

Wright Robinson College



Wright Robinson College

Behaviour for Learning Policy

Our mission is to develop in our students a sense of pride in themselves, in the college and in their local community. It is also to provide an academically and physically challenging high quality education within a caring, safe and stimulating environment where all members of our community are equally valued.

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1. General Principles underpinning the Behaviour Policy

The Behaviour Policy at Wright Robinson College is based upon an ethos that generates a positive environment for those who work and learn within it. Central to this ethos are the elements of choices, chances & consequences.

At Wright Robinson College all students are expected to behave in a way that creates an environment where;

- staff can teach to the best of their abilities
- students can learn and achieve to their maximum potential.
- all members of the College Community can work in a safe place
- staff, students, parents and visitors can enjoy and be proud of their association with Wright Robinson College.

The Positive Behaviour Management of our young people is most effective when a true partnership exists between College and Home. Together we can make Wright Robinson College extremely successful, a College which we are all proud to belong to and a College where visitors enjoy coming.

The following Behaviour policy applies to students within core College hours, during pre and post College activities on College trips or visits, in transit to and from College and at any time where an issue within the community impacts on College life.

In the event that the college has any safeguarding concerns regarding your son/daughter appropriate agencies will be informed and relevant information shared. Please see our Safeguarding Policy for more details.

2. The concept behind Positive Behaviour for Learning

As individuals we all choose how to act. However, it is important that we all recognise that for every Choice or Action there is a Consequence.

A consequence is an outcome that arises as a direct result of the way we act.

At Wright Robinson consequences are issued by staff not punishments. Students are in control of their own actions and if they have chosen to act in a certain way these actions will be the catalyst for the consequence to be given. Consequences are issued in relation to a student's actions.

3. Behaviour Management in practice

The deployment of a positive behaviour for learning policy

In lessons where a teacher feels that a student is not behaving in an acceptable manner he/she will be issued with a **C1** (The first consequence issued as a direct result of a negative behaviour). This is a warning that the student needs to modify/change the way that he/she is behaving.

If the student chooses to ignore this warning and does not modify their attitude behaviour the teacher will issue a **C2** (The second consequence, a result of further negative behaviour). This is the students' final warning!

Should he/she continue to behave in a way that the teacher feels is unacceptable the teacher will issue a **C3**. (The third consequence, a result of continued negative behaviour, despite two chances to modify his/her actions). This will mean that the student will now automatically be issued with an after College detention in the main hall. This will take place under the supervision of Pastoral Staff. Under normal circumstances the College will attempt to facilitate the detention two days after the teacher has issued the **C3**. However, it is important to state that in law the College are not obliged to provide any notice in relation to a detention being issued and in some situations it may be that a "no notice detention" will be issued. Furthermore, in law, the College does not have to inform parents why a detention has been given. Where notice is given the student will be issued with a letter informing them of the exact date when the detention is due take place.

Once a teacher issues a C3 this cannot be changed.

- All detentions run from 3:15pm until 4:15pm.
- They will always last for 1 hour.
- Should students arrive a few minutes late they will at the very least make the time up at the end of the detention. However, if they are more than fifteen minutes late or are continually late he/she may be issued with another C3.
- If students talk or display negative behaviour during the detention they will be issued with a warning. Should they fail to modify their behaviour they will complete the detention standing up and will remain behind at the end of the session for a minimum of fifteen minutes.
- Students who do not attend a detention will receive an immediate C4 in the Direction room.
- All students who receive a C4 for missing a detention will complete a detention on the evening immediately following their day in the Direction room.

Where students have been placed into the Direction room after removal from a lesson or due to an incident on a particular day a detention must be completed at 3.15 pm on that day. This will be a no notice detention.

Students who are placed in the Direction room following a C4 will be expected to complete a full day. Where a student is removed from a lesson midway through a College day, he/she will be expected to complete the time in the Direction room the following day.

For example:- A student is placed into the Direction room at the start of period two. He/she will complete the owed one hour during period one the following day in the Direction room.

