



**WATERFRONT
UTC**

a University Technical College
for year 9-13 students

Waterfront UTC

Behaviour Policy

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| Policy Scope: | Waterfront UTC |
| Responsibility: | Local Academy Board |
| Date Adopted: | Sept 2024 (Reviewed July 2024) |
| Review Frequency: | Every 2 years |
| Review Date: | July 2026 |

Behaviour Policy

It is the responsibility of the college to provide students with a high-quality education, and to prepare them for life beyond the school gates. As such, it is vital that we help our students to understand the fundamental relationship between actions and consequences. Positive actions result in rewards; negative actions result in sanctions. This Policy clearly sets out our expectations for student behaviour at Waterfront UTC, and the consequences of positive and negative behaviours.

Our beliefs are:

- All students benefit when behaviour is good as they feel safe and this makes learning more effective. Parents/carers play a role in reinforcing desired behaviour expectations as outlined in Waterfront UTC Behaviour Policy.
- Promoting and rewarding positive behaviour helps build self-esteem and self-discipline; this in turn encourages respect for others.
- Sanctions and boundaries deter students from misbehaving.
- Codes of conduct apply before, during and after the school day. They set behaviour expectations for the classrooms, the corridors, break time and lunchtime as well as the journey to and from school.
- Student behaviour is a product of a variety of influences including their relationship with themselves, their relationship with others and their relationship with the curriculum.

Context

The assumption is that teachers treat students with respect and model how they want students to behave at all times. Expectations of students at WUTC is very high, and mirrors the raised expectations of the workplace. Teachers expect students to actively take part in lessons and follow the WUTC rules. UTCs prepare students for a transition into the world of work. Students that attend the UTC have a unique opportunity to learn in a specialist environment and work with several employer sponsors within the Engineering and Construction industry. It is vital that we have the highest conduct expectations for all our students to help prepare them for the next phase of their life.

Effective Communication with Parents

The College recognises that an effective partnership with home is one of the best ways of securing high levels of behaviour. If a sanction is issued an email will be sent to the guardians of the student before the end of the school day detailing the sanction and the member of staff who issued the sanction will endeavour to speak to you to clarify the event. If the member of staff is unable speak to you will be informed by other forms of communication, for example a text message or email.

WUTC Expectations of students

At the UTC we have several agreed expectations with our students that are displayed in every classroom and around the college.

- Be in.
- Be on time.
- Be in uniform.
- Be prepared with the right equipment.
- Be ready and willing to learn.
- Be responsible for your learning.
- Be quick to start work.

- Be respectful and listen when the teacher and other students talk.
- Be willing to do as you are told by the adults.

We expect to see these expectations in practice on a daily basis from our students. In order to support students and ensure a high quality of education we will make a number of changes, the first of which is designed to minimise the amount of low-level disruption.

Rewards:

- Verbal praise.
- House Point - Students will receive house points.
- Head of School Certificates – termly certificates are sent home for students who are truly deserving of praise in any subject area.
- Rewards assemblies at the end of every large term.

The rewards will be based on but not restricted to the following in class and all round expectations;

In Class Expectations:

S T A R

S – Sit up straight and listen

T – Track the speaker or the work

A – Arm up and wait

R – Respect through silence

Following this simple system allows all students to be heard, respected and learn

All round Expectations and Culture:

P I E R

P – Professional

I – Inquisitive

E – Engaged

R – Resilient

Consequences of Behaviour

The behaviour management system is based on the principle that no student has the right to disrupt the learning of other students and allow the teacher to teach and deal effectively with low level disruption in the classroom. As indicated in its name, each student must face the consequences of his/her actions but will be given several chances to choose to moderate his/her behaviour. The use of sanctions is to modify conduct and to allow students to positively re-integrate in lessons.

Included in our sanction structure is the use of Same Day after school detentions of 30 to 60 minutes. Parents/Carers will be notified of these by school staff. The use of Teacher detentions, issued by the class teacher

In addition, the school has arrangements for educating students in the Internal Exclusion Unit (IEU). This can be used as a school-based alternative to fixed term suspension. There are clear expectations of conduct in IEU, including students giving their mobile devices to staff on entry to the room.

The Consequences System Process

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| C1 | Warning – Student warned about not meeting expectations |
| C2 | Final Warning – Student spoken to by class teacher – to reset behaviour |
| C3 | Removal from Lesson Student is removed from the lesson and spoken to by an On Call member of staff. A 30-minute same day detention will take place after school. Failure to attend the detention will result in a one-hour detention the following day. |
| C5 | Failure to comply with staff and school expectations, whilst outside of lessons. |

If a student is receiving two 30-minute SDDT in one day, they will spend the remainder of their day in the isolation room. A one-hour same day detention will be set.

