




ST. ANDREW'S COLLEGE  
Cambridge

## BEHAVIOUR POLICY

ST ANDREW'S COLLEGE POLICY DOCUMENT	
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### Behaviour Policy and Procedure

#### Vision and aims

The following policy and procedure have taken due consideration of the Behaviour in schools – Advice for headteachers and school staff (Department for Education), September 2023.

Good order and discipline are the pre-conditions for a happy and successful college. Students should be free to study without fear of disruption, threat, and harassment or bullying. Our aim is to create a college environment in which students and staff can work comfortably and work together to achieve common goals. This means working within an agreed code of behaviour and above all, developing habits of self-discipline, tolerance, and co-operation.

St Andrew's College aims to develop **intrinsic motivation** in all its students. This means developing a love of learning and a pride in achievement for its own sake, for the value it creates for the individual and community, rather than solely for external, measurable reward or for fear of external sanction. Therefore, St Andrew's College does not define behaviour or students as 'good' or 'bad' but classifies behaviour as that which is conducive to allowing us to coexist harmoniously and that which is not. In the classroom, positive Behaviour for Learning is defined as that which enables the individual and group to learn and progress.

We aim to enable students to take responsibility for the choices they make, equipping them to behave in a variety of ways necessary for success in adult life by choosing the behaviour appropriate to the situation at hand and maintaining that behaviour for the duration needed. Through adult modelling and explicit conversations we give our students the support to modify their behaviours where necessary. All students have the right to feel safe and supported in College and, in the classroom setting, all students, regardless of Special Educational Need, have the right to thrive and learn.

Behaviour that makes others feel unsafe or disrupts their learning must be challenged quickly and effectively. Behaviour that does not disrupt others' learning but affects the student's own learning should also be challenged.



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### Expectations

At St Andrew's College we want everyone to feel comfortable and happy in the College environment. Therefore, we expect all members of the College community to:

- show courtesy, kindness, and respect towards others, regardless of characteristics or background
- respect others' physical boundaries and personal space
- consider the feelings of others
- be honest and act in good faith
- be helpful
- respect other people's belongings and College property
- reflect on and take responsibility for our behavioural choices
- expect to be held accountable for our behavioural choices
- work to restore damaged relationships for the harmony of the College

We expect students to:

- follow the college rules as published in the student handbook
- follow instructions and directions given by all staff, whether teaching or non-teaching
- behave sensibly and responsibly at all times, both in and out of the classroom

These expectations cover behaviour both in-person and online or via text, on school journeys and instances where students are off site but under the supervision of the College.

### Acceptable and unacceptable behaviour

The College defines acceptable behaviour as that which promotes courtesy, co-operation and consideration towards others by all members of the College community in terms of relationships between students, students and teachers or other college staff or between students and visitors or other persons within the college premises or outside.

The College identifies ignoring a direct instruction from a member of staff, rudeness, ridiculing others, verbal abuse, lying, anti-social behaviour including littering, stealing and vandalism, threatening language or behaviour, extremism, intimidation, physical abuse which includes unwanted touching, inappropriate displays of affection, bullying and harassment (including racist, sexist, homophobic and transphobic abuse) as examples of unacceptable behaviour. The College also includes any behaviour that disrupts or hinders learning taking place in the classroom or beyond as unacceptable.

### Communicating behaviour expectations to students

New students are inducted into our behaviour expectations during induction days where staff outline behaviour expectations. The College communicates regularly the standards of acceptable and unacceptable behaviour to students, parents, and carers as well as teaching students how to make sound behavioural choices through Student Handbooks, notices and posters, teacher reinforcement in lessons, letters home, assemblies, form time and personal tutor meetings, support from safeguarding/pastoral staff, the nurse and SENCO and PSHE lessons. The college



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communicates the standards of acceptable and unacceptable behaviour to staff through the Staff Training Programme and staff meetings.

Boarding House rules and the sanctions process are explained to students at boarding meetings. Students should, therefore, be aware of the rules / sanctions and their purpose. By keeping to the rules, students will help to maintain an environment in which they can study and live together successfully.

Where students require reinduction after exhibiting negative behaviour, this is carried out via reintegration meetings, behaviour contracts and being on report with daily or weekly meetings with the Tutor or member of senior staff.

This policy also links to the following policies and documents:

- Safeguarding Policy
- SEND
- Teaching and Learning
- Physical intervention and positive handling
- Anti-Bullying

### Sanctions

The college has a range of different sanctions and punishments that are used if rules are broken. Sanctions and punishments are intended to be appropriate to the seriousness of each offence.

