



# WEST MIDLANDS EDUCATION & SKILLS

## BEHAVIOUR POLICY

# Policy Statement

The management and staff of West Midlands Education & Skills believe that good behaviour is necessary for effective teaching and learning to take place. At West Midlands Education & Skills we believe that respect for self and others are the basis of good behaviour.

## Principles

We seek to create an inclusive and caring environment for our students by

- promoting desired behaviour and discipline
- promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- ensuring equality and fairness of treatment for all
- encouraging consistency of response to both positive and negative behaviour
- promoting early intervention
- providing a safe environment free from disruption, violence, bullying and any form of harassment
- encouraging a positive relationship with parents and carers to develop a shared approach which involves them in the implementation of the school's policy and associated procedures
- promoting a culture of praise and encouragement in which all students can achieve

## What do we expect of students?

- To arrive at school on time, ready to learn and bring any allocated protective clothing to wear in the vocational area.
- To be punctual for lessons including those lessons after the morning and afternoon breaks.
- To refrain from bringing any drugs or attending school under the influence of drugs.

- To respect their peers and tutors and demonstrate this by being polite and considerate and behaving in a manner which does not affect the process of learning.
- To respect their learning environment by keeping it clean and free of graffiti.
- To switch off mobile phones during class and refrain from playing music out loud in common areas.
- To engage in learning by actively taking part in planned activities.
- To speak to a member of staff or follow the grievance procedure if they are bullied, harassed or discriminated against in any way.

### **What do we not accept in the school?**

- A lack of respect for peers and tutors.
- Bullying, harassment, discrimination.
- Violent behaviour.
- Vandalism
- Any other behaviour which affects the learning process in a negative way.

### **Rewards for acceptable behaviour**

#### The Points System

The Points System is used to promote good behaviour at West Midlands Education & Skills by rewarding good behaviour and empowering students to

How does it work?

- Each student is assigned 12 points when they enrol.
- At the end of every month students who have 12 points are rewarded therefore each student should aim to keep their 12 points by maintaining good behaviour.
- Students can lose or gain points depending on how well they behave. Tutors are responsible for monitoring student behaviour, awarding or removing points, keeping an up to date record of each student's points and passing the records to the Receptionist for display every week. The number of points gained or lost is decided by the tutor.

- Students lose points due to negative behaviour, absence or lateness. When this happens their tutor can give them the opportunity to gain these points back by demonstrating good behaviour or completing specific tasks. Students can continue losing points beyond 0.
- Students gain points due to good behaviour, attendance and punctuality. Students who have 12 points at the end of each month will be rewarded by taking part in an outreach activity. The list of students who have earned the outreach reward will be compiled on the day before the outreach and any points gained or lost after 12.30pm on that day will not be taken into account. Any students who are late on the day of the outreach event will not be allowed to take part.
- Students who have 12 points at the end of each month also have the opportunity of winning the Student of the Month Award, an award which comes with a £20 voucher, a certificate and the display of the student's name. Having 12 points does not automatically guarantee winning this award, tutors consider other factors before they choose the winner. Only those students with 12 points can be considered for the Student of the Month Award.

### Student Awards

- As mentioned above the 'Student of the Month' award is used to promote good behaviour, is linked to points and comes with a voucher.

### References

- Students are constantly reminded that good behaviour leads to good references which are crucial when seeking employment.

### **Consequences for unacceptable behaviour**

#### The disciplinary procedure

There are three stages when it comes to the disciplinary procedure:-

- Verbal Warning – given for unacceptable behaviour
- Written Warning – given if student continues to behave in an unacceptable manner despite the verbal warning
- Suspension - if student continues to behave in an unacceptable manner despite the written warning they will be suspended, the duration will be decided by the Head of School depend on the severity of the misconduct.

- Immediate Suspension or Exclusion– there are certain types of behaviour that will lead to an immediate suspension including bringing drugs to the premises; violent or threatening behaviour; bullying; vandalising school property or any other behaviour that threatens the safety of students or staff.

In such cases a critical incident report is logged and the parents/carers are informed of the suspension and invited to a meeting with the management. The student is not allowed to return to the premises until the matter is resolved. If the behaviour warrants it, the police might be involved.

- Exclusions are handled by the Head of School and Chair of Governors.

## **What to do if you have a complaint**

### Grievance Procedure

The aim of the complaints procedure is to ensure that all students and staff feel that they are treated fairly and respectfully. Any student who feels unhappy with the way they have been treated by any member of staff, student or any other member of West Midlands Education & Skills should be encouraged to make a complaint. Employees, parents/guardians/carers of students, neighbours of the college or in fact members of the public who feels they have been treated unfairly are also encouraged to make a complaint.

- Complaints can be made formally or informally, verbally or in writing. Anonymous complaints will be considered; although this complaints procedure will not be followed for anonymous complaints.
- It is preferable, both for the person making the complaint and the one against whom the complaint is made, that the complaint is taken up at the time of the problem and resolved by the parties concerned, informally.
- Students are encouraged to approach any member of staff about any matter with which they are not happy. All staff members are committed to the individual care and support of students.
- There will be occasions, however rare, when formal procedures will be required.
- Any member of West Midlands Education & Skills wishing to complain should obtain and complete the appropriate complaint form from the office and return it to the office manager.
- West Midlands Education & Skills has established a simple procedure to ensure that all members feel they are encouraged to complain if they are unhappy about any aspect of education life.

- All complaints will be treated in the strictest confidence. In the first instance the Deputy Head of the School will record the complaint and investigate the matter within 5 working days.
- All complaints will be taken seriously and the complainant will be informed of the outcome, giving reasons for the decision, within a further 5 working days from the investigation being completed. All complainants have a right to appeal if the outcome is not to their satisfaction. Appeals can be made in writing to

**Head of School**

**West Midlands Education & Skills**

**St Patricks Presbytery**

**Blue Lane East**

**Walsall**

**WS2 8HN**

- If an agreement has not been reached by both parties, then the complaint can appeal in writing to the school or agency that referred the student to West Midlands Education & Skills.
- This procedure attempts to provide a level of treatment over and above the minimum required by law.

**Responsibility for implementing this policy**

The responsibility for implementing this policy lies with the management and all staff of West Midlands Education & Skills. Students, during induction are introduced to the behaviour which is expected of them and they play a part in the implementation of this policy as well.