



BEHAVIOUR AND DISCIPLINARY POLICY

APPROVED BY: Chris Evans

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RESPONSIBILITY FOR REVIEW: Chris Evans / Nathan Barber

A. STATEMENT

POLICY STATEMENT

Cavendish School of English (CSE) believes that all students have a right to live, study, develop and achieve in a safe and supportive environment. All members of the school community (staff, homestay providers, group leaders and parents or legal guardians) have a responsibility to safeguard all students, and an extra Duty of Care for students under 18 (U18s). Part of our safeguarding responsibility is to ensure U18s follow the school's behaviour guidelines in line 'Safeguarding and Child Protection Policy 2019/2020.

Cavendish School of English is committed to Safeguarding and promoting the welfare of each learner and expects all staff, volunteers and partners to endorse and practise this commitment at all times.

Cavendish School of English acknowledges its duty of care to safeguard and promote the welfare of children and is committed to ensuring excellent safeguarding practice. Cavendish School of English understands the paramount importance for children to feel and remain safe at all times, achievable by a suitable safeguarding provision being in place and properly maintained.

This policy seeks to ensure that Cavendish School of English undertakes its responsibilities with regards to the protection of under-18s and vulnerable adults and will respond to concerns in the appropriate manner and within appropriate time scales by outlining a framework to support all adults in their practices and clarifying the organisation's expectations.

BEHAVIOUR AND DISCIPLINE POLICY

We have a duty under the School Standards and Framework Act 1998 to have in place a behaviour policy that is consistent throughout the school.

We wish to promote good behaviour by creating a happy caring school environment, free from antisocial behaviour, where everyone feels valued, respected and secure. We wish students to enjoy and help create a learning environment where self-discipline is promoted and good behaviour is the norm. We believe that students achieve their full potential in a happy, stimulating and ordered school environment where they can experience and enjoy success.

At Cavendish, students find themselves in a culturally diverse school community probably unlike any other in their experience. Our approach to behaviour and discipline must recognise the nature of this community and the challenges it brings while also seeking to make the most of the opportunities it offers.

The majority of students at Cavendish are studying away from home and the parental supervision that comes with living at home, staying in either student residences or homestay accommodation. Therefore our behaviour and discipline provision is intended to work in collaboration with parents, fee payers and guardians, covering students' conduct and care during school hours, in their free time and in their accommodation. For the purposes of this policy 'the school' and 'behaviour and discipline' is intended to cover the wider holistic provision required for our student body.

AIMS

- to create an ethos that makes everyone in the school community feel valued and respected
- to promote good behaviour by forging sound working relationships with everyone involved with the school
- to promote tolerance and understanding of difference
- to promote self-discipline and proper regard for authority among students
- to prevent all forms of bullying among students by encouraging good behaviour and respect for others

B. ROLES AND RESPONSIBILITIES

The Office Director will:

- work hard with everyone in the school community to create an ethos that makes everyone feel valued and respected
- promote good behaviour by forging sound working relationships with everyone involved with the school
- encourage good behaviour and respect for others, in order to prevent all forms of bullying among students
- determine the detail of the standard of behaviour that is acceptable to the school
- ensure all students are aware of the policy, the school rules and expectations of them (see The Junior Student Handbook)
- ensure all school staff are aware of the policy (see Staff Handbook) and in particular the student code of conduct and the Disciplinary Sanctions
- promote a culture in which good behaviour is recognised and acknowledged appropriately
- determine an appropriately-graded series of actions to be followed where behaviour is unacceptable, to be applied fairly and consistently and without humiliating or degrading students
- work with staff, students and parents to ensure the school rules will encourage good behaviour, tolerance and respect for others
- apply disciplinary sanctions to students where required and in a manner consistent with the policy
- oversee the management of the school's Sanction and Incident Books which contain details of incidents and sanctions imposed
- record in the Incident Book details of any necessary student restraint used
- review the remedial action taken with a student at Stage 4 of the Ladder of Disciplinary Sanctions by the date agreed
- contact students' parents (at the Office Manager's discretion) if their child has been placed on a Disciplinary Sanction
- review records of incidents of restraint recorded in the Incident Book
- monitor the effectiveness of this policy
- annually meet with the Behaviour and Discipline Policy Co-Coordinator and Director of College Services on the effectiveness and development of this