If a student receives two or more C3's (detentions) on the same day, he/she will be issued with a C4 on the following day and will receive a detention at 3.15pm following the day in the Direction room.

If a student is absent from college on the day of their detention he/she will attend the detention on their next day in College.

Note :- For issues regarding equipment for lessons i.e. Books, PE kit etc. Students who do not bring an essential piece of equipment (eg, PE kit, textbook) will receive a C1. Therefore, when a student forgets their book or PE kit etc., on the next occasion they will be issued with a C2 and on the following occasion a C3.

Students may be placed on report to a designated member of staff where issues around behaviour, attendance and/or punctuality continue to fall below the college's expectations.

Where students do not meet the specific targets outlined on the report a consequence of a C3 detention, C4, exclusion and/or and off-site placement may be initiated.

LOW LEVEL DISRUPTION

Low level disruption not only seriously affects the learning of the student disrupting the lesson/ learning environment but directly affects the learning of other students present and the teachers' ability to teach effectively.

Low level disruption or inappropriate behaviour can be identified in a variety of forms. Below are some examples of Low Level Disruption, however, this list is not exhaustive.

- A failure to follow instructions at the first time of asking.
- Displaying behaviour that prevents other students from learning.
- A refusal to engage in the learning process.
- Disrespectful responses to staff e.g. What? For? etc.
- General defiance.

Through our Positive Behaviour for Learning procedures Wright Robinson intends to address the issue of low level disruption whilst at the same time dealing effectively with more serious examples of inappropriate or anti – social behaviour.

MID – HIGH LEVEL DISRUPTION

For disruption that has a significant effect on a student's learning and/or safety a C3 may be issued without a C1 or C2 warning being given. This is discretionary and where this action is taken it is to prevent a students' removal from lesson or for an incident where it is deemed appropriate to escalate the consequence.

HIGH LEVEL DISTRUPTION/SERIOUS INCIDENTS/NON COMPLIANCE WITH COLLEGE PROCEDURES

For incidents that the College perceives to be of a serious nature, students will be issued with either a C4 (Direction Room) or a Fixed Term Exclusion and a C4 (Direction room). (All students who receive a Fixed Term Exclusion will be issued with a day in the Direction room on their return to College). All students involved in a fight will automatically receive at a minimum, a one day Fixed Term Exclusion. All victims of assault will be encouraged to make a formal complaint to the Police. However, a student may well be issued with a C4 who has not been excluded. One example of this could be where a student's action in class because he/she has still chosen not to behave in an appropriate manner after being issued with a **C3** during the lesson.

Direction Room (C4):-

- Students start their day in the Direction room at 8:30am and finish at 4.15pm this includes a post College detention. However, if students display negative behaviour whilst completing the day in the Direction room they will repeat a full day the following day.
- Students eat their lunch in the Direction room.
- Students do not talk to other students within the Direction room.
- Mobile Telephones will be removed from students prior to their placement in the Direction room.
- Students will not be permitted to eat or drink other than at allocated times during the day in the Direction room. Packed Lunches must contain foods that comply with the Healthy Schools Agenda. Food/drink items that are not deemed suitable will be confiscated by staff.

If students make the right choices they will never be issued with a C3 or a C4. Students will always have a chance to think about what they have done.

Please remember the College aims to keep exclusions to a minimum. When issued they are to provide time for us to investigate incidents and for students to reflect on their actions. However it is our belief that exclusions are not necessarily a consequence for an action. Therefore excluded students will always face a consequence on their return to College. This procedure promotes our drive to raise Attendance and Inclusion whilst creating the perfect platform for students to learn and teachers to teach. Please be aware that the educational environment is ever changing and modifications may be made to these procedures at any time.

