



Bosworth  
Independent  
College

# Behaviour Policy

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Lead for Review	Assistant Principal Pastoral Care & Personal Development

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## Introduction

The Bosworth College Behaviour Policy is a statement of the principles which apply in the College's expectations of students.

- The Policy also states some specific rules and the action likely to be taken if needed.
- General everyday rules are summarized for students in the Bosworth Code. This is to be found in the Student Planner.
- The Student Planner also contains information about: absence, punctuality, behaviour in study hall, behaviour on public roads, respecting diversity, anti-bullying and anti-cyberbullying, student dress and respecting LGBTQ+ rights. The Student Planner has details of rewards and sanctions, how to report safeguarding concerns and how to make a complaint.
- These items are included in the Appendix to this Policy.

Staff are expected to be aware of this Policy and of the rules explained to students in the Student Planner in order to apply these correctly in dealing with students.

## Assumptions

The College believes that:

- It is a community, where the members have both rights and responsibilities.
- The fewer rules the better.
- Rules which cannot realistically be enforced will undermine the overall discipline structure.
- Our students should be treated as young adults rather than children, although routines and rules are risk assessed against the ages, English-language abilities and personal disposition of students. Contextual safeguarding means, for example, that a Year 9 student makes their own way to Bosworth Hall only once we are satisfied (s)he takes appropriate care on the roads.
- Persuasion and dialogue are more powerful than either prescription or proscription.
- Self-discipline is preferable to externally enforced discipline.
- Rehabilitation is preferable to retribution.
- Punishment can sometimes be an effective deterrent.
- Some behaviour necessitates automatic removal from the College.
- Rewards and sanctions are used at Bosworth, not just sanctions. Commendations and Merit Forms are issued and recorded with prizes awarded for high numbers of such forms. Letters are sent to students and

parents to mark conspicuous achievement or service. Bosworth submits every year the names of successful students for CIFE awards.

## Stipulations

- The Behaviour Policy must be applied in the context of Bosworth's Safeguarding Policy and the requirements for all staff to be aware of and actively apply KCSIE 2021 and all other relevant legislation, statutory guidance and best practice.
- The Behaviour Policy is for Staff use (though available to parents and students on request). Staff should be aware of rules and guidelines as given to students in the Code of Conduct in the Student Planner and, for staff involved in boarding, in the 'Boarding Staff Handbook'
- Staff should be aware of the Behaviour Policy and apply its content and detail in using the College discipline systems as detailed here, in the Student Planner, in 'FAQs' and in the 'Staff Code of Behaviour'.
- This Behaviour Policy must be known to all staff at Bosworth.
- The Behaviour Policy is a central part of induction for all new staff.
- In applying this Policy, staff must bear in mind the interests and needs of students with SEND whose names can be found on the Bosworth Special Needs List.
- It is a student's responsibility to know the rules and guidelines in the Student Planner.

## Rewarding Good Behaviour and Achievements

As a College we believe that rewards are more effective than punishment in motivating students.

The positive reinforcement of students' good behaviour and ability to follow guidelines and processes is critical to helping build up their confidence. We recognise the challenges that our students face and we want to help them through encouragement and support, praising and rewarding their attitudes and good behaviour.

Our College is committed to promoting and rewarding good behaviour and may do so in some of the following ways:

