

Artemis College Student Behaviour Policy and Agreement

Revised August 2019

1. PURPOSE

This purpose of this document is to set out the standards and expectations of behaviour of all students and to support staff when challenged by unacceptable behaviours exhibited by individuals or groups of students.

The policy outlines the expectations we have of our students' behaviour and the associated consequences of failing to meet those expectations. It extends to all students. Good behaviour and self-discipline support effective learning, and are vital for students both during and after their college years.

The College recognises that disruptive behaviour can often be an indication of unmet social/emotional needs. Any formal response to a student's behaviour will always consider any causal factors that are influencing those behaviours. In such cases, early intervention is essential to reduce the need for any subsequent exclusion. In this situation the pastoral support team may consider a multi-agency assessment that goes beyond the student's educational needs.

The College understands that the first step to modelling good behaviour is leading by example. This means that all staff, volunteers, and visitors to the College must act professionally, responsibly and with integrity. We work hard to ensure that discipline is consistent across the College so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately and without discrimination, taking into account Special Educational Needs and Disabilities (SEND), as well as any additional challenges that some vulnerable students may face.

2. SCOPE

The principles in this policy apply to all students on all programmes across the college.

3. OBJECTIVES

Principles and Approach

Artemis College sets high expectations for the standards of behaviour for all our students. Shared values, fair and consistent application of rewards and sanctions, and excellent teaching and support are pivotal to promoting positive behaviour and raising achievement.

Artemis College is committed to ensuring that our College environment supports learning and promotes the wellbeing of students and staff through a strong sense of community cohesion. The role of the College is to create a safe and secure environment for all students so that they discover, or rediscover, their curiosity for learning and build their confidence. Cooperation, support, and respect are the foundations of our community and we work hard to provide a safe

College where students feel included in every aspect of College life and are comfortable to voice their opinions.

These expectations are informed by the 'Artemis College '3 Rs' approach.

Students are expected to adhere to the '3 Rs' in the classroom, the workplace, anywhere on College premises and during such off-campus activities as field trips and community projects.

All staff are expected to remind students and define clear expectations throughout the year. Tutors are responsible for managing behaviour in the classroom, but all College employees provide a supportive presence around the College campus and will challenge any students who do not use the College grounds respectfully and behave appropriately.

The Three Rs

To promote a culture of positive behaviours, Artemis College staff and students are expected to demonstrate the 'three 'Rs':

- Respect
- Responsibility
- Ready to Learn

Respect

Show Respect:

- for knowledge and learning
- for yourself, towards staff and other students
- for the opinions, feelings and abilities of other students and staff
- for the diversity of students
- for the College and its property and facilities
- by discouraging bullying or harassment of others

Responsibility

Demonstrate a passion for learning by:

- making a positive contribution in class, in the workplace and on other College activities
- showing commitment to learning
- displaying a "Will Do" attitude
- handing work in on time
- attending all classes, including, where appropriate, English, maths and other lessons or activities that enhance employability or personal effectiveness
- engaging with the Student Support and Engagement Team to improve performance
- taking the initiative to improve or maintain the College and its grounds or help College staff without being asked e.g. by taking your littler with you, reporting breakages of equipment, assisting staff in preparing for classes
- taking the lead in College work, projects, tutorials etc. and encouraging others to join in
- stepping forward when others step back

Ready to Learn

- Be a student role model by:
- preparing for learning and bringing in the correct course work and equipment
- being on time (every time) and motivated to learn
- taking part in College groups and enrichment activities

- acting as an 'Ambassador' for the College
- being involved in volunteering and/or charity work and find work experience opportunities
- being proactive during individual tutorials in discussing ability, progress and setting realistic, but challenging individual targets
- managing time well to meet deadlines, appointments and targets
- responding positively to feedback on how to improve the quality of work or behaviour at College
- thinking about the future and how your studies will support this
- taking responsibility for yourself and making the most of opportunities to improve English and maths skills, to make yourself 'work-ready'

4. Contact with Parents and Carers:

For many students, their parents and carers play a big part in ensuring that the student is responsible for their own behaviour in College. Where appropriate, we will ask parents and carers to work with the College to support their dependent's learning. **This includes informing the College in advance of study commencing of any special educational needs or personal factors that may result in their dependent displaying certain behaviours.** We will invite parents and carers to attend meetings at the College with staff to discuss any behaviour issues and to support any behaviour improvement contracts that are put in place. **If we have not been made fully aware of any previous support needs before offering a place on a course, the offer may later be withdrawn if information is subsequently obtained and we feel we are unable to meet the support needs of the learner, or if the learner may not be suitable for a high level vocational course.**

Parents and carers will usually be contacted in agreement with the student, but in some circumstances this may be without consent. **For students over the age of 18, parents/carers will only be contacted with the written consent of the student** and where it is appropriate to do so.

