

Behaviour Management Policy 2009-10

Pastoral Procedures

	Level 1 (Form Tutor)	Level 2 (Head of Year)	Level 3 (Pastoral Assistant Principal)
	Below are examples of situations that may occur in lessons.	Where level 1 issues continue after sanctions applied, the Head of Year will become involved	Where behaviour continues to deteriorate the pastoral Assistant Principal will become involved.
Issues	<ol style="list-style-type: none"> 1. Incorrect uniform 2. Make up/nail polish/ facial piercings 3. Extreme hair colours 4. Punctuality to College 5. Attendance to College 6. No planner/ID card 7. Friendship issues 8. Medical issues – sharing information in line with confidentiality policy 9. Increasing number of positives and negatives 10. General behavioural concerns 	<ol style="list-style-type: none"> 1. Persistent poor punctuality, uniform, attendance behaviour 2. The following behaviours outside of lessons: <i>Persistent inappropriate behaviour, bullying, dangerous/reckless behaviour, physical/verbal confrontation, vandalism/graffiti</i> 3. Truancy 4. Selling of items that are not currently sold on College premises 5. Smoking 6. Child protection issues (in conjunction with welfare/Children’s Services) 	<ol style="list-style-type: none"> 1. Persistent level 1 and 2 2. Behaviour or incidents of an extreme nature that place other students or staff at risk. 3. Racist/sexist/homophobic comments
Sanctions	Below are sanctions a Form Tutor may use to ensure college rules are adhered to.	Below are examples of sanctions a Head of Year may choose to use to ensure behaviour improves and academic progress is made.	If a matter is passed to a Pastoral Assistant Principal any of the following may be used.
	<ol style="list-style-type: none"> 1. Contact home/arrange meeting with parent 2. Tutor report 3. Brunch/Lunch detention 4. Involvement of head of year 	<ol style="list-style-type: none"> 1. Parents contacted/ invited in for meeting 2. Report 3. Internal exclusion 4. SLT detention 5. Removal of privileges (prom, sports teams, trips...) 6. Referral to AP 7. Referral to welfare (child protection issues) 8. 3 referrals to ST for make up/uniform SLT detention 9. Liaison with Welfare/Children’s Services 	<ol style="list-style-type: none"> 1. AP report 2. Parents contacted/invited in for meetings 3. Billing for damage to property 4. Internal exclusion 5. Fixed term exclusion 6. Permanent exclusion
Rewards	Form Tutors, can use any of the rewards listed below to encourage and reward good behaviour	Heads of Year can use any of the rewards listed below to encourage and reward good behaviour	In addition to the above, Heads of Years and Assistant Principals can access additional support
	<ol style="list-style-type: none"> 1. Merits 2. Positive stamp 3. Positive phone call home 4. Positive verbal referral to Head of Year/Assistant Principal 	<ol style="list-style-type: none"> 1. Positive phone call home 2. Positive verbal referral to Assistant Principal/Principal 3. Head of Year Certificate 4. Nominated by Head of Year to see college Principal 	<ol style="list-style-type: none"> 1. Curriculum/timetable review 2. Referral to SENCO (IBP/IEP/LBP) 3. Recommended for mentoring (pastoral/academic) 4. Referral to behaviour management 5. Seen by external support (e.g. Ed Psych, CAHMS)