The Director of Studies (DoS) will:

- work closely with teachers to ensure that appropriate standards of behaviour are set and maintained in class and that lessons are wellplanned, interesting and demanding so as to contribute to maintaining good discipline
- work closely with the Student Welfare Officer to ensure that any concerns about student behaviour are considered first in the light of the student's safety and welfare
- liaise with the Welfare Officer and Accommodation Department on any behavioural issues occurring outside school operating hours
- ensure that behavioural issues, even those which are low level, are recorded on the Student Management System (SMS), to allow for monitoring across all departments
- ensure that the Disciplinary procedure is applied for all disciplinary issues and works holistically to incorporate all aspects of student behaviour, both in and out of school
- work closely with students to ensure they understand the school's aims in the context of behaviour and discipline and can voice their views accordingly
- apply disciplinary sanctions to students where required (see Disciplinary procedure) and in a manner consistent with the policy
- report incidents to the Office Director as appropriate
- monitor the progress of students who are under disciplinary measures to ensure no sanction is applied longer than necessary
- ensure that parents and parents' representatives are kept informed of issues involving their children's behaviour as appropriate
- monitor and evaluate this policy
- meet with the Office Director to evaluate and review the policy

School staff are expected to:

- encourage good behaviour and respect for others in students
- be aware of the policy (introduced at Induction)
- apply all rewards and sanctions fairly and consistently
- be aware that the Disciplinary Sanctions do not replace the teacher's ability to apply classroom management measures to remedy poor conduct
- promote self-discipline amongst students
- deal appropriately with any unacceptable behaviour
- contact the Coordinator with concerns about student behaviour and discipline
- log behavioural concerns, even those which are low level, in the appropriate manner
- provide well-planned, interesting and demanding lessons which will contribute to maintaining good discipline
- attend periodic training on behaviour management, including positive restraint of students
- ensure the health and safety of the students in their care
- identify problems that may arise and to offer solutions to the problem

The Accommodation department will:

- ensure that host carers and residence wardens are aware of and comply with this policy
- liaise with residence wardens and host carers on disciplinary issues, ensuring that Directors of Studies, the Welfare Officer and Office Director are involved where appropriate
- ensure that disciplinary issues that occur outside of school operating hours are sanctioned in line with the process set out on this policy (Disciplinary sanctions)
- ensure that residence wardens have received training on student restraint
- ensure that behavioural issues, even those which are low level, are recorded on the SMS databases, to allow for monitoring across all departments

- The Welfare Officer will:
- assist in the monitoring and tackling of poor behaviour, considering student wellbeing and concerning patterns that may appear as a result of poor behaviour
- act as a liaison between the Accommodation Department and Directors of Studies, where necessary, to share behavioural concerns
- consider student behaviour holistically, taking into consideration academic achievement, relationships with other students, relationships outside the school community, emotional wellbeing, physical wellbeing, special educational needs (SEN) and any additional external contributing factors
- offer support and counselling to students whose behavioural choices are affecting their academic progression or general wellbeing
- ensure that behavioural issues, even those which are low level, are recorded on the SMS database, to allow for monitoring across all departments
- be aware of any notes on student behaviour added to the SMS database

Students are expected to:

- be polite and well-behaved at all times
- show consideration to others
- complete feedback on behaviour as part of the feedback system
- make suggestions about school behaviour through student consultation
- obey all health and safety regulations in all areas of the school
- not make unacceptable remarks against fellow students or school personnel
- abide by the Rules for Students (Appendix B)
- actively participate in helping to achieve school aims

The procedure of sanctions are applied where students' behaviour is unacceptable.

The series may culminate in permanent exclusion.

U18 Welfare Chats

If an U18 is not following the *'Student Code of Conduct' a Welfare chat will be had with the Welfare Officer, and possibly another member of staff to find out why. If changes are necessary to support the U18, these will be made, where possible. The student may be informed of the School disciplinary procedures as well.

