



MULTI ACADEMY TRUST

BEHAVIOUR POLICY

Policy reviewed and ratified:	2 October 2019
Policy review date:	31 October 2020

Behaviour and Discipline Document

Astor College vision centres upon:

- The pursuit of excellence in all aspects of College life.
- The uniqueness and supreme importance of each individual.
- The celebration of a caring, compassionate and well-ordered College community.
- The accessibility of the visual arts for the local community.
- The importance of visual literacy as a theme for raising standards and achievement.

Astor College operates a smoke free site and is committed to 'safeguarding and promoting the welfare of children and young people' and expects all staff and volunteers to share this commitment.

The policy has been developed to present to all members of the College community a framework of expectations and standards.

Aims

- To create a caring, compassionate and well-ordered College community so that everyone can achieve his/her potential.
- To foster positive caring attitudes so that everyone feels valued and values others.
- To encourage increasing independence and self-discipline so that everyone learns to accept responsibility for their own behaviour.
- To raise awareness about appropriate behaviour and to make the boundaries clear.
- To have a positive approach to behaviour throughout the College working in partnership with parents and carers.
- To celebrate achievement and success in all its forms in all areas of College life.

Guidelines for good practice

Astor is a College where people care. Everyone is working towards developing an ethos where:

- There is a shared vision about where the College is going and what needs to be done.
- Quality and equality are fundamental to all that happens.
- There are positive attitudes to work and towards other people whoever they are.
- Everyone aims to be self-disciplined, self-reliant, polite and considerate.
- Everyone recognises and acknowledges people's strengths.
- Expectations are high.
- Roles and boundaries are discussed and clarified regularly.
- We should be able to take responsibility for our own actions.
- There is a sense of community.

How does the college support and encourage good behaviour?

Good Behaviour is encouraged by:

- Having a consistent approach and understanding of what behaviour is acceptable.
- Clearly defined expectations.
- Valuing and supporting students in taking responsibility for their own behaviour through eg PSHE, assemblies, Tutor Period.
- Valuing and listening to people's views; recognising and giving rewards or praise for achievement and good behaviour.
- Giving parents notification of achievements and good behaviour, and guidance on how they might help.
- Giving students appropriate work and/or support in accessing the curriculum.
- Ensuring everyone is aware of and understands:
 - Classroom Rules (Appendix A).
 - Site Rules and Out of Bounds Areas (Appendix B).
 - The use of the Unit (Appendix C) – Aide Memoire and Flow Chart.
 - Red List flow chart (Appendix D).
 - Smoking Detention Flow Chart (Appendix E).
 - Uniform and Appearance (Appendix F).
 - Positive Behaviour Management in College (Appendix G).
 - Out of lesson procedure (Appendix H).
 - Looking After Our Environment (Appendix I).
 - Smoke Free Policy (Appendix J).
 - Interventions (Appendix K).
 - Role of the Personal Tutor (Appendix L).
 - Aide Memoire – Personal Tutor Timeline (Appendix L (ii)).
 - Personal Tutor Checklist (Appendix L (iii)).
 - Guidelines for Duties (Appendix M).
 - Subject Teacher Aide Memoire (Appendix N).
 - E-Behaviour Codes (Appendix O).
 - A²L Points sheet (Appendix P).
 - 3Cs classroom procedure (Appendix Q).

Praise and rewards

Students thrive on praise and encouragement. This should be a positive part of our teaching methods. Commendation serves the dual purpose of recognition of student achievement and encouragement towards progress and further achievement. Possible rewards for good behaviour include:

- Verbal praise.
- A letter home. Postcards home.
- Showing good work to the Principal and giving of Commendation Card or postcards.
- Display of good work.
- Improvement Rewards.
- Tutor Group Rewards – Personal Tutor Award.
- Speech Day Prizes.
- E-behaviour to collect merits. Two parallel systems explained on the next page.
- Bronze, silver, gold and platinum awards.

- A College trip.

MERITS



Can be spent on prizes.
Cannot be removed (unless spent).

POINTS



Cannot be spent.
Merits add points.
Poor behaviour subtracts points.
Good attendance adds points.
Vouchers for top Year 11.
Good behaviour adds points.

What is Unacceptable Behaviour?

- Any act or threat of aggression, verbal or physical, harassment, intimidation, racism or sexism is unacceptable and will not be tolerated anywhere in the College environment.
- Disruptive behaviour and defiance are unacceptable.
- Smoking/use of e-cigarettes and the possession of tobacco or illegal substances on College premises are strictly prohibited.
- Damaging property, theft, membership of gangs and bullying are not acceptable.
- The act of carrying or bringing onto College premises a weapon or any item to be used as a weapon is strictly prohibited.
- Truancy and persistent lateness are not acceptable.

Extremes of Personal Appearance are Unacceptable eg

- No extremes of colour for hair
- No extreme hair styles
- No facial hair
- Facial and body piercings are considered extreme and not acceptable even with retainers and clear studs
- No visible tattoos
- Jewellery must be worn in moderation

For further guidance on acceptable personal appearance please refer to Appendix F

College and Local Environment

Graffiti or vandalism of any kind is not tolerated. Such behaviour can result in exclusion. Students are encouraged to care for the environment of the College, ie grounds, classrooms, corridors, cloakrooms etc. This is a common goal for all members of the College community. A strong line is taken on the dropping of litter.

The College has a legal responsibility to seek reimbursement when damage is caused by students through carelessness or a deliberate act.

Absence

If children are absent from College through illness, an authorisation note and telephone call from parents or guardians is required. Students should not leave the premises unless they go home for lunch and have written permission allowing them to be off site. We operate a first day calling system.

Mobile Phones

Mobile phones must not be seen on College premises. On the rare occasions they are necessary for security reasons they must be switched off and hidden at all times. In an emergency the office can be contacted and students will be notified. However, at no time, including breaks and lunchtimes should mobile phones be visible on College premises. They have been a major problem in College and this is why we have had to take a tough line. If a phone is visible or seen being used it will be confiscated. It can be collected either by a parent or adult nominated by the parent. It will not be returned to the student. Failure to hand over the phone will result in a referral to the Inclusion centre.

Phones

In an emergency the Office will allow free phone calls home.

Bullying or Violent Behaviour (including by mobile phones, internet, intranet and any other electronic devices)

Students involved in this kind of anti-social behaviour will be severely sanctioned and may be required to attend anti-social behaviour classes.