A verbal warning or a warning letter to the student will follow minor infringements of rules, all records will be stored on the school MIT system (ISAMS). A repeat of such an offence will result in the student's parent(s)/agent being informed. This will be administered by the tutor concerned and a record will be kept as appropriate.

Persistent absence, lateness and late return to Halls will result in early wake-ups in boarding, and attendance reports with student services, Deputy Head and ultimately the Principal. Parent(s)/agent will be informed. This will be at the discretion of the tutor. All infringements will be recorded.

Damage to property and loss of property will invariably result in a fine and may incur other sanctions. The parent(s)/agent will be informed. These incidents will be dealt with by the Principal on all occasions.

Abuse towards other students or members of staff, whether written, verbal, or physical, is likely to result in a letter warning of exclusion for future misbehaviour as well as other immediate sanctions as outlined above. This will be reviewed, investigated, and dealt with by the Principal. A repeat of such behaviour will invariably lead to permanent exclusion from the college, and this will be dealt with again by the Principal.

Any use of alcohol in boarding, while under the duty of care of St Andrews college, by any student will be considered a serious breach of school rules. This will result in a severe sanction and possibly even expulsion. It will be treated as a severe breach of rules if any student, who lives independently, and who is over 18, is under the influence of alcohol, around school premises (including boarding), or has contact with boarders under the duty of care of St Andrews college.



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Smoking on school premises is strictly prohibited for all pupils. Any smoking inside a building will be deemed a severe fire risk serious breach of school rules that may result in suspension and even expulsion.

The college reserves the right to permanently exclude a pupil whose actions are threatening the wellbeing and safety of other members of the college community.

The following sanction steps apply:

### **1. Verbal warning (L1)**

This is given by the Tutor/Teacher/Houseparent. Parents/carers. A meeting between the person giving the warning and the student should take place within 2 days of the incident. This meeting should include a discussion which explains the choices a student has made leading to the warning, and steps to be taken forward to support the student in making better choices in the future. This should be logged on ISAMS under the 'Rewards and Conduct' section (all reports logged here are sent to parents – so details should be clear and professional). Further details are below in the procedures and logging section.

### **2. First written warning (L2)**

Parents/carers will be informed via email/ phone call and may be asked to come into college to see the Tutor and/or the Deputy Head if possible. A copy themselves will be kept on the student's file (documents in ISAMS).

### **3. Second written warning (L3)**

Parents/carers asked to come into College to see the Deputy Head, or a meeting will be set up online. At this stage, the parent/carer and student will be advised that any further breaches of college rules and regulations may result in a fixed term or permanent exclusion. The student and parent/carer will be asked to sign the warning letter, keep a copy themselves and a copy kept on the student's file.

### **4. Fixed-term/Permanent exclusion**

It may be necessary for the student to be sent home for a period of time as decided by the College Principal. This would be a fixed-term exclusion. Parents/carers will be advised that a fixed-term exclusion is being made and may be asked to collect the student from college premises.

The Principal's decision to permanently exclude a student is not taken lightly. It usually follows a number of disciplinary offences and parents/carers and the student will have been warned that this may occur. The most serious infringements include, but are not limited to, the following:

- vandalism
- possession and/or use of an offensive weapon
- possession and supply of drugs
- possession and supply of alcohol
- sexual abuse or assault
- violence (actual or threatened) against a student or member of staff
- bullying
- theft



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- persistent attitude and/or misbehaviour that is not in keeping with College ethos
- any other issue of misconduct which brings College into disrepute

If a student is permanently excluded, they have a right to appeal to the Managing Director (Dukes Colleges, Tim Fish).

The student would need to write to the Managing Director asking for an appeal stating the reasons why they believe an appeal is warranted. The Managing Director will then organise the meeting to discuss the appeal if he/she deems it appropriate. The Managing Director will keep the Principal and student fully updated with all correspondence.

The college undertakes to keep parents/agents fully informed if their child is involved in anything other than a very minor offence. Any mitigating circumstances will be considered, and the college's decision will be fully explained to the student(s) and parent(s)/agent. When the college takes a decision on discipline, after due consideration and discussion, the college will adhere to that decision.

### Rewards

When a student is deemed by a staff member to have done something positive or beyond the norm an entry will go into iSAMS, and this will then be pulled off monthly by the pastoral team and recognised once a term at the celebration assembly.

### SENCO

Where students have additional needs that may affect their behaviour, the SENCO has an oversight of support for our students with SEND. They will form part of the team around the student when their SEND is affecting their behaviour. However, we recognise that not every incident of misbehaviour will be related to their SEND. Students will be supported, where necessary, by assessing their needs, implementing a plan, and then reviewing the plan following a targeted period. Students with SEND will continue to have the same high expectations of their behaviour, enabling them to learn and feel a part of our community. Staff will support them by making reasonable and necessary adjustments devised with the SEN/Pastoral team.

