

## Modelling Positive Behaviour

All staff are responsible for role modelling and setting the expectations of positive behaviour:

This includes:

- Developing a positive relationship with students
- Explicitly teach behaviour expectations and reinforce them
- Using daily positive reinforcement methods (verbal praise, contact home, post cards etc.)
- Greeting students at the door before the start of each lesson
- Highlighting and promoting good behaviour (even the smallest of achievements)
- Create a classroom layout that supports the students (flexible spaces to support active supervision and seating students near positive role models)
- Concluding the day positively and starting the next day afresh
- Remember absorption time for warnings and not to race through them. Including allowing time for adaptations following first warning (moving seats, brain breaks etc.)

## ROCK VALUES

At UTC Swindon we believe that our core values of **Respect**, being **Organised**, **Constructive** and **Kind** allow us to make connections that support our understanding of the world around us and our place within it.

There are many ways you can show our ROCK values, including:

**Respect** – Respecting the environment and people within, being polite and saying please/thank you.

**Organised** – Having the right equipment, being at school on time and meeting coursework deadlines.

**Constructive** – showing readiness to learn, accepting feedback and problem solving.

**Kind** – Listening to others, welcoming visitors, or offering to help.



## Rewards

As a UTC we are committed to promoting, celebrating, and rewarding achievement for both KS4 and 5. We recognise that our students possess a range of talents and abilities, and we believe in promoting/celebrating even the smallest of achievements.

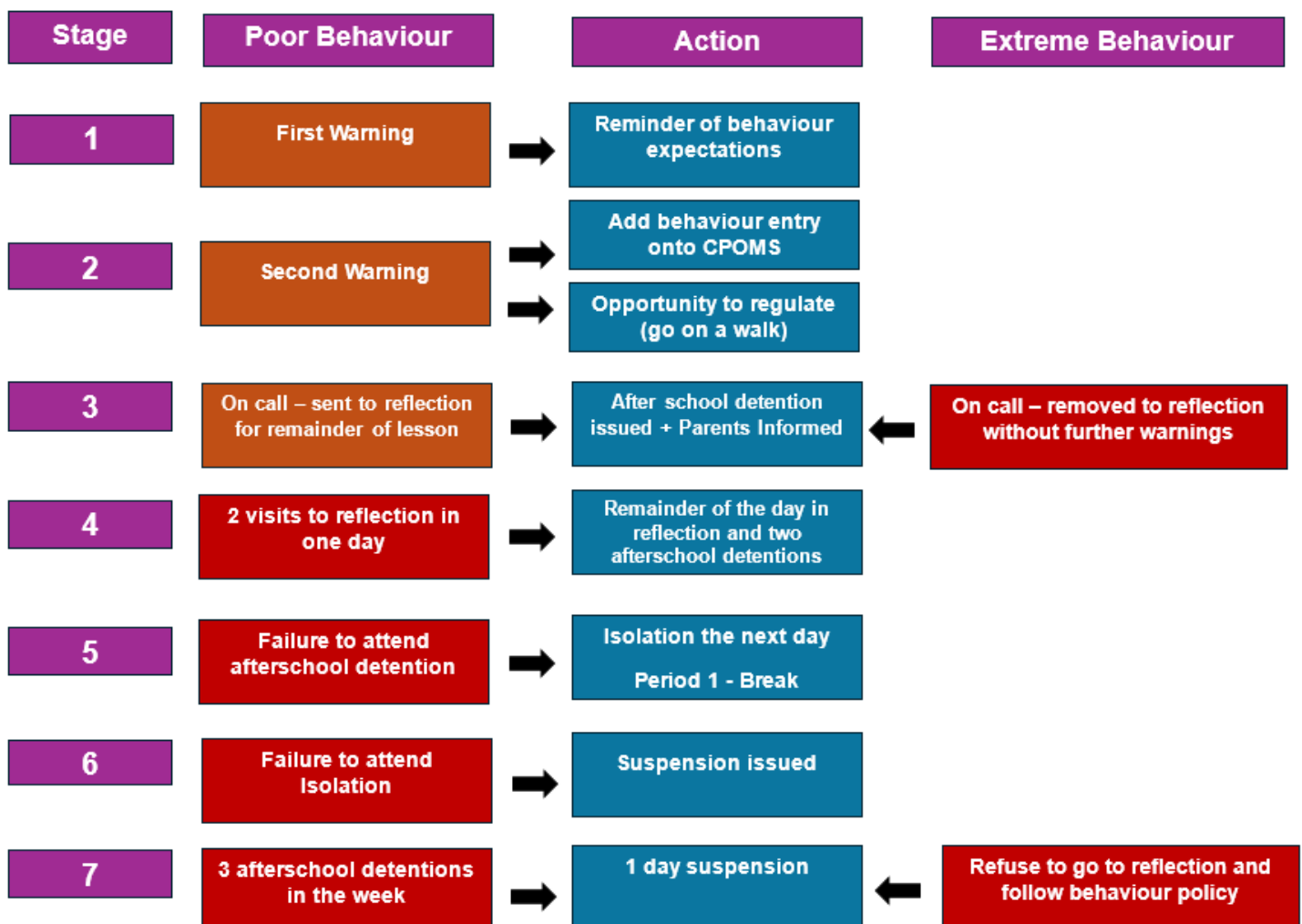
At UTC Swindon we reward students on both an individual level and as members of groups.