4. Parental Meetings

The College may invite parents/carers to attend a meeting with staff to discuss a particular issue in relation to a concern over a student's general behaviour or in relation to a specific incident. If the matter has resulted in the student receiving a C4 and the parents do not attend the meeting for whatever reason, the student concerned will remain in the Direction room until that meeting has taken place and the issue has been resolved. However, on occasions the college may request that another appropriate adult attends the meeting, should parents/carers not be able to attend within a timeframe that is reasonable, to ensure the student can resume their timetabled lessons. In most cases students will attend the meeting with their parent/carer. They should do so in Full College Uniform without exception. Where incidents involve members of staff it is not College procedure for the staff to be present at the meeting. The College Based Police Officer/Officers and/or a PCSO could be present in student and parental interviews. (see Section 'Safer Schools Partnership').

The College does not allow parents/carers or third parties to record Parental Meetings. It may be that a meeting is recorded by the school based Police Officer from a law enforcement perspective. Anyone secretly filming or recording a meeting will be banned from attending the college campus with immediate effect under the Habitual or Vexatious policy. Furthermore, parents/carers are not permitted to record telephone conversations with College staff. Anyone found doing so will receive a communication ban and the recording will be deemed inadmissible.

Please note that College staff will only meet with parents/carers who are officially registered on the college system. Parents/carers are entitled to bring a friend to accompany them to a meeting but only registered parents/carers are permitted to participate in the discussions. Parents who bring a friend or any other third party must notify the College 24 hours before the scheduled meeting time.

Where a parent/carer has been banned from the College site due to their previous conduct, an appropriate adult may meet with the college and act as their representative in the meeting. The appropriate adult must be agreed by both parties prior to any meeting taking place. The College schedules meetings through an appointment based system. Appointments should be made via college's reception. Parents/Carers will not be permitted entry to college campus without a pre-booked appointment.

College staff have access to the Language Line facility. This offers live translation via a conference call when required in meetings with non-English speaking visitors.

Zero Abuse

Wright Robinson College is committed to providing a working and learning environment free from abuse. Verbal or physical abuse of staff and visitors will not be tolerated. Any adult or young person found in breach of this policy will no longer be permitted to communicate with staff or access the college campus.

5. Rewards

Wright Robinson College operates a House System to reward students both individually and collectively for positive behaviour and achievements.

The system comprises of six Houses each with an assigned colour and name from an inspirational character, who during his or her lifetime influenced the world in a positive way.

The House names were proposed by the student body via Student Council Meetings. The College has two students from each year group who are responsible for the Captaincy of the various Houses.

All students can gain House Points in a variety of ways. Generally they are presented to recognise good work, a positive attitude, illustrating improvement in a specific area, a commitment to the wider aspects of College life and personal achievements.

An Inter House Competition is facilitated through Physical Education Lessons every two weeks or as a unit of work depending on the year group. This enables students to compete against each other in various Sports and Activities.

Collective and Individual rewards are presented to students during designated House Assemblies at the end of every Academic Term.

The college operates a Students of Excellence Awards programme where students are rewarded on a specific criteria.

Students are also recognised through various other medium within the college based on their leadership and representative experience.

6. Uniform Requirements

Wright Robinson College has a discrete uniform which is designed to enhance the College's corporate image. It is compulsory that only those items stipulated within the Official College Uniform list (see Appendix A) are permissible to be worn by our students. The Official College Uniform must be worn by all students who are on roll at Wright Robinson College at all times, without exception. The uniform Policy applies to students attending off-site provision (including activities) and out of hours activities unless parents/carers are advised otherwise. Students who contravene the Uniform Policy will be placed in the Direction room. Students who refuse to accept the consequence or an alternative replacement will be excluded from College.

Wright Robinson College operates a Zero Tolerance approach to jewellery and body piercings being worn by its students at any of the aforementioned times. All jewellery and body piercings will be confiscated by staff and locked away. All confiscated items can be collected in the week prior to a Half-Termly/Termly holiday. Trainers are not permitted to be worn in the College except in PE Practical sessions. Boots are not permitted under the College's uniform policy. However, at times of severe inclement weather the college may contact parents/carers and inform them that boots will be permitted within a specific timescale. Please note that the college will determine if and when this should occur. All shoes must be black in colour. Footwear that is branded with a sports logo or name is also not permitted. Where students arrive at College in trainers or shoes that contravene this policy, students will be placed in the Direction room or an alternative form of footwear may be offered enabling the student to remain in College and continue learning. Students who refuse to accept the consequence or refuse to wear the alternative footwear offered will be excluded from College.