Smoking

Smoking or the use of e-cigarettes is illegal on the College site and is prohibited near the College site or on College visits. Smoking or the use of e-cigarettes is forbidden on or near the College site or in College uniform outside. Students caught smoking or using e-cigarettes for the first time will be requested to attend a detention and an anti-smoking class. A subsequent infringement will result in an Internal Fixed Period Exclusion. From 1 July 2007 a fixed penalty fine of £50 can be imposed on a person smoking on the College site. (Refer to Smoke Free Policy – Appendix J). A referral may be made to the Inclusion Centre for multiple offences.

Motorcycles and Cars

These may be used by Sixth Form students only. There is a strict registration procedure if a Sixth Form student wishes to bring a vehicle on site.

Anti-Social Behaviour

The following rules exist so that the law of the land is upheld. The safety of our students is paramount.

- 1 No verbal or physical bullying.
- 2 No swearing or offensive language.

- 3 No smoking.
- 4 No alcohol.
- 5 No drugs.
- 6 No offensive weapons.
- 7 No racism or sexism.

Any anti-social behaviour may result in exclusion.

Sanctions

The vast majority of students work and behave extremely well. In a minority of cases a range of sanctions have to be used to control anti-social behaviour.

Detentions

Lunchtime and break detentions are used as a sanction when a student does something wrong, usually after failing to obey a request, or breaking a College rule, or failing to complete work. In more serious cases an after College detention of one hour is set. All after College detentions may include some form of community services to the College.

Red list

Every effort is made to keep students in College. However, it is necessary, in serious cases, to remove a student from lessons. This is done by placing them on red list, either within the department or in the Unit. Work will be set and students will be supervised by a member of staff. The Red List is used in very serious cases and a student will spend a day working under the personal supervision of a designated member of staff.

The Learning and Achievement Centre

The Learning & Achievement centre provides an alternative curriculum, inclusion and a targeted subject withdrawal provision.

The Inclusion Centre

The Inclusion Centre provides appropriate short term education for students in KS3-KS4 who have emotional and/or behavioural problems and who are at risk of exclusion or further exclusion. The Inclusion Centre is based at Astor College. Students attend the centre each weekday between 9.55am and 3.35pm. When the Inclusion Centre is being used to avoid long term exclusion or permanent exclusion students and their parents meet with a senior member of staff to discuss arrangements. At this interview a PSP will either be completed or revised.

The Unit

The Unit is a facility for staff to use if they have a student in a particular subject who needs some 'time out'. Teachers must first demonstrate that they have tried to sanction the student for poor A2L or B4L using the Behaviour Policy. If restorative justice is unsuccessful at this time, then the student should be supervised elsewhere within the department/faculty for lessons (where the department has more than one member of staff).

Trips and Visits

The College reserves the right to withdraw students from Trips and Visits both prior to and in serious cases, during a visit. Student's behaviour can have significant Health and Safety implications on all trips and visits and therefore any concerns regarding behaviour before or during a trip or visit may result in that student being refused or withdrawn.

In very serious cases exclusions from College will occur:

Internal Fixed Period Exclusion

These are given for cases of very poor behaviour and to avoid a Fixed Period Exclusion. Students are not permitted to attend during the normal college day and are required to work in the college inclusion centre for a fixed period outside the normal college day.

Fixed Period Exclusion

These are given for extreme cases of bad behaviour. Section 6 of the Education Act 1997 gives the Principal the power to exclude a student for up to forty five days in a College year.

Permanent Exclusion

This is given in rare cases when all other avenues of discipline have failed to result in a change of behaviour. In very rare cases like extreme violence, drugs or vandalism it might be necessary to permanently exclude rather than opt for a lesser punishment.

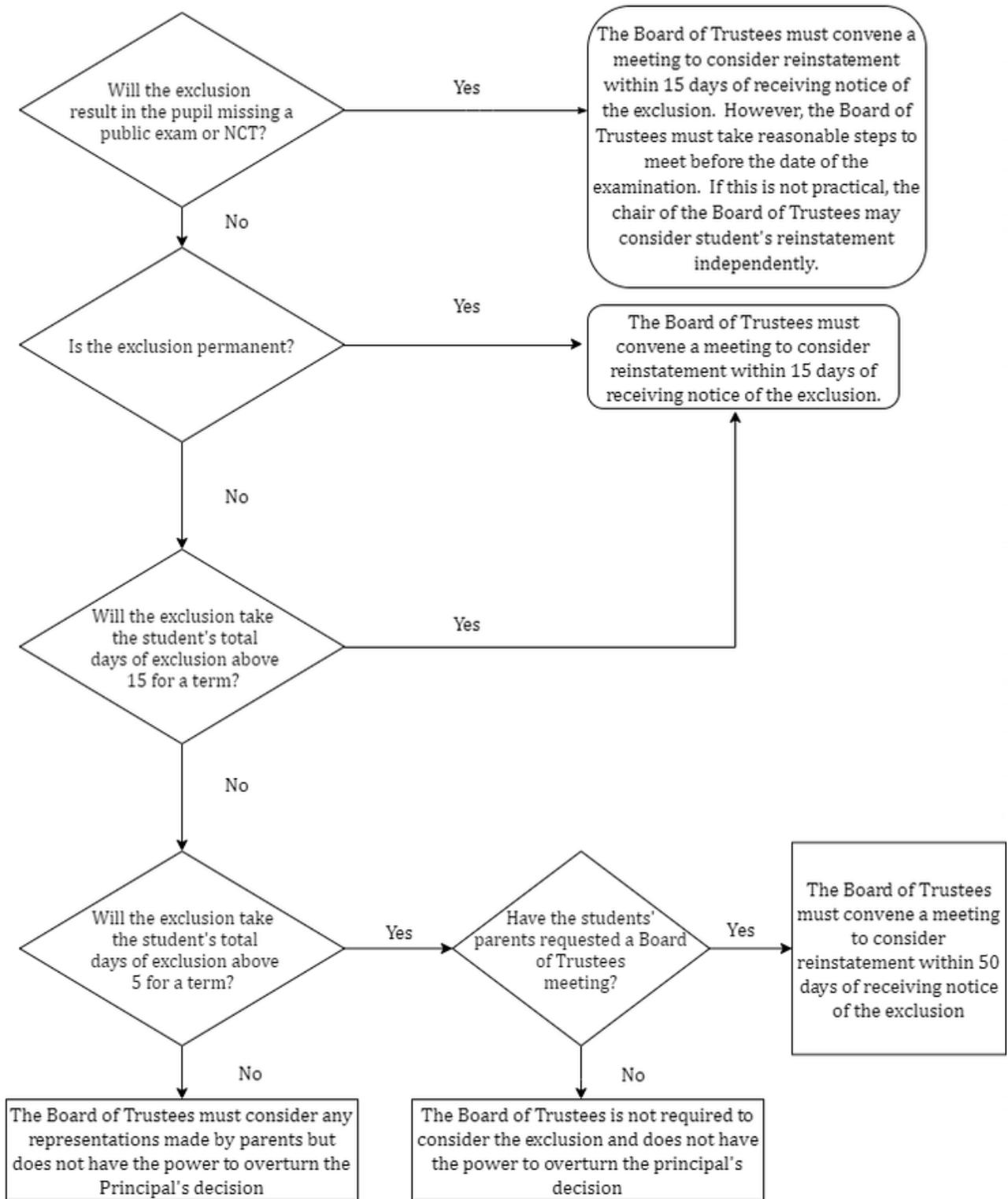
Monitoring behaviour

Behaviour concerns are monitored through a three tier system of reports:

