



Launceston College

Part of Athena Learning Trust

Launceston College Behaviour Procedure



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The Launceston College behaviour procedure aims to set out how Launceston College develops and maintains good behaviour and discipline in and out of school through clarity of expectations, simplicity of systems, investment in routines, and highly effective communication leading to positive working relationships.

1 - In-class behaviour

1.1 All staff and students are expected to follow a focus routine: '3, 2, 1, Focus', to ensure that students are: **F**acing the teacher, and **O**bserve the teaching with **C**learly **U**pright **S**ilent attention. Silent attention means no talking, no calling out, no shouting out, no whispering, no murmuring, no fiddling with pens, rulers or equipment.

1.2 Students arrive at classes in the correct uniform and with the correct equipment.

1.3 Teachers arrive at the classroom on time and with their lesson and resources planned and ready.

1.4 Where students do not follow the focus routine, where they disrupt the teaching or learning, or where other school rules are broken in lessons students receive a named reminder.

1.5 Where school rules are broken again students are referred to Triage.

1.6 Once at Triage students are directed to either Support, High Support or Intervention based on how we can support their behaviour in the most effective way.

1.7 All students are provided with a responsibility conversation to support them to think back and plan ahead

1.8 Whilst in Support, High Support or Intervention student learning will focus on learning through our remote curriculum which aligns with our curriculum intentions across the subjects

1.9 Serious one-off incidents are dealt with outside the named reminder process.

2 - Out of lesson behaviour

2.1. Students are expected to walk quietly and sensibly around the school on the left hand side

2.2 Staff are expected to support calm lesson changeovers.

2.3 Students should not push and shove each other.

2.4 Students not walking sensibly around the school receive a named reminder and then are sent to Triage if further instances occur.

3 - Uniform and equipment

3.1 The school publishes a full list of expected equipment and uniform on their website.

3.2 Uniform and equipment is checked by tutors every morning through the school's greeting routine.

3.3 All students without the correct uniform or equipment are given the opportunity to change their uniform with spare clothes held by the school or by being given or loaned equipment by the school. Students forgetting equipment or wearing incorrect uniform in the morning are supported to remember to be organised and prepare themselves for the future. After Greeting students are supported through Triage and provided with what they need, before returning to their lessons.

3.4 Students refusing to be supported with uniform and equipment corrections will be referred to Triage until such a time as the uniform or equipment issue is resolved.

3.5 For students with repeated equipment issues, they will be supported via conversations, phone calls and/or meetings by the pastoral team. Where these equipment issues recur three instances or more per week despite support, students will be referred to triage.

4 - Serious behaviour warranting suspension

4.1. Some serious behaviour breaches are normally dealt with by suspension. These include:

- (1) Persistent defiance
- (2) Abusive or threatening behaviours towards students/ staff (inc. swearing at or about staff)
- (3) Bullying
- (4) Discriminatory language e.g. racist or homophobic
- (5) Misusing (social) media (inc. filming staff/students without consent)
- (6) Physical assault against a student/ staff
- (7) Smoking or vaping, including being with students who are smoking or vaping
- (8) Excessive damage to school property
- (9) Trespassing on school property
- (10) Bringing the College into disrepute outside of school

This list is not exhaustive but instead is used to detail the range of behaviours which could lead to suspension.

4.2 - Some serious behaviour breaches will normally be dealt with by means of exclusion.

These include, but are not limited to:

- **Fighting** including fighting or physically attacking another student which results in serious medical treatment, stamping, kicking in head, headbutting, striking when the other party is on the floor
- **Bringing a weapon** onto the school site
- **Repeated discriminatory behaviour or language**, including use of racist, homophobic, biphobic, transphobic, misogynistic, or ableist language, is met with a zero tolerance response and receives an exclusion. This list is not exhaustive.

- **Carrying or supplying drugs or alcohol** on the school site or being under the influence of either whilst in school
- **Persistent bullying**
- **Sexual abuse or assault**

5 - Use of Reasonable Force

5.1 **The Law** - Under s. 93 Education and Inspections Act 2006, all members of school staff have a legal power to use reasonable force on and off school premises where the member of staff has lawful control, or is in charge, of the pupil concerned. The decision on whether or not to physically intervene is down to the professional judgement of the member of staff concerned and has to be judged on a case-by-case basis.

5.2 **Control** means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.

