

MPW Cambridge Behaviour and Discipline Policy

Summary

At MPW our overriding aim is to ensure that students are encouraged and guided to reach their full potential. Moreover, we aspire to treat students as young adults, to entrust them with a degree of freedom and responsibility and to allow them to express themselves as individuals in a friendly and relaxed atmosphere where a good balance is maintained between formality and informality. These aspirations can only be achieved by providing a learning environment that is positive, supportive and safe, in which good behaviour and high standards of work are acknowledged and rewarded, and actions are taken to redress bad behaviour and sub-standard work. Good behaviour is further required to:

- Protect the property of the college, its members and the wider environment.
- Enhance the reputation of the college within the local community.

A robust and workable Behaviour and Discipline Policy is integral to the achievement and advancement of the above.

This policy should be read in conjunction with the following college documents:

- Guidelines for Students.
- Prospectus, particularly the college's stated 'Aims' and 'Terms and Conditions'.
- Drugs Policy.
- Anti-Bullying Policy

Aims of Policy

The aims of this policy are to

- Set out clearly the Code of Conduct that must be adhered to by all members of the college in order to preserve rights and responsibilities and promote good behaviour that underpins effective learning.
- Set out clearly the rules of the college so that students understand their behavioural responsibilities and appreciate the boundaries between acceptable and unacceptable behaviour.
- Show how good behaviour is rewarded and bad behaviour is discouraged.
- Assist all members of staff in the management of student behaviour by clearly identifying behavioural expectations and stipulating where the responsibilities for administering sanctions lie.

Code of Conduct

The college expects that all members of the MPW community will:

- Attend college in a fit state to work, recognising that it is forbidden to bring illegal drugs, alcohol or substances potentially damaging to health onto the college premises, consume them on or before entering the college premises or sell or trade them within the vicinity of the college.
- Behave in a manner that promotes good order and discipline within the college and preserves the good reputation of the college, recognising that anti-social behaviour such as bullying, sexual harassment or racist or sexist abuse will not be tolerated, and good manners and considerate behaviour should be displayed at all times.
- Be conscientious in their attitude to work and college commitments, aiming to do their best at every opportunity.
- Allow others to work without disturbance.
- Care for other people's welfare and property.
- Look after the physical environment of the college.

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- Ensure that their actions do not harm themselves or put others at risk.
- Co-operate with each other in a spirit of trust, mutual support and common purpose.

College Rules

The college is free of many of the rules found in mainstream schools that today's students find restrictive, but the few rules that we do have are strictly applied. They relate mainly to attendance, punctuality and the submission of work, and can be summarised as follows:

- Students must attend lessons regularly and arrive for them on time.
- If a student is unable to attend college on any day or part day, the college must be informed by 8.45am on the day in question by either the student or his/her parents or guardians telephoning the college. The only legitimate reasons for missing lessons are: genuine illness, emergency dental treatment, university and sixth-form college open days and interviews, driving tests and on occasions when a Personal Tutor authorises compassionate leave (e.g., to observe a religious commitment or following the illness or bereavement of a close relative or friend).
- Students must complete homework on time and to the best of their ability.
- International students must aim to speak English in the college at all times.
- Students must not make any arrangements to travel at the beginning or end of a term or over a half term that will cause them to miss lessons.
- Students must not smoke in the college.
- Students must not eat or drink in the Exam Room, the Reading Room, the Internet Library, the ICT Suite, the Art Room, the Biology Laboratory, the Chemistry Laboratory or the Physics Laboratory.
- Students must not use mobile phones in the college unless they are specially instructed to do so by a member of staff.
- Students must be in a fit state to work and behave in a manner that promotes good order within the college and preserves the good reputation of the college.
- Students must observe and adhere to the college's Code of Conduct at all times.