Should a student misbehave or fail their day the IEU the school will follow a set escalation process outlined below, however the school if needed will use suspensions for students who refuse to follow school rules or meet expectations.

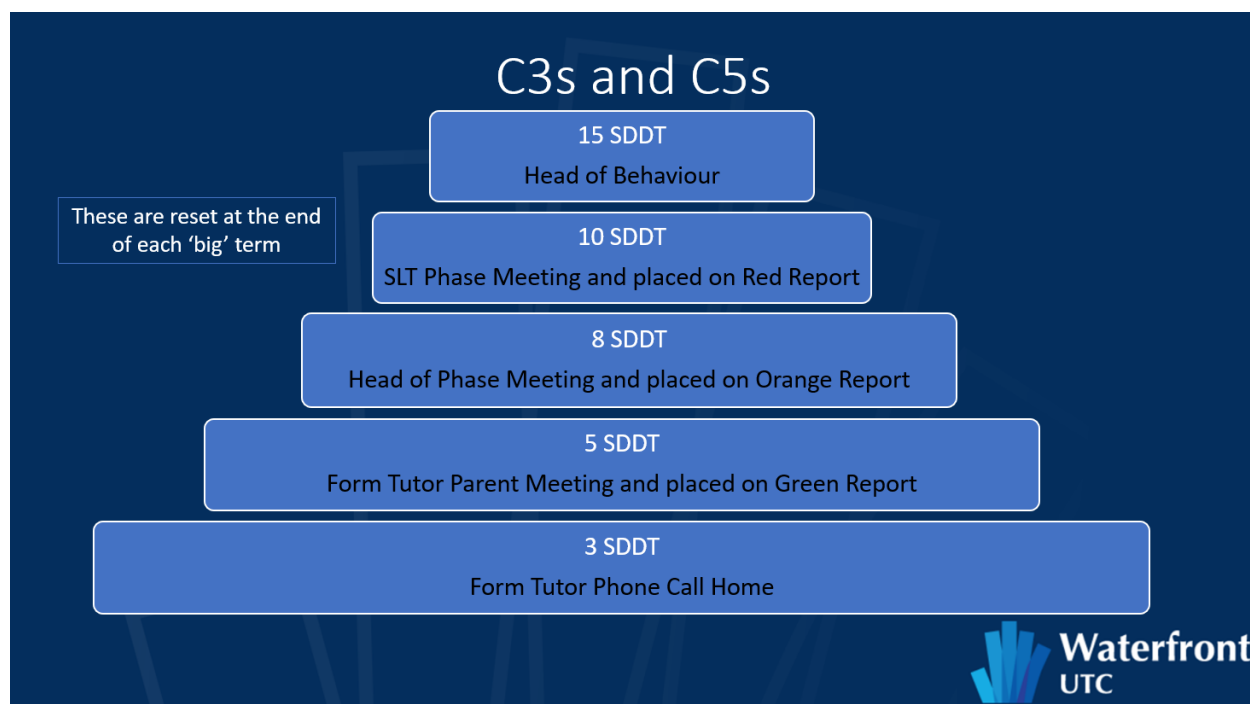
- Level 1 IEU - Fail - Repeat day - Fail Student issued IEU Level 2
- Level 2 IEU - Fail - Repeat day - Fail Student issued SLT Seat
- SLT Seat - Fail - Repeat day - Fail Student issued SLT Seat
- Alternative IEU - Fail Student issued Fixed term suspension
- FTS - on completion student returns to IEU.

The student will have to complete a new day in the IEU on their re-admittance as nothing ever gets cancelled.

