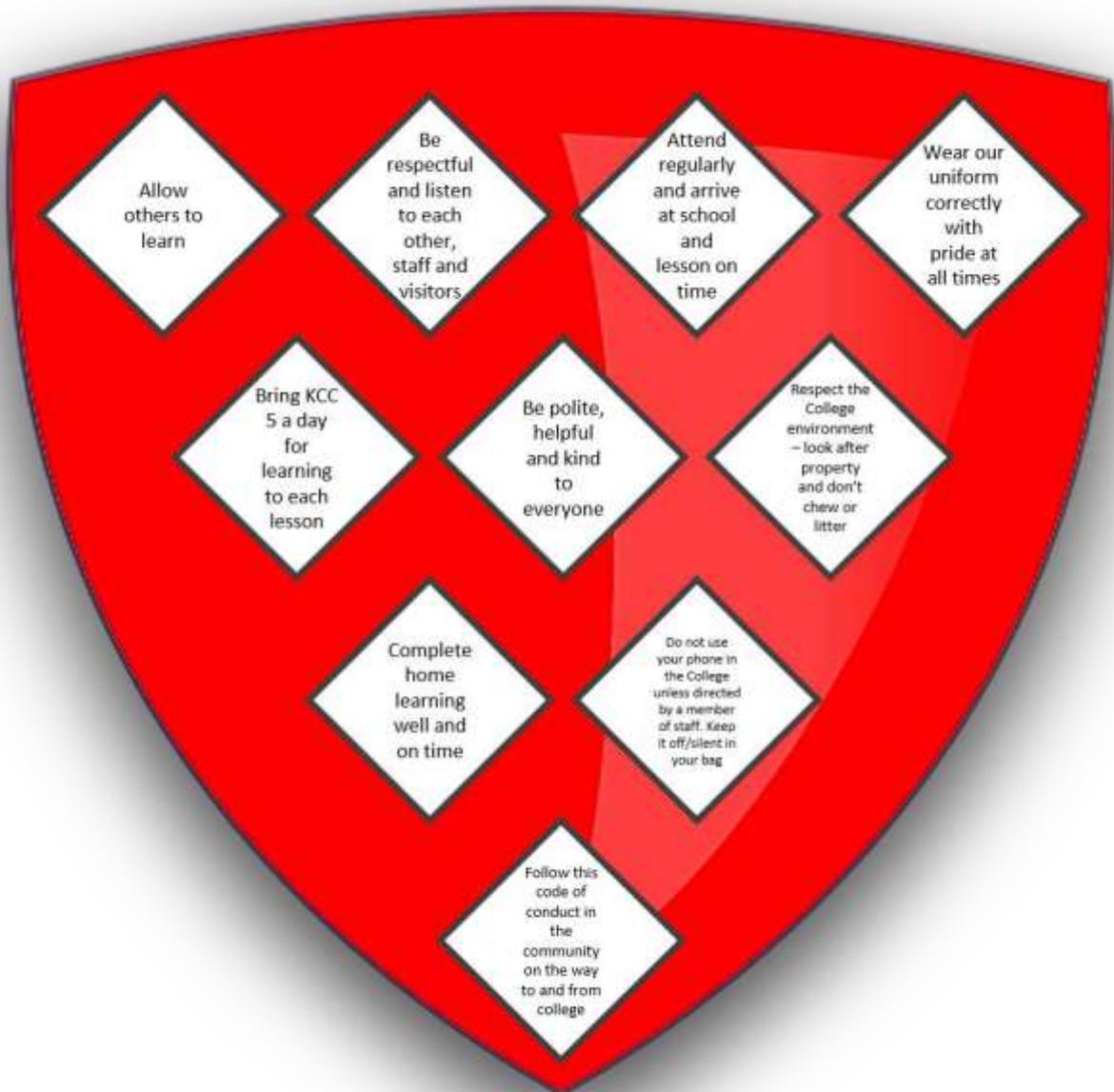


KINGSBRIDGE
COMMUNITY COLLEGE

Behaviour For Learning Policy

Including Attendance Policy
(Appendix 2)

***‘An outstanding learning community
where individuals thrive’***



We expect all our students to follow the KCC Code of Conduct within the school day on trips and visits off site and on their journey between home and College.

KEY PRINCIPLES

At Kingsbridge Community College we are committed to developing a positive climate for learning to allow every individual the right to learn in a safe and secure environment. We are passionate about ensuring that all our students achieve their very best, enjoy school and learn skills to lead a positive healthy life. We have a culture of high expectations where we expect and actively encourage all students to make the most of their opportunities by fully participating in their learning and being responsible for their behaviour.

