

UTC Heathrow Local Behaviour Procedure



Contents

1. Scope.....	2
2. Expectations for Students in school	2
3. Expectations for Students at home.....	7
4. Monitoring arrangements.....	8
5. Links with other policies.....	8

1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Students, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and Students.

2. Expectations for Students in school

2.1 New rules

When Students are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact Jasmit Kallah, Aaron Sohi or Ian Wilkins if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them to integrate back into school life.

- Students will be arriving in bubbles and times, entering the UTC at different points: Y10 and Y11 will enter through the main entrance at 8.30am. Y12 and Y13 will be entering the bottom of engineering at 9.00am through the engineering doors.
- All students will sanitise their hands upon arrival and answer 3 main questions:
 - Do you have a temperature?
 - Do you have a sore throat?
 - Have you had a loss of taste?
- Students will sign in using their cards only
- Students will always follow the one-way system in the UTC
- On entering and leaving any classroom, students will sanitise their hands
- At the start and end of the lesson, students will wipe where they have sat and the table area using blue tissue and sanitiser that is administered by the teaching staff.
- All students will be zoned in the UTC depending on the Key stage.
- KS4 – First floor and Ground floor
- KS5 – Lower Ground Floor
- OUT of Bound Areas – Lower ground floor for Engineering for KS4, Learning Resource Centre

- Break and Lunch
- KS4 will collect their pre-ordered lunch from the dining area – they will be encouraged to go outside
- KS5 will go offsite for both lunch and Break. The Dining area is out of bounds.
- All bubbles will be kept apart.
- Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') will be implemented following the Guidance and students encouraged to avoid touching their mouth, nose and eyes with hands
- All students **must** tell an adult if they are experiencing symptoms of coronavirus
- Students should not share pens, pencils calculators etc
- During Break and lunch times, only 2 students allowed in the toilet area. All others must queue following the guidance
- Students are not to cough or spit at or towards any other person.

2.2 Rewards and sanctions for following rules

To help encourage Students to follow the above rules, we will: help to build a confident, positive 'can-do' ethos and will bring clear benefits to interactions and success within the UTC community and support our Learning Philosophy. Rewards are an important motivator and are a way of recognising and celebrating student's successes and performance at the end of every term.

Rewards Ladder

Points	Rewards
500	Certificate- plus a phone call home or a Postcard home
1250	Certificate- plus a phone call home or a Postcard home plus a £5 Amazon Voucher
2000	Certificate- plus a phone call home or a Postcard home plus a £10 Amazon Voucher
2750	Certificate- plus a £15 Amazon Voucher and a letter home from the Principal

Other Rewards

- Jack Petchey Awards
- Head of Year Award
- 100% Attendance Award
- 100% Punctuality Award
- Department Awards

All staff should award Achievement points where appropriate by inputting on CPOMS.

However, if Students fail to follow these rules, we will: Implement **consequences**

Teacher conversation with student. **First Warning**



C1:

Wrong choice made. **Second Warning**



C2:

Persistent C1 Behaviour. Three C1's in a week

Result = 30 minute detention on a Tuesday/Wednesday/Friday



C3:

Persistent C2 Behaviour resulting in removal from lesson & contact home.

Three C2's in a week. Failure to attend a C2 detention.

Result = 60 minute detention on a Tuesday/Wednesday/Friday



C4:

Persistent C3 Behaviour. Failure to attend a C3 detention.

Three C3's in one week.

