



# ICC Behaviour for Learning Policy

*Happy, Safe, Successful*

*I shall pass this way but once; any good that I can do or any kindness I can show to any human being; let me do it now. Let me not defer nor neglect it, for I shall not pass this way again.*

ETIENNE DE GRELLET

Revised June 2018

# Irlam & Cadishead College

## Behaviour Blueprint



*I shall pass this way but once; any good that I can do or any kindness I can show to any human being; let me do it now. Let me not defer nor neglect it, for I shall not pass this way again.*

ETIENNE DE GRELLET

*When the adults change, everything changes.*

PAUL DIX



Visible Adult Consistencies	Rules	Over & Above Behaviours
1. Meet and greet: friendly welcome, planner/book/reading	1. Ready	1. Verbal praise
2. Hands up for silence	2. Respectful	2. Written note home
3. End and send: orderly dismissal, supervise on corridors	3. Safe	3. Positive phone call

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### Our Value Message

## Happy, Safe, Successful

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Stepped Sanctions	Microscript <small>30 second intervention</small>	6 Restorative Questions
1. 1 <sup>st</sup> chance	Examples – link to Ready, Respectful, Safe	1. What happened?
2. 2 <sup>nd</sup> chance	(examples not exhaustive):	2. What were you thinking?
3. Final chance – imposition/Restorative Practice (3 on SIMS)	- "Make the right choice"	3. How did this make people feel?
4. Time out – conversation outside of classroom (3 on SIMS)	- "Pens down, eyes this way"	4. Who else has been affected?
5. On call (4 on SIMS)	- "I've noticed that..."	5. What should we do to put this right?
	- "I expect..."	6. How can we do things differently in the future?
	- "I know you will..."	
	- "Thank you for..."	
	- "Take a deep breath"	



Is it polite? Is it kind? It is good behaviour for learning?  
Is it fair?

## Irlam & Cadishead College Rules and Routines

ICC has three basic rules:

- Ready, Respectful, Safe

In following these basic rules, students must:

- be punctual and attend college regularly
- work to the best of their ability and complete homework on time
- take responsibility for their own learning, organisation and conduct
- adhere to the Email and Internet Access Policy
- show respect for others, their possessions and the college environment

### Mobile Phones and Electronic Devices

ICC recognises that there may be genuine reasons for students to bring a mobile phone to college.

**However, the use of mobile phones in college is not allowed and mobile phones, electronic devices (including tablets and smart watches) and headphones must not be on view in the College building.**

- The College does not accept any responsibility for mobile phones or electronic devices brought into college and any student who bring such a device in, does so at their own risk. If such devices are seen or heard during the course of the college day, **they will be confiscated** and taken to Student Services. **Parent/carers will be contacted to collect the device should an incident be repeated.**
- If devices go missing, ICC staff cannot be expected to take time to search for them.
- Students are advised to protect devices with security markings and codes, and keep them locked in a locker during the college day.
- If parents/carers need to contact students in an emergency, they should telephone college in the usual way.
- Devices must not be taken into examinations.

### Presentation and Uniform at Irlam & Cadishead College

All staff are responsible for upholding the uniform rules.


- Students must wear blazers at all times, except when permission has been given in the classroom.
- Outdoor coats must be removed before entering the college building and placed in lockers or a separate bag.
- Boys must wear neck ties appropriately.
- Shirts and blouses are to be tucked in at all times.
- Hair is to be worn in a simple, neat style – no cult styles/shavings. Shoulder length hair should be tied back in practical lessons. Excessive use of colour is not acceptable.
- All students should be clean shaven.
- Acrylic nails are unsafe in the college environment and are not to be worn.
- Piercings: only a single pair of plain stud earrings in the lower lobe is **acceptable**.

#### IRLAM & CADISHEAD COLLEGE UNIFORM

**Personal Appearance**  
All students should be clean shaven with hair worn in a simple, neat style - no cult styles/shaving.

Students must wear blazers at all times, except when permission has been given in the classroom or removed for games. Boys must wear ties appropriately and shirts and blouses must be tucked in at all times.

**We expect the following high standards of presentation on our College site:**

<input checked="" type="checkbox"/> College blazer		<input type="checkbox"/> No leggings or jeans
<input checked="" type="checkbox"/> Boys must wear ties		<input type="checkbox"/> No make-up
<input checked="" type="checkbox"/> Plain black 'school' trousers		<input type="checkbox"/> Neat hair. No 'cult' styles or shavings, and natural colour
<input checked="" type="checkbox"/> White shirt		<input type="checkbox"/> No 'hoodies' or sweatshirts
<input checked="" type="checkbox"/> Black socks or tights		<input type="checkbox"/> No facial piercings. Only one pair of plain ear stud earrings (one earring per ear, to be worn in the lower ear lobe)
<input checked="" type="checkbox"/> College bag designed to hold A4		<input type="checkbox"/> Black footwear only
<input checked="" type="checkbox"/> Black footwear which covers the feet and can be polished		
<input checked="" type="checkbox"/> Mobile phone switched off and not visible		

## **Energy Drinks/Fizzy Drinks**

Whilst ICC understands that students must be able to make their own choices regarding healthy eating, as a college we are responsible for promoting a healthy lifestyle.