The above rules are included in the college's *Guidelines for Students* document. Personal tutors issue and explain this document to students on the first day of each Autumn Term (or at the point of entry for those students joining the college later than this) and students are required to sign to indicate that they have read and understood it. Thereafter, students are regularly reminded of the rules. This is primarily done by subject tutors and personal tutors, but members of the college's ancillary staff body may also contribute, i.e. there is a college-wide approach to the adoption of the rules and the subsequent promotion of good behaviour.

The College's Code of Conduct Always Applies

The college's Code of Conduct applies to students both on and off the college premises, and both in and out of college hours. It certainly applies when students are off-site in an official capacity, for example when undertaking sports sessions at The Leys School or taking part in an educational visit. Moreover, it applies at evenings, weekends and holidays when students are away from the college premises and outside the jurisdiction of the college, with the college's terms and conditions allowing the Principal to terminate the courses, either temporarily or permanently, of any student whose behaviour, whether on or off the college premises or in or out of term time is prejudicial to good order or college discipline or the reputation of the college.

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Rewards and Sanctions

Our rewards and sanctions are set out in full in the *Guidelines for Students* document. They play a vital role in encouraging and rewarding good behaviour, redressing bad behaviour and thereby fulfilling the aims of this policy and the desire to maintain an environment in which effective learning can take place to the full.

Rewards and sanctions aim to:

- Raise self-esteem and promote confidence.
- Raise the achievement of all students.
- Reinforce the high standards of behaviour expected in the college.
- Help students recognise their actions and accept responsibility for them.

Rewards

- Praise from subject tutors and personal tutors. We have found that students respond extremely well to receiving praise, especially when it is given in a regular, personal and undemonstrative manner. Praise from subject tutors can take many forms, including a few well-chosen words during the course of a lesson or comments addressed directly to the student on written work (homework or TAs) or indirectly via comments posted in the intranet against a student's TA score or attendance record which are published on the college intranet. Subject reports, which are issued 4 times each year, also provide a forum for issuing praiseworthy comments. Similarly, praise from Personal Tutors may take the form of a few well-chosen words during the course of a meeting with a tutee, sending a tutee a complimentary email, memo or letter in response to a productive meeting or favourable feedback from subject tutors or other members of the college community, or including praise in PTs covering reports which are issued 4 times a year. The Principal may also issue praise, either directly to students or more formally via letters to accompany reports sent to parents.
- A Recognition Award takes the form of a personal letter from the Principal. Recognition Awards are awarded to six students (each Personal Tutor selects one tutee) four times each year (at half term and the end of the Autumn Term, and at half term and the end of the Spring Term). Personal Tutors make their selections in conjunction with subject tutors. Students are selected on the basis of effort and personal progress, not just absolute academic achievement. Recognition Award winners are featured on the intranet and electronic display board and in covering letters from the Principal that are sent to parents with students' reports.
- Academic Prizewinners. Each year the college awards prizes to students whose achievements have been outstanding within the following categories: Best performance by an A level retake student; Best performance by a first-time A level student; Best performance by a lower-sixth student, Outstanding overall performance by an A level student; Best performance by a GCSE student. Personal Tutors nominate several students in each category. One student (to win the prize outright) or two students (to share the prize) are then selected by the Principal. The winners are presented with their prizes at an annual award ceremony in Cambridge (which takes place in December), to which parents, friends and MPW tutors are invited. Each prize takes the form of a book and book tokens to the combined value of £50. In addition, the winner of the 'Outstanding overall performance by an A level student' category receives an engraved glass trophy. Photographs and biographies of prizewinners appear in the college's prospectus.

Sanctions

As stated above, as a college we have strict rules relating to academic achievement, attendance and punctuality, which we enforce rigorously. Our emphasis is on the individual student and we do not have a universal system of sanctions that are applied to each student irrespective of their individual

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circumstances. In most cases, students who fail to adhere to the rules of the college pass through a well-defined disciplinary procedure, which is set out below. However, since the over-riding aim of the college is to encourage each student to fulfil his/her potential and the ethos of the college is geared to meeting individual needs, the disciplinary procedure cannot be seen as a one size fits all, and sometimes needs to be used creatively to cater for individual needs. For example, where we are trying to reintegrate a student who has suffered a phobia about attending school into a pattern of regular attendance, penalising the non-attendance of that student with suspension would only serve to be counter-productive and so the disciplinary procedure would need to be tailored accordingly. The Principal, or where appropriate Personal Tutor, may use other forms of sanction as comply with good education practice to promote the observance of and compliance with the college rules.