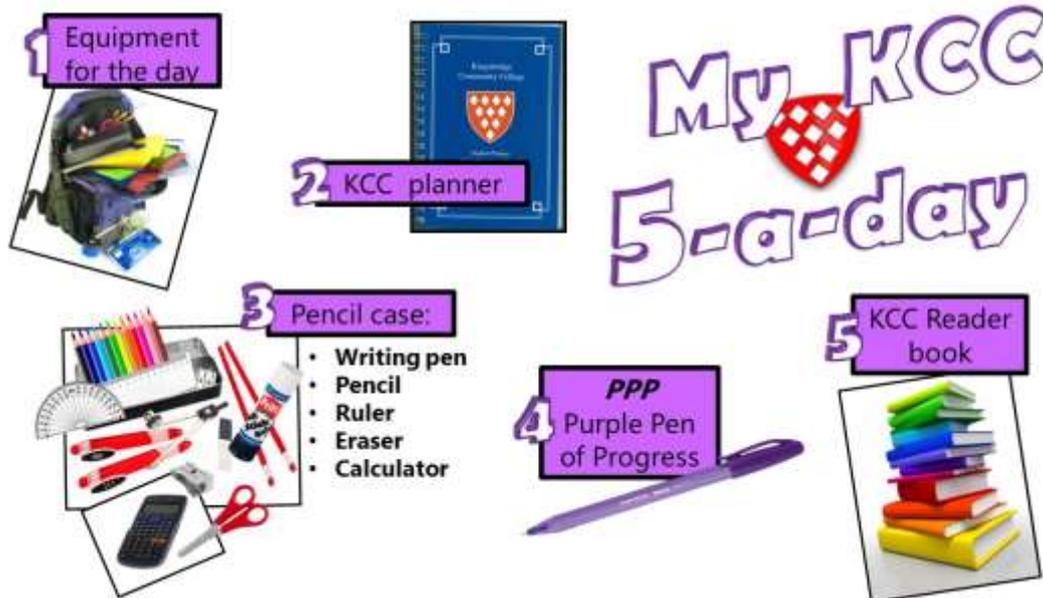
Our clear and consistent rewards and consequences aim to help each individual develop the personal qualities of responsibility, respect, resilience, conflict resolution, organisation, self-care and care for others. We work tirelessly with our students to encourage them to make positive choices to maximise their progress and enjoy their learning opportunities.

Our College aims and values make clear the importance the College places on excellent behaviour to create the culture for learning and success. We achieve this with a consistent response to positive and negative behaviour, promoting early intervention and promoting self-discipline, proper regard for others and positive relationships based on mutual respect. We expect fair treatment for all and take into account the additional needs of some students. Good behaviour is more than the absence of bad behaviour. It should aim for all students to flourish as learners and individuals.

The College provides a safe and structured environment in which teachers can teach and students can learn.

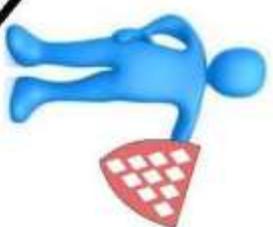
Students should be well prepared for each day at KCC.

- ❖ Arrive at College on time for registration at 0850.
- ❖ Wear the College uniform smartly and correctly.
- ❖ Be well equipped for the College day by bringing the KCC 5 a Day:



+5 Lunch with the Principal
Governors Award & Letter

Exceptional
Effort/progress
25 Commendations



KCC Behaviour Learning Ladder

+4 Principal's Award/Postcard
Attendance Certificate & letter
Letter /commendation, Success-board

100% attendance for a year
12 Commendations

+3 Year Leader Award
Attendance Certificate
Student of Week Commendation

Teacher's Student of the Week / 6 Commendations
Representing KCC e.g. Sport/ Music / No negative entries in a ½ term.
100% attendance term / On time for ½ term / 5 a day for ½ term

+2 Planner note,
Commendation,
Call home, Postcard

Excellent effort &/or Excellent work / Cumulative stickers in a Subject / 3 commendations
Improved progress or attendance / Student Receptionist

+1 Verbal Praise
Planner sticker
Call home

Positive attitude to learning / Helping others / Smart uniform / Fully equipped
Good work / Good class contribution / 'Caught you doing something good'

-1 Warning
Discuss
Planner note
Call home

Late to College: after 08:50am / Late to lessons / Lack of equipment
No planner / HL issue / Progress concerns / Poor behaviour/effort

-2 Subject/ Pastoral Referral
Contact home, Tutor Report
Community Service

2nd HL issue in a term / 2nd late to lesson in ½ term / Continued poor effort/behaviour / Inappropriate use of planner
3x lates to College in ½ term / 3 x uniform, equipment or planner concern in ½ term / Poor behaviour to others
Poor lunchtime behaviour

-3 Lunch Detention Note in Planner/ letter
Report: Subject / Attendance / Year Leader
Parking & Detention / Time Out /
Removal of free time / EWO referral

2 department/pastoral referrals / 5 Lates in ½ term / Inappropriate language / Ongoing poor class behaviour
Leaving room without permission / E-Safety / Poor bus behaviour/ Poor behaviour to others
Lost Report Card / Failure to attend -Department or Pastoral Referral / Mobile phone / Truancy
Damage to property e.g. graffiti Disruptive behaviour in parking

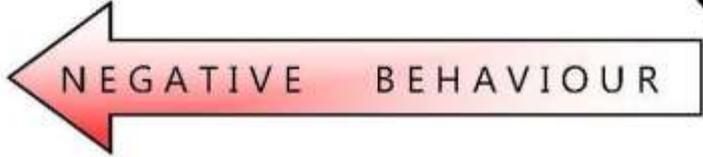
-4 2 periods in Inclusion Area
1 day + in Inclusion Area Referral to EWO/other agency
Leadership Team Report Card / Pastoral Support Plan

Refer to Time Out/ Theft / Refusal to follow instructions / Refusal to be parked
Bullying behaviour direct racism, homophobia etc / Repeat truancy
Repeated level 3 behaviour /failure to attend detention /
Offsite no permission/Offensive language/gestures to staff
5 lunch sanctions in ½ term/smoking/Vaping

