



Behaviour and Discipline Policy

Aim

To ensure that all students work to the best of their ability as members of a well-ordered, hard-working and caring community where students are valued as individuals and fairly.

Introduction:

This policy is based on:

- Advice from the Department for Education (DfE)
- The Equality Act 2010
- Keeping Children Safe in Education
- Supporting pupils with medical conditions at school
- The Special Educational Needs and Disability (SEND) code of practice.
- Section 175 of the Education Act 2002
- Sections 88-94 of the Education and Inspections Act 2006

This policy complies with our funding agreement and articles of association.

Students will be expected to share in the responsibilities associated with the day to day running of the school. They will act as guides for visitors and help with the organisation and running of Parents' Evenings and other after-school functions.

We expect high standards of behaviour from all our students and try very hard to make sure that discipline is based on firmness and fairness. Students who break the code of conduct may be asked to do additional work, be put on report or kept in detention and for all these we seek parental support as we share the common purpose of trying to achieve the best for our students.

Most importantly, we do not tolerate violence, threats of violence, bad language, insolence, or abuse. Any of these offences could lead to a student being internally suspended or excluded from the school.

Roles and Responsibilities:

The Governing Body

The Governing Body will review this policy in conjunction with the Principal and monitor the policy's effectiveness, holding the Principal to account for its implementation.

The Principal

The Principal is responsible for reviewing and approving this Policy.

The Principal will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

Staff

Staff are responsible for:

- Implementing the Behaviour Policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents

The senior leadership team will support staff in responding to behaviour incidents.

Parents

Parents are expected to:

- Support their child in adhering to the pupil code of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly

We aim to provide:

- appropriate well-prepared, well delivered and received lessons.
- challenging experiences in the security of well-ordered classrooms and an atmosphere of student self-discipline
- effective behaviour management which supports students to good working habits.

We expect:

- Students to conform to the School's Code of Conduct.
- Parents to support us with this policy and by doing so support their sons or daughters in achieving their full potential.

Sanctions

1. School Detention

Break/Lunch time detentions: These may be given for poor punctuality, lack of work in lessons and other minor offences. Failure to attend a break detention can lead to an after school detention.

2. After school detentions.

The school reserves and uses its legal right to detain students after school. When an after school detention is given to a student, parents will be given at least 24 hours' notice that their child is being detained and will also be informed of the reasons for the detention. If we are informed the date and time arranged are inconvenient, we will be pleased to change it. After school detentions are automatically set for students who have to be removed from a lesson because of their behaviour. Where detention is not supported as a sanction by parents either internal suspension or fixed term exclusion will be applied.

3. Internal suspension, suspension and permanent exclusion

Three types of sanction can be used to deal with very serious offences or persistent misbehaviour and these are:

- Internal suspension from normal timetabled lessons.
- Suspension from school for a fixed term of up to 45 days per year.
- Permanent exclusion (expulsion) from school.

Internal suspension is applied by the Principal, Vice Principal or Assistant Principals. It can be applied for persistent low level misbehaviour in lessons, failure to work at a sufficient rate, internal truancy, truancy, as part of induction on return from a long fixed term suspension, persistent low level bullying, failure to co-operate with staff, physical or verbal assault or vandalism, on the way to college, in college, or on the way home from school as well as failure to attend detentions. The normal duration is from one to three days and is based on a modified day.

Suspension for a fixed term is usually applied for: poor or disruptive behaviour, physical or verbal assault or vandalism on the way to school, in school, or on the way home from school; failure to respond to sanctions for persistent misbehaviour. It may also be applied where a student needs to be removed from school prior to a meeting with parents when the student is considered to be a risk to themselves or other students. This is also the likely response to possession of alcohol, drugs or solvents or being under the influence of substances. Seeking police action where criminal acts are involved is standard practice. Short suspensions may be applied to students removed from lessons or who fail to complete an after school detention. Parents are contacted by phone and a letter follows. Fixed term suspensions can be authorised by the Principal or Vice Principal in the absence or non-availability of the Principal.

Permanent exclusion or expulsion is applied when it is clear that the student concerned is at risk or is a significant risk to other students or their learning and /or staff and it is also clear that any further action taken by the school cannot provide an effective solution. Permanent exclusion is usually the last stage of a process of attempted behaviour modification. However, permanent exclusion may be applied for a single extremely serious offence. Permanent exclusions can only be authorised by the Principal.

