

UTC Behaviour policy summary for KS4 students Code of conduct

UTC Swindon is a no smoking site, all incidents will result in a fixed term exclusion (FTE)

Recording behaving and report cards

Yellow report – Learning company manager

Blue Report – KS4 Manager

Red Report – Deputy Principal

- All behaviour issues must be recorded on progresso, this can then be followed up in tutor time using the allocated spreadsheet – this will sent out every Monday before tutor.
- 3 behaviour entries – student should be placed on report to the learning company manager (ensure a phone call home is made and it is recorded on progresso)
- Classroom teachers should set lunchtime detentions (and record on progresso) any crosses on a report card.
- 2 crosses – student should be set an afterschool detention on a Friday (complete correct paperwork and hand one sheet to the student and one to JOI)
- 3 crosses – let HD know and they will be escalated to level 2 report and a day in isolation will be set.
- Any student who returns from and FTE will be placed on red report

Attendance

- Attendance is monitored by LK
- All KS4 students who arrive after 8.30 must sign in at reception
- Students who are continuously late will be placed on attendance report, parents contacted and details recorded on progresso
- Any notes/ letters given to you by a parent regarding attendance must be passed to LK

Uniform

- Students must be in business wear at all times within the college.
- Hoodies and coats are not to be worn inside the building
- All students must have a jacket on them, although they do not have to wear it at all times
- All boys must be wearing a tie unless in the workshop
- No trainers to be worn around the college
- Shirts must be tucked in at all times
- If you have to give a student **more than one warning** about their uniform please record on progresso
- Any students in incorrect uniform please report to HD or SC
- Unless agreed by HD or SC students will not be able to access lessons if they are not in the correct uniform, they will either be sent home to change or will go to isolation.

Isolation room (Outside Principal's office)

- Students must not be sent here straight from a lesson, they should be sent a partner class.

- If a student is sent to isolation it is for the **remainder** of the day
- If a student is booked into isolation and is absent, they will be re booked for their return
- Isolation is a serious consequence to a student's behaviour and should not be used as alternative to a partner class
- Mobile phones to be removed from the student while isolation
- No laptops to be used while the students are in isolation.
- Staff are responsible for setting the students work to complete.

AEN room

- To be used by the AEN team
- Students must not be sent here on their time out, unless it has been previously agreed
- Students on time out must be given 5 mins outside of the lesson to have a drink/ quiet time and then return to lesson. If this is not possible the TA and teacher and make the decision to have the student work elsewhere.
- This room is not always manned, so students should not be sent here straight from a lesson.
- The AEN room is not an alternative to a partner class

Partner classes

- If a student is sent to a partner class they should be sent to the departments subject lead:
- If a student is sent to a partner class from a subject lead they must be sent to another member of staff within the department.
 - **Subject Lead** – Maths, Computing and ICT
 - **Subject Lead** – Engineering and Business
 - **Subject Lead** – English, Languages and Geography
 - **Subject Lead** – Science
- If a student refuses to go to the partner class then escalate to a member of the Senior Leadership Team or the Pastoral Support Manger. The student will be taken to isolation for the remainder of the day
- Record on progresso and set an after school detention for being sent to a partner class (ensure all the correct forms are filled in)

Mobile Phones

- Mobile phones are allowed in college, however they can only be used in lessons when the teacher gives permission.
- If a mobile phone is used in class without permission one warning should be given to the student and then it will be confiscated and a phone call home will be made for parents/ carers to collect from reception, this must be recorded on progresso.
- If a student continually mis – uses their mobile phone in and out of lessons, students will be required to hand their phone into reception in the morning and collect before they leave at the end of the day.
- All students will have signed a mobile phone contract to agree to these terms which will be held on their student files.

Other behaviour incidents

- No fizzy drinks or energy drinks are allowed on site, these will be confiscated from the student, and this must be recorded on progresso.

- No chewing gum allowed on site, this will be confiscated from the student, this must be recorded on progress.
- Continual breach of these will result in a further consequence from SLT.

Contracts

- UTC uses behaviour, attendance and mobile phone contracts for students who continually breach the policies. Students and parents will be asked to sign and follow the given consequence.

Off site visits

- Students are representing UTC Swindon whenever they are off site. Any incident outside of college will result in further consequences when they return.

Examples of student behaviour – Any concerns with behaviour please contact Deputy Principal or Assistant principal via email or send a student to reception.

A student continually turns around and talks to the person behind them	3 warnings/ move seats Continue to distract others, send to a partner class (follow up with a detention)
Student is not completing any work	3 warnings to complete work Send to a partner class (follow up with a detention)
Student continually interrupts and is not quiet while teacher is talking	3 warnings to listen Send to a partner class (follow up with a detention)
Student pulls wires out of a computer/ switches off someone else's computer	Send straight to a partner class (follow up with a detention)
Student refuses to sit in allocated seat	Send to a partner class (follow up with a detention)
Refuses to go to the partner class	Contact a member of SLT or Pastoral Manager - Send to isolation for the rest of the day
Student does not have the correct equipment	Is kept in the class and given alternative work to complete, follow up with a lunch time detention) If issue continues, phone call home
Student is late to the lesson	Detention to make up the time missed
Missed lunch/ break detention	After school on Friday detention Complete the form and give one half to student and one half to Deputy Principal
Students mis use of the computer (not on the correct work)	3 warnings, send to a partner class (follow up with a detention) Can result in internet/ computer access being taken away – pass details to assistant Principal
Student uses inappropriate language	Warnings and can be followed with being send to a partner class if continues
Student swears directly at a member of staff	Send to partner class - Escalate to SLT or Pastoral Manager
If a student leaves the room without permission	They will spend the rest of the day in isolation – report to HD, JO or SC to follow up
If the students behaviour is not acceptable in the partner class	HD, JO or SC will place the student in isolation for the rest of the day
Incorrect uniform	Conversation with student, if they do not have the correct uniform with them, refer to HD, JO or SC. A phone call home will be made, and a decision about placement in isolation made.
Students unsafe in the workshop	Send to a partner class, follow up with SLT or Pastoral Manager
Students out of lessons/ Wandering	Challenge student- unless they can show their time out card, send back to their lesson, and record on progress.