As part of this, energy/fizzy drinks are banned in college. If students are caught with an energy/fizzy drink they will have it immediately confiscated and parents/carers will be contacted to collect the item.

## **Selling Items**

Students must not bring items into college to sell to other students. Students found to be selling at college will have the items confiscated for collection by parents/carers and will attend the Room for Improvement.

## **Internal Truancy**

Students who truant lessons will be required to make up the time with the Class Teacher/Head of Department at the end of the college day. Students who persistently internally truant will attend the Room for Improvement.

## **Smoking**

### **N.B. smoking also applies to electronic cigarettes.**

Irlam & Cadishead College endeavours to safeguard all its students against the harmful results of smoking. This policy seeks to deter students from smoking and places sanctions upon any student who is smoking either on the Irlam & Cadishead College site or off site in ICC uniform or travelling to/from the college. Irlam & Cadishead College recognises and upholds the Health Act 2006, which bans smoking in all public places.

Smoking is well documented to have a severe detrimental impact upon the health of the smoker and those who are subjected to passive smoking. The NHS website (<http://smokefree.nhs.uk/advice-and-information/faqs/>) states the following:

*'Smoking causes many serious and fatal diseases including lung cancer, heart disease, bronchitis and emphysema. It also causes many other cancers; respiratory diseases, strokes and can affect fertility.'*

- Any student found to be smoking will attend the Room for Improvement. Students repeatedly found to be smoking will be issued with a Fixed Term Exclusion.
- Where we feel it will be beneficial, the student may be referred to the Achieve Salford Recovery Services for support and guidance.

## **Substance Misuse**

Irlam & Cadishead College is committed to the health and safety of its students and acknowledges the importance of its pastoral role in their welfare. Through a PSHE Tutorial and Assembly programme, ICC will inform and educate students on the consequences of substance use and misuse.

Whilst recognising the increased use of illegal and other substances among young people, ICC will not condone the use of such substances, including alcohol and tobacco, while students are on the college site, travelling to/from college or whenever they represent ICC on trips or visits.

- Any student who brings in/is in possession of an illegal substance/legal high in college will be Fixed Term Excluded for a period of time whilst an investigation takes place. Following investigation, this may lead to Permanent Exclusion.

- Where we feel it will be beneficial, the student may be referred to the Achieve Salford Recovery Services for support and guidance.
- The Headteacher/Assistant Headteacher – Behaviour for Learning will ensure that parents/carers are informed and will decide on the involvement of the police. Governors will also be informed.


## **Sanctions**

**Interventions and sanctions to improve behaviour are detailed on page 9. Detentions may be used as a sanction at morning break, lunchtime or at the end of the regular college day (i.e. after 2:50pm).**

**Section 92 Education and Inspections Act 2006 gives schools legal authority to detain students without parental consent. The Education Act was amended in 2011 to allow secondary schools to keep students in detention without notice, this came into effect in January 2012.**

## Recording and Monitoring Behaviour

Students are marked as 1-5 on the register at Form Time and each lesson. Students are informed of their grade at the end of a lesson. Actions taken regarding students receiving a 3,4 or 5 are recorded on SIMS.




### ***Behaviour for Learning***

You will be graded 1-5 for every lesson:

- ▶ 1
  - Outstanding effort classwork/homework
  - Exemplary work demonstrated
  - Supporting other students with work
- ▶ 2
  - Ready, Respectful, Safe
  - Classwork/homework completed to the best of student's ability

**EVERYBODY STARTS ON A 2**



The Data Manager produces a summary of behaviour prior to the morning Pastoral Briefing. Heads of Year report on attendance, punctuality and behaviour for learning and safeguarding concerns are shared. Actions taken/needed are discussed at the briefing and relevant information is shared with all staff in morning staff briefings. Individual students and actions needed are discussed in more detail at a weekly Pastoral Meeting.

## Rewards/Positive Culture

The following rewards were introduced in September 2017:

### **1. Meet and Greet**

The Senior Leadership Team and Heads of Year welcome students at the gate and student entrance each morning. Students are praised for positive behaviour for learning at the end of each day by these staff at the exit gate. "How was your day? All 1s and 2s today?"

