



Behaviour, Rewards and Sanctions Policy (including Appeals Policy)

Applies to	All students and staff in college and boarding premises
Approved by	I certify I have reviewed this policy and verify that to the best of my knowledge it reflects current legislation and is in accordance with the wishes of the Principal and the Board of Directors Martin Meenagh, Principal
Reviewed on	September 2019
Next review date	August 2020

INTRODUCTION

The purpose of the policy is to encourage self-discipline and an awareness of the positive contribution that the individual can make to college life and the wider community. Students are expected to conduct themselves with courtesy and common sense at all times. The college believes that each individual has a right to live in peace within the community and the college acknowledges its obligations under the terms of the variety of Health and Safety and Child Protection Legislation.

The college aims to provide a moral framework for students' personal development so that they may become courteous and tolerant members of the community. Bullying, racist, sexist and other anti-social behaviour will not be tolerated. Students learn of these expectations through a number of communication channels individual conversations with staff, particularly Personal Tutors and through the general ethos of the college. The importance of self-discipline and the positive contribution that an individual can make are stressed wherever appropriate.

The highest standards of work and behaviour are expected and staff will take whatever actions are needed to ensure those high standards. College Management will ensure there is no differential application of the policy on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality. College Management will also ensure that the concerns of students are listened to and appropriately addressed.

Parents will be expected to accept overall responsibility for the behaviour of their child both inside and outside the college. They will be encouraged to work in partnership with the college to assist the college in maintaining high standards of behaviour and will have the opportunity to raise with the college any issues arising from the operation of the policy.

Students have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported, as stated in the college's Anti-Bullying Policy. The Principal in consultation with all staff will develop the procedures arising from this policy. This Policy makes it clear to students how acceptable standards of behaviour can be achieved, in addition to having a clear rationale, which is made explicit to staff, students and parents. The procedures will be consistently and fairly applied and will promote the idea of personal responsibility and that every member of the college has a responsibility towards the whole community.

AIMS OF POLICY

1. To make the college's expectations of behaviour clear to all students
2. To provide positive adult role models of caring, considerate and co-operative behaviour
3. To promote good behaviour
4. To encourage the development of self-discipline and a sense of responsibility for one's own actions
5. To create an orderly atmosphere conducive to learning, effective teaching and harmonious living
6. To create an environment based upon mutual respect
7. To ensure that all adults in the college and boarding accommodation share a common responsibility for maintaining good discipline and promoting the college's guidelines on behaviour

BEHAVIOUR

Students at Chelsea Independent College are part of a community representing a wide range of ages and backgrounds. They are expected to behave in a responsible manner, to respect each other, the college community, and the College's premises and property. Our many visitors often comment favourably about the impressive conduct and helpfulness of all they meet at CIC.

A college ethos of encouragement is central to the promotion of good behaviour. Students will achieve recognition for a positive contribution to college life. Such a contribution includes sound academic work and effort, good behaviour and enthusiastic participation in extracurricular or boarding activities. As a college, attention should not be limited to those whose behaviour is consistently poor. Sanctions are needed to respond to inappropriate behaviour. Students have a right to expect fair and consistently applied sanctions. An appropriate sanction is one which is designed to put matters right and encourage better performance or behaviour in the future.

Corporal punishment is forbidden in all circumstances for all students as specified under Section 131 of the Colleges Standards and Framework Act 1998.

Should any use of restraint by staff be required, it will be reasonable, proportionate and lawful. The circumstances in which staff can intervene using reasonable force are covered by the 1996 Education Act, with further guidance contained in the DfE non-statutory advice document [Use of Reasonable Force \(July 2013\)](#). Restraint will only be used when immediately necessary and for the minimum time necessary to prevent a student from doing or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline at the College or among any of its students, whether that behaviour occurs in a classroom or elsewhere.

Where restraint is used by staff, it must be reported to the Principal by the member of staff. All such instances will be recorded in writing in the student's file and parents will always be informed.

Smoking, alcohol and drugs

Students are expressly forbidden to be in possession of drugs, or to use drugs, or to be involved in the sale or purchase of any form of drug except as may be prescribed by the College Nurse, the student's own Doctor, or sold to the public without prescription. Students may not smoke at College, or on a College activity. Students are not permitted to bring alcoholic drinks to College or to any College activity or consume alcohol on or near the College site.

The Drugs and Other substances Policy applies to all students.

Digital Conduct

Students must read and comply with the requirements of the ICT Acceptable Use Policy and should take care to keep any digital identity secure, as they will be held responsible for actions taken in their name.