### Use of reasonable force

Corporal punishment by staff is illegal. We do not practice corporal punishment nor threaten to use it under any circumstances. It may, however, be necessary for a member of staff to use reasonable force to prevent a student from coming to harm, injuring themselves or others, damaging their own or others or College property; or engaging in behaviour that obstructs good order and discipline at the College or amongst its students in the classroom and elsewhere in the College, including authorised activities outside College. This will be carried out with the minimum necessary to restore order to the situation and following the guidance given in the DfE publication Use of Reasonable Force in Schools July 2013. All incidents should immediately be reported to the Principal. In the absence of the Principal, it should be reported to the DSL.

### The engagement of Governors

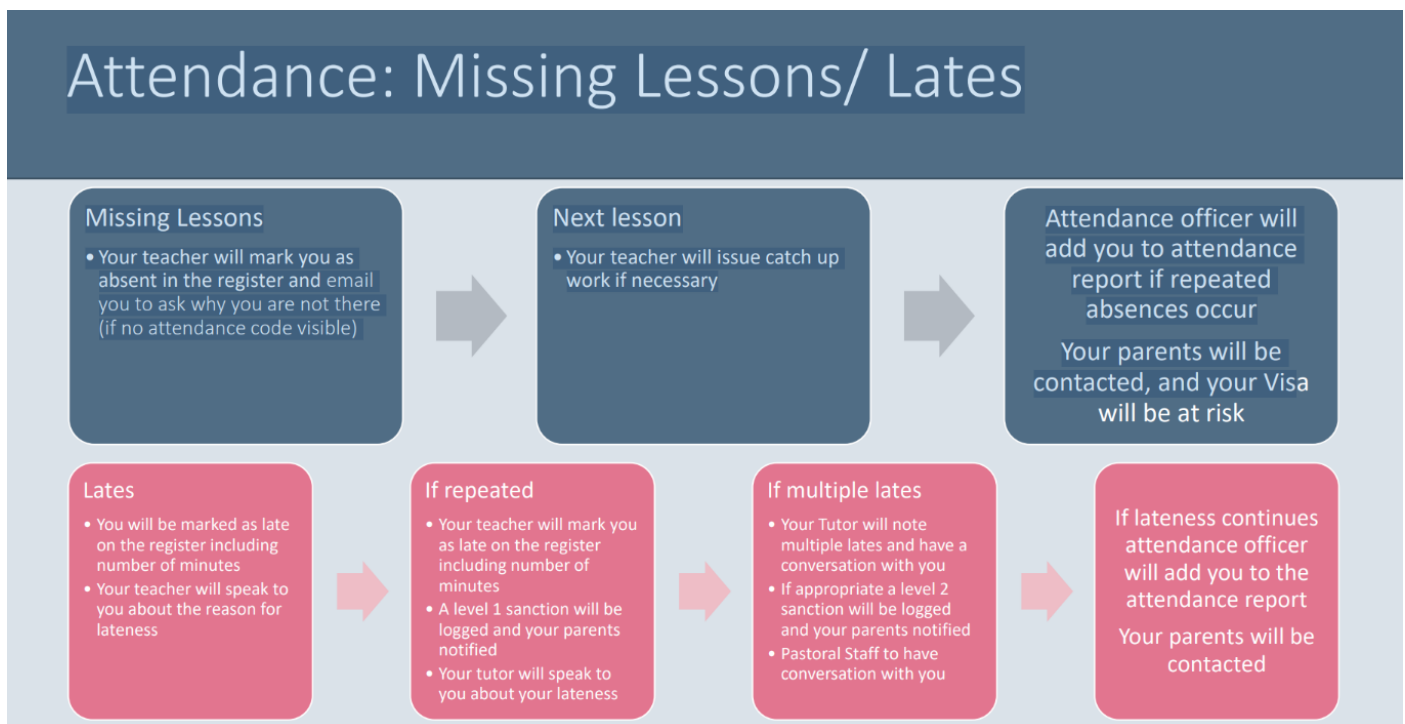
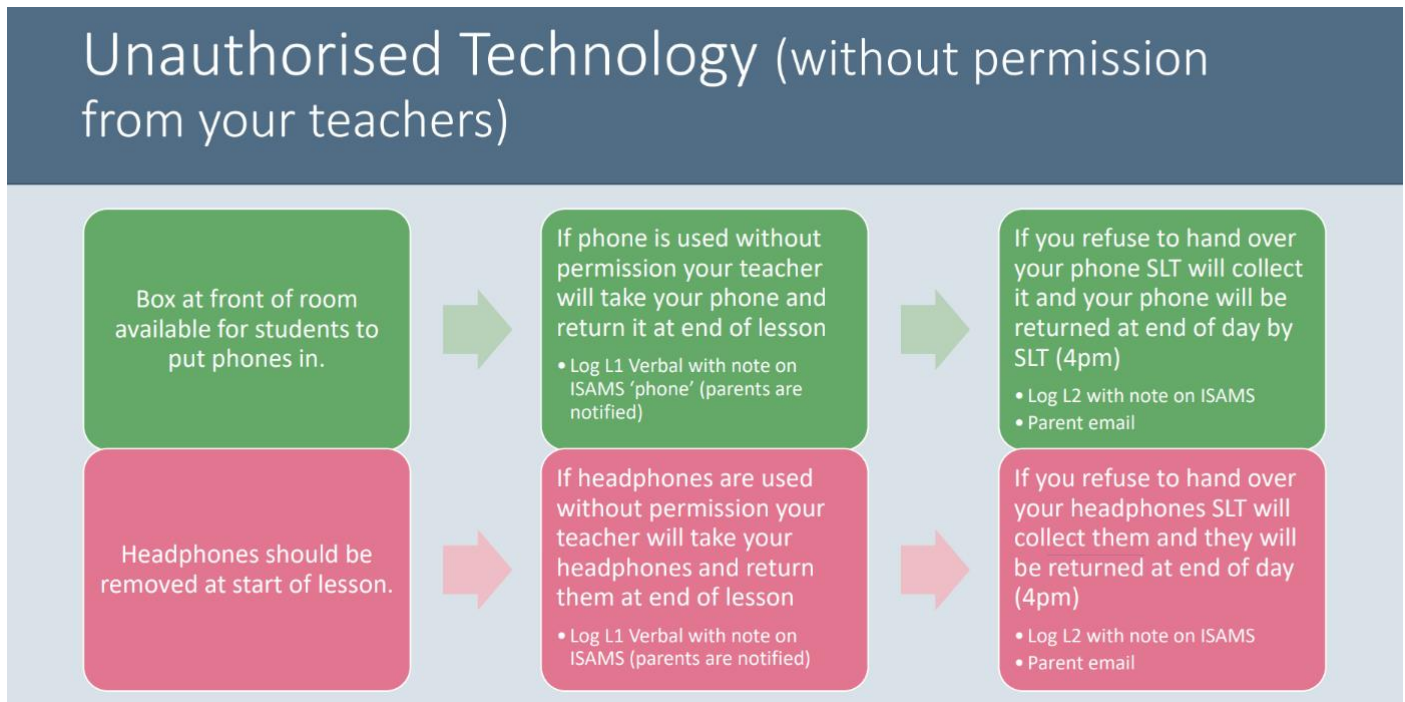
Governors monitor the college's behaviour log termly as a standing agenda item in governors'