- White report cards are issued by tutor or teacher
- Amber report cards are issued by Director or Deputy Director of year or department
- Red report cards are issued by a Senior Leader

All report cards are available from MRO

A summary of the Board of Trustees duties to review the Principal's exclusion decision



The Board of Trustees must delegate its functions to consider an exclusion to a designated sub-committee. References to days mean 'school days'.

Reports

A range of reports are used by Personal Tutors, Directors of Department, Directors of Year, Assistant Principals, Vice Principal and the Principal. These set specific targets for the student based on the issues to be addressed. Parents are asked to read the report daily and sign it to indicate that it has been seen at home.

Computers

An increased use of computers has necessitated that security arrangements be put into place so that the system will not be abused. Computer use is outlined in the document 'Acceptable Internet Use Statement' which is signed by students and parents on enrolment.

Off Premises Incidents

In the event of an incident occurring outside College and out of hours which adversely affects the wellbeing of a student or students in College, then the College reserves the right to protect and support the victim/s in College.

Confiscation

Staff have the right to confiscate items to maintain an environment conducive to learning and one which safeguards the rights of other students to be educated.

Physical Restraint

The Education Act 1996 Section 550A allows teachers or other persons who are authorised by the Principal to have control or charge of students, to use such force as is reasonable in all the circumstances to prevent a student from doing, or continuing to do, any of the following:

- Committing a criminal offence (including behaving in a way that would be an offence if the student were not under the age of criminal responsibility).
- Injuring themselves or others.
- Causing damage to property (including student's own property).
- Engaging in any behaviour prejudicial to maintaining good order and discipline at the College or among any of its students, whether that behaviour occurs in a classroom during a teaching session or elsewhere.

The provision applies when a teacher, or other authorised person, is on the College premises, and when he or she has lawful control or charge of the student concerned elsewhere eg on a field trip or other authorised out of College activity.

The Violent Crime Reduction Bill 2006 authorises staff to use reasonable force to search students if they are suspected of carrying an offensive weapon.

Implementation of the Policy

Staff:

- Will treat all children equally, irrespective of gender, race, religion or disability.
- Play an active part in building up a sense of community and will apply the agreed standards of behaviour consistently.
- Have a responsibility to model the type of behaviour felt to be acceptable.
- Will be alert to signs of bullying and racial harassment and will deal firmly with and will alert other staff to such problems.
- Will record any incident of racial harassment.
- Will deal sensitively with children in distress, will listen to them and deal with any incident appropriately.
- Will support each other in maintaining good classroom management and show sensitivity to each other's needs and difficulties.

Students:

- Students' achievements, academic or otherwise, will be recognised.
- Rewards will be accessible to all students.
- Assembly will be used as an opportunity to acknowledge achievements and to foster a sense of community.
- Students will be encouraged to share their achievement with a senior member of staff, their parents and other children.
- Examples of students' work and achievement will be displayed in the classrooms and around the College.

Parents:

Parents have a vital role in promoting good behaviour in College and so effective home/College liaison is very important.

The College expects that parents will give their full support in ensuring that their child conforms to the College's Behaviour Policy.

We expect parents to also keep us informed of:

- Behaviour difficulties they may be experiencing at home, when appropriate.
- Any trauma which may affect their child's performance or behaviour at College eg a death in the family.
- Their child's ill health and any absences connected with it on the first day of any illness.

The College will endeavour to achieve good home/College liaison by:

- Promoting a welcoming environment within the College.
- Giving parents regular constructive and positive comment on their child's work and behaviour.
- Encouraging parents to come into College on occasions other than Parents' Evenings.

Keeping Parents Informed:

We keep parents informed in the following ways:

- By regular newsletter (The Link), the College website, ParentMail.
- Involving parents at an early stage in any disciplinary problems.
- Asking parents in persistent cases to discuss the matter with a College Board of Trustees' Disciplinary Panel.
- Having a copy of this policy available to parents on request.

Other Agencies

Full use will be made of such agencies as Educational Welfare, Social Services, Health Services, the Educational Psychology Service, Connexions and Kent Mediation Services when appropriate. (This list is not exhaustive.)

Police and Community Wardens

Value is placed on a good relationship with the police and Community Wardens and liaison is encouraged.

Care of College Premises and Sites

Everyone in the College is responsible for the care of the College premises. Students and staff are encouraged to feel a sense of ownership and respect for the College and its environment.

To this end:

- Staff will display students' work to a high standard.
- The buildings will be kept clean and tidy.
- The College will endeavour to ensure that the grounds are well maintained at all times.

The site is monitored by CCTV.

Recording, Monitoring and Evaluation

The Behaviour Policy and related documentation can be found in the Staff Handbook, which is issued to all staff and forms an integral part of the induction process for new teachers. The contents of the handbook are reviewed annually.

Behaviour issues are regularly discussed by staff and the Board of Trustees.

All incidents of serious misbehaviour are recorded, dated and placed on the student's file.

Links to Other Policies

Equality & Diversity, Drugs Policy – Education & Incident Management, Safeguarding Policy, Race Equality; Attendance and Punctuality, Anti-bullying Policy, Praise Policy, Inclusion Centre Policy and Disability and Equality.

BEHAVIOUR APPENDICES

- A Classroom Rules.
- B Out of Bounds Areas.
- C Flow Chart for Unit Referrals.
- D Behaviour Sanction Procedure.
- E Smoking Detention Flow Chart.
- F Uniform and Appearance.
- G Positive Behaviour Management in College.
- H Looking After our Environment.
- I Smoke Free Policy.
- J In House Interventions and Referrals.
- K Role of the Personal Tutor.
- K(a) Aide Memoire – Personal Tutor timeline.
- K(b) Personal Tutor Behaviour Policy.
- L Guidelines for Duties.
- M Subject Teacher’s Aide Memoire.
- N E-Behaviour Codes.
- O A²L points sheet.
- P 3Cs classroom procedure.

