- **In each of the above circumstances, the parents/guardians of the student will be informed in writing. This will also be reflected in the monthly welfare reports that are sent off to parents/ guardians at the end of each month.**

Training

The College will ensure that appropriate high quality training on all aspects of behaviour management is provided to support the implementation of the policy.

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Inter-relationship with other college policies

In order for the behaviour policy to be effective, a clear relationship with other college policies, particularly equal opportunities, special educational needs and anti-bullying, will be established.

Involvement of outside agencies

- The College works positively with external agencies. It seeks appropriate support from them to ensure that the needs of all students are met by utilising the range of external support available.

Review

- The Principal will establish a focus group to include staff, students and parents/guardians, whose responsibility will be to monitor and review the Behaviour Policy. They will report to the Principal on the policies, effectiveness, fairness and consistency.
- The College will regularly review this policy and associated procedures, to ensure its continuing appropriateness and effectiveness. The review will take place in consultation with the Principal, Vice-Principal, staff and parents.
- The outcome of the review and changes to policy, resolutions and solutions will be communicated to all those involved and incorporated into an amended Behaviour Policy.

Promoting Good Student Behaviour

- Staff will praise students when they see good behaviour
- Staff will tell students clearly what is expected of them
- Students will remember what is asked of them
- Rules are consistent, fair, and will be kept to
- Responsibilities and expectations will be matched to individuals and their development
- Staff will regularly inform a student's parents of exemplary behaviour as well as achievement

Rewards

- Good behaviour should be consistently rewarded.
- Staff will praise a student/class immediately upon their good behaviour and say why they are pleased
- Staff will regularly inform each other and the student's parents of praiseworthy actions
- Staff may give privileges to students who behave consistently well, and to those otherwise who have made a special effort to do so
- Where possible students to be involved in determining who is rewarded
- When appropriate staff will reward a whole group for their co-operative support of individuals or each other, for good behaviour or achievement

Unacceptable Behaviour

- Students will always be given a chance to consider their behaviour. They will be encouraged and helped to make apologies to other students or staff they may have offended; show they can keep to the College rules; or make suitable reparation.

Latest Review: August 2021

Next Review: August 2022