Students with Special Educational Needs and Disabilities (SEND)

The College values each child as an individual irrespective of any SEN or learning difficulties. The College will take all reasonable steps to support students with special educational needs, learning difficulties and disabilities. This is subject to the physical accessibility of the College premises for a pupil with impaired mobility following any adjustments that may be reasonably made by the College. Bullying of students with SEN or learning difficulties will not be tolerated. Also see Policy for SEND.

Conducting searches

College staff can search students with their consent (the ability of a child to give consent will be dependent on their age) for any item. The Executive Principal/Vice Principal must be informed on each occasion that a search is carried out. The VP keeps a record of such incidences.

The Principal and staff authorised by the Principal have the power to search students or their possessions, without consent, where they suspect the student has a “prohibited item” (appendix 1). The Vice Principal must be informed on each occasion that a search is carried out, informing the Vice Principal whether or not consent was obtained. The Principal keeps a record of such incidences.

A number of separate college rules and policies outline our precise expectations in these matters and should be referred to.

- [Safeguarding and Child Protection policy](#)
- [Anti-bullying Policy](#)
- [E-safety policy including ICT Acceptable Use policy](#)
- [Drugs and other substances Policy](#)
- [Equal Opportunities policy](#)

REWARDS

At Chelsea Independent College we have our own system of rewards recognising as we do that a framework is necessary if everyone is to be supported and allowed to develop in a secure community. In such an environment students can grow into balanced individuals, respecting and caring for others and recognising their responsibilities as members of the community both within college and in the wider community. Every classroom should reflect the spirit of the community, allowing development of positive individual qualities and giving students a sense of their own worth and of being valued by their peers and teachers.

Achievement Points

Teachers can award Achievement Points (on SIMS) during their lessons to students who they consider deserving of them. Achievement Points can be awarded for reasons including, but not limited to:

- For real effort to improve behaviour/organisation
- Creative thinking/intellectual curiosity
- For a good idea/good answer in class
- For asking perceptive questions
- Exceptionally good behaviour
- For thoughtful/helpful behaviour “above and beyond”
- Awarded to whole class to emphasise corporate responsibility for good behaviour/effort over whole lesson/series of lessons.

These points are included on the student’s record on SIMS, accumulate throughout their time at the College and are reported to parents periodically.

Merit stickers

Each teacher is provided with merit stickers to award to students as appropriate. Examples of why these may be awarded include:

- Achievement
- For outstanding work on and off curriculum

- For getting top marks/exceptional piece of work/best examples of the task set
- High test marks – however bear in mind that high marks receive other rewards e.g. grades, commendations, academic prizes.
- Effort/improvement
- For work that is better than students' usual standard
- For reaching a particular target

Certificates

Teachers may also award certificates to students to reward excellent academic achievement or improvement. These are considered a slightly more prestigious reward than the merit sticker and are typically given out less frequently.

Principal's Commendation

Every half term each student receives a grade for effort and attainment in each subject they take, and these are then sent home to parents on a report. In light of these grades, Personal Tutors nominate one student from each tutor group to be commended by the Principal. The Commendation is at the Personal Tutor's discretion, and it may reflect effort or attainment grades, or it may signify improvement; it is not a reflection of who has 'come top' in the form.

No student may be commended more than once in any academic year; as grades are awarded six times a year, about half of all students will be commended in a given year. Names of those commended are published on a notice board, students also receive a small token to mark the commendation. At the end of the Summer Term there is a **Prize Giving** ceremony in which students are presented with prizes for academic success and improvement.

Other rewards

Teachers encourage good behaviour in a variety of ways, not least by leading by example. In addition to the awards outlined above, the following have proved successful:

- Praise/encouragement
- Displaying work
- Positive comments on work
- Positive referral to a student's Personal Tutor commending a student
- Send the student to show good work to the Vice Principal/Principal for formal recognition of achievement.

SANCTIONS

At Chelsea Independent College we are committed to providing a safe and secure environment for all members of the community. We expect everyone to behave with consideration and respect for others, regard for public and personal safety and adherence to the law. We all make mistakes and act foolishly sometimes. In such circumstance, honesty, an apology, and a determination not to do the same thing again are important responses. Staff will always try to be helpful and sanctions, when they have to be applied, are given in that spirit.

The Principal, who lays down broad principles, is responsible for the communication of college rules and makes specific decisions on particular occasions relating to serious issues of discipline. The Principal also delegates the routine overview of day-to-day discipline to the Vice Principal and the various disciplinary codes to the teaching staff. The Principal acts as a Court of Appeal where necessary. Routine discipline is exercised by staff on a day-to-day basis as the need arises.

