



THE COLNE
COMMUNITY SCHOOL & COLLEGE

Behaviour for Learning Policy and Guidance

This Document was originally approved:	October 2018
This Document was Last Reviewed:	N/A
This Document is due for review:	2019

Interim Executive Head Teacher: [Neil Gallagher](#)

The Colne Community School and College, Church Road, Brightlingsea, Essex, CO7 0QL

Tel: 01206 303511 | Fax: 01206 302258 | Email: mail@colne.essex.sch.uk

colne.essex.sch.uk



The Sigma Trust, a company limited by guarantee registered in England and Wales

Registered Office: Walton Road, Clacton-on-Sea, Essex. CO15 6DZ Tel: 01255 424266

Company No 7926573



Behaviour for Learning Policy (BfL)

The primary aim of this policy is to ensure that all students are able to work without disruption and all members of the school community are treated with respect.

Expectations

We want students to feel safe, comfortable and confident enough to take responsibility for their learning. This means that we have certain expectations of them during lessons, outside the classroom and in the community.

Student Expectations	
Before the lesson	Between lessons
Students should: <ul style="list-style-type: none"> • Be dressed in full school uniform, including correct school shoes and any non-uniform items removed. • Make sure they have all the equipment and other materials they need for the lesson. • Complete all homework tasks set to the best of their ability and bring them to school before the deadline. 	Students should: <ul style="list-style-type: none"> • move directly to the next lesson and not use it as a time to meet friends; there is no excuse for lateness.
	Around the school
At the start of the lesson	Students should: <ul style="list-style-type: none"> • Take responsibility for keeping the school clean, safe and tidy. • Think carefully about their actions, to avoid accidental damage or injury. • Be courteous to others. • Follow instructions given to them by all staff. • Remove non-uniform items when entering the school building, including coats, scarves, hats and sweatshirts. • Not swear or use abusive language. • Remember violent or intimidating behaviour will not be tolerated.
Students should: <ul style="list-style-type: none"> • Arrive at the classroom on time. • Enter the room calmly and sit where the teacher directs. • Get out all the equipment that they need for the lesson. 	
During the lesson	In the Community
Students should: <ul style="list-style-type: none"> • Get involved and make the most of their learning. • Follow the instructions given by staff. • Treat the learning environment and everyone in it with respect. • Complete the tasks to the best of their ability. • Make sure they ask the teacher for help, if they are not sure what to do. 	Students should: <ul style="list-style-type: none"> • Remember that whilst they are in uniform they are representing the school. • Ensure that their actions do not bring the school into disrepute. • Be courteous and polite to everyone in the community at all times.
At the end of the lesson	
Students should: <ul style="list-style-type: none"> • Make sure they know what to do for homework. • Return any equipment to its correct location. • Clear away any rubbish and leave their area tidy. • Reflect on what they have learned during the lesson. • Leave the lesson when dismissed in an orderly manner. • Move around the school in a safe and calm manner, following the appropriate directional signage. 	

Rewards

Teachers can award students ARK points every day for meeting various criteria, such as:

- being dedicated to learning and achieving
- outstanding homework
- being supportive to others
- leading by example
- showing respect
- working together
- excellent attendance
- helping at school events
- having the correct equipment

. . . and much more.