We work with parents and carers to understand the needs of the student and any specific behaviours. We believe that, in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. Where appropriate, the College provides regular reports to parents and carers via the electronic student management system, telephone, and at parent/carer events.

We encourage parents and carers to communicate with the College if they have a concern about the student's behaviour. We promote good behaviour within the College curriculum and provide regular reminders and reinforcement of College rules and expected standards of behaviour.

IMPORTANT COMMUNICATION INFORMATION

We aim to acknowledge all emails within 24 hours, during the term time working week. This extends to 36 hour on holiday periods. We are closed entirely over the Christmas period 23rd Dec - 4th January and no emails or messages will be seen in that time.

An acknowledgement may be a reply which answers the query fully. It may also be a statement of recognition of an issue and an outline of what needs to happen next.

At no time will any staff member reply to official college business on Facebook (either by messenger, post or audio/video calls).

Please do NOT use social media if you need to speak to staff about or formal issue or question.

Please DO NOT approach staff on their personal social media, phone or email accounts.

Please DO NOT ask staff or guests to 'friend' you on social media - this is in breach of your Child Protection Policy. The only exceptions that are made are for anyone who is related to a tutor and had a previously existing relationship with them - which is acknowledged in writing by a parent in a declaration at the commencement of studies.

5. SEND

We recognise our legal duties under the Equality Act 2010 in respect of students with Special Educational Needs and/or Disabilities (SEND). Whilst all students identified with SEND are covered under this behaviour policy, we recognise that these students often require support which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available to all students. An Individual Behaviour Plan will be used for students with SEND that cause them to display challenging behaviour. Advice will be sought from external agencies, where necessary, to assist with putting in place appropriate support strategies. These will be monitored and reviewed by the BCE SEN team. Further information is detailed within the Special Educational Needs and Disability Policy found online.

6. Physical boundaries and interpersonal behaviours

Artemis College aims to create an inclusive, safe and engaging environment for students to learn, perform and reach their potential.

Due to our status as a performing arts college, **students will take part in practical classes that will often involve working in close physical proximity to each other.**

As such it is important that all students and teachers are mindful of respectful and professional conduct in rehearsal, performance and backstage.

- Respect each other. This applies when working in pairs, small groups or as one large group. You are all on the same team, collaborating and not competing against each other.
- When other members of the group are performing or sharing work, respect them by actively listening, watching and offering constructive feedback.

- Physical theatre and work that involves stage combat/ simulation of violence or actual physical contact (e.g. slapping/pushing e.t.c) should be carefully rehearsed with the help of an outside eye. Performers should ask scene partners permission before touching them in any way.
- Be mindful of the fact that however well you know your scene partner's physical boundaries they could change at any given time. For example, yesterday they might have consented to giving you a piggyback ride, today they could have an injury and may not consent to that.
- Respect sexual boundaries on and off stage. This means no sexual or explicit language, no groping, no touching of sexual areas, no simulated sex, or sexual aggression.
- Some performance work may involve characters who do the following intimate actions: Hugging, cuddling, hand holding, flirting, kissing on cheek, touching non sexual/erogenous areas, or stage kissing. Performers should first discuss the scene with their scenes partner. Then they should slowly and mindfully block the work with the help of an outside eye. Consent should be given before any of the above takes place.
- Stage kissing: remember that this is not a real kiss. Lips should stay closed. Also, please be aware of your personal hygiene.
- Remember to discuss with your scene partner or a teacher if your feelings towards any physical or intimate action in performances changes. Just because you have consented once, does not mean you cannot change your mind.
- Safety, trust and respect are all more important than the temporary existence of a piece of performance. If something happens that makes you uncomfortable or unsafe stop the show, walk away and speak to a teacher.
- Remember that it is unprofessional to bring your relationships outside of class into the rehearsal room, performance space or even backstage. Your personal life is just that; personal.