Particular rules apply to laboratories, ICT and boarding premises. There is no fixed scale of punishment. Sanctions are decided by the severity of the offence and by what is customary. They are usually imposed at the level at which they arise, but may be referred upwards as deemed necessary. Those who consider that they have been unjustly punished may appeal upwards through the Vice Principal.

Guidelines for imposing sanctions

Unacceptable behaviour should be challenged and appropriate sanctions given. These sanctions should:

- be fair and consistent
- be in proportion to the offence
- distinguish between minor and serious offences, and also isolated and persistent breaches of discipline
- never be degrading or humiliating

Whole groups should generally not be punished for the misbehaviour of individuals. However, students should also realise that they have a corporate responsibility regarding behaviour and this may sometimes lead to the whole group being required to take responsibility for its behaviour. Conversely, individuals should not be made scapegoats for the misbehaviour of a whole class.

Behaviour Points

Staff can assign Behaviour Points (on SIMS) to students whose conduct is below the level expected of them. Behaviour Points can be given for reasons including, but not limited to:

- Consistent failure to submit completed/adequate homework on time
- Repeated failure to show sufficient effort in class/homework
- Disruption of the classroom working environment
- Repeated lateness to college or lessons
- Unauthorised absence from lessons
- Mobile phone use in class
- Rudeness directed toward another member of the college community
- Bringing the college into disrepute
- Bullying
- Abusive behaviour
- Violence toward another member of the college community
- Wilful destruction of property
- Bringing prohibited items on to the college site (see prohibited items list in Appendix 1)
- Criminal acts – including the possession of drugs or drug related paraphernalia
- Intoxication or substance misuse

- Theft

The more serious the offence, the greater the number of Behaviour Points it will carry, and as with Achievement Points, these points are included on the student's record on SIMS, accumulate throughout their time at the College and are reported to parents periodically.

Report cards

Students with consistently poor behaviour may be placed on report by their Head of Year. They will remain on report for a fixed period (typically 1 or 2 weeks) and will be given specific targets that they are expected to meet every lesson. The report card is held electronically (on SIMS) and is completed by the student's teachers each lesson. The Head of Year will then review the report card at the end of the report cycle. At this point the student may be taken off report if the poor behaviour has been rectified, or have the terms of the report amended/further sanctions applied if there is no discernible improvement.

Detentions

Detentions are an important sanction. Students can be placed in detention for both academic and disciplinary reasons and may be told to use the time to carry out repeated or extra work; 'pointless' or mechanical chores such as lines are not to be imposed. Staff wishing to place students in detention should enter the details of the detention in SIMS, stating the reason for the detention as well as the date and time that the detention will take place. SIMS has a tool which then informs their parents, Personal Tutor and Head of Year of the sanction. The detention will last for 1 hour and will be supervised by a member of staff after college on a Thursday afternoon.

Detentions take priority over other activities in and out of college. Occasional detentions do not cause a permanent blemish on a student's record, and do not erode the College's willingness to think well of (and report well on) a student.

Students Failing to Attend a Detention

The Vice Principal will be informed by email from the teacher leading the detention and will take appropriate action. If a pupil has missed a detention without good reason, it is entirely proper to give a further punishment as well as ensuring that they do the detention that was originally set; or for the level of sanction to be escalated proportionately.

Suspensions and Exclusions

For extremely serious offences a discussion with the Vice Principal/Principal will ensure an appropriate sanction is applied, though such cases are rare. The circumstances of any such offence are investigated by a senior member of staff, with the decision to suspend/exclude being taken by the Principal. Parents who are dissatisfied with the Principal's decision to permanently exclude have the right of appeal to the Governors.

Other sanctions

In addition to the above, the following might also be considered appropriate sanctions:

- Temporary confiscation of inappropriately used items e.g. footballs used indoors, mobile phones used during lessons.

- Withholding privileges such as participation in extra-curricular activities
- Setting extra work

RECORD KEEPING

Achievement and Behaviour, and all detentions are recorded electronically in the student's record on SIMS, whilst suspension/permanent exclusions are recorded by the Principal. A separate central record of all bullying incidents will be kept by the Vice Principal on CPOMS, in accordance with the Anti-Bullying policy.

