



UTC Swindon behaviour protocol

UTC Swindon operates a graduate response to behaviour.

Our behaviour system is designed to prepare our students for the work place and ensures our schools values are met.

1. Teacher Issue in class warning for minor breaches of behaviour.
2. Second in class warning – recorded on CPOMS system
3. Third warning, staff member asks for on call and the student is collected and taken to reflection for the rest of that lesson. The reflection room supervisor contacts home to let the parent know the student is in reflection, that the member of staff will contact them with all the details, and the student needs to stay at 3.40 for a restorative meeting with the staff member.
4. If student sent to reflection more than once in a day, they will spend the rest of the day in reflection preparing to themselves to learn. Restorative conversation by teacher to happen during the restorative justice meeting.
5. Failure to attend a RJ meeting will result in the student going to reflection the following morning, until the member of staff has time to see them the following, during a free lesson, break or lunch.
6. For serious breach of behaviour, student sent straight to reflection after no warning.

Stage	Response	Action	Resolve	Support
1	First warning			
2	Second warning	Recorded on CPOMS		
3	Third warning	Student sent to reflection for the lesson	Student attends RJ meeting, member of staff contacts home	
4	2 nd lesson in reflection	Student to remain in reflection for the day	Student attends RJ meeting, member of staff contacts home	Pastoral check in with student
5	Failure to attend RJ meeting	Reflection the following day	Member of staff meets with student at earliest opportunity	Student returns to class
6	Serious breach	Suspension <u>issued</u>	Reintegration meeting with parents	School and student targets set

Attendance (Please see Attendance procedures for full process)

- Attendance is monitored by reception
- All students who arrive after 8.30 must sign in at reception
- Students who arrive after 9am will be issued with a U (absent for the morning session) a Late mark is issued up until 9am.

Uniform

- Students must be in business wear at all times within college working hours, unless authorised alternative arrangements.
- Hoodies and coats are not to be worn inside the building.
- If student would like to wear a jumper (no sweatshirts or hoodies) under their blazer it should be plain with no large branding.
- No trainers to be worn around the college.
- Shirts must be tucked in at all times
- Lanyards must be worn at all times – if a student has forgotten their lanyard they should borrow one from reception, a broken or lost lanyard will need to be replaced through ParentPay.
- If a student does not have PE kit they will be issued with an RJ meeting to discuss with Head of KS4 why they have not got their kit and ensure this doesn't happen again.

If a student is not in uniform parents will be contacted and students will be expected to remain out of lessons until this can be rectified.

Mobile Phones (Please see Behaviour for learning procedures for more detail)

- Mobile phones are allowed in college but should only be used in lessons to support learning when the teacher gives permission.
- Mobile phones should be in a student's locker, bag or the mobile phone box in classrooms during lesson time.
- Mobile phones can be used in the canteen at break and lunch.
- If a mobile phone is used in class without permission, a warning should be given to the student. After this it will be confiscated and the teacher will keep it for the rest of the lesson.
- No mobile phones will be allowed in reflection – these will be collected and locked away for the reflection period. If a student fails to hand over their phone or is caught using it in reflection, they will be issued with a suspension.
- Phones are not permitted when a student is on a timeout.
- If a student continually misuses their mobile phone in and out of lessons, students will be required to hand their phone into Reception in the morning and collect it before they leave at the end of the day (decided by SLT and staff informed).

Restorative justice meetings

- If a student is sent to reflection, staff must see the student at the end of the day during their detention time to meet the student.
- This time should be used as a supportive measure to discuss the incident and find a way to move forward.

Other

- UTC Swindon is a no chewing gum site and students should not have this on them
- Fizzy drinks and energy drinks are not permitted on site by any student, if these are seen they will be removed from the student.