- Praise
- Positive postcards/letters home
- Merit forms
- Commendation forms

- Contact home by staff e-mail and/or letter
- Stickers
- Certificates

## Discipline Policy

- 1. A list of the Student Code of Conduct and rules is published in the Student Planner** and discussed with students in Personal Tutor meetings at the beginning of the academic year ('The Bosworth Code'). It is the responsibility of the Personal Tutor to make sure all students enrolling at the start and after the beginning of the academic year are familiar with these rules. Most rules are summarised in the Bosworth Code and other rules contained in the Student Planner. (See Appendix.)
- 2. A list of all Boarding rules is displayed in all Boarding accommodation.** House-parents discuss these with students at the beginning of the academic year. It is the responsibility of the House-parent to make sure all students enrolling at the start and after the beginning of the academic year are familiar with these rules.
- 3. Responses to problems or behaviour,** effort or attitude will be, in most cases, incremental.
4. Not all problems of behaviour, effort or attitude will necessitate a meeting with the student.
- 5. All problems of behaviour, effort or attitude will be recorded** on our Management Information System except for minor incidents requiring only a verbal reprimand which are not a pattern of repeated behaviour: e.g. talking out of turn in a class.
- 6. The principal rewards available to the College** will be verbal praise from staff, written praise on student work, merits, commendations for outstanding contributions, additional free time, celebration assemblies, and celebration events and activities.
- 7. The principal sanctions available to the College** will be counselling from staff, loss of free time, early signing in, change of accommodation (boarding), curfew (boarding), supervised evening prep, Saturday morning prep, internal suspension (where a student is supervised in College but not allowed to lessons), suspension and expulsion.
8. Corporal punishment is not used at Bosworth College.

## Typical reasons for applying these sanctions include

Persistent lateness to class	Early signing in - typically for one week
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Poor homework record	Loss of free time lessons for Sixth Form, Supervised evening prep. Saturday morning prep for persistent incomplete homework.
Persistent late return to Boarding accommodation	Early curfew - typically for one week
Inappropriate visitors to Senior House	Change in accommodation
Under the influence of alcohol /similar legal substance	Suspension - typically for two nights
Endangering the safety of others for example smoking in a College building/ lighted candles	Suspension - typically for two nights
Under the influence of or in possession of illegal substances	Expulsion
Theft	Expulsion

**9.** Except for serious behaviour problems, the **initial counselling/discussion will be between the student and his/her Personal Tutor**, Head of Year, Head / Deputy Head of Boarding who will then facilitate an action plan between the teacher/department and student.

**9.** A second suspension within 12 months will normally lead to a student being asked to leave the College. It is the responsibility of the person leading the suspension - usually the Assistant Principal Pastoral or Principal - to ensure the student understands this.

**10.** The Head of Boarding will be responsible for all but the most serious problems related to boarding.

**11.** Boarding students who have been late to lessons in any half term on more than one occasion would not usually be given an overnight exeat for the following weekend. This is at the discretion of the Head of Boarding, Assistant Principal Pastoral and Principal.

**12.** Similarly a student who has missed class due to illness would not usually be given an overnight exeat for the following weekend. This is not a discipline issue but a welfare consideration so that the student has the opportunity to make a good recovery and catch up on missed work.

**13.** It is usual that a student found to be smoking within a school property will be suspended, as will a student found to be under the influence of alcohol, solvent or

other similar illegal substance. Where there is reasonable evidence to suggest a student is under the influence of alcohol, a student will be requested to take a breathalyser test. Failure to agree to take a test will also lead to longer period of suspension. See 'Alcohol' below.

**14. Being under the influence of or possession of an illegal substance** can lead to expulsion. See 'Illegal and harmful substances' below. It is the responsibility of the Personal Tutor to ensure that students understand the College stand on illegal substances, have signed a copy of the rules to confirm their understanding and a copy is kept in their welfare file.

**15. Students found guilty of theft are usually expelled** to protect the property of all members of the College community.

**16. Any meeting with a student will focus primarily on the future and strategies for improvement** regardless of whether a behaviour, effort or attitude problem has led to an official sanction.

**17. A decision to suspend or expel a student at Bosworth is taken only by the Principal**, although parts of the process may occasionally be delegated to the Assistant Principal Pastoral if the Principal is unavailable. Evidence of the student's misdemeanour is collected, tested and considered carefully. The student is presented with all the evidence and allowed to question it, comment and contradict the evidence. If parents/guardians cannot be present at an interview that may lead to expulsion, a suitable adult will be provided to support the student.

