




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. These sanctioned are tiered by multiple levels as shown in the Sanctions matrix document. This describes the colleges procedures when dealing with everything from lower-level sanctions to exclusions.

A verbal warning or a warning letter to the student will follow minor infringements of rules, all records will be stored on the school MIS 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**

This is given by the Tutor/House Manager/Houseparent. Parents/carers will be given written notification of the warning.

### **2. First written warning**

Parents/carers may be asked to come into college to see the Tutor and/or the Deputy Head. The student and parent/carer will be asked to sign the warning letter, keep a copy themselves and a copy will be kept on the student's file.

### **3. Second written warning**

Parents/carers asked to come into College to see the Deputy Head.

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



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

	BOARDING			ACADEMIC			PASTORAL			ATTENDANCE		
	Sanction examples	Issued by	Example reason for sanction	Sanction examples	Issued by	Example reason for sanction	Sanction examples	Issued by	Example reason for sanction	Sanction examples	Issued by	Example reason for sanction
<b>Level 1</b>	Written verbal warning	Houseparent	Late leaving boarding, rudeness to students or staff, untidy room	Written Verbal warning	Teacher	Lateness to lessons, absence, not submitting work, non-participation	Written Verbal Warning	Tutor	Rudeness to staff or students,	Written verbal warning	Student services	Repeated lateness, absence
<b>Level 2</b>	Early wake-ups, Early sign-ins	Houseparent	Not signing in/out, not registering,	Additional work, extra classes	Teacher	Escalation or repeating above,	Behaviour contract	Tutor	Escalation of above	Attendance officer Report	Student services	Escalation or repeating above,
<b>Level 3 (Formal warning)</b>	Weekend gatings, behaviour contract	Head of boarding	Not submitting leave request,	Detentions, behaviour contract	Tutor, HoD	Repeating above, Class disruption,	Behaviour contract, detention	Tutor/HoP	Bullying	VP Report	VP	Escalation or repeating above, failing AO report
<b>Level 4</b>	Suspension from boarding, behaviour contract	HoB/Principal	Use of alcohol, bullying	Internal suspensions	VP/Principal	Plagiarism,	Internal/External Suspension, behaviour contract	HoP/Principal	Bullying, aggression towards staff or students,	Principal Report, internal suspension	Principal	Escalation or repeating above, failing VP report
<b>Level 5</b>	<i>Exclusion – any exclusion will only be made by the principal and students and parents will receive formal written notice. Students may be excluded for 1 of serious breaches of rules for repeated offences of lower level transgressions.</i>											

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 deem 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.



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The St Andrews sanctions matrix (Above) shows the process for recording and administering sanctions in the college. The example sanctions and reasons for sanctions are by no means a comprehensive list but a guideline for students, parents, and staff to follow

### Rewards

When a student is deemed by a staff member to have done something positive or beyond the norm a house point will be logged on 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' 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.