Attendance Rewards

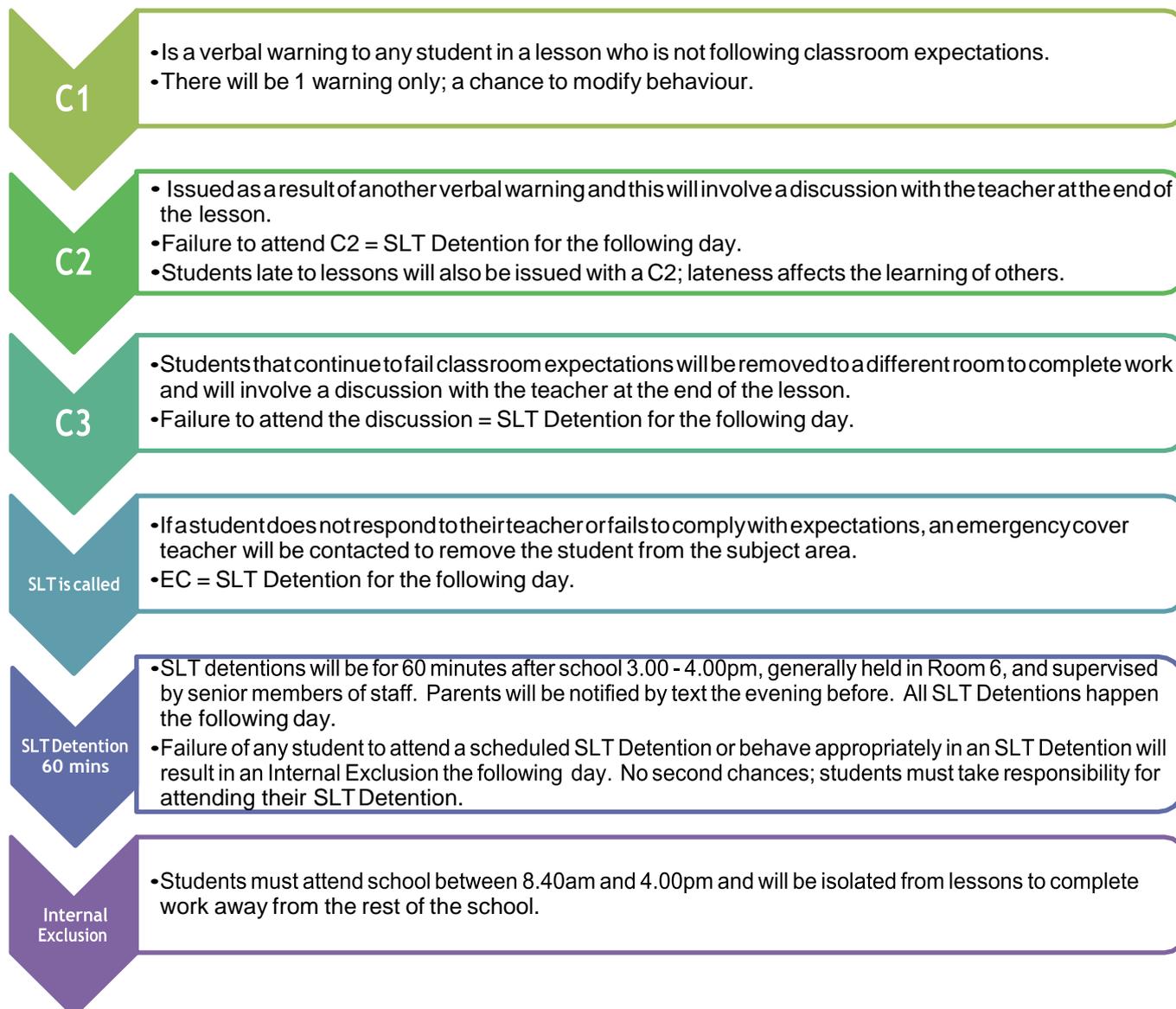
The Colne Community School aims to provide a caring environment where individuals develop their full potential and their achievement is celebrated. It is our expectation that all students attend school every day when the school is open.

- All students with excellent attendance (98% or above) will receive an attendance 'reward' at the end of each term.
- Students with 100% attendance for each term will be entered on a roll of honour and will also be rewarded at celebration assemblies.
- Students with 100% attendance for the year will be entered on a roll of honour, to be published in the first newsletter of the following academic year.
- The form group within each Year group with the highest attendance for each half term will receive a form breakfast party or queue jump pass.
- The Attendance Officer will present monthly attendance percentages for each form and publish league tables.

Subject-based Rewards

In addition, subjects use additional incentives and rewards to encourage hard work and effort.

Consequences



C3 The Colne Community School will not accept disruptive behaviour in lessons. Any student, whose behaviour has a negative impact within the classroom, will be dealt with in accordance with the above flow chart. Failure to respond will ultimately result in a 60 minute after school detention supervised by members of the senior and extended leadership teams.

C3s will also be given for:

- Inappropriate/disrespectful/foul language in lessons, around the school, in corridors and/or during social time.
- Having a mobile phone out in a lesson, or a mobile phone disrupting learning (the phone is returned after completion of a C3 on the same or following evening).
- Failing a Pastoral Report.
- Deliberate damage to school property (a contribution towards the repair will also be required).
- Unacceptable use of the Internet.
- Over 10 minutes late to school without parental note.
- Failure to attend C2 issued for lateness to assembly.

If a student fails to turn up to SLT detention, the student will sit an Internal Exclusion the following day.