### **2. Phonecalls**

Heads of Year make at least 3 positive phone calls to parents/carers each day. These are based on behaviour data and reported daily at the SLT/Heads of Year morning briefing. Form Teachers support Heads of Year in endeavouring to contact all parents/carers at least once per half term.

### **3. Brilliant Learners**

The percentage of students awarded 1s/2s is reported daily at the SLT/Heads of Year morning briefing. Heads of Year celebrate this weekly in assembly and Bronze/Silver/Gold stars are

awarded to students reaching milestones. Parents are written to and photographs are taken of the Brilliant Learners.

#### **4. Reward Trips**

Heads of Year have lead half termly reward trips which include ice skating, cinema, bowling and the pantomime. Form Teachers have selected students who have consistently demonstrated excellent behaviour for learning or have significantly improved over a half term. It is the intention that all students will be given the opportunity to attend a reward trip by the end of the year.

#### **5. Early Friday Lunch**

SLT/Heads of Year use data to decide which year group deserves an early lunch a Friday.

### **Interventions and Sanctions**

An appropriate sanction is one which is designed to put matters right and encourage better behaviour in the future. Thus, it is inappropriate to punish whole groups for the misdemeanours of a few or to impose a sanction which is designed to humiliate a student.

#### **1. High expectations**

*Ready, respectful, safe* is reinforced in all lessons, Form Time and assemblies as well as in conversations at social time.

#### **2. Quality First Teaching**

Challenging, engaging enjoyable learning. Weekly Teaching and Learning briefings and CPD sessions share and develop good practice.

#### **3. Referral for SEND Screening**

Behaviour is communication. Students are assessed for potential learning difficulties/barriers to learning.

#### **4. Restorative Practice/Detention**

Restorative Practice involves a meeting between student and teacher to restore, redraw and repair relationships. This will take place at a time convenient to the teacher. Students are encouraged to reflect upon the impact of their behaviour on others. Students may be given work to complete ready for the next lesson. We will endeavour to contact Parent/carers should their son/daughter be required to stay in college for an extended detention.

#### **5. Parent/carer Phone Call/Meeting**

It is important that parents/carers are kept informed where a student's behaviour has become a cause for concern. A record of phone calls made is kept and notes from meetings are recorded.

#### **6. Room for Improvement (RFI)**

Students who persistently disrupt teaching and learning and/or social times are referred to an alternative provision within college called the Room for Improvement.

Withdrawing students to work in the RFI provides students with an opportunity to reflect upon poor behaviour for learning and temporarily prevents them from further disrupting teaching and learning. Students remain in the RFI until 3:50 pm. Students who fail to follow routines in the RFI must complete an additional day in the provision.

#### **6. Part Time/Personalised Timetable**

Some students require temporary reduced timetables or an amendment to the curriculum to support an improvement in their behaviour for learning.

#### **7. Alternative Provision**

Therapeutic intervention may be suitable for students struggling to engage with full time mainstream education. Alternative provision on a part time or full time basis includes placements at Salford Open Learning, the School of Military, Carrington Riding School and Gorse Hill Dance Studios.

#### **7. Fixed Term Exclusion (FTE)**

FTE may be necessary should a student cause significant alarm, distress or harassment to other students or staff. Students are provided with work to complete at home and must attend a meeting with their parent/carer upon their return to college.

#### **8. Managed Moves**

Managed Moves are another strategy used to engage a student in education and are sometimes used as an intervention to prevent Permanent Exclusion. 6 week Managed Move placements can be arranged through the monthly In Year Fair Access Panel (IYFAP) hosted by Salford LA and attended by the Headteacher. At the end of this period a student may return to ICC if behaviour has significantly improved, or they may be taken permanently on roll by the other school. A decision is made regarding a student's future educational provision should the managed move fail.

#### **9. Governors' Behaviour for Learning Panel Meeting**

Students who, despite support do not improve their behaviour will attend a Governors' Behaviour for Learning Panel meeting. Students must be accompanied by their parents/carers. The panel consists of a Governor, the student's Head of Year and the SLT link. Strategies are agreed and are put into place to improve the student's behaviour. Students may also be referred to partner and outside agencies such as the EWO (Education Welfare Officer), the Health Team or BITS (Brief Intervention Team). A clear indication is given as to where continual poor behaviour will lead in the long term.

#### **10. Off-site behaviour**

Sanctions may be applied where a student has misbehaved off-site when representing the college, such as on a trip or on the bus on the way to or from school.

#### **11. Permanent Exclusion**

Persistent failure to follow ICC's rules and routines or a serious one off incident may lead a student being permanently excluded from ICC.