| Waterfront UTC Internal Sanctions | |
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| Sanction Type | Sanction Description |
| <i>Same Day Detention</i> | <ul style="list-style-type: none"> • Students will receive a 30 minute same day detention for failing to meet school expectations. • Students will receive a 30 minute same day detention should they arrive late to school without a genuine or justifiable reason. • Students who receive two same day detentions will receive a 60 minute same day detention and be placed in the IEU. • Parents/carers will be notified by member of staff before the end of the school day. |
| <i>Teacher Detention</i> | <ul style="list-style-type: none"> • Students will receive a 30/60-minute detention for failing to meet school expectations. • Teachers will contact home and discuss the behaviour. |
| <i>Community Detention</i> | <ul style="list-style-type: none"> • Students will receive a CDT for level 2 or 3 incidents or as a booking from behavioural and senior staff. • A community Detention will be 2 hours on a Friday. |
| <i>Internal Exclusion Level 1</i> | <ul style="list-style-type: none"> • Students may receive an IEU Level 1 sanction for • Refusal to complete a detention or detentions. Level 2 incidents, arrival to school after 9.00am, wearing the incorrect uniform, or as a booking from behavioural and senior staff. • Timings for IEU L1 will be Mon - Thurs: 08.15 - 15.30 and Fri: 08.15 - 13.30. |
| <i>Internal Exclusion Level 2</i> | <ul style="list-style-type: none"> • Students may receive an IEU Level 2 sanction for: failure to complete and IEU level 1, Level 2 or Level 3 incidents, or as a booking from behavioural and senior staff. • Timings for IEU L2 will be Mon - Thurs 08.15 - 17.00 and Fri: 08.15 - 15.00. |
| <i>SLT Safe Seat</i> | <ul style="list-style-type: none"> • Students may receive an SLT safe seat sanction for: failure to complete and IEU level 1, Level 2 or Level 3 incidents, or as a booking from behavioural and senior staff. • Timings for SLT safe seat will be Mon - Thurs 08.15 - 17.00 and Fri: 08.15 - 15.00. |
| <i>Alternative IEU</i> | <ul style="list-style-type: none"> • Students may be placed at an alternative IEU in another school to avoid an FTS or due to failure to complete and IEU level 1, Level 2 or Level 3 incidents, or as a booking from behavioural and senior staff. Timings depend on other schools' agreement. |

Reports:

We track and monitor SDDT if we find a student has received a number of SDDT we will start the process of escalation via reports (graphic below). Reports are an effective early intervention tool but also give opportunities for praise.



Green – Company Tutor Report – A parental/carer meeting is organised with Company tutor. Students are set 3 targets and required to meet a minimum set number a day, if a student fails their report, this may be escalated to an IEU Level 1 or 2, or a FTS and the report period is extended. Students who fail Tutor report move up to SLT report.

Orange – Head of Phase Report – A parental/carer meeting is organised with HOP. Students are set 3 targets and required to meet a minimum set number a day, students will be issued a 30-minute same day detention if a day is failed, this may be escalated to an IEU Level 1 or 2, or a FTS and the report period is extended. Students who fail HOP report move up to SLT report.

Red – SLT Report – A parental/carer meeting is organised with SLT. Students are set 3 targets and required to meet a minimum set number a day, students will be issued a 30-minute same day detention every day, if the day is failed the student will be placed in the IEU, this may be escalated to an IEU Level 1 or 2, or a FTS and the report period is extended. Students who fail SLT report move up to head of behaviour report.

Purple – Head of Behaviour Report - HOB Report – A parental/carer meeting is organised with HOB. Students are set 3 targets and required to meet a minimum set number a day, students will be issued a 30-minute same day detention every day, if the day is failed the student will be placed in the IEU, this may be escalated to an IEU Level 2, or a FTS or alternative placement.

Blue – This is a positive report aimed at achieving based around positive behaviours, this also enters students into the end of year prize draw.

Refusal to follow a reasonable request

Throughout the school day hundreds of interactions happen between student and staff. It is important that students respond appropriately to reasonable requests and follow them. Failure to do so will result in a fixed term suspension, for example 'please go to your lesson', 'don't wander the corridors' etc.

I know we can have an enormous influence on the education of your child and we are determined that Waterfront UTC goes from strength to strength. I believe that your child will have an excellent standard of education.

When might a sanction be warranted?

Students can expect to face sanctions for:

- Involvement in violence in all its forms
- Inappropriate or incorrect uniform
- Failure to complete work
- Lack of equipment
- The use and/or possession of a weapon
- Involvement in the possession, use and/or selling of illegal substances and for age- restricted legal substances (alcohol, cigarettes/e-cigarettes and tobacco)
- Acts of prejudice and/or discrimination of any kind (e.g. racism, sexism, homophobic etc.)
- Bullying in all its forms
- Persistent misconduct
- Disrupting the learning of others
- The use of abusive inappropriate sexual activity and unacceptable language
- Damaging the reputation of the school and bringing it into disrepute
- Misuse of new technologies
- Damage to public and personal property
- Non-compliance with sanctions
- Theft
- Arson
- Inappropriate behaviour
- Malicious complaint
- Dishonesty or any act impacting negatively on the health, wellbeing and welfare of others.
- Dishonesty relating to academic work in all its forms, including Plagiarism defined by exam boards as well as the college definition of 'attempting to pass off other people's work and ideas as your own'. Plagiarism and dishonesty relating to academic work is taken very seriously and as such sanctions can and will be severe.

