

# LONDON TUTORIAL COLLEGE

## BEHAVIOUR POLICY

*treat others the way you would like to be treated yourself*

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One of the main purposes of being at LTC is to contribute effectively to developing in our young students the potential to become successful citizens, not just successful individuals. This purpose is inherent in all we do, and particularly in our guidance and management of students' conduct.

Our approach to good behaviour is bottom up not top down, appealing to hearts and minds, establishing an ethos and relying mostly on rationale rather than purely an imposition of strict discipline. The highest levels of conduct and mutual respect are achieved through engagement and the understanding of conscience and moral duty. Freedom is defined within the parameters of responsibility and accountability and there are clear boundaries and frameworks that enhance self-discipline, self-awareness and self-confidence. **We accept that all teenage students have problems and issues to deal with and we are here to help, guide, inform and educate.**

Above all the staff and tutors at LTC are committed to and proud of maintaining very high standards in all areas and to creating an environment with a prevailing work ethic, whilst at the same time holding study and academic success firmly on an equal footing with the nurturing of a compassionate, respectful and mindful individual. Each and every student is valued as unique. Conformity at LTC strikes the balance between the needs and development of the individual and the communal good. Our philosophy and critical thinking seminars contribute enormously to the healthy outlook and engagement of our students.

### Our policy

It is central to the philosophy of the college that all staff and tutors should be very positive at all times towards the students, towards each other and towards the college. Any serious issues or problems arising with students, other members of staff, tutors or parents should be discussed in private with the Principal. The passing of negative comments about parents, other staff, tutors or students is not acceptable in any form.

Students need to make the most of their education in a safe and secure environment. Students learn from the examples set by people working around them. We aim to show the students, through our working practice and through our relationships with the families within the group, the codes of acceptable behaviour for both adults and students. In order for this to happen, all staff and tutors in the College will work closely with parents/guardians to:

- encourage a positive, calm and purposeful atmosphere where students can learn to the best of their abilities
- create an atmosphere where all students feel valued and treat all others with respect
- encourage students to take responsibility for their behaviour
- encourage students to sort out difficulties in constructive and peaceful ways
- praise and reward students when they are doing well and trying hard
- help and support students who are having problems.

This **Code of Conduct** is designed to ensure that all students can feel safe and know what is expected from them in the college.

We expect students to:

- treat others with respect and consideration
- follow instructions from members of staff and tutors the first time
- listen to others when it is their turn to talk
- be polite when talking to adults and other students
- look after equipment and the college building
- be a good friend to other students and never fight
- be safe in school and never run in the building
- be on time in the morning and get to college before the start of lessons
- ask for help if required
- do one's best and let others learn.

**REWARDS**

We aim to reward students regularly for their efforts, positive attitude and care for others. Rewards may be given in the following ways:

- verbal and written praise
- stickers/stamps, smiley faces (for younger students)
- one-to-one meetings with staff members to review achievements
- "good news" letters or phone calls home/to agent
- allowing a student to do a 'responsible' job
- written merit cards given to students and included in student's file and passed on to parents
- certificates presented at end of stay
- book prizes at the end of stay

## BEHAVIOUR

We expect all students to be courteous, respectful and well prepared for their lessons. Our **Golden Rule** is: **“treat others the way you would like to be treated yourself”**.

The following behaviour is unacceptable in our community:

- spitting, biting, swearing, kicking, hitting or any other form of physical, aggressive behaviour
- racial and verbal abuse
- any form of anti-social behaviour and dangerous play
- any form of bullying.

Important things for students to remember in the classroom:

- know and follow class rules (displayed in classrooms)
- know the consequences of actions
- know the school policy on rewards and sanctions

Class Rules:

- Follow instructions first time
- Put up your hand for attention
- Enable others to work in peace
- Be kind and considerate to each other: observe the Golden Rule

Please remember in our college:

- always walk quietly
- respect displays of work
- In the kitchen/common room always move carefully and be careful not to drop food; please wash dishes used, clean the surfaces and dispose of unwanted items in the bins provided. Eat hot food **ONLY** in the kitchen (not the common room, classrooms, corridor, toilets)
- be polite to all adults and to each other

In general:

- always behave safely
- be friendly to others
- be kind to others
- always listen carefully to staff members and teachers

- speak to a member of staff or a teacher if you have questions, concerns or problems
- observe the Golden Rule

## Sanctions

Discussions will take place with the students about their need to behave in a manner that is conducive to the harmony of the group. Should a problem continue then staff will hold discussions with the parents/carers to resolve it. There should be no sarcastic or humiliating comments either to a student or within a student's hearing or behind a student's back.

All staff and tutors are encouraged to use the following informal sanctions, before applying one of the official school sanctions:

- verbal reprimand
- re-doing inadequate work
- reporting back for work at break or lunch time
- reporting to the Academic Manager who will record any serious incident and may report it to the Principal

For more serious infringements, the student may be assigned a detention (detention cards to be issued by a Tutor or an authorised member of staff), or if need be, the Principal alerted to have a meeting with the student. All detention slips are passed by the Principal.

It may be the case that a student is causing behavioural issues in more than one area of College life and that a **behaviour conference** may be called by the Principal to determine a unified response. A written record of any such conference will be made and placed on the student file and parents/Agent informed as necessary.