Full length tailored trousers are compulsory. Skinny (tight) jeans/track suit/jogging bottoms, culottes or ski pants, leggings or tight fitting trousers are not acceptable and are not part of the College uniform. Furthermore, students are not permitted to attend College with any form of pattern shaved into their heads/eyebrows and unnatural colourings to their hair. Bandanas are not permitted in any form or for any usage. Headbands used to tie hair back must be black in colour. Students with hair which obscures their view or is deemed a cause for concern in terms of Health and Safety within a practical setting must tie it up with a black hair bobble. Although the College does not operate a “zero tolerance” approach to students wearing make up any foundation must be kept to a natural tone and brightly coloured lipstick is not acceptable. False nails and false eyelashes are not permitted. The length of student’s nails should also be kept to an acceptable minimum in respect of the Health and Safety requirements for practical activities such as Sports and Design Technology etc. Nail polish/varnish is not permitted. Failure to comply with any of the above rules will result in a C4, off-site placement and/or a Fixed Term Exclusion until the issue has been resolved.

For religious reasons girls may wear a Hijab in black. This should be made of plain black cotton with no embroidery, decoration or fringing. It should be tied securely around the head and neck with the ends tucked in for health and safety reasons

7. Mobile Telephones, MP3 Players, Headsets etc

The College rules stipulate that mobile telephones can only be used at break and lunchtimes in MP3 mode to listen to music through a headset. Telephone calls should never be made in core College time and the sending and receiving of texts is also prohibited. Students are not permitted to access social media during college time and record, send or receive videos, photographs and voice recordings. Students wishing to contact parents/carers should contact their appropriate Year Office and likewise parents/carers should refrain from contacting students directly and ring the main switchboard on 0161 370 5121. This prevents any misunderstandings and miscommunication.

If staff at the college feel that a mobile telephone has been used they are empowered to check the phone and ascertain if that is indeed the case. If it is proven that the phone was used, appropriate sanctions will be issued.

Under no circumstances should parents/carers make direct contact with their son/daughter via telephone calls or any other media platform whilst they are under the college’s duty of care. In doing so, students will receive a consequence due to a breach of the rule in that they are not permitted to use their mobile telephones or any other electrical devices during the aforementioned time.

Students should never have mobile telephones out in lessons or on the corridors as this negatively impacts on learning. This rule also applies to the headsets. Any student in breach of the above rules will have their mobile telephone confiscated with immediate effect and this will only be returned through collection from the Year office at the end of detention on the day of confiscation or during the following day’s morning registration. Headsets will not be returned until the final Monday of the half term in which they were removed.

When students are being spoken to regarding an incident the student’s mobile phone must be handed in to staff to prevent communication with a third party that may contaminate the investigation.

8. Smart Watches

Students are not permitted to wear Smart Watches at college.

Any student in breach of the above rules will have their Smart Watch confiscated with immediate effect and this will only be returned through collection from the Year office at the end of detention on the day of confiscation or during the following day's morning registration. Repeat offenders may face a C4 and/or Exclusion from the college.

9. Miscellaneous.

a) College Guidelines in relation to Drugs/Prohibited Substances

Students found supplying or distributing illegal substances and or any items deemed to be drug paraphernalia face Permanent Exclusion from College. Students found in possession of illegal substances will on the first occasion automatically receive a Fixed Term Exclusion. He/she will face a return to College interview with Mr Haworth, Mr Mason and a designated Police Officer via which he/she will be offered the opportunity to attend sessions with an independent Drugs Counsellor. All students will be referred to the Police to be dealt with under the Misuse of Drugs Act. The Headteacher authorises all staff with the power to search students.

b) College Guidelines in relation to Bladed Articles/Weapons (including replicas)

Any student found in possession of a bladed article or weapon (including replicas) of any type or size could face Permanent Exclusion. At the very least he/she will receive a Fixed Term Exclusion. All students found in possession of a bladed article or weapon (including replicas) will automatically be referred to the Police and will be dealt with accordingly.