**18. Students will usually be suspended prior to a decision to expel.** Accommodation costs incurred as a result of any suspension are the responsibility of the student's family. Work is normally organised and sent to students suspended from Bosworth during term time for up to 5 days.

**19. Permanent Exclusions** Permanent exclusion is a sanction to be used sparingly. Report cards, detentions, student behaviour contracts and meetings with senior staff are all strategies which may be used to effect change with students before this point is reached.

Permanent exclusion may be applied when:

- previous sanctions, strategies or incentives have been used and the student's behaviour does not improve;
- the use or threatened use of violence against any person inside or outside the College, including intimidation or threats against staff;
- the behaviour being addressed puts the student's or others' safety at risk;
- breaches of examination regulations or any other forms of cheating;
- the student is found to be in possession of drugs or drug paraphernalia;

- the student seriously breached College rules or UK law;
- or if, in the reasonable judgement of the Principal, this is in the best interests of the Student, their peers, staff or the College

Before a permanent exclusion, the Principal or their delegated representative will meet with the student and encourage the student to share their version of what happened. A senior member of staff (or, if the student chooses, another student) will also be present to support the student and assist with their written or verbal communication.

Once a permanent exclusion is confirmed, a letter detailing the decision will be sent to the parents, and their nominated representative if relevant, as well as any necessary internal staff.

### **Appeals against a permanent exclusion**

Appeals must be made in writing to the Chair of Governors (The Chair of Governors, c/o admin2@bosworthcollege.com), setting out reasons for appeal and must be received within five working days of the date of the letter confirming the permanent exclusion decision.

The Chair of Governors will ensure that the exclusion is considered either by himself where possible, or by a senior member of staff who was not directly involved with the decision to exclude. The Chair of Governors, or his delegated representative, will review the evidence and process followed and come to a decision either upholding or repealing the permanent exclusion. The decision of the appeal will be sent in writing to the person appealing the decision within 10 working days. The Chair of Governors' decision is final, and the College's Complaints Policy cannot be applied.

In a case where the permanent exclusion is repealed, the Principal must convene a meeting with relevant senior staff to discuss and confirm the plan for reintegrating the student.

### **Tier 4 students and permanent exclusions**

Students on a Tier 4 visa will not have their sponsorship withdrawn until five working days have elapsed.

After five working days, and before ten working days as required by UKVI policy, students will have their sponsorship withdrawn meaning that their visa will be curtailed.

In the event of an appeal within 5 working days, Tier 4 Sponsorship will not be withdrawn until the decision of the appeal is sent in writing. The sponsorship withdrawal date given to UKVI will be the date that the decision was made on the appeal.



**19. Students may also be 'suspended without prejudice'** if it is advisable for students accused of or suspected of major offences. This is not a sanction. It is designed to protect the student or possible witnesses from false accusations of or from actual intimidation or influencing. If investigations of a student suspended without prejudice prove a student is not guilty of an offence, accommodation costs incurred during the suspension may be refunded in whole or part to his or her family at the Principal's discretion.

**20. Parents/guardians will normally be advised** of all but the most routine discipline problems or concerns.

21. Students who are unhappy with any action taken by the College will have recourse through the Complaints Procedure.

22. Parents who are unhappy with any action taken by the College will have recourse through the Complaints Procedure.

**23. The Discipline Form System** Most discipline issues will be referred to the Personal Tutor and Head of Year / Head of Sixth Form by a Discipline Form. The appendix to this policy shows outcomes when forms are issued. All employees including boarding and also teaching staff at the College have the authority to issue Discipline Forms. If an employee is issuing forms inconsistently, the matter is discussed with the staff member by one of these senior staff as appropriate. Serious breaches of discipline will be communicated to the Principal or Vice Principal directly. **Students gaining rising numbers of Discipline Forms during an academic year are referred progressively to their Head of Year, Head of Sixth Form and the Assistant Principals. Forms issued in boarding are dealt with in the first incidence by the Head / Deputy Head of Boarding who liaises with Heads of Year and other staff as appropriate.**

**24. Searching & screening of students, searching students' personal property or rooms and confiscation of students' property.** Bosworth College respects the personal privacy of students as part of the College's ethos and in meeting students' and families' expectations of how students are treated.

