



WESTMINSTER TUTORS

Behaviour Policy: Rewards and Sanctions

Behaviour: Principles of conduct

At Westminster Tutors we aim to create a happy, safe and productive learning environment by:

- ✓ Showing respect to each other, and respecting each other's beliefs
- ✓ Maintaining an atmosphere conducive to teaching and learning
- ✓ Maintaining and promoting the friendly and ethos of the college
- ✓ Behaving with kindness and politeness
- ✓ Looking after personal belongings and college property
- ✓ Helping and supporting each other

Care

- ✓ For the college, the people in it, and all the equipment
- ✓ Help to create an environment which is acceptable to all

Courtesy

- ✓ Listen to other people's views
- ✓ Do not use language which is abusive, derogatory or indicative of prejudice
- ✓ Do not shout or engage in arguments

Consideration

- ✓ Show consideration to others
- ✓ Be punctual and settle quickly to the task in hand
- ✓ Complete work on time so that you do not inconvenience others
- ✓ Do not disturb others with mobile phones or other electronic devices
- ✓ Be quiet in the Study Room so others may work

Rewards for Good Work

Westminster Tutors recognises the importance of rewarding good work and staff are strongly encouraged to flag up an individual student who merits particular attention with the Principal who, in turn, may feel it appropriate to pass this information on to parents or to promote the student's achievement inside or outside the college by means of the college website or in the college newsletter.

Awards and commendations will also be given out at the end of the academic year prize-giving, and students who demonstrate strong leadership skills or a readiness to take on new challenges may also be rewarded by positions of responsibility within Westminster Tutors.

Each year one student is chosen by the Senior Leadership Team for the CIFE 'Student of the Year' award: this may be in recognition of academic excellence, progress or any other kind of outstanding performance. The student receiving the award, and his/ her parents, will be invited to the annual CIFE Awards Ceremony, which is held the following spring in the House of Lords. There are also CIFE awards for exceptional academic performance amongst all the independent sixth form colleges who are CIFE members. When students have excelled in any of the various academic categories Westminster Tutors will make nominations for these inter-collegiate awards.

Unacceptable Behaviour

The following are **totally unacceptable** at Westminster Tutors:

- Persistent absence or lateness
- Missing lessons without good reason or failing to contact the college about absence or delay
- Failure to sign in and out of college (for students of a compulsory school age)
- Possession or consumption of any form of illicit or illegal drug
- Smoking in the college
- The presence or consumption of alcohol, or any sign of inebriation
- Theft of any description
- Any form of pornographic material or accessing material of a sexual nature whilst in college or when using college devices
- Any form of sexual violence, sexual harassment or harmful sexual behavior
- Sexting/ sharing images of a sexual nature, upskirting or sexual touching (whether consensual or not)

- Physical abuse or threatening behaviour towards other students or staff members
- Bullying in any form (please refer to Anti Bullying Policy for details)
- Comments or behaviour which are inconsistent with our principals of equality and respect for all (eg racist, sexist, or homophobic comments, or comments which imply intolerance towards the sex, race, religion, culture or sexual orientation of others)
- Unintended or casual use of language which may be offensive or derogatory to others and which is counter to our principles of inclusivity
- Possession of any weapon or object which could threaten or injure others
- Plagiarism or cheating in exams, coursework, controlled assessments or tests
- Any form of vandalism or willful damage to college property or the property of staff or other students
- Tampering with fire extinguishers or other fire safety devices
- Failure to comply with evacuation procedures during any fire alarm
- Failing to obey any specific instruction given by staff during science practicals, or when on field trips and other school trips

The following are **highly undesirable and unacceptable** activities:

- Failure to complete homework, tests or mocks set by tutors
- The playing of loud electronic media that is likely to disturb others
- Leaving mobile phones or other devices switched on during classes: tutors will confiscate electronic devices if students use them during lessons
- Gathering in large groups outside the premises, smoking or making noise in the immediate vicinity of the college premises that may disturb people living and working in the area

Smoking Policy

It is illegal for anyone to smoke inside the building.

Smoking outside the College:

Students are not allowed to smoke directly outside the building on Old Brompton Road. Standing near the college doorway is a fire hazard as it blocks a fire escape exit, and it also causes disruption to neighbouring shops.

Disciplinary measures will be taken against students who smoke directly outside the college.