Appendix A - **To be displayed in all classrooms**

CLASSROOM RULES

We All Have a Right to a Safe Learning Environment

To learn well here we:

- 1 Arrive on time to the lesson. Line up outside of the room in an orderly fashion and enter the room when invited.



Remove coats / outdoor clothing. Planners and equipment on desks and looked after.



- 2 Settle down quickly and remain in the classroom except in an emergency. We use the toilets before College, at break and lunchtime and **not** during lessons. Students who go to the toilet during lesson time may be asked to make up the time at a later point.



- 3 Follow instructions and work co-operatively.



- 4 Put our hands up to speak without calling out.

- 5 We do not eat or drink in lessons without permission. The use of chewing gum is prohibited.



- 6 We leave the classroom in an orderly manner when told to do so by the member of staff

Appendix B

SITE RULES AND OUT OF BOUNDS AREAS

Clarification for staff and students:

AREAS WHERE CHILDREN SHOULD NOT GO:	
OUTSIDE	INSIDE
<ul style="list-style-type: none">• Path outside Chief Executive Officer's office.• Car parks and island.• In front of main entrance.• Fenced off area behind Gym.• Fire Escapes.• Front Entrance (staff, visitors, 6th Form only).• Steep bank outside Science block.• Dover Grammar School for Boys' grounds.• Around the Sports Hall.• Area opposite Site Manager's office.	<ul style="list-style-type: none">• Foyer (unless going to main office).• Staff room.• Adult toilets.
AREAS WHERE CHILDREN CAN GO AT BREAKTIMES:	
<ul style="list-style-type: none">• Tennis Courts.• Sloping grass (below the containers near technology).• Grass bank outside Gym.• Area outside Art Room and stairs to staffroom etc.• Beneath Food Technology and Art.	<ul style="list-style-type: none">• Social Area.• Canteen.• Top and bottom corridors.• Rooms made available with staff present.• Office.• Library.

WE NEED TO IMPRESS UPON STUDENTS THAT THEY MUST KEEP AWAY FROM CARS. BALL GAMES CAN ONLY BE PLAYED IN THE TENNIS COURTS. THERE HAS BEEN A LOT OF DAMAGE TO CARS.

Leney's Field and Dover Grammar School for Boys' land is out of bounds.

Appendix C

FLOW CHART for Students removed from Subjects to the Unit

It is expected that referrals to the unit will be on a planned basis. If a student needs to be removed from lessons he/she should be referred to a senior member of staff in the first instance and then put in the Unit for subsequent lessons. On rare occasions when the Red List is full, students will be placed in the Unit. They will also be supervised at break and lunchtimes.

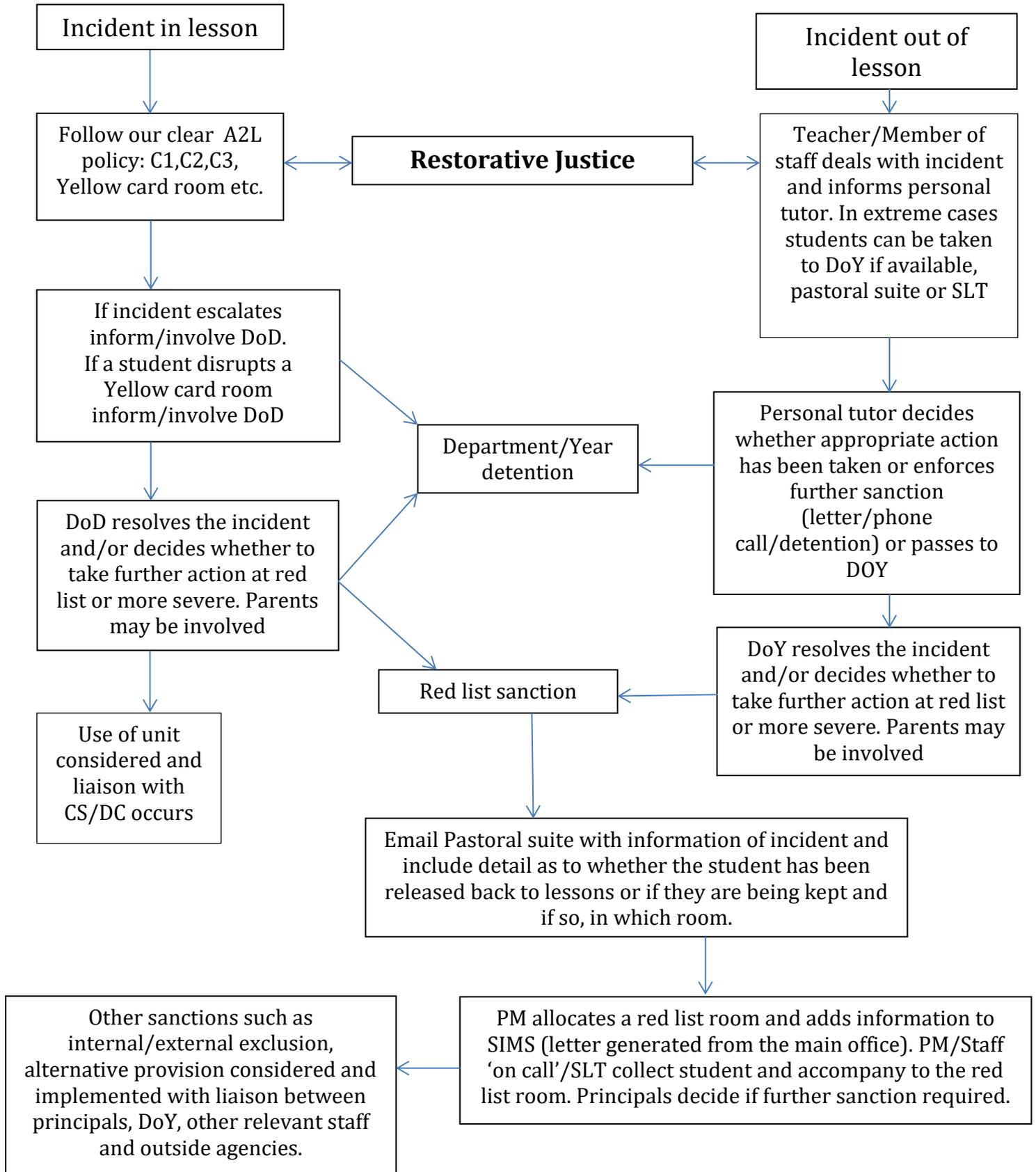
<p style="text-align: center;"><u>Director of Department, Director of Year, CLT Member</u></p> <p style="text-align: center;">Complete a Referral Form (available from the MRO or staff room) and give it to the allocated member of staff</p>
<p style="text-align: center;">Allocated member of staff will collate the referrals so that no more than 8 students are placed in the Unit at the same time.</p>
<p style="text-align: center;">Each day the allocated staff member will transfer the names to the Unit Daily Record Sheet.</p>
<p style="text-align: center;">The Record Sheet will be put in the Unit at the beginning of the day.</p>
<p style="text-align: center;">At the end of the day the completed record sheet is left in the Unit for collection by the allocated member of staff.</p>
<p style="text-align: center;">The person referring to the Unit will contact parents, Director of Year and Personal Tutor.</p>