-5 Fixed term exclusion / Alternative provision / Managed Move
Refer to Inclusion team at County / Permanent Exclusion

Repeated direct rudeness/swearing at staff
Substance misuse / Dangerous item
Repeated level 4 behaviours
Aggressive behaviour
Serious Assault

**Community
Non-Negotiables:**
Chewing gum / Litter /
Eating inside / Poor Uniform /
Swearing / Unsafe behaviour
= Break time detention



CELEBRATION OF SUCCESS – MAKING POSITIVE CHOICES

1. Principles

We recognise students' work, behaviour and contribution to the life of the College and community as a way of showing our approval and reinforcing our expectations. This plays an important part in creating an atmosphere in which students feel valued as a result of positive feedback and recognition of their success

2. Procedures

In many cases, our recognition is informal. For example, words of praise and non-verbal communication such as smiles provide a reinforcement, as does the interest we show in students' work and ideas. Similarly, the comments we make when marking written work or in home-learning diaries to provide encouragement and reward. Staff may note positive choices in the Student Planner, make a call home, issue a subject/pastoral sticker or a house point.

Commendations

All departments have systems to recognise particularly good work or effort in their subject. Departments have a progressive system working towards a commendation, eg stamps, stickers, grades. Commendations are given for:

- a. consistently high standard of work or effort over a period of time eg 5 department stickers/stamps = 1 commendation
- b. a single outstanding project, assignment or piece of work showing significant work or effort.
- c. a notable contribution to the life of the College or community by participation in a special event or situation
- d. reliably carrying out a responsibility over a period of time.
- e. Regularly being well prepared for College, being on time, having KCC 5 a day and having correct smart uniform.

Students record commendations in the student planner to inform parents of the award and keep a running total.

Commendations are issued and celebrated fortnightly in the tutor group.

Commendations are recorded centrally by the staff who issue the award. Tutors take an overview of the awards received by each student in their group.

Key Stage Three Awards (Years 7 -9)

Tutor Awards - 3 Commendations

Given to a student on receipt of three Commendations. When a student has received three commendations the tutor issues a Tutor award. The student also records the award in the student planner. The award is notified to the Year Leader.

Further commendations work towards the Year Leader award (see below).

Year Leader Awards – 6 Commendations

Given to a student on receipt of six Commendations. When a student has received six Commendations the tutor informs the Year Leader and the student records the achievement in the student planner.

Further commendations work towards the Principal's award (see below).

Principal's Awards - 12 Commendations

Given to a student on receipt of twelve Commendations. When a student has received twelve Commendation Awards the tutor informs the Year Leader and the student records the achievement in the student planner

Principal's Awards are signed and presented by Principal who also writes a letter home to the parents of the student concerned. The Award is announced in the bulletin and newsletter.

Further commendations work towards the Chair of Governors' Award (see below).

The Chair of Governors' Award – 25 Commendations

Given to a student on receipt of twenty five Commendations. When a student has received twenty five Commendation Awards the tutor informs the Year Leader and the student records the achievement in the student planner. The award is notified to the Assistant Principal.

Chair of Governors' Awards are signed and presented by the Chair of Governors who also writes a letter home to the parents of the student concerned. The Award is announced in the bulletin and newsletter.

Tutor Group Commendation Award

At the end of each term a prize will be awarded to the tutor group in each year with the most commendations that term.

Key Stage 4 Rewards (Years 10 and 11)

Receipt of commendations in Key Stage 4 is celebrated and recognised by postcards sent home.

For 3 commendations it is sent by the Tutor.

For 6 commendations it is sent by the Year Leader.

For 12 commendations a Principal's Postcard is sent.

Each commendation received also earns a raffle ticket given by the tutor to be entered into a termly year group draw. At the end of each term a celebration of success assembly is held and 3 prizes awarded in Year 10 and 11.

Other College Acknowledgements of Achievement

Celebration of Achievement

Subject Leaders are encouraged to write to parents to celebrate success of students for outstanding effort or achievement in their subject area and/or to record this in student's planner.

Each subject area has a celebration of success board in their department area. Each half term 2 students from each key stage are nominated to be celebrated on this board and a letter is sent home to parents.

Year Leaders will write to parents to celebrate outstanding effort recognised on the SuccessTracker Reports.

Attendance

Excellent attendance of 100% in a term will be recognised and celebrated termly with an excellent attendance certificate. At the end of each term a prize will be awarded to the tutor group in each year with best attendance.

KCC Award

'I caught you doing something good'.

Every member of staff has 15 awards to issue during a school year. This is for a student 'caught doing something good' e.g. helping someone, showing kindness, regularly looking smart. A sticker is put in the planner which can be exchanged for a cookie in the Canteen or stationery at Student Support.

Subject Celebration

Subject areas may send a celebratory postcard/letter home to recognise excellent progress/work.

Progress Celebration

When SuccessTracker is issued Tutors nominate students who have shown consistently excellent effort or who have made good progress to have a postcard sent home by the Year Leader.

'Student of the Week'

Every Friday each member of staff nominates a 'Student of the Week'. The student may be chosen for good/increased effort, progress, punctuality, helpfulness, participation, kindness to others. This is recorded on the student's behaviour log and a postcard is sent to the Tutor to award in registration.

CONSEQUENCES – Making Negative Choices

1. Principles

Consequences are used to discourage unacceptable work or poor behaviour. They ensure a high level of expectations in the classroom and reinforce the right of all students to learn in a safe and supportive community.