Ground Rules

The following ground rules are displayed in every classroom and are printed in the students contact book. They supplement the code of conduct and lay down the basic requirements for students' behaviour on entering, during and on leaving lessons.

At the beginning and during lessons or registration

1. Students enter the room with the teacher's permission.
2. On entering students remove topcoats, sit down and get out the equipment needed for the lesson and begin to consider the learning intention written on the board.
3. The teacher decides where students sit and may vary this from lesson to lesson.
4. Courtesy, students will not talk when the teacher is talking to the whole class.
5. Courtesy, students will not talk when another student is talking to the teacher and the whole class.
6. Consideration – students will not distract others from working or interrupt when the teacher is working with a small group.
7. If a student needs help or advice at any stage they will raise their hand and wait quietly until the teacher is able to deal with them.
8. At the end of a lesson students will quietly follow the teacher's instructions for dismissal.
9. While moving to another lesson or lunch students will move quietly and without fuss.
10. Respect and tolerance – students will support each other's learning and the teacher by always following these ground rules.

CODE OF CONDUCT

We expect that the whole school community, students and adults, will show

CARE, COURTESY and CONSIDERATION for each other and respect for their environment.

The Rules

1. Students are to dress in correct school uniform as per the uniform code which also specifies rules on jewellery make up, hair colour or style and body piercing.
2. Students must not prevent others from learning.
3. For reasons of safety students must not enter out of bounds areas.
4. All members of the school need praise and thanks in recognition of achievement or service.
5. Students and staff will attend lessons punctually. If anyone is late, an apology and explanation should be given.
6. Students are advised not to bring expensive electronic equipment or jewellery to school. The school will not accept responsibility if they are lost, stolen or mislaid.
7. Students are not to bring dangerous items, for example penknives, laser pens or aerosols to school. Such items will be confiscated and returned to parents or guardians only. The school will refer to the Police students in possession of any kind of offensive weapon.
8. Students will not engage in physical violence, verbal abuse, obscene language or rough horseplay. Any incident will involve punishment and possible suspension from school.
9. Students are expected to show respect for school property, their own property and that of others.
10. Students, for reasons of safety, are to dismount from cycles within the school grounds.
11. Students should exercise common sense when moving around the site and must not push or shove in crowded or congested areas.
12. The school is a no smoking area- students are not to smoke on / near the site, or travelling to or from it. This includes all cigarette imitations.

13. Mobile phones must be switched off and kept in bags in lessons. Unauthorised use will result in confiscation of the mobile phone, which may then only be returned to parents. As with other expensive items the school will not accept responsibility for the loss of mobile phones.
14. No member of the school community should drop litter; all are expected to take part in keeping the site litter free.
15. Senior students and staff are expected to set an example to others.
16. Visitors to the school, new students and new staff need special consideration and support.

School Uniform

Year 7 – 11 students will be expected to wear the uniform at all times unless instructed otherwise. Failure to wear school uniform will result in:

1. A reprimand
2. An instruction to; where appropriate remove non-uniform items
3. Non uniform items confiscated and may only be returned to an appropriate adult
4. Contact with parents and students sent home to change
5. If a student refuses to wear uniform they will be disciplined as any other student failing to follow instructions e.g. detentions, sent home to change, time in isolation or exclusion

THE FOLLOWING ARE NOT ACCEPTABLE FOR SCHOOL WEAR

- Hooded tops
- Trainers – shoes to be worn
- Shorts/tailored or otherwise
- Sweatshirts
- Baseball caps and skullcaps of any description
- Denim
- Jeans or Chinos of any sort (even black)
- 'T' shirt in place of white shirt or blouse
- High heeled shoes – these are dangerous on stairs, steps and slopes
- Leggings
- Coloured Socks

Piercing is only permitted to the ears and limited to one per ear. For health and safety reasons **ONLY sleepers** and **small studs** are to be worn in school. Students with eyebrow / nose jewellery or similar will **NOT** be allowed to wear it in school. Facial piercing is not allowed, except for reasons of religious observance. Jewellery must be discreet and safe in accordance with our health and safety regulations. All hair must be a natural colour. Hairstyles must be appropriate for the learning environment as discerned by the College Leadership Team. Acrylic nails are **not** allowed.

Sixth Form Dress Code

The Sixth Form occupy a very special and privileged position at Brockhill and their conduct in and around the site should always be of the highest example. Students are expected to dress for normal working days in a professionally acceptable manner. While there is no formal uniform in the Sixth Form, we expect students to dress in a manner that is appropriate for the business of school and serious study; showing consideration to all members of the school community. Students should not wear clothing that may be offensive to others nor dress in a way which may be seen as provocative.