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meetings. Behaviour is also monitored by the Dukes Director of Compliance and Safeguarding Governor in the weekly safeguarding logs that are shared with him for scrutiny. Should a parent/carer wish to appeal any disciplinary measures taken they are directed to the college's complaints procedure. Governors will be involved in the complaints process should the complaint reach stage 3. See the Complaints Policy for further details.

## Behaviour Procedures for Sanctions and Logging:







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## ID Badges

All staff will check ID badges are being worn on lanyards around neck as register is taken and throughout the day

- Staff will issue house points for those who are wearing them



If no ID badge or lanyard is being worn you will be sent to reception at end of lesson to collect a spare

- Your teacher will log a level 1 sanction and your parents will be notified
- Reception will take a phone (or equivalent) as deposit and issue spare card/lanyard, they will return the deposit when you return the spare badge



If you don't have a badge/lanyard for second consecutive day

- Your teacher will follow same procedure
- Reception to issue note to parents informing them of lost badge and £50 replacement charge/ lost lanyard and £5 replacement charge

## Smoking

No smoking (including vaping) on school premises or within sight of school property



If student is seen smoking or vaping within sight of the school

- Warning given to students with a reminder of the rules
- Teacher will log a level 1 sanction with note 'smoking' (your parents will be notified)



If student is seen smoking/vaping for second consecutive day

- Teacher to follow same procedure
- SLT to inform parents of the breach to school rules

## Homework

All homework should be completed to a high standard



If you miss the deadline

- You will be given a warning with a reminder of the rules
- Your teacher will log a level 1 sanction, and your parents will be notified



If homework has not been completed repeatedly

- Your teacher to inform SMT
- SMT to inform parents of the breach to school rules