2. Procedures

In many cases our consequences are informal. For example, the use of disapproving looks or of a reprimand (which focuses on the problem or act rather than the individual student) often corrects the behaviour. In most cases, teachers are expected to try informal consequences before giving a formal sanction.

The class teacher is responsible for managing behaviour in the classroom and noting any issues, e.g late/incomplete home learning, lateness to class. The second issue is informed to the Subject Leader who may detain the student or issue community service. The issue may be recorded in the student planner or a call home made.

The College has some community non-negotiables – chewing gum, litter, eating inside, poor uniform, swearing /unsafe behaviour. At breaks, lunch and lesson changeovers students who do not observe these basics will be issued a ticket for a break-time detention held the next day.

Attendance

Students are expected to arrive at College on time. 3 lates in a half term will result in a meeting for the student with the Year Leader and parents are contacted. If 5 lates in a half term a lunchtime detention and a letter home will follow. If lateness continues the issue will be referred to the Educational Welfare Officer.

If a student truants from a lesson or from the College site he/she will be detained in lunchtimes and after college. Persistent truancy will lead to internal exclusion. Parents will be informed of truancy.

Students with attendance below 90% are referred to the Education Welfare Officer.

Student Parking Room/Time Out

If a student is not responding to a teacher's informal discipline and is disturbing the learning of others the teacher will remove them to the subject parking room to work with another class for that lesson. A student who misbehaves in parking will be sent to the central Time Out Room. This is used as a last resort when other strategies have failed.

The member of staff who sent the student out must log the incident and pass it on to their Subject Leader to follow up the event ensuring students are clear about the expectations for future behaviour. Removal from class to the Time Out Room will result in 2 periods in the Inclusion Area.

A letter is sent home whenever a student is referred to the Time Out Room.

Lunchtime Detentions

Lunchtime detentions are used if students do not respond to previous warnings, e.g for on-going failure to complete home learning, poor, disruptive, unacceptable behaviour or language, e.g. swearing, homophobic language. In some circumstances, they are issued without warning e.g. poor bus behaviour, poor behaviour to other students, inappropriate language, use of mobile phone.

Lunchtime detentions take place daily, parents are informed with a letter.

If a student gains 5 lunchtime detentions a half term he/she will be seen by the Year Leader, parents will be contacted and a referral made to the Inclusion Room for 1 day.

When a lunchtime detention is given, it is recorded in the Student's Planner on the day on which it is to be served, thereby informing the tutor and parent. It is also logged on Progresso, the College's behaviour monitoring system. If a student does not attend a lunchtime detention this is followed up by the Year Leader who will then speak to the student. If no reasonable reason for failure to attend is given the student is referred to the Inclusion Room for 2 periods the following day to work in isolation and reflect on the College expectations.

After-College Detentions

A member of the leadership team may require a student to be detained after college for serious incidents. Parents will be contacted directly to discuss.

Reports

Subject Report

If a student fails to respond and is not achieving their potential or is disrupting the learning of others the Subject Leader will place the student on Subject Report. A letter will be sent home by the Subject Leader. The student will then be monitored closely within that subject. Parents sign the report which is shown to the Subject Leader at the designated times.

Full Report – Green, Amber, Red

If a student fails to respond to consequences imposed in a number of subject areas or if the Year Leader thinks it necessary, the Year Leader places the student on Full Report and parents will be contacted. A letter will be sent home by the Year Leader. The student is monitored closely in all subjects for a minimum of 2 weeks. Parents sign the report daily which is shown to the member of staff monitoring the card. The aim of the report is to encourage the student to achieve their potential.

Stage 1 – Green report – Monitored by the Tutor.

Stage 2 – Amber report – Monitored by the Year Leader.

Stage 3 – Red report – Monitored by a member of the Leadership Team.

Attendance Report

Students who are persistently late to lessons or truant College will be placed on an attendance report by their Year Leader. Parents should sign this daily.

All reports are for a minimum of 2 weeks.

Inclusion Area

Students who persistently disturb the learning of others or who do not follow the College's expectations will be excluded from lessons to reflect on their actions and the impact they are having on their own progress and that of others. They will complete their work in the inclusion area which is supervised at all times by experienced staff.

- Students who are referred to the Time Out room, refused to be parked, fail to attend a lunchtime detention will be referred for 2 periods of learning in the inclusion area the following day.
- Students who persistently do not follow college expectations, do not follow staff instructions, use offensive language to staff, aggressive behaviour other others, exhibit bullying or racist behaviour/language or have 5 lunchtime sanctions in a half a term will be referred to the inclusion room for a minimum of 1 day.

A referral of a day or more will require a meeting of parents with a member of the leadership team or Year Leader before the student is readmitted to the College community.

College Support Plan

If a student fails to respond to being on full report, a meeting is organised to discuss the student's future at the College. Invited to this meeting are:

- The student
- The parents/carers of the student

Pastoral Support Plan

If a student is in danger of permanent exclusion, a meeting is organised to discuss the student's future. Invited to this meeting are:

- The student
- The parents/carers of the student
- The County Exclusion Officer
- Representatives of other agencies involved with the student, eg social worker, Careers, Educational Welfare Officer, Support Worker.
- Year Leader
- Member of the College Leadership Team

The Pastoral Support Plan is agreed detailing the current situation and targets for improvement. A review meeting is planned to take place after 6 to 8 weeks.