Result = One day pastoral supervision

Consequences summary

C1	C2	C3	C4
<ul style="list-style-type: none">• Making the wrong choice• Talking when the teacher is talking	<ul style="list-style-type: none">• Persistent C1 behaviour• No homework/PPE/P E kit• Three C1's in one week	<ul style="list-style-type: none">• Persistent C2 behaviour• Failure to attend a C2 detention• Truancy from	<ul style="list-style-type: none">• Persistent C3 behaviour• Failure to attend a C3 detention• Serious swearing/abuse

<ul style="list-style-type: none"> • Being disruptive • Not following instructions • No equipment 	<ul style="list-style-type: none"> • Disrupting learning • Incorrect uniform • Mobile device in class without permission • Inappropriate behaviour • Three times late in one week 	<p>lesson</p> <ul style="list-style-type: none"> • Serious inappropriate behaviour • Five times late in one week • Using the UTC lift without permission 	<ul style="list-style-type: none"> • Discriminatory language
--	--	---	---

Reasons for Fixed Term Exclusions, but not exhaustive

- Persistent or significant disruption to learning
- Swearing at staff
- Fighting/Violent behaviour
- Severe bullying of any form
- Continued breakage of UTC Code of Conduct

In all cases a re-integration meeting with Parent/Carer is set up before student returns to lessons.

The Step System

Stage One

Teacher and Student meeting

- Keep a record of discussions with students regarding issues and support
- Place student in KS4 on a Progress report (Green) and review after two weeks
- Place a student in KS5 on a Monitoring and Support report (Orange) and review after two week
- Contact home informing Parent/Guardian of behaviour/progress concerns



Stage Two

Parent, Teacher and Student meeting

- Keep a record of discussions with parent and student regarding issues and support
- Continue student in KS4 on an extended Progress report (Green) with new targets for a further two weeks
- Continue student in KS5 on an extended Monitoring and Support report (Orange) with new targets for a further two weeks
- Teacher to make contact home regarding behaviour/attitude to learning



Stage Three

Pastoral, Parent and Student meeting

- Keep a record of discussion and actions to be taken by completing a parent meeting form
- Pastoral support interventions and provisions put in place
- Place student in KS4 on a Pastoral report (Blue) for 4 weeks
- Place student in KS5 on a Pastoral Report (Blue) for 4 weeks
- Pastoral to make contact home regarding behaviour/attitude to learning if required
- Arrange a review meeting after 4 weeks with parents if required



Stage Four KS4

Vice Principal, Pastoral, Parent and student meeting

- Keep a record of discussion and actions to be taken by completing a parent meeting form
- Formal meeting arranged with parent/guardian to discuss next steps/special arrangements/Pastoral interventions
- Place student in KS4 and KS5 on a SLT Report (Red) for 2-4 weeks
- Refer to SEN



Stage Five

Principal, Parent and Student

- Keep a record of discussion and actions to be taken by completing a parent meeting form
- Discussion with student and parent about their future at the UTC

***Please ensure all records of discussions/meetings are placed in the students file when complete. A pro forma can be found in the main office to record outcomes of meetings. Please also ensure that reports are closely monitored and placed in to the students file when complete.**

Use of Mobile phones

Any student who uses a mobile phone without permission or whose mobile phone goes off in school will have it confiscated by the member of staff. The phone will be returned to the student only once if this is continuous and it will not be returned until a parent/carer is able to collect this from the UTC. A sanction of 30 minutes will also be applied. The UTC follows a 'See it, hear it, take it' protocol.

2.3 Changed rules

Until further notice, we will alter the following school rules:

- From September attendance is compulsory to school. Please follow the attendance policy of the UTC
- From September 2020, all Students must wear Business Dress

3. Expectations for Students at home

3.1 Remote learning rules

If Students are not in school, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Parents should contact Ms G Gardiner if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them with their learning.

Students must:

- Be contactable during required times – although take into account that Students may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages

3.2 Dealing with problems

If there are any problems with Students adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will:

- Contact parents to support them and see if there's any issues you can help them address.

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 4 weeks by Senior Leadership team. At every review, it will be approved by delegated authority via the Principal and Local Governing Committee.

5. Links with other policies

This policy links to the following policies and procedures:

- ALET Child protection policy
- ALET Behaviour policy
- ALET Health and safety policy
- UTC Heathrow Attendance Policy
- UTC Dress Code