Occasionally, it may be necessary to search students or their property personally; to screen students for illegal substances; for medical conditions; to confiscate students' property. This is as outlined in Bosworth's Terms and Conditions. This will only happen if absolutely necessary, for example in the interests of student safety or as part of serious disciplinary investigations. Searches and screenings must be agreed by the Principal, the Assistant Principal Pastoral or the Head of Boarding. Any member of staff may confiscate an item which is illegal, against Bosworth's rules or which threatens the safety of students.

Students are expected to cooperate on such occasions.

Searches, screenings or confiscations are conducted courteously and considerately according to the requirements of the British laws which state that a school or college has this right: Education and Inspections Act 2006; Violent Crime Reduction Act 2006; Education Act 1996; European Convention on Human Rights Act 2008; Health & Safety at Work Act 1974; *Searching, Screening & Confiscation, DfE 2018*.

**25. Smoking.** Bosworth is committed to deterring smoking and vaping. It is a danger to students' health as active users and to others passively in College. This is part of Bosworth's safeguarding responsibilities. Bosworth's large overseas contingent means, however, that many students come from cultures and countries where smoking is not deterred or taught about as in the UK. Bosworth therefore engages actively with smokers to provide every legitimate encouragement to give up the habit. The code requires engagement with the Nurse who monitors health and supports cessation. Students' parents are normally informed and kept updated. Penalties for breaking the smoking rules are significant.

**26. Alcohol** Bosworth follows UK law with reference to age limits on alcohol use. Moreover, keeping and consuming alcohol on College premises is not allowed at Bosworth. Being under the influence of alcohol and being intoxicated are against the rules. Where there is reasonable evidence to suggest a student is under the influence of alcohol, a student will be requested to take a breathalyser test. Additionally, staff will search the students' room and belongings to ensure safety and wellbeing of all students in the boarding house. Breaking Bosworth's rules on alcohol can lead to suspension as well as failure to agree to take a test.

**27. Illegal or harmful substances.** Being under the influence of or possession of an illegal or harmful substance may be against the law, against Bosworth rules and a danger to the user and to other students. Drugs can cause poisoning, addiction and death. Students in possession of or using drugs may be subject to disciplinary action, including permanent exclusion. If necessary, the College reserves the right to ask students to take a test (either urine, blood or hair sample) to ascertain whether illegal substances have been used. Additionally, staff will search the students' room and belongings to ensure safety and wellbeing of all students in the boarding house.

It is our belief that there is no safe way to take drugs for recreational purposes. The College offers information, support and education to all students to help them make the right choices about drug use. Students are welcome to approach staff confidentially for help, advice or discussions about drugs, for themselves or others about whom they are worried. Bosworth can put students in contact with confidential support outside Bosworth.

The College will support those who seek help but must seek to protect the community from the dangers of drug misuse. Students should remember that issues concerning drugs use may lead to visa problems for future study in the UK.

**28. Student dress.** Bosworth students do not wear uniform. They must follow our dress code which has been provided with some typical examples of acceptable dress. Clothing which is not safe for an activity or clothing which carries offensive slogans or images is not allowed. Occasionally a student may wear something that is not appropriate for work. If any of these cases apply, staff should ask a Head of Year or more senior member of staff to talk to the student.