In law fireworks such as 'bangers' etc. are classed as firearms. Wright Robinson College operates a zero tolerance approach in relation to fireworks.

c) Safer Schools Partnership

The Safer School Partnership was established in 2003 with one of its main objectives being to develop positive relationships between the Police and young people. Wright Robinson College is a key member of this partnership and the College believes that by working closely with the Police it will promote benefits in many areas.

The role of the School Based Police Officer is no different to any other Officer. Officers in the College will enforce the law and take positive action when and where required. This may be in the form of stop and search, summons, arrests and making referrals to the Anti-Social Behaviour Team and Housing providers. It should be noted that the College operates a multi-agency approach in providing Pastoral Care and managing student behaviour. In conjunction with the Police, information may be shared in relation to a student's behaviour record if it is deemed to be anti-social and causing problems within our College Community.

One of the main aims of the school based officer is to encourage students to make positive choices and to steer them away from criminality. This is achieved in a number of ways.

In line with the College's Behaviour for Learning Policy during Parental Interviews a Police Officer may be present. This provides an opportunity for the Police to explain to the student the wider implications of their actions, especially if these actions may constitute a criminal offence.

The school based Officer facilitates many inputs at the College including regular assemblies and PHSE/SRE lessons. These inputs are invaluable and provide students with information on various subjects' which we hope will assist them in making the right choices throughout their College life and beyond.

As the school based Police Officer is based on the College site he/she is readily accessible to both staff and students.

Smoking

Wright Robinson is a No Smoking Site and as a result operates a strict No Smoking Policy. Students found in possession of cigarettes, e-cigarettes and/or lighters will have the items confiscated and they will not be returned. A Detention, C and in some cases a Fixed Term Exclusion may be issued where students are caught smoking.

d) Food and Drink

All unhealthy drinks and snacks are prohibited at Wright Robinson College. Where students are found to be in possession of fizzy and/or high sugar drinks and snacks these will be confiscated and not returned. Any student who is selling food and drink will be issued with a C4 and possible fixed term exclusion if it is a repeat offense and the food/drink will be confiscated and not returned

Chewing gum is also banned from the College site.

e) CCTV and Requests for Documentation

The College will not release copies of CCTV footage as this would contravene Child Protection and safeguarding/GDPR guidelines. Documents containing information which names other students will always be anonymised to protect individuals.

Should a request be made for copies of specific documentation this will incur a charge. This will cover photocopying and administrative costs. Administrative costs will be charged in thirty minute segments based on the half-hourly rate for the administrator.

The College operates a Positive Behaviour for Learning Policy which incorporates the new government's guidance for schools. The Governing Body has been provided with the appropriate information.

10. Searching Screening and Confiscation

Searching

The Head teachers', under their statutory powers have authorised all staff with the power to search students or their possessions without consent, where they have grounds for suspecting that the student may have a prohibited item in their possession. This extends to college trips and/or visits where the member of staff has lawful control of the student(s).

Prohibited items include:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be used to commit an offence or to cause personal injury to, or damage to the property of, any person (including the student)

Any items banned under the college rules that has been identified in the rules and any item which may be searched for to include:

- Fizzy drinks
- Sugary food; biscuits/sweets
- Chewing gum
- Jewellery
- Cigarettes/e-cigarettes
- Mobile phones (at certain times)
- Equipment
- Lighters/matches/inflammable fluid
- Make-up items
- Accessories
- Laser pens
- Un-prescribed medication

Confiscation

College staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to college discipline.