Aide memoire for staff in the unit:

- 1 Please check the daily log sheet and check on any absentees by contacting Attendance or the relevant Pastoral Manager.
- 2 Give out the set work and collect back in at the end of the lesson. Also collect any given information.
- 3 Mark the behaviour record on the log sheet. If behaviour is unsatisfactory call CLT and student will be placed on red list.
- 4 Ensure that the door is locked at the end of your session in the unit. If a student is in there for a double period either wait for the next member of staff to arrive or ask the student to wait outside and lock the door.
- 5 Students should not be arriving in the unit who are not on the list. On rare occasions a member of CLT will place a student in the unit as an emergency measure but staff will be informed of this.
- 6 If a student arrives more than 5 minutes late to the unit without good reason. Circle 6 and they will be given a detention the following day.

Appendix D

Behaviour Sanction Procedure



Appendix E

SMOKING DETENTION

- The first time that a student is caught smoking, an after College stop smoking detention will be set.
- A student caught smoking a second, third or fourth time will be placed on red list.
- A student caught smoking a fifth time, will receive an Internal Fixed Period Exclusion of 1 day.
- A student caught smoking a sixth time, will be required to attend a stop smoking session after College and the process will start again.
- Students who fail to attend the stop smoking detentions will be given an internal fixed period exclusion of 1 day. The stop smoking detention will be reset.

Appendix F

UNIFORM AND APPEARANCE

Whether in the College or in the local community (College trips or sporting fixtures), our students represent Astor College. All pupils must wear full school uniform. It is an integral part of the school ethos which promotes positive attitudes and is an outward sign of high standards and personal pride. In all aspects of uniform the College reserves the right to make the final decision on what is considered appropriate standards.

Uniform

Blazer	Black College blazer with embroidered College badge.
Shirt	White, plain school shirts with the top button fastened.
Tie	The appropriate College tie, tied with a neat knot and a suitable length.
Skirts	Logoed pleated black skirt supplied by Channel Uniforms. Skirts must be worn with white socks, natural or black tights only.
Trousers	Logoed black tailored trousers supplied by Channel Uniforms.
Pullovers	Plain black 'V' neck jumpers or the College jumpers with embroidered College badge can be worn under blazers but not instead of a blazer.
Shoes	Plain black, flat, closed shoes. Stitching, logos and laces must all be black not contrasting colours. No boots.
Belts	Plain black narrow belts only.
Outdoor coats	Waterproof coat which must not be denim, leather or leather effect. Pull on hoodies are not acceptable in College. Coats must not be worn in lessons or inside the school buildings.
Hats	Plain hats can be worn but not inside the school building. Peaked caps are not acceptable in College.

Sixth Form Uniform

In addition to the uniform expectations above, the sixth form have the privilege of substituting the blazer with either a plain black 'V' neck jumper, a plain black 'V' neck cardigan or a plain black blazer/jacket (not leather, denim or a pull on hoodie)

Girls Sportwear*

- Astor logoed white short sleeved polo shirt with collar. This is worn twice weekly so it would be helpful to have two.
- Trainers.
- Black or white ankle/trainer socks.
- Astor logoed black shorts*.
- Astor logoed Black fleece (no hoods).
- Black leggings for underneath shorts in cold weather (optional).
- Knee length plain black football socks.
- Shin pads (optional but recommended).

***For September 2020 Years 10 & 11 do not need to have logo PE kit items and can continue to wear blue shorts.**

Boys Sportswear*

- Astor logoed white short sleeved polo shirt with collar.
- Trainers.
- Black or white ankle/trainer socks.
- Astor logoed black shorts.
- Reversible Astor logo rugby shirt.
- Black or dark blue tracksuit bottoms for over shorts in cold weather (optional).
- Knee length plain black football socks.
- Football boots (NOT astro trainers).
- Shin pads.
- Gum Shield.

***For September 2020 Years 10 & 11 do not need to have logo PE kit items.**

Dance Wear

- T-shirt (any colour).
- Shorts (any colour).
- Track suits.
- Sweatshirt (no hoods).
- Slipper socks/jazz shoes/non-marking indoor trainers.

Art and Design

- An old shirt, apron or overall as protective clothing.

Other

- A sensible school bag, calculator, pen, pencil, ruler, coloured pencils, rubber and pencil sharpener.

Outdoor Coats

Coats may be worn between lessons as long as the blazer is worn as well. Coats must never be worn in classrooms and offices. Sweatshirts, jumpers, hoodies or tracksuit tops are not acceptable as outdoor coats. Failure to comply with this requirement can result in detention.

Personal appearance

Personal appearance must enhance self-esteem and be suitable for a school environment. Please also refer to the unacceptable extremes of personal appearance earlier in the policy.

JewelleryOne wristwatch is acceptable. Watches and other smart devices must be in 'flight' mode during lessons and removed for all examinations.

Small, plain gold or silver ear piercings are allowed, these must not be considered by the responsible member of staff to pose a health and safety risk during practical activities such as PE. Large hoops, gemstones, diamante, crystals and other decorative styles are not

permitted. Stretchers are not permitted and holes greater than 4mm are considered an extreme of personal appearance.

Necklaces may be worn but must remain invisible in College.

Nose, face and tongue piercings are not acceptable, even with a retainer or colourless stud. Body piercings must not be visible.

The College reserves the right to make the final decision on what is considered acceptable jewellery.

Hair Hair must be of a style and colour suitable to school. Hair must be no shorter than a 'number 2' cut. There must be no shaved areas such as tramlines, logos, steps, extreme undercuts). No extremes of hair colour are permitted.

The College reserves the right to make the final decision on what constitutes an extreme hairstyle.

Make-up Make-up must be discrete and natural looking. Decisions regarding whether a student is wearing too much make-up rests with staff and students may be required to remove it.

Nails must be kept appropriately short, extremes of nail length and shape, are not appropriate whether natural or false. Nails must be suitable for school and practical activities and the responsible member of staff has the final decision.

Tattoos Must be kept invisible.

Uniform Supplier

The school supplier is Channel Uniforms 01303 487075/01303 847185 however we do understand this can cause additional expense for parents so please contact the College Office if you require support.

