



## **BEHAVIOUR, DISCIPLINE AND EXCLUSIONS POLICY**

### **ETHOS**

CTC sees itself as a stepping-stone to higher education and historically has refrained from establishing an overt set of school rules. Nevertheless, the College encourages excellent conduct and imposes sanctions in the event of poor conduct. Good discipline is seen as a product of purposeful and effective classes. Where there exists an atmosphere conducive to learning, other aspects are found to be in place. However, the College recognises that it is necessary to have clear statements and to establish clear codes of conduct.

### **AIMS**

- To state clearly an agreed set of principles of student behaviour
- To support effective teaching and learning
- To contribute to mutual respect
- To gain the agreement and support of tutors, other staff and parents

### **THE BASIC CODE OF CONDUCT**

Attend  
Be punctual  
Work hard  
Act sensibly  
Treat everyone and everything with respect

### **IN CLASS**

#### **Make it easy for everyone to learn and for the teacher to teach**

This includes:

- attend every lesson
- arrive on time
- bring all the equipment you need
- listen carefully
- follow instructions
- ask for help when you need it
- help each other when appropriate but don't distract or annoy anyone
- do all your homework as well as you can and hand it in on time

## **IN GENERAL**

### **Speak politely to everyone**

This includes:

- using a low voice – shouting is always rude
- using language that is neither abusive nor offensive (in whichever language)

### **Listen to others and expect to be listened to**

This can include:

- trying to understand other people's point of view
- not interrupting anybody or being interrupted by others
- being silent when required

### **Keep the College clean and tidy so that it is a welcoming place that people can be proud of**

This includes:

- keeping the walls and furniture clean and unmarked
- putting all litter in bins (even if this means carrying it until you find a bin)
- reporting any damage you see to a tutor
- using toilets in an acceptable way

## **OUT OF CLASS**

### **Move quietly around the College**

This includes:

- walking rather than running
- being ready to help by opening doors
- being ready to help by offering to carry things

## **REWARDS**

At CTC we assume that students are here largely because they wish to be. We assume a reasonable level of self-motivation and therefore would not seek to have a structured system of rewards. However we recognise that the giving of praise, both verbally and in writing, can constitute a very real reward. It is therefore important that the giving of praise should be consistent and fair and that we should seek to find ways of institutionalising this position.

### **Examples of rewards:**

- general praise and encouragement in lessons
- Principal and other members of the senior staff invited to praise individuals or groups

- recognition to be given to success in assembled gatherings, on notice boards or in newsletters
- students' work to be displayed as much as possible to give recognition to it

Students have a right to expect fair and consistently applied sanctions for poor behaviour. An appropriate sanction is one designed to put matters right and encourage better behaviour in future.

## **DISCIPLINE AND EXCLUSIONS**

The College has high expectations of personal conduct from students and all students are issued with the Code of Conduct, outlined above, within the Student Planner. All staff, especially personal tutors, are charged with the task of reminding students about the Code.

If a student acts in a way that breaches the Code, (eg by poor attendance, being impolite or destructive), s/he is spoken to. This may be by any member of staff but is likely to be the student's personal tutor. Any incident may be referred to the Head of Student Welfare and indeed to either the Vice Principal or Principal. Our policy is to be supportive of students and to listen to each individual. We also seek to make all our communications clear and unequivocal.

A detention may be imposed if an initial verbal warning has not been heeded effectively. During a detention a student will usually be expected to undertake a task related to one or more of their academic courses. If the detention has been imposed due to poor attendance, s/he will be expected to catch up on work that has been missed or not completed.

In cases of a serious breach of behaviour or poor attendance, a *verbal warning* is given, followed by a *written warning*, if things do not improve. A record is placed on the student's file. In the case of a *second written warning* having to be issued, the Principal may exclude the student, either temporarily or permanently. In each case, parents or carers are written to and invited to visit the College to discuss the situation. However, the decision of the Principal is final. In exceptional circumstances, the Principal may in his discretion suspend or expel a student from the College without prior warning and with immediate effect if he considers that student's behaviour (including behaviour outside College) to be unacceptable and if he believes the student's removal, either temporary or permanent, to be in the best interests of the College, or of the student concerned or of other students. Examples of such exceptional circumstances would include the use of violence, on or away from the College premises, and the wilful damage of College or host family property.