Fixed Term Exclusion

A Fixed Term Exclusion is used in the following circumstances:

- Abuse of drugs, including alcohol, as shown in the College's Drug Policy.
- Gross rudeness to a member of the College staff.
- Violence or unacceptable conduct to another member of the College community, including behaviour likely to endanger another's health or safety.
- Persistent failure to comply with the College's Code of Conduct.

The Principal contacts the parents and sends a letter home. After a fixed term exclusion, the student and his/her parents/carers are invited to a re-admittance meeting with a senior member of staff.

Permanent Exclusion

The decision to exclude a student permanently is a serious one. It will usually be the final step in a process for dealing with disciplinary offences following the range of strategies as laid down in the College's Behaviour for Learning Policy. It is an acknowledgement by the College that it has exhausted all available strategies for dealing with the student and will normally be used as a last resort.

There may be exceptional circumstances where in the Principal's judgement it is appropriate to permanently exclude a student for a first or 'one-off' offence. These might include:

- Serious, actual or threatened violence against another student or a member of staff;
- Sexual abuse or assault;
- Supplying an illegal drug; or
- Carrying an offensive weapon.

The Principal contacts the parents and sends a letter home. The College then follows Devon Local Authority Guidelines.

The Loft

We also have a specialist facility based in Student Support for students with social and emotional and medical needs. It is run by Mrs MacPherson and is by referral only through the pastoral team.

Some students access this area full time for a short period, e.g. after a bereavement or serious illness and others may spend one or two lessons a week there depending on need.

Sixth Form Behaviour Management

Rewards

- Academic achievement is rewarded both individually (teachers give GOLD forms for excellence) and in Tutor groups (inter-tutor competition). Individually, students receive:
 - 5 Gold stickers will be rewarded with a £2.50 Café 6 Voucher
 - 15 Gold forms will be rewarded with two cinema tickets for the Kings Cinema
 - ‘Super Smarties’ are awarded in assemblies to acknowledge positive contributions to our community
 - Students who achieve EI effort grades in each subject will be invited to a ‘Big Breakfast’ to celebrate their success
- Postcards are sent home to parents to inform them when rewards have been earned.
- Subject Leaders are encouraged to phone or write to parents to celebrate success of students for outstanding effort or achievement in their subject area and/or to record this in student’s planner.

Each subject area has a celebration of success board in their department area. Each half term 2 students from each key stage are nominated to be celebrated on this board and a letter is sent home to parents.

Year Leaders will write to parents to celebrate outstanding effort recognised on the SuccessTracker Reports.

Referrals

Any concerns are raised via Progresso. This is to ensure a high level of expectations in the classroom in terms of attitude, meeting deadlines and commitment to the course of study.

A teacher completes the behaviour entry event on Progresso, wherever possible in negotiation with the student, in order to refer an issue to the Subject Leader, Tutor and Sixth Form Team.

The teacher sets agreed actions for the student.

If a student fails to respond to these actions, or if there are concerns in more than one subject area, the Tutor, Sixth Form Learning Co-ordinator or Assistant Head of Sixth Form intervenes, contacting parents if appropriate.

If a student fails to respond to this level of intervention, the Head of Sixth Form calls a formal meeting with the student and parents to consider the way forward. In some cases, a student may be asked to leave the Sixth Form if they are persistently making little attempt to meet our expectations.

Permanent Exclusion

We refrain where possible from using Fixed Term Exclusions as students who are at risk of underperforming in the Sixth Form need to attend all lessons. Therefore it is possible that a decision may be taken permanently to exclude a Sixth Form student without any fixed term exclusions being issued.

The decision to exclude a student permanently is a serious one. It will usually be the final step in a process for dealing with disciplinary offences following the range of strategies as laid down in the College's Behaviour Management Policy. It is an acknowledgement by the College that it has exhausted all available strategies for dealing with the student and will normally be used as a last resort.

There may be exceptional circumstances where in the Principal's judgement it is appropriate to permanently exclude a child for a first or 'one-off' offence. These might include:

- Serious, actual or threatened violence against another student or a member of staff;
- Sexual abuse or assault;
- Supplying or possessing an illegal drug, or drug related paraphernalia; or
- Carrying an offensive weapon.

BULLYING

1. Principles

Bullying in any form is a direct contravention of the Aims and Values of the College and is always treated seriously. It is the responsibility of all staff to ensure KCC is a safe learning environment. Bullying is not tolerated at KCC.

Bullying is any deliberate and/or persistent act to cause harm. It can involve teasing, interfering with belongings, sexually or racially offensive conduct, ridicule, invasion of privacy, vandalism and intimidation. It may also show itself in more subtle ways such as name calling and children excluding others from games or activities. Each of these activities has the intention by one student or a group of students to inflict a damaging effect upon another person. The acts listed above can occur electronically through mobile phones or computers.

2. Procedures

Bullying is not tolerated in any form at KCC and students, staff and parents are made aware of this:

- In the Behaviour for Learning Policy issued to all annually
- In transition activities for all Year 6 students
- Module in KCC Learner sessions in Year 7
- PSHE, tutorial sessions throughout the College
- Year Assemblies
- Student Planner information pages
- Anti-bullying Student Ambassador Programme
- Anti-bullying week events

The College has a two-pronged approach to bullying, firstly, attempting to prevent it through the KCC Learner and PSHE lessons. Secondly the organisational and pastoral structure of the College ensures students have someone to talk to.