Uniform can be obtained from Channel Uniforms on 01303 487075/01303 847185

All items of clothing and sportswear must be clearly named.

Appendix G

POSITIVE BEHAVIOUR MANAGEMENT IN COLLEGE

- Classroom rules will be displayed in all classrooms and referred to as necessary.
- Supply staff will be issued with a copy of these rules.
- The rules are to be reinforced positively throughout lessons.
- Positive Behaviour Management Training for NQTs, new staff and other staff will be provided as appropriate.
- Continued input in PSHE will support positive behaviour.
- Motivational posters to be displayed throughout the College and in classrooms.
- Peer mentoring.
- Anti-bullying strategy.
- Use of staff planner to remind staff of strategies.
- A2L Points and Awards
- Use of assemblies.

Appendix H To be displayed in all classrooms

LOOKING AFTER OUR ENVIRONMENT

The following notice is displayed in every classroom:

LOOKING AFTER OUR ENVIRONMENT

- A In the buildings keep to the left and carry bags carefully.
- B Coats must not be worn inside the classrooms or offices.
- C Move quietly and at a sensible pace in single file.
- D Hold doors open for others. A little politeness goes a long way.
- E Do not cause congestion by loitering in the corridors.
- F Move directly from one lesson to another.
- G Enter the classroom quietly. The lesson has begun.
- H Always leave a room clean and tidy.
- I Food and drink should not be consumed in classrooms or corridors.
- J Never drop litter.
- K Speak politely and behave with consideration to fellow students, staff and visitors.

Appendix I

ASTOR COLLEGE SMOKE FREE POLICY

Purpose

This policy has been developed to protect all employees, service users, contractors, students, parents and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006 and the smoke free law July 2007.

Exposure to second-hand smoke, also known as passive smoking increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same air space does not completely stop potentially dangerous exposure.

Aims

The policy aims to give non-smokers the right to work in an environment that is free of tobacco smoke/e-cigarette smoke.

Scope

The policy applies to all employees, contractors, visitors and members of the public whilst in our buildings or on our site.

Policy Statement

Astor College is a smoke free site. Smoking/e-cigarettes are not allowed in any of Astor College's buildings or in the grounds for the health, safety and well-being of all students, staff and visitors.

This smoking policy will equally apply to any rooms or premises that are hired out for functions.

Smoking in Vehicles

Smoking/use of e-cigarettes is not allowed in KCC owned pool cars or in the College minibus.

KCC Staff Working for other Organisations

Staff who are seconded or who work in establishments other than those owned by KCC must follow the policy of the organisation with respect to smoking/use of e-cigarettes.

Enforcement and Monitoring

The College leadership team is responsible for ensuring staff comply with this policy. Persistent and/or intentional breaches of the policy will lead to disciplinary action under KCC's Disciplinary procedure.

Any visitor to our premises breaking the conditions of the policy will be asked to stop smoking/using e-cigarettes or to leave the premises.

Dissemination

This policy will be:

- Made available to all staff.
- Communicated to all contractors, visitors and external clients.
- Referred to in job advertisements and contracts of employment.
- Made available to all new employees as part of their induction.

"NO SMOKING" signs will be clearly displayed around the buildings.

Help to Stop Smoking

The NHS offers the following free services to help smokers give up:

Local NHS Stop Smoking Services – you are four times more likely to give up smoking with the support of your local NHS Stop Smoking Service and nicotine gum and patches. Call the NHS Smoking Helpline on 0800 169 0 169 to find your local service or text 'give up' and your full post code to 88088.

The NHS Smoking Helpline – you can speak to a specialist adviser or request resources by calling 0800 169 0 169 (lines are open daily from 7am until 11pm).

www.gosmokefree.co.uk – an online resource for all the advice, information and support you need to stop and stay stopped.

Together – This support programme is free to join, and is designed to help you stop smoking using both medical research as well as insights from ex-smokers. For more information call the NHS Smoking Helpline on 0800 169 0 169 or visit www.gosmokefree.co.uk.

In addition, advice and help is available to staff and students via Mr Sadler. Regular smoking cessation programmes are offered to students throughout the year. Smoking issues are regularly addressed via PSHE lessons in KS3 and KS4.

Appendix J

In House Interventions and Referrals

- The Unit (Referral Form).
- Unit Daily Record Sheet.
- Red List.
- Time Out Card.
- Smoking Support Programme.
- Peer Mentoring.
- Informal advice and counselling.
- Formal counselling
- Connexions.
- CAHMS.
- KCA.
- Personal Support Programme (PSP).
- Personal Education Plans (PEP) Children in Care (CIC).
- Pupil Daily Target Sheets.
- Punctuality and Attendance Sheets.
- Commendation Cards.
- Academic Tracking Sheets.
- Incident Behaviour Reports.
- Red List Referral Forms.
- Standard Letters (folder in MRO).
- Inter-agency meetings.
- Learning Support specialists.
- SEN support
- Educational Healthcare Plans (EHC).
- Inclusion Room.
- First Day Calling (absence).
- Parental Meetings.
- SULP
- Parents' Evenings.
- Home Visits.
- Return from Exclusion Interviews.
- Board of Trustees' Panels.
- Young Carers Support.
- WAVE project, Family Support.
- Social Worker Placement.
- School Nurse Service.
- College Council.
- Safeguarding Procedures.
- Health and Safety Considerations – Risk Assessments.
- The Inclusion Centre.
- Internal Fixed Period Exclusions

Appendix K

Aide Memoire – The Role of the Personal Tutor

- Daily Registration and Daily Tutor Period. Tutors should be in their form room ready to complete the register by 8.45am.
- Personal tutors are to be available for students until 3.35pm each day as a point of contact for their tutor group.
- Communication of College rules and expectations. Constant reminders regarding Uniform, Punctuality and Equipment. Set the 'tone' for the day by creating a positive ethos.
- Disseminations of the Link, letters re: Parents Evenings, trips/visits, details of clubs and extra-curricular events.
- Communication with Parents. The Personal Tutor is the first point of contact.
- Pastoral support of students – the tutor is the caring focal point.
- Overviews and implementation of Praise Policy and E-Behaviour.
- Implementation of A2L.
- Liaising with Directors of Year, subject teachers, Pastoral Managers, Learning Support, Attendance Officer.
- Enforcement of Uniform Policy. All students should leave the tutor room correctly dressed.
- Monitoring of Punctuality and an awareness of attendance patterns, referring concerns regarding persistent late-comers to the Director and Deputy Director of Year.
- If safeguarding issues occur, referral of concern to Mr Kane, Mr Clue or Mrs Jarvis, the Designated Safeguarding Leads (DSL's).
- To accompany the Tutor Group to assemblies and actively supervise students.
- To support and reinforce College ethos at all times.
- To provide a consistent role model.
- To encourage courtesy and concern for one another and respect for the shared environment.
- Reviewing and sharing student data and encouraging 'Progress'. The Personal Tutor is also an academic mentor who needs to monitor and implement student targets.
- Be aware of social and personal factors relevant to the student within and outside College.