This is not an extensive list and any decision to sanction a student will be due to investigation and discussion with the behaviour staff and SLT.

Final decisions regarding sanctions for any form of behaviour deemed unacceptable are made by the Head of School.

Reasonable adjustments are considered before a Child in Care or a child with an EHCP/identified additional need (s) or a child with SEND receives a suspension. The DSL/Designated Teacher/SENCo are consulted and their advice sought before a decision is taken.

Mobile Phones / Headphones

Mobile phones are banned and as such should not be seen or heard during the school day or during social times. The same applies for headphones. Any mobile phones or headphones seen or heard will be confiscated, and our offence process will be followed.

Offense no.1 handed in and returned at end of day following successful completion of detention.

Offense no.2 handed in and collected by parent/carer only.

Offense no.3 will be required to hand in phone at start of every day prior to attending lessons and will be locked away.

This will be tracked and reset at the end of every big term.

Items of such nature are bought to school at your own risk and we accept no responsibility for damage, loss or theft.

Equipment

Equipment is a vital part of the learning process and as such any student who fails to have the correct equipment will be issued a 30-minute SDDT. The school will make reasonable adjustments where appropriate.

Equipment will be checked daily by form tutors, **the minimum you are required to have is;**

- 2 black pens
- 2 green pens
- 2 pencils
- Maths set (ruler, protractor, set of compasses, rubber, sharpener, set squares)
- Scientific calculator
- Knowledge Organiser's

Uniform

We at Waterfront UTC try to mirror the working world as much as possible, as such we require students to wear business dress to school. We have clear expectations for uniform which are outlined below, any student who does not meet these will be required to borrow uniform (phone and loan) if a student refuses to borrow uniform they will be placed in the IEU.

Appropriate Uniform

- Suit, Blouse, Shirt, Tie, Knee length skirt, Tights, V-neck jumper (Unbranded plain jumper with no logo), Dress shoes, Flat smart shoes, Chelsea boots, Black work boots. Shoes must offer appropriate protection and support

Examples of unacceptable Uniform

- Polo shirts, Leggings, Quarter zip top, Sports clothing, Jean material, Jumpsuits, Playsuits, Roll neck, Strappy or low-cut tops, T-Shirt, Skort, Logos, Trainers, Flat laced shoes, Converse style, Fabric shoes, Knee high boots, Crocs, Leather trainers, High heels, Sliders, DM boots, Trainers, No open toes. Footwear that does not offer appropriate protection and support.

Uniform non-negotiables

- Ties, appropriate length, Shoes students shown clear diagrams of what is acceptable and not. All students must have a blazer at all times. No coats. Shirt must be tucked in. Lanyards – worn around neck at all times. Skirt length, tights must be worn if above the knee.

For Health & Safety reasons:

- Long hair must be tied back during practical sessions
- Jewellery should consist of stud earrings only. Bangles and rings are to be avoided.
- A wristwatch may be worn.
- Waterfront UTC takes no responsibility for lost/stolen/damaged jewellery - Make-up, if worn, should be subtle.
- No false nails.

Late to school

Just as in the workplace, arriving late is serious. Please make every effort to ensure your son/daughter arrives on time we require student on site before 8.25am and in company time before 8.30am. Students should be in Company Time and ready to learn by 8:30am. Students who arrive at 8.30am or after without acceptable excuse and contact from home will be issued a 30 min SDDT. Student who arrive after 9.00am without acceptable excuse and contact from home will be placed in the IEU. Continuous late arrivals will incur sanctions and may result in being referred to the Attendance Service. Students who arrive after registration closes will be marked a s a U which is classified as an unauthorised absence.

Out of School BehaviourRationale

We have a statutory power to discipline students for misbehaving outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives us a specific statutory power to regulate pupils' behaviour in these circumstances "to such extent as is reasonable." The misbehaviour could be witnessed by a staff member or reported to the school.

We therefore reserve the right to discipline a student for:

- any misbehaviour when the child is:
 - o Taking part in any school-organised or school-related activity or
 - o Travelling to or from school or
 - o Wearing school uniform or
 - o In some other way identifiable as a pupil at the school.
- or misbehaviour at any time, whether or not the conditions above apply, that:
 - o Could have repercussions for the orderly running of the school or
 - o Poses a threat to themselves or another pupil or member of the public or
 - o Could adversely affect the reputation of the school.

The punishment will be proportionate to the misbehaviour and could be up to and including a fixed term suspension or permanent exclusion.

I would like to take this opportunity to thank you once again for your support and I am very much looking forward to working with you throughout the year. If there are any issues or areas of clarification that you would like to raise please contact reception.