7. Misconduct

Misconduct means inappropriate and unacceptable behaviour which breaches the Purpose of this policy. Some examples of behaviours which are unacceptable to the College are given below for guidance purposes. These are examples and the list is not exhaustive. It is important to understand that even minor breaches of the code of conduct may be treated as serious misconduct if they are persistent or repeated.

The following behaviour is regarded as completely unacceptable and will always result in a disciplinary procedure and possible exclusion;

- persistent verbal abuse to staff and others
- persistent verbal abuse to students
- online abuse
- physical abuse to/attack on staff
- physical abuse to/attack on students
- indecent behaviour
- damage to property
- misuse of illegal drugs
- misuse of other substances
- smoking on site in anywhere other than the designated area
- any action or damage on/to the college premises which causes South Hill Park to report you
- theft
- serious actual or threatened violence against another student or a member of staff
- sexual abuse or assault
- supplying an illegal drug
- carrying an offensive weapon
- arson
- any action that brings the College into disrepute, on-site or off-site
- unacceptable behaviour which has previously been reported and for which College sanctions and other interventions have not been successful in modifying the student's behaviour
- behaviour that falls under the PREVENT agenda
- leaving class without permission for any reason
- refusal to join in a class
- contacting staff inappropriately out of hours (*unless you are at risk and need help*). **This includes videos, phone calls and texts while drunk, to staff on their personal accounts.** This does not include official emails or questions on the group boards on Facebook to staff to be read during the next working day.

Outside of class.

It is important we know of negative behaviour outside of college - so we can track behaviour and interactions inside. HOWEVER we are not able to pursue or penalise any student for poor behaviour which occurs off college time/outside our control - unless it is reported to the police or authorities and the person concerned is a danger to you or others.

IF you experience serious behavioural issues from another student outside college - you should report it to us so we have a note for our records. Unless this harassment is a continuation of something which happened in college - we can only suggest agencies for you to reach out to for legal support if needed.

We can't act on or comment on hearsay, assumptions or conversations that happen at parties or other social events.

We do expect students to have a certain amount of common sense and show kindness. As teenagers - you will fall out with people, say things that are misinterpreted and swap friends and friendship groups. It is part of growing up.

8. The following items are not allowed in College under any circumstances:

- knives and other weapons
- alcohol
- drugs* (including 'legal highs')
- stolen items
- fireworks
- pornographic material
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

*Drugs

The College will not tolerate illegal drug use of any sort on College property or during off-site College activities. The College takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or is harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs. Prescription drugs: carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

Non-prescription drugs: some over-the-counter drugs can be harmful if misused. Students should not carry these in College.

Medication: The College acknowledges that it may be necessary for some students to take medication during the College day. Where appropriate, parents and carers should make the College aware of this in writing as soon as their dependent starts taking the medication.

Alcohol: consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

All of these rules also apply when travelling to and from College or when engaged in learning activities away from College premises e.g. in the workplace.

9. Dress, Presentation and Personal Possessions

Students are expected to present themselves in a professional manner; makeup, hair and dress should be suitable to a working arts environment. They may be sent home if dressed inappropriately. Jewellery must be removed if staff are concerned about safety or appropriateness. Students are advised not to bring valuables, expensive clothing or large quantities of cash into school. Artemis College cannot take responsibility for the loss of or damage to personal property and staff are not able to take responsibility for these items.

Performances and Copyright Law

Parents/carers and students are requested to respect Artemis Studios and Artemis College obligations under copyright law by not filming or recording performances unless they have first

obtained written consent from the copyright holder AND the school/college. Performance may include students who do not give their consent to third party filming or distribution.

Do not publish in public any exam or show extract without written consent from the college and all students involved.

10. Gross Misconduct

Any particularly serious case of misconduct may be treated by the College as gross misconduct and may enter the disciplinary process at the final stage (permanent exclusion).

11. MONITORING AND REVIEWING

The policy will be monitored and reviewed annually by the SLT, BCE and Board of Directors annually or more frequently if a concern is raised.

12. EQUALITY IMPACT ASSESSMENT

Artemis College is committed to the promotion of equality, diversity and providing a supportive environment for all members of our community. Our commitment means that this policy has been reviewed to ensure that it does not discriminate (either intentionally or unintentionally) any of the protected characteristics of age, disability, gender (including gender identity), race, religion or sexual orientation and meets our obligations under the Equality Act 2010. Therefore, this policy has no adverse impact on any of the above protected groups.