There are many ways in which students are rewarded, e.g.:

- Caught doing the right thing cards – linked to our ROCK values are given out by staff. These are placed in a draw each week where the Head of KS pulls out winners who win a prize. A tally of the cards are kept and at the end of each term a reward is handed to the student who has had the most cards that term.
- Subject awards at the end of each term for students
- UTCS postcards given to students for positive behaviour, to be taken home.
- Subject reward trips – linked to industry partners and for those students who have shown the most effort in class
- Behaviour points – students be rewarded positive behaviour points on Edgen, students rewarded for hitting point targets. These are also then displayed on parent and student portals.
- Positive communication with home, including phone calls and emails from teachers, tutors, and Head of KS.
- Attendance awards each term – reward of non-uniform day for the year group with best attendance termly.
- Access to the gym for a session
- Head of Key Stage breakfast

# Graduated Response

1. Teacher issues in class warning for minor breaches of behaviour.
2. Second in class warning, teacher enters behaviour log in CPOMS.
3. Where possible and/or appropriate Joao will come and take the student for a quick walk to regulate and attempt to reduce further behaviour.
4. Third warning, staff use radio and call 'On call' student will be collected from the classroom and taken to reflection where they remain for the remainder of the lesson. Students who are sent to reflection will be issued with an afterschool detention where they will complete restorative justice paperwork with the teacher. An email will be sent home to alert parents/careers of reflection and after school detention. Class teacher contacts home at the end of the meeting with the actions from the meeting. Behaviour is logged onto CPOMS.
5. If a student is sent to reflection more than once in a day, they will spend the rest of the day in reflection preparing themselves to learn. Restorative conversation with teachers to happen during after school detention.
6. For serious breaches of behaviour, the student sent straight to reflection after no warning. An investigation occurs and the student is issued with a relevant consequence.
7. Failure to attend an after-school detention, will result in the student being placed in isolation. This will take place the following morning, and they will not be in circulation until after breaktime or until they are showing a willingness to learn.



## Methods to Support Behaviour

- Communicate with parents/carers about support required to change behaviours (this can be done face to face via meeting or phone calls/emails)
- When we identify patterns of continuous behaviour concerns, parents and student will be invited in to set up a behaviour support plan. This consists of proactive and reactive strategies and provides staff with a step-by-step guide to managing individual behaviours.
- Depending on the student and behaviour concern we have we may implement a 'Report Card', which the student will need to get ticked off during each lesson and then this will be reviewed by tutors.
- Removal from the lesson to work under supervision in the reflection room.
- Isolation within the reflection room
- Making clear to the students that the behaviour policy is being followed, by using names and ticks on the board for warnings.

