

CALLYWITH COLLEGE

Student Behaviour Policy

The mature and positive behaviour of the College students is paramount to the maintenance of an outstanding learning environment with an atmosphere of mutual respect. Students are expected to work hard and take responsibility for their own learning, with each student being accountable for their own progress. The expectation is that all students always uphold the Student Code of Conduct (appendix 1). Failure to comply with this code will result in application of the Student Behaviour Policy.

1.0 Aims

- To promote a consistent approach across the College towards all matters relating to behaviour.
- To emphasise the need for parents/carers and Callywith College staff to work in close partnership to achieve positive behaviour.

2.0 Responsibilities

- **Senior Management Team (SMT)** has overall responsibility for ensuring staff cooperation in following the Student Behaviour Policy.
- **Programme Team Leader for Attendance and Behaviour (PTL- A&B)** provides training and advice on implementing the policy and is actively involved in its implementation across the college.
- **Programme Team Leaders (PTL) & Deputy Team Leaders (DTL)** ensure the policy is being implemented correctly within the programme area and offer advice and guidance to staff.
- **Lecturers** monitor and challenge behaviour around campus and in class.
- **Personal Development Tutors (PDTs)** are responsible for ensuring the stages within the Behaviour Management Procedure are followed.
- **Support staff** monitor and challenging behaviour around the college site. Concerns should be emailed to the students PDT or urgent concerns related to safety should be reported to reception immediately either in person or by phone.
- **Students** are responsible for ensuring they read, understand, and follow the Student Code of Conduct (appendix 1) to ensure the college is a mature and positive environment for all students, staff, and visitors.

Positive behaviour is achieved as a result of **all Callywith College staff** working closely together, in partnership with students and parents/carers.

3.0 Student Code of Conduct

The Student Code of Conduct (appendix 1) will be made explicit to students as part of their college induction.

4.0 Student Misconduct

Any action (but not limited to) in breach of the Student Code of Conduct.

The behaviour management procedure will be followed for breaches of the code of conduct.

4.1 Gross Misconduct

Where a member of staff has good reason to believe that a student has committed an act of gross misconduct, the student may be asked to remain away from the college site whilst the incident is investigated, and a decision is made. The immediate priority is the safety and well-being of students and staff.

If there is clear evidence of gross misconduct the student will be suspended. Such a suspension will be confirmed in writing within four days and the student and NOK will be invited, within ten days of the suspension, to attend a Stage 4 Disciplinary Panel Meeting.

The following are **examples** of gross misconduct: sale of, possession of, or being under the influence of any behaviour changing substance, including, but not limited to, controlled drugs, alcohol, aerosol or substance vapour or the excessive intake of caffeine or high energy drinks with prescribed medication. Use of discriminatory hate language, deliberate damage, violence, threatening or abusive language towards staff, students, or visitors will be treated as gross misconduct.

Where any person is reasonably believed to be acting illegally, the College will inform the police and require the person to leave the premises immediately.

4.2 Appeal against Exclusion

In the case of exclusion, the student will have the right of Appeal to the Principal. The Appeal must be in writing and lodged with the Principal's Secretary within five days of the date of receipt of the letter of recommendation. It should state the grounds and particulars of the substance of the Appeal. If an Appeal is lodged within the time allowed, the Principal or allocated Assistant Principal will review the process and consider the available evidence. An interview with the Principal or Assistant Principal may be required. The student will be given at least five days' notice of the date, place, and time of any interview and of their right to accompaniment by a parent/carer or appropriate support worker. The decision by the Principal or Assistant Principal is final and confirmed in writing to the student within fourteen days of the Appeal.

STUDENT CODE OF CONDUCT

AT CALLYWITH COLLEGE OUR COLLEGE VALUES ARE EMBEDDED IN ALL THAT WE DO. THEY REPRESENT THE VISION, MISSION, AND CULTURE OF THE COLLEGE. THE STUDENT CODE OF CONDUCT REFLECTS THESE VALUES, AND THEREFORE ALL STUDENTS ARE EXPECTED TO:

- Attend all timetabled activities punctually.
- Complete all work to the best of your ability by the deadlines set, ensuring it is your own.
- Make all essential appointments outside of timetabled lessons.
- Make learning successful for everyone by behaving in a way that promotes a co-operative, positive and productive learning environment, free from distractions and disruption.
- Behave in a manner which upholds the college values in all college organised activities and when in the local community.
- Always wear a visible student lanyard and ID card.
- Maintain the safety of all Callywith College users by reporting any individual without a college lanyard or ID on site.
- Dress in a manner that is appropriate for a college environment.
- Only use mobile phones in lessons when directed to by a member of staff.
- Play an active part in equality and diversity, by respecting the rights of others and reporting inappropriate and unsafe behaviour.
- Respect the college environment by not eating in classrooms during lessons or in LRCs at any time, disposing of litter appropriately and not smoking or vaping on the college site.
- Not cause any deliberate damage to college property or premises.
- Log on to college communication platforms daily and respond promptly when requested.
- Use social media and online platforms responsibly, always respecting the privacy and feelings of others.
- Respond to instruction and feedback from staff in a positive and proactive manner.
- Take responsibility for your own learning by participating in all learning activities and engaging in regular significant independent study.
- Only use language in written and verbal communication that is polite and respectful.
- Any form of bullying, discrimination, physical or verbal threats will not be tolerated.
- Not be in possession of, intend to sell or be under the influence of illegal drugs, alcohol, or weapons.
- Abide by all college policies, including the attendance, behaviour, safeguarding, use of IT, Health and Safety, and fire evacuation policies.

SUCCESS

RESPECT

RESILIENCE

COMPASSION