Screening

What the law allows:

College can require students to undergo screening by a walk through or hand-held metal detector even if they do not suspect them of having a weapon and without the consent of the student.

Any member of college staff can screen students.

Note – if a student fails to comply and the college does not let the student in, the college has not excluded the student and the student's absence will be treated as unauthorised. The student should comply with the rules and attend.

APPENDIX A

UNIFORM

Boys	Girls
Compulsory	Compulsory
<p>Black Tailored full length trousers (no skinny/tight trousers or jeans track suit bottoms, culottes, ski pants, leggings or jeggings)</p> <p>Black College Blazer</p> <p>Plain White Shirt (no polo shirts, blouses or airtex sports top permitted)</p> <p>Plain Black Shoes (school shoes must not display any brand names or sports logo on the actual shoe - black trainers of any description are not permitted)</p> <p>Tie (each year group has own individual tie – can be bought from school)</p> <p>Socks – plain black</p> <p>Religious dress (plain black turban)</p> <p>No Jewellery or piercings (wristwatch only, excluding smart watches)</p> <p><u>OPTIONAL</u></p> <p>Black ‘V’ neck jumper (with logo) (no crew, round, polo neck jumpers, sweatshirts or cardigans)</p>	<p>Black Tailored full length trousers (no skinny/tight trousers or jeans track suit bottoms, culottes, ski pants, leggings or jeggings)</p> <p>Black Tailored Skirt – knee length</p> <p>Black College Blazer</p> <p>Plain White shirt (no polo shirts, blouses or airtex sports top permitted)</p> <p>Plain Black Shoes (school shoes must not display any brand names or sports logo on the actual shoe - black trainers of any description are not permitted)</p> <p>Tie (each year group has own tie – can be bought from school)</p> <p>Socks (plain black)</p> <p>Tights (plain black)</p> <p>Religious dress (Hijab plain black)</p> <p>No Jewellery or piercings (wristwatch only, excluding smart watches)</p> <p><u>OPTIONAL</u></p> <p>Black ‘V’ neck jumper (with logo) (no crew, round, polo neck jumpers, sweatshirts or cardigans)</p>
Boys PE Kit compulsory	Girls PE Kit Compulsory
<p>Polo shirt with WRC logo – Red (indoor)</p> <p>Shorts with WRC logo – Black</p> <p>Swimming trunks or swim shorts</p> <p>Training Shoes – (no canvas pumps, flat soled shoes, eg vans converse etc)</p> <p>Socks – Red</p> <p>Towel</p> <p>Hair bobble</p> <p><u>OPTIONAL</u></p> <p>Rugby jersey – Reversible Red/Black (outdoor)</p> <p>Swimming hat/goggles</p> <p>Gum Shield</p> <p>Football boots (moulded studs)</p> <p>Shin Guards</p>	<p>Polo shirt with WRC logo – Red (indoor)</p> <p>Sweatshirt with WRC logo – Red (outdoor)</p> <p>Shorts with WRC logo – Black</p> <p>Swimming costume – One Piece</p> <p>Training Shoes – (no canvas pumps, flat soled shoes, eg vans converse etc)</p> <p>Socks – Black</p> <p>Towel</p> <p>Hair bobble</p> <p><u>OPTIONAL</u></p> <p>Leggings with WRC logo</p> <p>Swimming hat/goggles</p>

Students with hair which obscures their view or is deemed a cause for concern in terms of Health and Safety within a practical setting must tie it up with a black hair bobble.

All items of uniform/PE kit must have either a label with student’s first initial and full surname or student’s first initial and full surname embroidered on it. Red thread on black items, black thread on red items. This is to ensure that any missing items are returned to the rightful owner.

During the months inclusive of November to March, both boys and girls have the option to bring in and wear under armour/skins underneath their PE kit as additional items of clothing. These items must be red or black.

Students must hand in all valuables to their PE teacher at the start of each lesson. Students who leave valuables in the changing rooms do so at their own risk. The college or Manchester City Council cannot be held responsible for the safe custody of such property.