The organisational and pastoral structure of the College ensures students are known and have an adult they can talk to. All students have personal coaching sessions with their tutor.

The College has an anti-bullying student group trained by Kidscape and led by the College's Anti-Bullying Lead Teacher. They operate a drop-in reporting service and lead an anti-bullying assembly for each year group.

Reported incidents of bullying are always treated seriously and those involved are interviewed and where necessary dealt with through the Behaviour Management system of the College, in accordance with College guidelines. Parents are informed and details of the incident are recorded.

All incidents which may be described as bullying should be reported to the Year Leader or the Tutor and will be followed up in accordance with the Policy. Incidents of bullying are recorded on our College Bullying log kept by the Deputy Principal.

RACIST INCIDENTS

Principles

The Stephen Lawrence Enquiry Report defines a racist incident to be "any incident which is perceived to be racist by the victim or any other person".

Examples of racist incidents include:

- refusal to co-operate with others
- racist remarks or jokes
- assault
- promotion of racist materials
- racist graffiti
- name calling

Procedures

If such an incident should occur it should be dealt with by the Year Leader in the appropriate manner. Racist incidents are logged by the Deputy Principal and parents are informed.

DRUGS POLICY

Principles

The College ensures that all students are informed about the nature and effects of drugs through the PSHE programme.

All members of the College have the right to be educated in a community where neither the use nor passing of drugs is tolerated. Every situation is thoroughly investigated and any subsequent action takes into account the need to balance the seriousness of the incident, the needs and circumstances of the individual and the need to ensure that the College remains a drug free community. This includes College trips and visits.

Definitions

In terms of this policy, drugs include the following:

- Controlled substances (e.g. Amphetamines, Cannabis, Cocaine, Ecstasy, Heroin, LSD, magic mushrooms).
- Prescribed or medicinal drugs that are improperly used.

- Drugs which interfere with a student's ability to learn (e.g. alcohol, , solvents, legal highs)
- Drugs which have a harmful effect on health (e.g tobacco)
- Drugs which are misused to enhance performance (e.g. steroids)

Equipment associated with drugs is not permitted on the college site. E-cigarettes and vaporisers are not permitted on the college site.

Procedures

As a result of misusing drugs, a medical emergency may come about when a person is:

- Unconscious
- Having trouble breathing
- Is seriously confused or disorientated
- Thought to have taken a harmful toxic substance
- Is at immediate risk of harm

In any incident involving drugs, the need for medical help overrides all other considerations, and the normal College First Aid Procedures are followed.

Suspicion that an incident has arisen involving drugs may come about for a number of reasons, including:

- Illness, inappropriate or uncharacteristic behaviour
- Information alleging possession or supply of drugs
- Drugs found

Upon receipt of such information the person is questioned by a Member of the Leadership Team with another member of staff present.

Students who smoke tobacco on College premises, on a College trip or on the way to and from College, including at lunch-times, are punished through the College system of consequences. A detention is usually given for the first offence, and more serious action follows for persistent offenders.

A student may be asked to co-operate in a search of his or her possessions by emptying his/her own pockets and bags. A witness is present.

It is recognised that on some occasions suspicions are quickly shown by investigation to be unfounded, and that on other occasions it is important to question a number of students, keeping them separate to avoid later allegations of collusion. Parents are informed as soon as possible of the outcomes of investigations. The College reports to the Police any relevant information gained in the course of investigations.

Any illegal drugs found during investigations are passed to the Police or other authority for disposal. Tobacco, alcohol, paraphilia and medications will be returned to the student's parents on request or disposed of by the College.

As with any other breach of College rules, care is taken to ensure that the consequence matches the seriousness of the offence. In determining such sanctions, the College takes into account a number of factors including motive, reliability of evidence, the nature of the drug, and the attitude of the student.

The decision about the consequences takes into account the needs of all concerned. It seeks to balance the needs of the individual student concerned with the key

principle that all members of the College have the right to be educated in a community that is free from the misuse of drugs and free from any pressure or influence to become involved with them.

The following are the sanctions to be expected:

- A student in possession of drugs or associated equipment or who has used drugs during the College day is usually excluded for a fixed term of up to three days.
- A student who repeats a similar offence is usually recommended for permanent exclusion.
- A student who is found to be in serious breach of this policy, for example by possessing large quantities of drugs, or by supplying drugs to others for sale or otherwise, is recommended for permanent exclusion from the College even if it is a first offence.

Consequences are balanced with support, and meetings with parents and students following incidents always explore ways of offering support from within the College and/or referral to other agencies.

This Policy applies to incidents which take place during the College day which include the journey time before and after College and lunchtimes. It also applies to all College trips and visits.

CHILD PROTECTION

Principles

It is the professional responsibility of all staff in College to be alert to the threat of child abuse, and to refer any suspicion of abuse to the Senior Designated Officer Safeguarding/Child Protection (Wendy Ohlson). She has a similar duty to pass on such information to the relevant Local Authority Department.

Staff should be aware of their vulnerability when dealing with children and be aware at all times of their professional duties and responsibilities.

Child Protection procedures apply to all students in our Community.

Procedures

Staff who suspect child abuse refer the matter to the Senior Designated Officer immediately. This is backed up by a written report. Staff who have concerns about the behaviour of a colleague make a similar referral.

Staff follow College guidelines when talking to students on such issues and also have regard to the College Policy on Confidentiality.

The full College Safeguarding and Child Protection Policy is available on the College website.