- To be consistent and fair and act as a mediator for the students in the group. To listen to students concerns and to have high expectations of the individual Tutor Group members.
- To encourage reading for pleasure and good study skills.

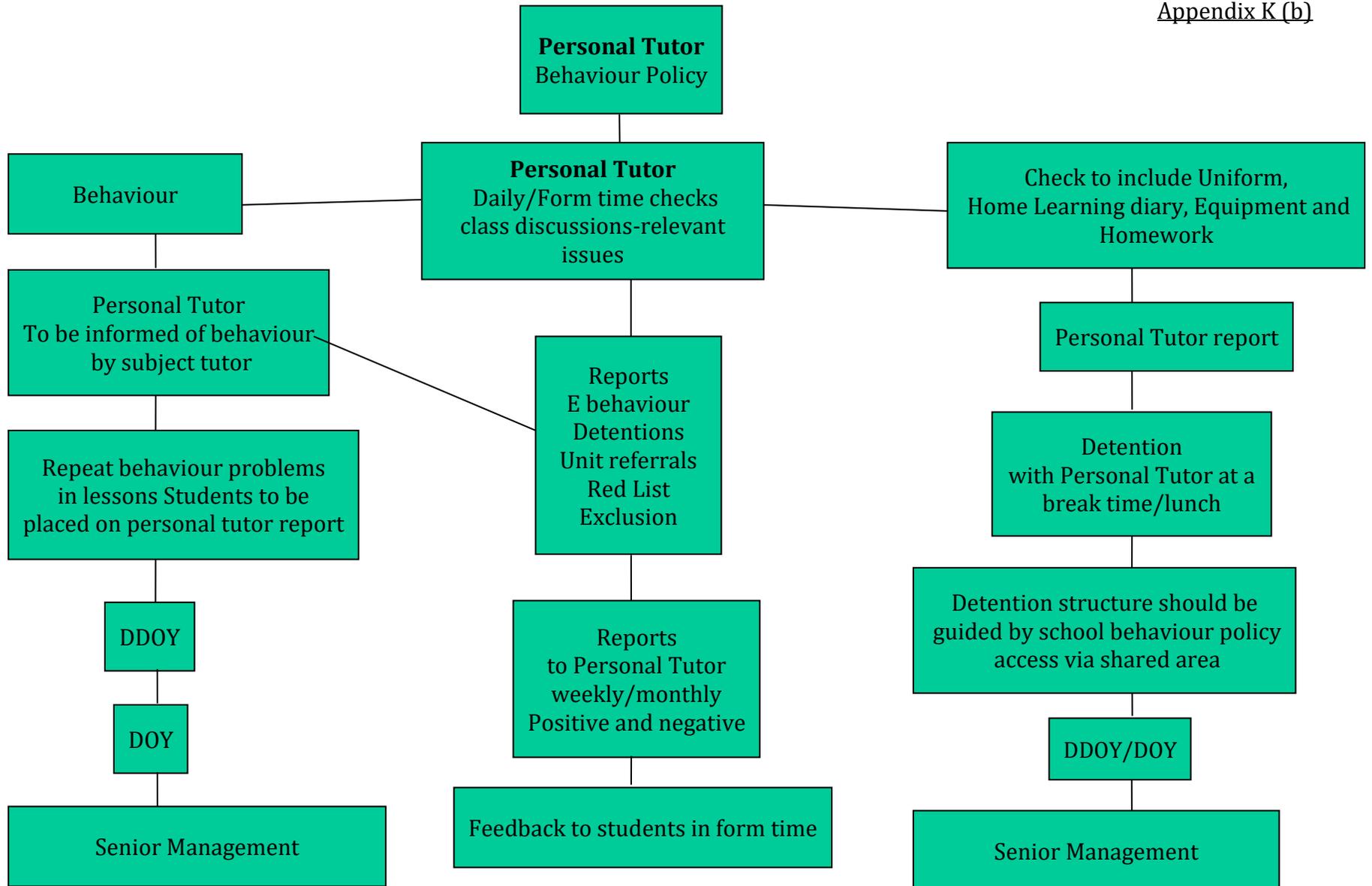
Appendix K (a)

Aide Memoire – Personal Tutor Timeline

8.30 am	Information in tutor trays for action.
8.35 am	Staff briefing (Monday).
8.45 am	Tutors/Staff in rooms (warning bell). Staff to log on, prepare register and access messages.
8.50 am	Registration.
8.55 am	Lessons begin. Registers must be taken.

Tutor Period

2.05 pm – 2.25 pm	Equipment reminder/checks. Organiser / Planner checks. A ² L discussed and reviewed by group. Uniform Checked Discussion about issues / concerns Year Team specific activities
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Appendix L

Guidelines for Duties

Break

- 1 Arrive promptly, if possible a few minutes before the start of break to supervise allocated area as soon as break begins. This is particularly useful in the canteen area.
- 2 Monitor student behaviour throughout the whole of allocated area. Take prompt action on poor behaviour.
- 3 On warning bell, move students towards their next lesson.
- 4 Ensure area is free from litter etc before leaving.

Lunch

- 1 Arrive promptly, if possible a few minutes before the start of break to supervise allocated area as soon as break begins. This is particularly useful in the canteen and theatre area.
- 2 Monitor student behaviour throughout the whole of allocated area. Take prompt action on poor behaviour.
- 3 In canteen area, ensure students are seated and dressed appropriately and that they tidy up after their meal.

After College

- 1 Arrive promptly, if possible a few minutes before the end of College to begin orderly dispersal of students from the College premises.
- 2 Two members of staff should be stationed at the main gates.
- 3 Ensure students leave in a quiet and orderly manner via the footway gate and not running down the main drive.
- 4 Monitor movement of students onto Astor Avenue, checking for any build-up of students on Leney's field.
- 5 Remain in position until the majority of students have left the premises. This usually takes about 10 minutes.

Appendix M

Aide Memoire – Subject Teacher

- 1 Subject teacher prepares register, classroom and resources.
- 2 Orderly entry of students and uniform check.
- 3 Register taken.
- 4 Coats removed with equipment and planners on desks.
- 5 Objectives - teacher gives clear learning objectives.
- 6 Tasks to achieve objectives.
- 7 Progress encouraged through praise. (Merits and Commendations card on the behaviour system).
- 8 Any poor behaviour appropriately addressed and recorded on e-behaviour/incident form using the 3Cs system.
- 9 Homework set.
- 10 Plenary.
- 11 Students reports are completed as needed.
- 12 Orderly exit of classroom and final check of uniform.

Appendix N

E-Behaviour Codes

E-behaviour description	Points
Commendation Card (5 merits)	5
Cause for concern	0
C3	-2
Detention missed	-3 or -5
Electronic device	-5
Equipment not brought	-2
Exit pass used	0
KS4 targets achieved (5 merits per subject)	5
Pen/pencil bought	-5
Postcard home	10
R1 – 1 merit	1
R2 – 2 merits	2
R3 – 3merits	3
R4 – 4 merits	4
Uniform misdemeanour	-3
Yellow card	-3
Red List (not entered by teachers)	-5
Exclusion (not entered by teachers)	-10
Unit referral (not entered by teachers)	-5
Merits spent (not entered by teachers)	Variable
Points adjustment for errors (not entered by teachers)	Variable
Homework set	0
Homework not done	-2
Deadline missed	-5
Improvement Points	5

Automatic Bromcom events

100% attendance for 1 week = 3 points

No Late marks for 1 week = 3 points

Attendance Codes

Code	Meaning	Code	Meaning
/	Present	M	Medical/Dental
B	Educated off site	N	No reason yet given
C	Other Circumstances	O	Unauthorised absence
D	Dual registration	P	Sporting activity
E	Excluded	R	Religious observance
F	Extended holiday	S	Study leave
G	Family holiday (NOT agreed)	T	Traveller absence
H	Family holiday (agreed)	U	Very late
I	Illness	V	Educational visit
J	Interview	W	Work experience
K	<i>Present for PE but no PE kit</i>	X Y Z	Not counted in figures
L	Late	A	<i>Present for PE but not participating</i>
		Q	In College but not in lessons

Appendix O

A²L Points List

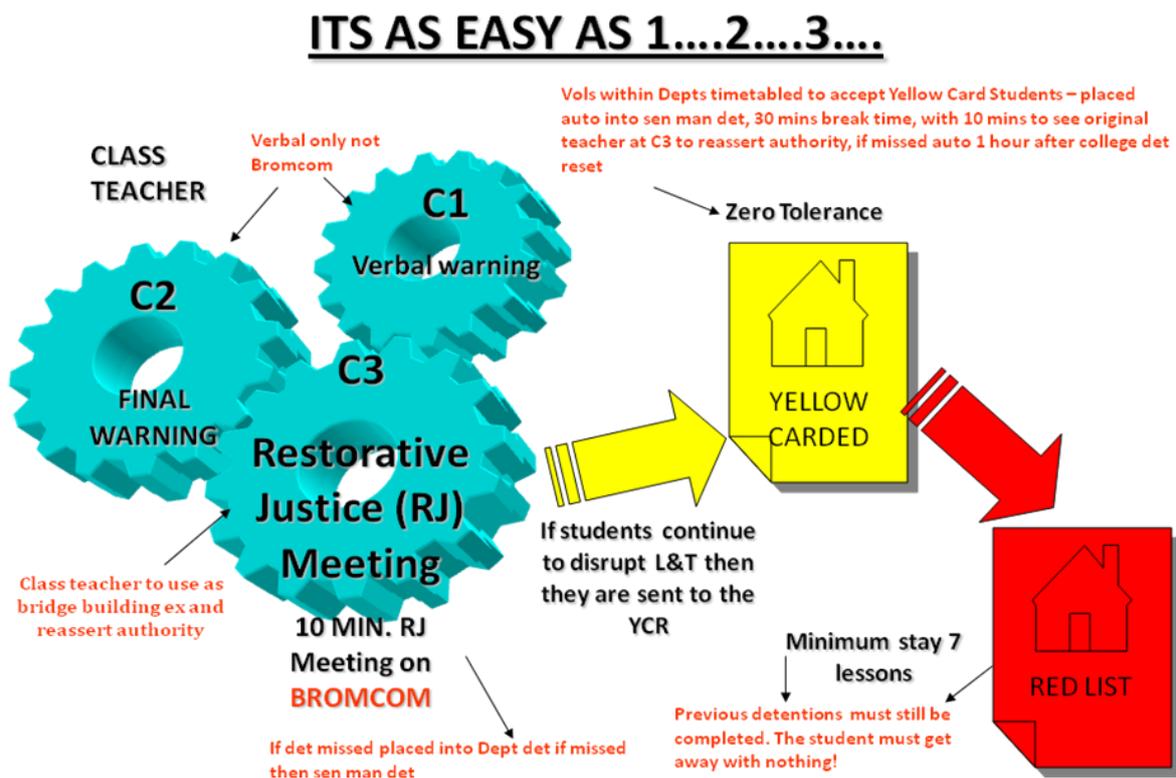
Interventions scheduled to happen at various points levels (point totals may vary from year to year):

	700+	SCHOOL TRIP – SUBJECT TO APPROVAL
PLATINUM AWARD - NAME IN LINK	650	PRINCIPAL TEA
YOUR NAME IN THE LINK	500	GOLD AWARD
	450	MEET WITH DIRECTOR OF YEAR
YOUR NAME IN THE LINK	420	SILVER AWARD
	380	MEET WITH PASTORAL MANAGER
YOUR NAME IN THE LINK	350	BRONZE AWARD
	300	AWARDED TO ALL STUDENTS AT THE BEGINNING OF THE YEAR
	260	PERSONAL TUTOR INTERVIEW
	250	PERSONAL TUTOR REPORT – PHONE CALL HOME
	230	PASTORAL MANAGER INTERVIEW – PHONE CALL HOME
	200	PARENTAL INTERVIEW WITH PM/ DOY
PRIVILEGES WITHDRAWN	150	PSP MEETING WITH CONTRACT AND TRACKING
	100	REVIEW PSP
	50	FORMAL WARNING
	10	REINTEGRATION CENTRE – SUBJECT TO APPROVAL

Appendix P

3Cs Procedure

The following flowchart is provided as guidance of the procedures to be followed in College.



- ☐ Three uniform detentions will result in a Red List.
- ☐ Three further detentions will result in an Internal Fixed Period Exclusion with attendance at the Inclusion Centre.
- ☐ Three Yellow Card detentions a term triggers / flags the students to PM's, DOY's, DDoY's for their behaviour and /or punishment / red list
- Three further Yellow Card detentions will result in an Internal Fixed Period Exclusion with attendance at the Inclusion Centre.

These sanctions will be taken at the discretion of the Principal.