## Break and Lunch time Procedure

During break and lunchtimes, the behaviour policy should still be followed. Warnings can still be given out for misbehaviour and behaviour should be logged appropriately on CPOMS. Failure to listen and repeated behaviour in the canteen will result in, contact home and sanctions to be given out dependent on each situation.

## 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.
- Completed RJ meeting forms are then given to Head of KS to be logged on CPOMS. Staff will also follow up the RJ meeting with a phone call or email home to update parents.

## Behaviour Breakdown



There are a number of behaviours that are unacceptable within school, and we deal with each individual incidents case by case.

All incidents are investigated by a member of SLT or Key Stage Lead, to ensure the appropriate sanctions are issued.

Behaviours are categorised as the following on CPOMS, but not limited to:

<b>Stage 1 – Verbal Warning (Misbehaviour)</b>	<ul style="list-style-type: none"><li>○ Disruption in lessons, in corridors between lessons, and at break and lunchtimes</li><li>○ Failure to follow instructions</li><li>○ Lack of Engagement / Not ready to learn</li><li>○ Misuse of phone /headphones /electronic devices</li><li>○ Non- compliant uniform</li><li>○ Poor Language, including towards peers and/or staff</li><li>○ Punctuality</li><li>○ Not lining up ready to go into lesson</li></ul>
<b>Stage 2 – Removal / On call</b>	<ul style="list-style-type: none"><li>○ Continuous disruption of learning</li><li>○ Repeated failure to follow instructions</li><li>○ 2 or more stage 1 warnings</li></ul>
<b>Stage 3 – Report a serious incident (Serious Misbehaviour)</b>	<ul style="list-style-type: none"><li>○ Bullying (in person and on line)</li><li>○ Bringing UTCS into disrepute</li><li>○ Disability discrimination</li><li>○ Discriminatory behaviour</li><li>○ Using, carrying, or distributing drugs</li><li>○ Homophobia/ Transphobia / Biphobia</li><li>○ Physical assault of staff/student</li><li>○ Verbal assault of staff/student</li><li>○ Possession of a prohibited item/weapon</li><li>○ Sexism</li><li>○ Truancy</li><li>○ Smoking / vaping</li><li>○ Theft</li><li>○ Unsafe / unprofessional behaviour</li><li>○ Vandalism</li></ul>

### Discriminatory Behaviour (stage 3) includes:

- Race
- Religion or Belief
- Sex (Gender)
- Disability
- Sexual Orientation

<b>Behaviour</b>	<b>Explanation and Consequence</b>
<b>Lateness to lesson</b>	<p>Lateness to all lessons is recorded on our MS systems. 2 lateness's in one day (including tutor) will result in a meeting with Head of Year and further interventions being put in place if required.</p> <p>Further lateness to lesson will result in an after-school detention.</p>
<b>Use of electronic device (phone or air pods)</b>	<p>Mobile phones and electronic devices should be switched off from arrival onto school site and stored in bags or lockers. If the device is seen, heard, or used during lessons, the electronic device will be confiscated on the first occasion and given back to the student at the end of the day. If the electronic device is then confiscated for a second occasion, this will need to be collected by a parent/carer.</p>
<b>Incorrect Uniform</b>	<p>Positive behaviours include setting high standards by wearing correct business dress. Students who arrive with incorrect uniform will be given the opportunity to change and parents will be contacted. Until the student presents in the correct uniform, they will be in reflection.</p>
<b>Banned items on school site e.g., vape, energy drink, fizzy drinks, chewing gum, aerosol</b>	<p>Item will be confiscated and disposed of appropriately</p> <p>If further misuse or failure to hand over items such as vapes, we will use our wand to identify objects (to only be used by safeguarding team/SLT)</p>
<b>After school detentions</b>	<p>After school detentions will take place 3:50pm – 4:20pm the same day.</p> <p>A student will be issued an after-school detention for each visit to the reflection room. For example, if they are sent to the reflection room twice in one day they will be issued two detentions (one that day and one the next day). If a student is issued with a third detention they will be issued a suspension.</p> <p>If you are late to an afterschool detention, you will need to make up this time.</p>

## Screening and Searching Students

UTC Swindon does not need to obtain written consent to carry out a search of the student's belongings. It is enough to ask the student to hand over an item, or to ask whether the staff member can look in the student's bag or locker, and for the student to agree.