Who will discipline or enforce the behavioural agreement?

The daily teaching staff are expected to deal with the following in the first instance:

- Attendance and punctuality
- Manners and use of language (including body language)
- Respect to one and other
- Lack of equipment
- Lack of classwork or quality of classwork
- Lack of homework or quality of homework
- Maintaining expected behaviour in classes and around the school

Initially staff members will aim to deal with the situation as it arises.

Referral should only be taken when the staff member has dealt with the situation and one of the following has happened:

- After investigation it is deemed the need to be escalated to their appropriate line manager.
- The student has not responded accordingly to the teacher's instructions.
- The teacher has ongoing concerns.

There are times when a staff member may need to refer a situation at hand directly to their line manager/a designated safeguarding officer.

All staff should refer the following behaviour concerns:

- Repeated use of offensive language
- Bullying of any form - based on eg, race, religious, sexuality, gender, mental health, social status, appearance, disability, (including cyber/online bullying). This is not an exclusive list.
- Intimidating, threatening or violent behaviour (emotional, psychological or physical)
- Fighting
- Theft
- Vandalism
- Truancy
- Refusal to join in a class, or leaving without permission (referred immediately to Head of Year)
- Deliberate disobedience/defiance
- Smoking, drug or alcohol related concerns (including so called 'legal-highs')
- Possession of an illegal item related concerns
- Safeguarding concerns - to be referred to the designated safeguarding officer who will use their judgement to refer on to outside agencies.

Student behavioural agreement declaration:

We (Artemis College) agree:

- To work towards the realisation of our mission statement;
- To encourage the well being and success of every student;
- To facilitate and support the personal development of every student as appropriate;
- To provide a secure, positive, stimulating learning environment;
- To provide a comprehensive and specialised curriculum;
- To pursue excellent teaching and provide high quality resources;
- To raise student attainment through our programme of assessment and monitoring;
- To commit to our legal requirement to deliver maths and English at Post 16 for those yet to achieve a C grade at GCSE;
- To keep parents informed of student progress through Google Classroom;
- To promote highest standards of personal and professional conduct and to deal with counterproductive behaviour appropriately;
- To provide opportunities for students to be heard through student council, assemblies, creative output and policy making.

Signed Principal:

Date:

Parents and Carers

I/we agree:

- To support Artemis College in its realisation of its mission statement;
- To support the school's attendance and punctuality policies ;

- To support my son/daughter's commitment to their whole Study Programme for the full course duration
- To ensure that holidays are not taken during term time.
- To support the completion of homework and coursework.
- To give permission for the school to store data on my/our child/ward.
- To give permission for the school to use photographs and film footage of my/our child/ward in a school context for possible public circulation.
- To ensure all work submitted by my/our child's/ward's and particularly coursework submitted for examination units, is my/our child's/ward's own work and includes no form of plagiarism.
- To proactively, and not in reaction to an avoidable incident, inform the school of welfare issues which could have an impact on learning or personal health;
- To provide resources and a suitable place for independent study outside college;
- To stay informed and involved by attending performances, events and parents' evenings;
- To respect the school's obligations under copyright law by not filming or recording performances.

Signed Parent/Carer:

Date:

The Student

I agree:

- To commit to your whole Study Programme completing homework/coursework conscientiously and return it within the deadlines set;
- To work hard to reach my true potential both academically and creatively;
- To maintain an attendance & punctuality level in excess of 95% (including lates) for my chosen Study Programme
- To conduct myself in a respectful and professional manner in and around the college.
- Not book non-urgent medical or dental appointments during the school day;
- Not bring anything to the school which is dangerous, illegal or will distract others
- To respect the school's obligations under copyright law by not filming or recording performances, endnote publishing any filmed materials including exams in a public forum.
- To adhere to all aspects of the school's Equal Opportunities Policy;
- To take care of the school environment and equipment;
- To ensure my appearance and dress is appropriate for each lesson;
- To arrive at lessons on time and be properly equipped for work.
- To conform to the protocols for security, access required for the ICT network and use of the Internet
- Ensure all work submitted is my own work and includes no form of plagiarism.
- Keep my Google Classroom account up to date by entering all homework and any additional information as required.

Signed Student:

Date: