



CONNELL
CO-OP COLLEGE

Connell Co-op College Behaviour for Learning (BfL) Policy

Definitions:

“BfL” – Behaviour for Learning

“The Policy” – Behaviour for Learning Policy

“The College” – Connell Co-op College

“Staff” – Senior Leaders, Directors, teaching staff and support staff at The College

“Students” – full time, level two and level three students enrolled at The College

Purpose:

The policy is in place to ensure that students are committed to learning and are supported in a positive culture. The college’s basic expectations are that students attend all lessons on time, that they are prepared for each and every lesson and that they commit to every task, both inside and outside of the classroom. Students who do not adhere to these basic expectations may be subject to the BfL process (outlined at the end of this policy).

Responsibility:

Ensuring that students’ behaviour is in line with our expectations is the responsibility of all staff at the college.

Staff have a duty to report any behavioural issues to the Progress Tutor of the student. The Progress Tutor is the person responsible for managing the BfL process.

The decision to ask students to leave the college will be taken by the Principal. In the absence of the Principal the decision will be taken by an Assistant Principal.

1. Attendance

- The policy runs alongside the college attendance policy.
- A study programme is made up of academic lessons and tutorial sessions. Students are expected to attend all lessons that make up their study programme.
- Students who cannot attend a lesson must a) have a valid reason for not attending that lesson, and b) notify the college beforehand by calling 0161 231 9200, or filling in a pre-authorised absence form.
- A valid reason for not attending a lesson would be illness, attending a university open day or bereavement (including funerals).
- Students who are persistently absent, without valid reason, will be put on the BfL process and their place at the college will be reviewed.

2. Lateness

- Students are expected to be at every lesson for the scheduled start time.
- Lateness will be challenged by the member of staff responsible for that lesson.
- Persistent lateness will be reported to the Progress Tutor of the student. The Progress Tutor will then decide whether to put that student on the BfL process.

3. Conduct in lessons

- The college expects that students will behave in an appropriate manner at all times during lessons.
- Students must adhere to five rules during lessons:
 - ID badges provided by the college must be worn at all times;
 - No food or drink is allowed in lessons (except bottled water);
 - Hats, coats and scarves must be removed prior to the lesson;
 - Mobile phones must be switched on silent and placed out of sight (unless they are being used for that lesson). Students who use mobile phones during that lesson will have the phone removed until the end of the lesson. Persistent use of mobile phones in lessons will result in parents being contacted;
 - Appropriate language must be used in lessons.
- Staff should report any incidents relating to these rules to the Progress Tutor of the student.
- The Progress Tutor will decide whether to place the student on the BfL process.

4. Conduct around The College

- The college expects that students will behave in an appropriate manner at all times during college hours.
- Students must adhere to five rules during college hours:
 - ID badges provided by the college must be worn at all times;
 - Food and drink may only be consumed in the Refectory;
 - Students must not run in any part of the college building;
 - Students should not go into classrooms unsupervised unless it has been agreed with a member of staff in advance;
 - Appropriate language must be used at all times.
- Staff should report any incidents relating to these rules to the Progress Tutor of the student.
- The Progress Tutor will decide whether to place the student on the BfL process.

5. Conduct outside of The College

- Students are ambassadors for the college and should behave in an appropriate manner on their journey to / from the college.
- Any incidents reported to the college will be dealt with on an individual basis and the student involved may be subject to the BfL process.

6. Communication with Parents

- If a student misses an individual lesson (without notice) their parent / carer will be notified through an automated text messaging / email service called InTouch.
- If a student misses a full day (without notice) their parent / carer will be notified through an automated text messaging / email service called InTouch.
- If a student misses 2 full days (without notice) then a phone call will be made to the parent / carer of the student. Second day call backs will be made by the Progress Tutor.
- Any member of staff can contact parents / carers directly to discuss behavioural issues. In such cases the Progress Tutor should always be informed beforehand.
- If a student is placed on the BfL process their parent / carer will be informed. This applies to every stage of the BfL process.

7. Behaviour for Learning Process

Stage	Responsibility	Explanation
C1	Progress Tutor	<u>Phone call between the Progress Tutor</u> and parent(s) / carer(s). Concerns communicated to all parties and SMART targets set. Progress Tutor to send a letter home recording the outcome of the communication. Progress Tutor to monitor targets.
C2	Director of Student Progress	<u>Meeting with the Director of Student Progress</u> and parent(s) / carer(s). Concerns communicated to all parties and SMART targets set. The Director of Student Progress to send a letter home recording the outcome of the meeting. Director of Student Progress to monitor targets.
C3	Assistant Principal	<u>Meeting with Assistant Principal (unless they are the student's Progress Tutor)</u> and parent(s) / carer(s). Concerns communicated to all parties and SMART targets set. Assistant Principal to send a letter home recording the outcome of the meeting. Assistant Principal to monitor targets.
Exclusion (See Exclusions Policy)	Assistant Principal	If targets from the C3 meeting are not met, the student will be withdrawn from their study programme and parent(s) / carer(s) will be notified. Careers advice and guidance will be offered and the authorities will be notified if the student is aged under 18 years.

RESPONSIBILITY

Responsible Staff	Jane Hopcroft
Policy administrator	Christine Butterfield.
Approving body	Governors
Review date	June 2020
<i>All policies are available to stakeholders either on the College website or upon request from the College Office.</i>	