Internal Exclusion

Internal exclusion involves removal from the classroom for a fixed period of time, and being sent to the Internal Exclusion Unit. Students will attend their internal exclusion from 8:40am – 4:00pm inclusive. Students will need to bring a packed lunch, with only soft drink/water and no sweets. Students on free school meals should notify their House Manager who will ensure a lunch is provided. All students are expected to attend in full uniform.

Internal Exclusion or Fixed Term Exclusions (FTE) can be given for:

- Truancy from a lesson/part lesson or organised event
- Persistent failure of Pastoral Report
- Verbal abuse to a member of staff
- Refusal to hand over a mobile phone that is visible in a lesson or which has disrupted learning in anyway
- Fighting/physical aggression to a peer
- Sexist/racist/homophobic or any discriminatory remarks/comments
- Bullying
- Smoking on site, outside school gates, or in uniform (including e-cigarettes)
- Failure to sit/misbehaviour in SLT Detention
- Disrupting multiple lessons in a day/week
- Being removed from any exam environment for talking/unacceptable behaviour
- Bringing the school into disrepute
- Physical aggression towards a member of staff
- Possession of banned/prohibited/illegal items or substances*
- Refusal of/misbehaviour in an external isolation
- Indecent exposure
- Physical assault on another student
- Persistent bullying
- Sexist/racist/homophobic or any discriminatory incidents or aggression

* If school staff suspect that a student is in possession of any banned/prohibited/illegal items or substances, it reserves the right to search a student's person or property in accordance with the Search & Confiscation Policy.

An Internal Exclusion can be sat at any Sigma School at the discretion of the referring school.

External isolations will take place at an alternative offsite provision. The school will decide if an incident requires an internal or an external isolation.

For Fixed Term Exclusions, students can also be sent to an alternative offsite provision for the period of their FTE, or part of the period of FTE, rather than be at home.

Whilst these examples may result in a Fixed Term Exclusion, they could result in a Permanent Exclusion, Managed Move or Positive Referral, where circumstances deem it necessary.

Removal of a Student from the School

This may be through a Managed Move, Positive Referral or where necessary, Permanent Exclusion. Clearly, such steps will only be taken as a last resort and when all other solutions have been tried. Where a student has a long history of poor behaviour, it is hoped that this can be addressed through a positive referral. In the case of one off serious acts shown below permanent exclusion will be the most likely outcome.

Permanent exclusions can be given for:

- Serious acts of violence
- Theft from the school or staff
- Possession of illegal weapon
- Trafficking drugs
- Gross misconduct

In exceptional circumstances, the school may permanently exclude a student for:

- Persistent breaches of the school's Behaviour Policy and where allowing the student to remain in school would seriously harm the education or the welfare of the student or others in school.
or:
- Deliberately damaging the good reputation of the school.

The lists above are not exhaustive and the sanction applied will take into account the severity and frequency of the incident(s). The ultimate decision will be at the discretion of senior staff.

School Uniform

Students should be dressed in appropriate uniform that meets the requirements of the details laid down by the school. Students who do not meet these requirements will be withdrawn from lessons until they do.

Outside garments, which are not part of school uniform, must not be worn when inside the school building under any circumstances. On entering the school premises following social times, garments must be removed straight away; this includes coats, scarves, hats and sweatshirts.

Use of mobile phones

Mobile phones are not permitted on school site and if necessary should be handed into student reception on arrival at school and collected at the end of the school day.

If a mobile phone is visible on site or during a lesson, it will be confiscated by a member of staff and handed to the student reception for safekeeping. The phone may be collected by the student at the end of the school day.

Any misuse of a mobile phone will result in an SLT detention being issued. Students will be required to complete the sanction the following day after school.

If a student refuses to respond to the instructions of staff and hand their phone in, a senior member of staff will collect the student and phone. This refusal will automatically result in an Internal Exclusion being issued.

Behaviour outside the school gates

Students may be disciplined for misbehaviour when they are:

- taking part in any school-organised or school-related activity
- travelling to or from school
- wearing school uniform
- in some other way identifiable as a student at the school.

Additionally, they may be disciplined by the school, whether or not the conditions above apply, if the behaviour:

- could have repercussions for the orderly running of the school
- poses a threat to another student or member of the public
- could adversely affect the reputation of the school.

The lists above are not exhaustive and the sanction applied will take into account the severity and frequency of the incident(s). The ultimate decision will be at the discretion of the relevant staff.

Smoking related materials

Any student found in possession of smoking related materials or paraphernalia, such as; lighters, cigarettes, tobacco, e-cigarettes, will have these items confiscated. Items will not be returned to students but may be collected at the discretion of parents.