Expulsion

Students must follow the Student Code of Conduct and UK laws. If unacceptable behaviour is very serious or continues, students will not be allowed to continue at the school (expelled) immediately with no refund of any fees. If students do not follow the rules of the homestay provider they may be asked to leave the accommodation and the school with no refund of any fees.

Consequences of Poor Behaviour

If a student breaks the Student Code of Conduct they will be given a warning. If a student gets a warning Cavendish School of English may tell their Educational Tour Operator, Agent, parents and/or legal guardians (if applicable).

C. DISCIPLINARY SANCTIONS

The Disciplinary Sanctions are designed to reflect the diverse student body at Cavendish and to allow staff, Coordinator and Office Director to intervene at a point appropriate to the student's behaviour, maturity and circumstances. Guidelines for the application of sanctions are made available to all stakeholders from the Welfare officer.

Disciplinary Sanctions Procedure

1. Verbal (spoken) Warning

Cavendish School of English will speak to the student regarding the issue.

2. 1st Written Warning

Cavendish School of English will speak to the student and give them their first official written warning letter.

The student will also be told that if their actions/behaviour continues, they will receive a second (2nd) written warning.

3. 2nd Written Warning / Final Warning

If the student's actions/behaviour continues Cavendish School of English will speak to the student and give them their second (2nd) official written warning letter.

The student will also be told that if their actions/behaviour continues, they will not be allowed to continue at the school (expelled) with no refund of any fees.

4. Expulsion

Cavendish School of English will speak to the student and give them an official expulsion letter stating that they are not allowed to continue at the school (expelled).

Permanent Exclusion: Student is required to leave immediately and may be taken to the airport and seen on to a flight home. UKBA and parents or sponsors are notified accordingly.

A record will be kept by the school on the SMS containing a record of sanctions imposed.

Student Support

A number of student support systems are to be put in place to promote good behaviour. All school personnel work hard to ensure that these systems run smoothly.

D. CODE OF CONDUCT

Cavendish School of English understands the importance of a Code of Conduct to ensure that all adults are able to carry out their duties undisturbed and without grievance, protected from situations where behaviour may be misconstrued and false allegations made; and reduce the opportunities for the abuse of under-18s.

The following outlines the expected behaviour of all students. It is a requirement of the establishment that students follow this code.

Any adult found not complying with this code will be subject to disciplinary procedures.

The Code of Conduct states Cavendish School of English's school rules for behaviour and actions in and out of the school, at social events organised by the school or in accommodation provided by the school. All students are informed of the Student Code of Conduct at induction.

The Student Code of Conduct

This policy indicates expectations of behaviour

You, as students, are expected to:

- contribute to a happy learning environment by:
 - working to the best of your ability in lessons and making every effort to participate to show how well you can communicate
 - being properly equipped for school. For example, bring pens, your course book and note book to class
 - turn off your mobile/smartphones when in the classroom
 - not eating or drinking in the classrooms (bottled water is OK!)
- show respect for others by:
 - being polite and courteous to each other and refraining from bullying, fighting and name-calling See both 'Abusive and Bad Behaviour' and 'Disciplinary Procedure' policies above
 - being polite, courteous and honest with all staff and listening to and carrying out all instructions
- act in a responsible manner by:
 - doing nothing to endanger a healthy, safe and secure environment
 - ensure forbidden items are not brought to school, i.e. anything considered to be a weapon
- keep the school buildings and grounds clean and tidy, move about in a quiet and orderly manner especially when arriving on or leaving the site, avoid areas which are out of bounds and conduct the fire drill in silence
- ensure the best possible attendance and punctuality
- promote a positive image of both the school and of your country as you are an ambassador of your country by:
 - keeping your room tidy and respecting the equipment and facilities of the centre
 - take pride in your appearance (including your personal hygiene), be smartly and correctly dressed for any school activity and when travelling to and from school
 - behave in a sensible and courteous manner when travelling to and from school
 - be polite and courteous to all local staff, teachers, Orange Leaders and visitors
 - respect this code of conduct at all times

Failure to meet these standards will result in sanctions being applied which may involve speaking with your parents.

Further information about the sanctions applied by the school can be found in every classroom as policy notices.