The dress code has been written in collaboration with the Sixth Form Council. Students are expected to be clean and tidy in appearance. This includes hairstyles that have to be professional and hair has to be natural in colour.

We require that all students adhere to the following:

- Boys are expected to wear ties and girls are expected to dress in formal office wear.
- Tops should not be low cut, off-the shoulder, strappy, low back, halter-neck or vest style (tops and dresses should cover the shoulders)
- No leggings are to be worn.
- No shorts or playsuits or any sportswear to be worn outside lessons.
- No flip-flops or UGG style boots are permitted. If sandals are worn they must have a strap around the heel.
- Caps and hats should not be worn on the school premises.
- Facial piercings ARE NOT PERMITTED and any other associated jewellery must be removed for school.
- Earrings may be worn (one per ear); neither flesh tunnels nor any other type of ear jewellery are acceptable.
- Visible tattoos are not acceptable at this school and have to be covered.
- Hoodies are not permissible
- No denim, leather or leather look clothing (skirts, jackets, trousers)
- Only natural hair colours.

THIS DRESS CODE REFLECTS THE FACT THAT WE ARE PART OF A SCHOOL-BASED WORKING ENVIRONMENT.

Uniform

ITEM	COMMENT	SUPPLIER	REQUIRED OR OPTIONAL
NAVY BLAZER	Must have school logo on	Channel Uniforms Folkestone or Emporia Uniform Ashford	Required
NAVY V NECK JUMPER	Must have school logo on	Channel Uniforms Folkestone or Emporia Uniform Ashford	Required
TIE	Must have stripe of Academy Colour	Channel Uniforms Folkestone or Emporia Uniform Ashford	Required
WHITE SHIRT or BLOUSE (long & short sleeve)	Must have a collar appropriate for a tie	Stocked by Channel Uniforms Folkestone, Emporia Uniform Ashford and all suppliers/supermarkets	Required
BLACK TROUSERS or BLACK SKIRT	Full length tailored Black (absolutely no jeans, chinos, tight trousers or shorts) Black stitched down pleated skirt	Stocked by Channel Uniforms Folkestone, Emporia Uniform Ashford and all suppliers/supermarkets	Required
SOCKS OR TIGHTS	Black (absolutely no white or coloured socks)	All suppliers/supermarkets	Required
SHOES	Black suitable for school, NO TRAINERS, NO WHITE SOLES and NO BOOTS	All suppliers/supermarkets	Required
OUTDOOR CLOTHING/COATS	Warm, waterproof, black or navy (absolutely no denim, leatherjackets or hooded tops to be worn. Any knitted or denim top will not be permitted)	All suppliers/supermarkets	Required
SCARVES	Only to be worn in mid-winter and have to be black or dark blue	All suppliers/supermarkets	Optional
HATS	No hats or caps without prior permission	All suppliers/supermarkets	Prior Permission
BAG	A bag for books and equipment.	All suppliers/supermarkets	Required

SPORTS CLOTHING BOYS & GIRLS

ITEM	COMMENT	SUPPLIER	REQUIRED OR OPTIONAL
GAMES POLO SHIRT	Must have school logo on	Channel Uniforms Folkestone or Emporia Uniform Ashford	Required
FULLY REVERSIBLE LONG SLEEVE SPORTS TOP	Must have school logo on	Channel Uniforms Folkestone or Emporia Uniform Ashford	Required
BLACK TRACKSUIT BOTTOMS	Plain, No Sports Logo for Dance & PE – absolutely NO leggings	All suppliers/supermarkets	
PE SHORTS	Navy shadow stripe	Channel Uniforms Folkestone or Emporia Uniform Ashford	Required
NAVY SPORTS SOCKS		All suppliers/supermarkets	Optional
TRAINERS		All suppliers/supermarkets	Required
FOOTBALL BOOTS	Ideal for winter sport and cross country	All suppliers/supermarkets	Optional
SHIN PADS & GUM SHIELD	Ideal for Tag rugby and football	All suppliers/supermarkets	Optional
DANCE T SHIRT	Black with Performing Arts logo on	Channel Uniforms Folkestone or Emporia Uniform Ashford	Required
OTHER ITEMS			
CRAFT APRON		Channel Uniforms Folkestone or Emporia Uniform Ashford	Optional

We generally have a healthy stock of laundered pre-loved uniform items available here at school for a very modest voluntary donation on parental request should the need arise.

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