PROCEDURE FOR APPEALS AGAINST PERMANENT EXCLUSION

1. Right of Appeal

- 1.1. A parent of a student who is dissatisfied with a decision of the Principal to exclude permanently the student from Chelsea Independent College may exercise a right of appeal in accordance with this Appeals Procedure (subject always to the provisions of Term limits as stated at the end of this document).
- 1.2. Throughout this procedure the word 'parent' means the parent(s) or guardian(s) of the student.

2. Notice of Appeal

- 2.1. A notice of appeal must be delivered by the parent to the Chairman of Governors c/o Chelsea Independent College within 5 college days from the date upon which the decision took effect or, if later, the date of receipt of the Principal's written reasons for the decision. A notice of appeal received subsequently will not be considered.

The notice of appeal must: -

- 2.2. set out all the reasons why the parent considers the decision is wrong;
- 2.3. have attached all documents, or copies of documents, on which the parent intends to rely.
- 2.4. On an appeal being made, the Principal shall have complete discretion whether to defer implementation of the decision pending the outcome of the appeal.

3. Principal's Response

- 3.1. The Director of Education's PA shall deliver a copy of the notice of appeal to the Principal at the earliest opportunity.
- 3.2. The Principal shall send his response to the Chairman and to the parent within 5 college days of his receipt of a copy of the notice of appeal.

4. Hearing or Written Determination

- 4.1. If the parent wishes to have a personal hearing of the appeal, the parent shall give written notice to that effect to the Director of Education's PA within 3 college days of his/her receipt of a copy of the response.
- 4.2. If such notice is not given the Appeal Panel may determine the appeal on the basis of the documents only.

5. The Appeal Panel

- 5.1. The Director of Education's PA shall within 3 college days of his/her receipt of a copy of the response ask the Chairman of Governors to appoint a panel of 3 Governors to determine the appeal.

- 5.2. No Governor shall be eligible to serve on the Appeal Panel who has had previous involvement in the decision.

Hearing Procedure

- i. The Director of Education's PA shall give the Principal and the parents, within 3 days of the receipt of the request, not less than 5 days' notice of the date, time and place of the appeal hearing, whether it is to be determined by personal hearing or upon the basis of the documents only.
- ii. In case of a personal appeal hearing, the procedure that the hearing follows shall be at the discretion of the Appeal Panel and (unless the Appeal Panel otherwise determines): -
 - a. the appeal hearing shall be in private and everything said at the appeal hearing shall be confidential.
 - b. neither the parent nor the Principal will be entitled to put before the Appeal Panel any document that did not accompany the notice of appeal or the response.
 - c. neither the parent nor the Principal will be entitled to call any witness to give oral evidence before the Appeal Panel without the express agreement of the Appeal Panel (oral evidence only normally being admitted when there is no reasonable and fair alternative method of establishing any disputed facts).
 - d. the parent and the Principal each may, with the prior approval of the Appeal Panel, be accompanied and assisted by another person who undertakes to respect the confidentiality of the appeal but who shall not have the right to address the Appeal Panel.
- iii. the parent will first explain his or her case, the Principal will respond, and the parent will have the opportunity to deal, in reply, with any new material raised by the Principal before the Appeal Panel retires to consider and make its decision.
- iv. The Director of Education's PA may advise the college prior to the appeal hearing but after commencement of the appeal hearing shall take no part in the appeal save that he/she may advise the Appeal Panel on matters of law and procedure and shall minute the decision of the Appeal Panel.

Delivery of Appeal Decision

- a. The Chairman of Governors shall write to the parent within 7 days of the appeal hearing, with a copy to the Principal, setting out the Appeal Panel's reasoned decision.
- b. The Appeal Panel may make its decision by a majority.

- c. The Appeal Panel's decision shall be final and shall not be subject to further appeal.

Unpaid Fees

An appeal relating to the temporary or permanent exclusion of a student from college will not be entertained if any fees or other sums payable to the college under the contract are in arrears.

Time Limits

- i. Save in the case of paragraphs [2.1](#) and [4.1](#), a failure to comply with any time limit set out in this Appeal's Procedure shall not invalidate or otherwise affect any act or decision.
- ii. Notices or documents should be sent by first class post and shall, for the purposes of this Appeal Procedure, be assumed to be received by the addressee on the day after posting, ignoring for this purpose Saturdays, Sundays and statutory holidays.

This policy will be reviewed annually by the Governors.

APPENDIX 1 – List of prohibited items

Prohibited items include:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- fireworks
- pornographic images
- any article that has been or is likely to be used to:
 - commit an offence
 - cause personal injury
 - damage to property.
- any item banned by the college rules which has been identified in the rules as an item which may be searched for.