**APPENDIX 1. Code of Conduct and Rules published to students in the Student Planner**

Bosworth Code of Conduct

Bosworth students are expected to:

- Be part of a college that allows people to learn
- Respect ourselves and others
- Keep safe and keep others safe
- Respect the college environment
- Be punctual
- Aim for excellence, accept and rise to challenges

## Our Expectations

### General

- Arrive by 8.40am every day ready for registration at 8.45am
- Be punctual to all lessons
- Wear your lanyard and make sure it is visible
- Check your Bosworth email at least twice a day
- Speak only English in Nazareth House and Queen's
- Swear words and offensive language are not acceptable - this includes online communication.

### In lessons

- Electronic devices (including smart watches, headphones and airpods) must be put on silent and left in your bag at all times during the college day (except break and lunchtime)
- All homework must be completed by the date and in the format set by your teacher
- Never disrupt lessons, shout out or interrupt a teacher - put your hand up
- If a teacher asks for silence, don't talk or whisper
- Bring all the right equipment (including laptop, calculator and books)
- Follow your teachers' instructions
- Speak only in English
- Have your Student Planner with you at all times

### Around college

- Vandalism is completely unacceptable. Report damage straight away to any member of staff
- Keep to the left in corridors and on stairs

### In the Restaurant

- Join the end of the queue
- To avoid waste, only take the amount of food you can eat
- Clear your table of all your rubbish when you've finished
- Push your chair in so it is safe for other people
- Leave uneaten food on plates not directly on the tray
- Talk quietly
- Tell a member of staff about accidents or spillages and help them clear up.
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### In the local area

- Be respectful of other people in our local community
- Do not smoke or vape on or in College premises, between college buildings or on trips
- For any road crossing (Barrack Road, Brick Kiln Lane or St George's Avenue) use the pedestrian crossing

### Dress code

- Smart casual
- Safe and not revealing -no crop tops or singlets, shorts or short skirts
- Not offensive - no political or insulting slogans
- Hats off and hoods down in all teaching buildings
- Outdoor wear (coat, scarf, gloves) should be removed in teaching buildings

### You must NOT bring

- Chewing gum
- Tobacco, alcohol and drugs of any kind (unless medicines and the Nurse is informed)

## APPENDIX 2 Staff Guide to our Management Information System (not in the Student Planner).

Teachers' guide

Recording rewards & problems

To record: go into MIS. Make sure you check the right people to be informed!

**Student commendation** = a level of achievement beyond that normally earning a Merit Form. Or, a Student Commendation may be awarded for sustained good performance earning a number of merits.

SYSTEM: Teacher logs on MIS under student's notes, select 'add note', select 'Pastoral', select 'Commendation', assign to a 'Golden Rule' and ticks staff to notify (PT informed automatically)

**Merit form** = well done! eg 1 large piece of work, 3 smaller ones, test performance or improvement, helping/volunteering, etc). Replaces "Yellow form"

SYSTEM: Teacher logs on MIS under student's notes, select 'add note', select 'Pastoral', select 'Bosworth Merit', assign to a 'Golden Rule' and ticks staff to notify (PT informed automatically)

- PT to tell HOY after 5,10, 15 etc

Awards	Bronze	Silver	Gold	Diamond
A2	10	20	30	40
All Others	10	25	40	60

**Discipline form** = raising concern about students engagement in College life and rules

SYSTEM: Teacher logs on MIS under student's notes, select 'add note', select 'Discipline', select 'BW-Discipline Form', assign to a concern, ticks staff to notify (PT informed automatically) → PT discusses in 1 to 1 and refers to HOY as appropriate for action plan

**Safeguarding form** = any member of staff raising a safeguarding concern

SYSTEM: Teacher logs on MIS under student's notes, select 'add note', select 'Safeguarding, select 'Category of concern', add details under 'Private Notes'. Safeguarding team are informed automatically

[NB This should never be raised later than 24 hours after you become aware of a concern. It is always best to fill in this form rather than waiting. No one criticizes a staff member for raising a concern via this form.