We believe that students attend the College to be educated and that they have the right to learn. If unacceptable behaviour takes place in the classroom, teachers should take the following action:

- Step 1: Remind the student of the rule and give a warning
- Step 2: Consider moving the student to another place in the classroom
- Step 3: Give the student time out within class time
- Step 4: Make the student miss part of a break time (inform the Personal Tutor)
- Step 5: Give a student a detention card (inform the Personal Tutor)
- Step 6: Send the student to the Principal

It is intended that students will take notice of their teacher a long time before the serious Step 5 sanction is required. Sanctions applied thereafter will be decided by the Principal.

## Extreme forms of misbehaviour

On very rare occasions students engage in misbehaviour which is unusual and extreme. This behaviour may be disruptive to learning and can be dangerous, hurtful and a serious risk to the health and safety of the College community. Some extreme behaviours include:

- swearing loudly and repeatedly
- seriously damaging property
- threatening behaviour
- racial/sexual harassment
- stealing property, refusing to return it
- serious fighting (any fighting that is not play fighting)
- taking unauthorised substances
- violent, intimidating, offensive, reckless behaviour in or around the College
- consumption of alcohol or smoking on College premises
- use of illegal drugs

Such serious misdemeanour will result in immediate referral to the Principal and will be subject to the sanctions outlined below (either suspension or permanent exclusion).

The use of illegal **drugs** is not permitted at any time whilst enrolled at LTC. Any student found taking illegal drugs may face immediate expulsion. Any use of **alcohol** or **smoking** by underage students is also deemed as a serious contravention of rules and may result in immediate expulsion.

When a student engages in this type of behaviour a Record of Formal Sanction will be completed, the 'fast track' section will be marked and the student sent directly to the Principal.

1. The incident will be investigated.
2. The parent will be contacted and asked to come to the Centre, if at all possible.
3. The Principal will decide on what further actions will be taken. Any of the above behaviour may result in a student's suspension or permanent exclusion.

## Suspensions/Temporary Exclusion

Suspensions – when a student is sent away from College for a fixed period of time - may be given by the Principal for either repeated acts of indiscipline or for a single serious breach of college rules. The duration may vary according to the seriousness of the breach (from a few hours up to a week). Students may also be required to serve suspension at LTC under supervision if circumstances warrant this. In any case, the situation will be discussed with a student to ensure they have a full understanding of the circumstances.

## Expulsion/Permanent Exclusion

A student may be permanently excluded if his/her conduct (whether on or off the school premises or in or out of term time) has been in grave contravention of college rules or discipline, has caused danger or distress to others (including bullying) or has caused damage to the college reputation. Expulsion may also result from repetitive contravention of College rules, guidance or requirements.

Note:

- Any student expelled will not be able to have any payments refunded.
- In the case of an overseas Tier 4 student sponsored by the College, the College will contact UKVI.

## **Appeal against Permanent Exclusion**

Parents of a student suspended or expelled from LTC will have the right of appeal. Process:

1. Write to the Principal appealing the suspension or expulsion
2. The Principal will convene an Appeals Panel of three members within three weeks (or earlier whenever possible) of receipt of the written appeal; the Chair of the Panel will be an Independent Person not employed by the College
3. The Parents should either attend the Panel or have a representative to put their case
4. The College Principal or her representative will also be present to make the College case
5. The Panel will withdraw to discuss the hearing and will then decide either to uphold the appeal or to overturn it.
6. The Chair of the Panel will make the panel's decision known to the Parents and the College in writing within one week of the hearing
7. The Panel's decision is final and no further appeal may be made.

## **Involving the Police**

The Principal will decide whether the Police should be involved in any given incident. The Police have the right to enter the College and intervene in cases where they believe an individual may be carrying a weapon or be suspected of any criminal activity. Parents will be informed immediately if a decision is taken to contact the Police. The possession of illegal substances on the College premises will always lead to the involvement of the police.

The College will follow the guidance of Home Office Circular 98178 on 'Interrogation and Taking Statements'. Thus it will be normal practice for police interviews to take place at College only in the presence of parents or guardians. If parents cannot be contacted, the interview will take place with an appropriate member of staff or a tutor and should not obstruct the police in the course of their duty.

The Police have the right to enter the site without permission of the Principal, but should only exercise this right in exceptional circumstances.

### When to call the Police

- Once a case has been established, College led interviews and investigations should stop and the police should be called
- Accurate records of interviews and admissions should be kept as a member of staff could be called as a witness.
- Once a criminal investigation is under way College investigations and/or interviews MUST stop.
- Offences where the police may be called include: theft, harassment (bullying), assault, damage, drugs and offensive weapons.

### Bullying

We are committed to providing a caring, friendly and safe environment for all our students so they can learn in a relaxed and secure atmosphere. We have a zero-tolerance policy towards bullying, which is outlined in our anti-bullying policy.

### **STAFF**

The conduct of staff and tutors at LTC must be scrupulously impartial and honest and seen to be so. It must also demonstrate due consideration of others.

All staff and tutors also bear a responsibility as employees/tutors to act as ambassadors for LTC in terms of their general conduct.

GS

Principal, LTC

Reviewed: February 2016

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