In general terms, the disciplinary framework comprises the following sanctions in increasing order of severity:

- *Informal warnings* from a Personal Tutor to a student.
- *Written warnings* from a Personal Tutor to a student, copies of which are kept in the student's file.
- *Saturday detention*, where a student works work under supervision in the Reading Room between 9am and 1pm. Details of students serving Saturday detentions (names, crimes and work set) are recorded in the college diary. A student may be required to stay for detention in response to a minor breach of the college rules. In the case of GCSE students this may be after college from 4-6pm or Saturday morning, with parents' permission. For an A level student detention will always be on Saturday morning.
- *Monday to Friday reporting*, where a student is issued with a report card and has to sign in every hour between 9am and 6pm and work in the Reading Room when not in lessons. Students sign in with relevant subject tutors and Personal Tutors. Students who are put on report are record in the college's *Sanctions Log* and their report cards are kept on their files.
- *Suspension* (temporary exclusion) from the college. A suspension is issued in person and then confirmed in writing by the Principal or, *in extremis*, by a Personal Tutor in conjunction with the Principal. Students are normally suspended for one week (Monday to Friday) and are set work to complete whilst on suspension. Students who are suspended are recorded in the college's *Sanctions Log* and copies of their suspension letters are kept on their files. A student may be placed under suspension for 7 days or more at the Principal's discretion, whilst a complaint is being investigated or as a sanction in its own right.
- *Expulsion* (permanent exclusion) from the college. This is done in person and then confirmed in writing by the Principal or, *in extremis*, by a Personal Tutor in conjunction with the Principal. Students who are expelled are recorded in the college's *Sanctions Log* and copies of their expulsion letters are kept on their files. A student is liable for expulsion for a grave breach of the college rules, for example a serious criminal offence, or for some wilful act calculated to cause serious damage to the college, its community or any of its members. Formal expulsion will lead to a student being removed from the college register and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be made payable and retained by the college.

Significant Breaches of Discipline

Academic discipline is paramount at MPW Cambridge. The college will not tolerate anti-social behaviour such as bullying, sexual harassment, racist/sexist comments, drug consumption or inebriation. Any breach of discipline in respect of alcohol/drugs or bullying will be dealt with on an individual basis by the Principal, with due regard to the college's Drugs Policy and Anti-Bullying Policy respectively.

- *Expulsion* (permanent exclusion) from the college. In the case of significant breaches of discipline the college reserves the right to expel offenders immediately, without recourse to the early stages of the disciplinary procedures and without refund of fees.

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- *Requirement to leave.* For a serious breach of the college rules falling short of one for which expulsion is necessary, but such that the student cannot expect to remain a member of the college community, the student may be required to leave permanently. Subject to payment of all outstanding fees the student will be given reasonable assistance to make a fresh start at another college.

Consultation and parental involvement

It is our policy to keep parents informed when imposing sanctions and to discuss with them the college's actions in response to students' misdemeanours. Parents are asked to support the policy and will be informed whenever there are significant changes. The views of parents are always welcome and they are invited to write to the Principal on any aspect of this policy.

- **Informing Parents**

We believe that an active partnership with parents is essential. Directors of Studies are the direct link with home; they will be in contact with parents or guardians when there are any concerns about an individual's behaviour. Careful records are kept of all home school communications regarding behavior implementation. If a student wishes to make a complaint about discipline or behavioural matters, they may do so by writing to the Principal.

Appeals

Parents are entitled to ask for a Principal's review of a decision to expel or require a student to leave for disciplinary reasons.