- Staff member can discuss with DSL (Michael Hodgson) or one of the Deputy DSLs (Jason Lewis, Hannah Rooney or Bill Davison) or with the College Nurse (Caroline Adams) but the Safeguarding Form will still be needed.

## Bosworth Smokers' Code

This applies to all students in Bosworth. Every reference to smoking includes vaping. The College actively discourages smoking. The dangers to smokers' health and to those sharing their environment are beyond dispute. The law in the UK is clear that persons under the age of 18 should not be smoking; the law states that persons under 18 cannot purchase cigarettes or smoking paraphernalia or have a person over the age of 18 purchase it for them. However, Bosworth accepts some students will be smokers before arrival or join us from schools where smoking has not been discouraged. We therefore have the Code.

- Smokers are actively encouraged to participate in a cessation programme is required.
- The College premises are non-smoking in line expectations placed on educational establishments in the UK, including in Boarding. Smoking is not permitted anywhere on or in College premises. Smoking is not permitted on roadways, pathways or any area adjacent to College buildings. Smoking is not permitted when moving between College buildings. Smoking is not allowed on trips and excursions organised by College, including residential ones. These rules apply 24 hours per day, 7 days per week.
- Smokers' parents are normally informed if the student participates in a caseation program and also if they are caught smoking.
- The College Nurse provides a programme of support to assist. Alternatively, smokers may address the problem independently or seek support outside College.
- Smokers must attend meetings called by the Nurse or other staff.
- Students found smoking will be required to join it and manage and give up within 12 months.
- Smoking on College premises results in a Discipline Form for flouting the rules and instigates a supportive cessation program

## Statement on Illegal and Harmful substances signed by students.

Bosworth Independent College

### Policy on Illegal Substances

Being under the influence of or possession of an illegal or harmful substance may be against the law, against Bosworth rules and a danger to the user and to other students. Drugs can cause poisoning, addiction and death. Students in possession of or using drugs may be subject to disciplinary action, including permanent exclusion. If necessary, the College reserves the right to ask students to take a test (either urine, blood or hair sample) to ascertain whether illegal substances have been used. The College offers information, support and education to all students to help them make the right choices about drug use. It is our belief that there is no safe way to take drugs for recreational purposes. Bosworth can put students in contact with confidential support outside Bosworth. The College will support those who seek help but must seek to protect the community from the dangers of drug misuse. Students should remember that issues concerning drugs use may lead to visa problems for future study in the UK.

Signed \_\_\_\_\_

Student Name (please print) \_\_\_\_\_

Year Group: \_\_\_\_\_

Personal Tutor: \_\_\_\_\_

Date \_\_\_\_\_



## Statement of College procedures on confiscation, screening or searching students signed by students

Bosworth Independent College

Searching and Screening of Students, Searching Students’ Personal Property or Rooms and Confiscation of Students’ Property

Bosworth College respects the personal privacy of students as part of the College’s ethos and in meeting students’ and families’ expectations of how students are treated.

Occasionally, it may be necessary to search students personally, to screen students for illegal substances or to confiscate students’ property. This is as outlined in the Bosworth Behaviour Policy and in Bosworth’s Terms and Conditions. This will only happen if absolutely necessary, for example in the interests of student safety or as part of serious disciplinary investigations. Searches and screenings must be agreed by the Principal. Any member of staff may confiscate an item which is illegal, against Bosworth’s rules or which threatens the safety of students.

Students are expected to cooperate on such occasions.

Searches, screenings or confiscations are conducted courteously and considerately according to the requirements of the British laws which state that a school or college has this right: Education and Inspections Act 2006; Violent Crime Reduction Act 2006; Education Act 1996; European Convention on Human Rights Act 2008; Health & Safety at Work Act 1974; *Searching, Screening & Confiscation, DfE 2018*.

I accept the right of Bosworth staff to conduct searches, screenings or confiscations, when necessary, according to British Law and with my rights fully guaranteed.

Name of student.....

Signature: ..... Date: .....