UTC Swindon acknowledges its duties and responsibilities under the Education Acts of 1996 and 2011, Education and Inspections Act 2006 and Health and Safety at Work 1974 in respect of screening and searching students. As a result, we may search students' clothing, bags, or lockers without consent for any banned item we believe could cause harm. This process will be governed by internal procedures and will only be undertaken by a member of the senior leadership team. At least two staff members will be present when a search is carried out on a student. If we feel that students are confining objects or failing to hand over banned items, we can use a scanning wand to pick up on any concealed items, this process will only be carried out by a member of the safeguarding team.

## Reasonable Force

As part of our trust 'Activate Learning Education' we have a reasonable force policy available.

At UTC Swindon, we would only use reasonable force to intervene during extreme circumstances, where a student is at risk or could cause further harm.

## Behaviour beyond the School Gates

School is able to extend our behaviour policy, to intervene and apply interventions/sanctions for off-site behaviour.

This includes any behaviour which goes against our policy.

- Travelling to or from UTC Swindon
- Could have repercussions for the day to day running of UTC Swindon
- Poses a threat to another student/staff member or member of the public
- Could bring the school into disrepute.
- Taking part in any school-based activities (school trips/college visits)

## Misbehaving Online

The safeguarding team will also respond and intervene with situations of online misuse, even if these have not taken place within school hours.

- Students are at risk of harm (themselves or others)
- Having an impact on day-to-day school
- Impacts on the reputation of the school

We will take necessary action to each case of online misbehaviour, as a result of this sanctions could be issued.

## **Attendance (Please see Attendance procedures for full process)**

- Attendance is monitored by reception and head of year.
- All students who arrive after 8.40am 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.
- Tutors will keep track of morning attendance and have 1-1 chats when patterns of lateness are identified
- Students who are late to college (after 8:40am) will be issued with an after-school detention (3:50pm – 4:20pm) the same day. Our attendance officer will send an email home to inform parents of the late arrival and inform them of after school detention. Failure to attend the after-school detention, will result in an isolation the following day (from period 1 – breaktime) and will be back in circulation after break.
- Attendance officer will invite parents in for meetings to discuss when there has been no improvement with patterns of lateness and absence
- UTC Swindon are supported by Swindon Borough Council EWO (Education Welfare) – warning letters and fines are issued as appropriate

## **Uniform**

- Students must always be in business wear within college working hours, unless authorised alternative arrangements.
- Hoodies, coats, and hats are not to be worn inside the building. Please confiscate and hand to Helen in the case of persistent offenders.
- V neck or round necks jumpers can be worn but these must not have any logos on them.
- No trainers to be worn around the college, all black trainers are not considered as smart footwear.
- If you are wearing a shirt a tie is compulsory, if you are wearing a blouse a tie is not required.
- Shirts must be tucked in
- Lanyards should be always worn and visible
- If a student does not have PE kit, they will be issued with an afterschool detention and RJ with Head of KS4 to discuss why they have not got their kit and ensure this doesn't happen again.

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

- At UTCS we run a see it, hear it, loss it initiative to prevent the misuse of devices in lessons.
- Mobile phones are allowed in college but should only be used to access the student app or support learning when the teacher gives permission.
- Mobile phones can be used in the canteen at break and lunch.
- Non-constructive use of phones during the corridors between lessons, will lead to the device being confiscated.



- When going for a toilet break, students are required to hand their phone in or pop it on the teacher's desk before they go.
- If a mobile phone is seen/used in class without permission, the phone will be confiscated until the end of the day. Failure to follow this instruction and continues misuse, will result in a member of SLT or Head of KS to remove the device for the remainder of the day and parents will be informed.
- 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 caught using it in reflection, we will follow the graduated response.
- If a student continually misuses (more than once) their mobile phone in and out of lessons, students will be required to hand their phones over and this will then need to be collected by a parent/career.
- All phones that are confiscated will be safely locked away at Reception.