5.3 **Physical restraint** means to hold back physically or to bring a pupil under control in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention. School staff should always try to avoid acting in a way that might cause injury, but the law recognises that in extreme cases it may not always be possible to avoid injuring the pupil. The kinds of situation include:

- i removing disruptive children from the classroom where they have refused to follow an instruction to leave;
- ii preventing a pupil behaving in a way that disrupts a school event or a school trip or visit;
- iii preventing a pupil leaving the classroom to keep them safe
- iv preventing a pupil from attacking a member of staff or another pupil
- v restraining a pupil at risk of harming themselves through physical outbursts.

6 - Mobile Phones

- 6.1 Mobile phones are not to be either seen or heard anywhere on the school site.
- 6.2 If students require a mobile phone to travel and to and from school it should remain in their bag all day whilst on site.
- 6.3 Parents can contact their children by telephoning or emailing the school office for urgent messages.
- 6.4 Students can request to use the office phone to phone home in emergency situations and at the discretion of the school staff.
- 6.5 Students using their mobile phones, or if they are seen or heard, will have them confiscated until the end of the school day and the student will be sent to triage. Confiscated items, such as mobile phones or jewellery, will not be available for students to collect, they will need to be collected by a parent or carer from 1530 onwards.
- 6.6 The school reserves the right to confiscate and search devices without any consent.

7 - Triage

- 7.1 Reasons students may be sent immediately to Triage:
 - 7.1.1 Arriving late to lesson (defined as not being sat at their seat by the second bell (SAS-BB)).
 - 7.1.2 Misuse of IT: if a student is deliberately using or accessing websites outside of those directed by their teacher.
 - 7.1.3 Hands on with another student such as pushing, play fighting, piggy backs. The list of examples are not exhaustive.
 - 7.1.4 Chewing gum.
 - 7.1.5 Using mobile phones or if their mobile phone is seen or heard.
 - 7.1.6 Graffiti or damage on the school site
 - 7.1.7 Littering
- 7.2 Students are sent to Triage and must arrive promptly, within five minutes. If they do not arrive within 5 minutes then the Principal may consider a suspension for truanting
- 7.3 Students on arrival must complete a 'think back' and 'plan ahead' sheet.
- 7.3. Students complete 2 lessons, plus a break in Support

7.4 Students may receive an extension to this time in Support (up to 4 lessons and 2 breaks) for the following reasons:

- 7.4.1 Returning from suspension
- 7.4.2 Truancy (including not arriving at triage)
- 7.4.3 Investigation of a serious incident

7.5 Students are allowed a short break and lunch, but at a different time to the rest of the school.

7.6 Students repeatedly referred to Triage are monitored by our pastoral team

7.7 Students can be supported each morning through a check in with a trusted adult

8 - Behaviour outside the school premises

8.1 Students can be sanctioned for any behaviour that contravenes this policy, or at the headteacher's discretion, when they are outside the school grounds, especially if they are:

taking part in any school-related or school-organised activity travelling to and from school
wearing school uniform identifiable as a student at the school poses a threat to another person
OR
could adversely affect the reputation of the school

Wilful Damage

Students causing wilful damage will be sent to Triage or may be given a suspension, depending on the incident. In addition, the following will happen:

- If the cost of repairing or damage costs over £50 the college will inform the police
- If the damage is extreme or repeated the damage may be logged as a crime

The parents/ carers will be invoiced by the Trust Shared Service to cover the full cost of repair.

Procedure for reviewing suspensions

If you wish to raise concerns or make a specific complaint, this should be dealt with via the school's complaints procedure.

If you wish for the decision to suspend your child to be reviewed by a panel of governors then you will need to outline your reasons for appealing in a letter or via email to the clerk to the local governing body: gfahey@athenalearningtrust.uk

The governing body has a duty to consider parents' representations as per the [DfE's guidance on Suspensions and Permanent Exclusions](#). The review process varies depending on the number of days your child has been suspended for, and is outlined below:

1. In the case of a suspension which **does not bring the pupil's total number of days of suspension to more than five in a term**, the governing board must consider any representations made by parents, but it cannot direct reinstatement and is not required to arrange a meeting with parents. In this case, representations should be made to the Principal.
2. The local governing body must consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving notice of a suspension or permanent exclusion from the headteacher if it is a suspension which would bring the pupil's **total number of school days out of school to more than 15 in a term**
3. The requirements are different for suspensions where a pupil would be excluded for **more than five but not more than 15 school days in a term**. In this case, if the parents make representations, the local governing body must consider and decide within 50 school days of receiving the notice of suspension whether the suspended pupil should be reinstated. In the absence of any representations from the parents, the governing board is not required to meet and cannot direct the reinstatement of the pupil.