Students aged under 16:

Students aged under 16 are not allowed to smoke outside the building. If a student aged under 16 is caught smoking outside the building the following will happen:

- The student's parents will be informed
- The student will be given a verbal warning

If a student aged under 16 is caught smoking a second time:

- The student will be suspended from lessons for one day

E-Safety

It is essential for students to protect themselves and others from harm as a consequence of using the internet. The following actions constitute unacceptable use of the internet and may result in disciplinary action:

- **Revealing my personal name, address or phone number or those of any other pupil, or revealing information on social networking sites that may enable strangers to work out my own or others' identities**
- Knowingly giving my private passwords to others
- Using another person's user names or passwords
- Falsifying my identity to others while using the internet
- Attempting to gain access to another's resources, programs or data
- Using impolite, abusive, profane, obscene, racist or otherwise objectionable language in either public or private messages
- Cyberbullying or harassment of any other member of staff or student at the college
 - **In the event of receiving malicious or threatening messages, students must not respond but should keep them as evidence of bullying. They must**

immediately tell a teacher / responsible adult if they receive such an e-mail so appropriate action can be taken.

- Placing unlawful information on the internet
- Sending and receiving messages that are likely to result in the loss of the recipient's work or systems
- Sending chain letters or pyramid schemes to lists of individuals
- Using the college internet system for commercial purposes, embedding adverts or for lobbying
- Sending or receiving copyright materials without permission
- Using the internet for sending or receiving pornographic material, inappropriate files, or files dangerous to the college's computer systems
- Downloading or installing any commercial software, shareware or freeware onto network drives or disks
- Plagiarism, ie passing off as my own material acquired over the internet
- Vandalism, ie maliciously attempting to harm or destroy data of another user on the internet, including the uploading/ creation of computer viruses
- Accessing, downloading and viewing material that can be linked to extremism and radicalization
- Attempting to bypass the filters on the college internet

The college also puts a duty of care on the teachers and staff with respect to the students and includes the following:

- Staff should act as good role models in their use of digital technologies the internet and mobile devices and will remind students of their responsibilities
- In lessons where internet use is pre-planned, teachers should use best practice to ensure that students should be guided to sites checked as suitable for their use
- Where students are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the students can visit
- Staff must report any suspected misuse or problem to the E-Safety coordinator immediately

Staff should ensure that any digital communications with pupils should be on a professional level using Westminster Tutors email accounts and shared resources provided by the Google suite.

Sanctions

Supervised study periods/ Detentions

Students aged over 16 are not normally required to attend supervised study periods. However, where a student is failing to complete the requisite amount of study or homework, study periods will also be built into their timetables. For students of compulsory school age, supervised study sessions are mandatory and will be incorporated into their timetables. All students who are not making sufficient effort in their studies, or who are repeatedly late or absent to lessons may be required by the Vice Principal to attend detentions.

Change of personal tutor

If a student needs additional supervision or monitoring, the Principal has the discretionary authority to change the student's personal tutor or increase the frequency or length of personal tutorial sessions.

Letters/ emails to parents

If a teacher has concerns about a student's attendance, academic performance, classroom behaviour or homework, teachers may speak to the student's Personal Tutor or the Principal, who will in turn send telephone or email the parents or guardians on behalf of the teacher(s).

Exclusion from events and activities

For minor disciplinary issues the Principal may decide to exclude a student from events or activities for a specified period of time. A confidential record of students who have been excluded from activities will be kept by the Principal.

Sending a student out of a lesson

This is discouraged, but if it is really necessary to remove a student from the lesson, the student will be sent to the Principal where their name is recorded and they will be required to apologise to the teacher concerned and make up any work missed.

Suspension from lessons

Students may be suspended from lessons following frequent late arrival to lessons, or when their behaviour or lack of equipment is not conducive to the requisite concentration and participation of themselves or others in the class.

Suspension

Suspension may be used when it is thought appropriate for serious offences, such as internet abuse or failing to sign in/out, that do not warrant expulsion. Any student under suspicion of being in possession of drugs, under the influence of alcohol or drugs during college hours, or to have taken drugs on college premises will be suspended immediately pending further investigation. Students aged under 16 who are found to be smoking outside the college may, after one warning, be suspended from the college for one day.

Exclusions

A student can be excluded from the college when, after repeated reminders, parents fail to pay the due fees. If the student is of Compulsory School Age and the exclusion lasts for a week, the student's local education authority is notified of the situation. Students who are not of Compulsory School Age may be excluded for repeated unauthorised absence.

Expulsions

The Principal may expel students with the agreement of the Proprietor following extreme intolerable behaviour, theft or persistent bullying. Illegal drug-taking and consumption of alcohol may also result in expulsion.

The College's Right to Suspension and Expulsion

Westminster Tutors reserves the right to expel or suspend students where the Principal considers it appropriate (with the agreement of the Proprietor, Mr David Game) if:

- a) the principles of good behaviour, self-discipline and appropriate respect for authority and other members of the college have been seriously breached
- b) the student is not benefiting academically, or performing to the standards required by the college
- c) the student's conduct is placing the safety or welfare of others at risk

Updated VM Sept 2019