UNIFORM

Principles

We have a uniform which:

- ensures that students are appropriately and sensibly dressed for College
- encourages pride in being a member of the College community
- eases parents' lives by reducing debates on what to wear for College
- prepares students for adult life where there are codes of dress

Procedures

It is the responsibility of all staff to ensure that students are wearing the correct College uniform. It will be checked by tutors during morning registration and by teaching staff throughout the day.

A failure to wear uniform in accordance with the uniform policy is treated in the same way as any other breach of College discipline. Students with incorrect uniform will be loaned a correct item from student support to wear for that day.

Tutor/Year Leader to contact parent/carer if student persists in wearing incorrect uniform.

MOBILE PHONES AND MOBILE DEVICES –

Mobile phones may not be used anywhere in the College until 3.20pm unless directed by a member of staff.

If brought into College they should remain turned off and in a student's bag.

Lunchtime detentions will be issued to students using a mobile phone in College. Consequences will increase for persistent offenders, e.g. confiscation of phone.

Items of value and money can be left for safe-keeping at student support during the day.

REVIEW OF POLICY

This policy is reviewed by the Governors' Community Committee every two years.

**Ratified by the Learning & Community Committee
of the Governing Body
July 2017**

Appendix I

UNIFORM IN YEARS 7 TO 11

Boys

- Red/white pin-striped shirt, worn tucked into trousers at all times
- College black jumper
- Formal, tailored black trousers/shorts.
- Black shoes
- Black belt (optional)
- White or black plain socks

Girls

- Red/white pin-striped blouse
- College black jumper or cardigan
- Black trousers or skirt (pleated)
- Black shoes
- Black or flesh coloured tights (plain and not laddered or ripped)
- White or black plain socks

Please Note:

1. Shoes

Plain black leather/leather look with no logos or markings – polishable (no suede)

No trainers, trainer style or canvas shoes

Ankle boots maybe worn if plain black without buckles or patterns (worn with trousers only)

2. Trousers

Plain black

Loose fitting/tailored/formal style

Girls – Bootleg trousers

Boys – Single pleat jet pocket trouser

3. Skirts

Plain black

Stitched down pleat

Tailored/formal style

No more than 2 inches above the knee

4. Outdoor Coat

Students need an outdoor coat for College. It must be removed in lessons.

5. Jewellery

If worn this must be discreet (i.e. 1 small ring, 1 bracelet, 1 necklace, 1 pair non-dangly ear rings).

6. Piercings

No visible body piercings including eyebrow, nose, lip, tongue and ear stretchers.

The following are NOT acceptable

- Denim, cord, jeans, chino style trousers
- Coloured t-shirts as vests
- Non-uniform hoodies, jumpers, cardigan, fleece tops at any time
- Polo shirts
- Trainers, canvas shoes
- Fashion belts
- Extremes of fashion including hair colour and style
- Non-pleated skirts of stretch material

Unacceptable, non-uniform items will be confiscated and a parent asked to collect. If a student repeatedly fails to wear the correct uniform they will not attend lessons but will work in the Inclusion Room.

Students may only wear KCC v-neck jumpers, no other jumpers, hoodies or body warmers are to be worn in college.

KCC sports hoodies may be worn but are to be removed in lessons.

Uniform Suppliers

Trutex

Uniform can be ordered on-line from trutexdirect.com – at the password prompt type in: LEA00544SC

Anchor Sports

All uniform items are available at the Anchor Centre, Bridge Street in Kingsbridge.

Please mark all items with your name.

Unclaimed lost property will be taken to the charity shop at the end of each half term.

Physical Education Kit

All students must have:

- KCC P.E. Top
- Navy shorts
- Trainers
- Navy/red games socks
- Shin-pads for all football and hockey lessons
- A gum shield is compulsory for hockey and strongly recommended for rugby (if possible this should be designed and fitted by a dentist)
- Football boots (boys only)
- Long-sleeved rugby top (compulsory for boys, optional for girls)
- Navy/black tracksuit trousers are advisable
- A dark blue/black hoodie is advisable as students may not wear school jumpers or coloured hoodies in PE lessons.

Students should not bring high valuable items with them when they have PE or clubs. It is the students responsibility to look after items that they bring into school. The changing rooms will be locked during lesson times. Students will need £1.00 coin should they wish a locker whilst at the Sports Centre.

Participation in PE lessons in the case of injury or following illness:

Students must present an acceptable note for any non-participation in PE.

All students must bring normal PE kit and a warm coat (when weather is poor) so they can help with organisational duties, coaching and refereeing.

All jewellery must be removed for lessons and clubs and hair must be tied back. Any ears that have recently been pierced must have the studs taped over when participating in lessons (student to supply the tape.)

WATER

Water may be consumed in lesson items at the discretion of staff. It must be in clear bottles filled only with water (no squash, fruit juice etc). Please be aware that in some lessons water bottles may not be allowed due to health reasons where certain activities are undertaken.

Drinking fountains are also place around the college. Please make sure you drink plenty of fluid during the day.

Appendix 2

Attendance Policy

I. Principles

- 1.1. The Education Act 1996 requires parents/carers to ensure their children receive effective, full-time education, either by regular attendance at school or otherwise. Schools and Colleges are responsible for recording student attendance twice a day; once at the start of the morning session and once during the afternoon session.
- 1.2. Attendance is a critical factor to a productive and successful College career and establishes a good pattern for later life, so the College actively promotes 100% attendance for all students.

2. Procedures

2.1. Registration

- 2.1.1. The College meets the legal requirement and has an electronic registration in the morning and the afternoon. Students are registered at the beginning of each morning by the tutor at 0850. Students that arrive between 0850 and 0920 will be marked as late. Any arrivals after 0920 are recorded as unauthorised. In the afternoon students are registered at the beginning of Period 5 by the class teacher. 5 late arrivals to College in a half term will result in an After College Detention.
- 2.1.2. Registers are taken in every lesson by the subject teacher directly onto the Progresso system. Accurate registration is essential; the register is a legal document and could be used as evidence where parents/carers are prosecuted for school attendance offences.

2.2. Reporting Absences

- 2.2.1. It is the responsibility of the parents/carers to inform the College of the reason for a student's absence by 0930. Parents/carers inform the College by a letter to the tutor, an email (attendance@kingsbridgecollege.org.uk) or a telephone call. This should be supported by a note to the tutor on the student's return to College after the absence.
- 2.2.2. **First Day Absence**
Parents are expected to contact the College on every day of an absence. The Tutor or Learning Co-ordinator may contact at home if we are concerned about attendance. Parents are contacted by text daily if no reason for absence has been received by 11am.
- 2.2.3. **Third Day Absence**
If a student is away for three days without contact from the parents then the College contacts the parent. After 3 or more days of absence, contact will be made with home to discuss the absence, offer support to the student and arrange a meeting if necessary with parent and student as this would be considered as a safeguarding concern.

2.3. Educational Welfare Service

Attendance is monitored in a weekly meeting between the Deputy Principal, Learning Co-Ordinators and the Education Welfare Officer where decisions are made about actions to improve the attendance of students causing concern.

The Education Welfare Officer will meet with all students below 90% attendance to agree an action plan. This will be followed up with a student and parent meeting if no improvement.

The College, in conjunction with the County Education Welfare Service, takes part in the 'Fast-Track to Attendance Scheme'. The aim of the Fast-Track Scheme is to ensure that schools and the Educational Welfare Service deal with attendance cases quickly and in the most effective way to get the student back into school. The Fast-Track framework promotes early intervention and aims to ensure that appropriate action is taken to tackle non-attendance as soon as problems become apparent. The Fast Track procedure may be initiated if a student falls below an attendance rate of 90% with at least 10 unauthorised absences.

Fast-Track involves engaging the parent/carer specifying what improvements need to be made over a fixed time frame period (usually 12 weeks). Parents and carers have the responsibility of ensuring that their child attends school regularly (Section 444(1) of the Education Act 1996). Where a parent fails in this responsibility, and no improvement is brought about within the specified time frame, prosecution proceedings are initiated.

2.4 Holiday Requests

The College does not authorise term time holiday in line with the updated registration regulations (1st September 2013). Holidays taken in term time may result in a penalty notice being issued by Devon County when 10 sessions of unauthorised absence are recorded. The law does not grant parents/carers an automatic right to take their children out of College during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission must be sought in advance. If the circumstances relating to this request are considered exceptional and the absence is authorised by the College. The authorising of absences will be conditional on the child(ren) attending satisfactorily up to the date covered by this request.

If the College refuses your request and the child is still taken out of College, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

Parents should note that in normal circumstances, current practice is that only one penalty notice will be issued to a parent relating to the absence of a particular child within a two year period. Should a further period of unauthorised absence be recorded, then the parent(s) will normally be summoned to appear at a Magistrates Court, unless an Education Supervision Order is considered more appropriate.

2.5 Truancy

Attendance is the legal responsibility of parents/carers. Parents/carers are informed by the Year Leader if their child has been identified as truanting from College.

Truancy is always taken seriously and sanctions are applied. In the case of persistent truancy the College Education Welfare Officer is involved.

2.6. Record of Attendance

Each student monitors his/her attendance monthly in the student planner. Students with excellent attendance are recognised termly with a certificate. High attendance is celebrated in year meetings. Records of attendance are issued termly.

2.7 A leave of absence may be requested in exceptional circumstances, e.g. Religious observance, bereavement, parent in the armed forces.

3. **Review of Policy**

This policy is reviewed every three years by the Community Committee of the Governing Body.

Ratified by the Governing Body July 2017

ACTIONS

- Termly certificate for 100% attendance.
- Celebration letter sent to all families 96% and above.

100%

KCC aspires for all students to achieve 100% attendance to give every chance of excellent progress

96% is the national benchmark for good attendance

- Progress coordinator to contact home for absence causing concern and a letter sent if below 92%

CONCERNS RAISED

90% is the national benchmark for persistent absence

- Progress coordinator to raise concern with the Education Welfare Officer and Deputy Principal weekly.
- Attendance Report sent home to track improvement fortnightly.
- Year leader to raise concern with Tutor and reward when 90% attendance is reached.
- Education Welfare Officer to meet student and family if there is no improvement to create action plan.
- 10 unauthorised absences trigger fast track process which may lead to prosecution.
- Deputy Principal to send Concern Letter where no improvement is made.
- Medical evidence required where illness is the cause of absence.

PERSISTENT ABSENCE

*Research suggests
17 missed school
days a year = 1 GCSE
grade drop in all
subjects.*

90% attendance = 1/2 a day missed every week

1 school year at 90% attendance = 4 whole weeks missed!

90% attendance over 5 years of school = 1/2 a school year missed