LANDAU FORTE COLLEGE DERBY

Policy Name	**Behaviour Policy**
Policy Number	**2**
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Reviewed by	**LAB – Education Committee**
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1. Scope of the policy

This policy applies to Landau Forte College Derby.

2. Purpose of the policy

Our Behaviour Policy is based on the Department for Education (DfE) current guidance - Department for Education, Behaviour in schools, September, 2022.

The purpose of this policy is to promote high standards of behaviour and personal responsibility for all.

3. Policy Detail

OBJECTIVES

1. To recognise and reward positive behaviour.
2. To develop a mutually respectful environment for all our young people.
3. To support students in learning how to accept their personal and social responsibilities whilst being accountable for their own behaviour, conduct and actions.
4. To secure a calm and positive climate for learning where all students can flourish and learn to the best of their abilities.
5. To deal positively in managing and improving the behaviour of those students who behave negatively towards themselves, other students and/or adults.
6. To provide early intervention/ help to address underlying causes of behaviour.
7. To work effectively with parents and carers to achieve the best possible outcomes for our young people.
8. To deal fairly but robustly with persistently disruptive students.
9. To ensure high standards of behaviour are maintained within and outside of the College

OVERVIEW

Our vision at Landau Forte College is to ensure that every young person is inspired, engaged and challenged to achieve at the highest possible level. At the heart of everything we do is a strong moral purpose to ensure all young people have access to the highest quality education and enrichment experiences. We are relentlessly ambitious for our students in their future aspirations and we want their success to go beyond academic achievement.

The College aims to ensure that our young people leave as confident, healthy, secure and independent individuals who have a love of learning and are ready to make a personal contribution to society.

We want to establish the highest possible standards of behaviour at Landau Forte College Derby. It is vitally important that the College is always a warm, caring and happy place where learning can flourish. Students' behaviour around the College should always be of the highest standard; every lesson should be characterised by a relentless focus on learning, free from distractions.

The Policy is based on the principles of fairness and inclusivity for all our students. Positive behaviour should be recognised and rewarded. Behaviour that disrupts a student's own learning or that of others cannot be accepted. **Teachers have a right to teach and students have a right to learn.** Students and their parents and carers must understand that alongside their rights are their responsibilities and the rights of others.

This policy covers all students on roll at Landau Forte College Derby and extends beyond the College day and College site to cover when students are (off site behaviour):

- Taking part in any school organised or school related activity
- Travelling to or from school
- Wearing College uniform or in some other way identifiable as a student at the College
- Posing a threat to another student or member of the public
- Behaving in a way that could adversely affect the reputation of the College or unsettle/ upset the positive learning environment within the College. This would include behaviour when using online or connected social media.

4. Code of conduct – rules and expectations

General school rules
All students are expected to adhere to the following:

- Arrive on time for school and all lessons
- Wear the correct uniform at all times (Appendix 1)
- Remove outdoor coats/ clothing (including hats) when entering the building
- Have the correct equipment at all times (Appendix 2)
- Students must follow instructions from adults on the first time of asking
- Students must behave in a respectful, polite and courteous manner at all times, speaking appropriately to adults and other students
- Students must stay focused on their learning and complete work set to the best of their ability
- Students must listen carefully to the person who is talking
- Students must show respect for other people and understand what makes us all different
- Students must always try their best and have pride in their learning
- Students are expected to meet all homework deadlines
- Students must move sensibly and purposefully around the building (Appendix 3)
- Students may only eat breakfast and lunch in the Restaurant – food cannot be taken out of the Restaurant
- At breakfast and lunchtimes students must be in the Restaurant or outside
- Students must respect the school environment and not litter or cause damage
- Students may drink water during lesson times/ the school day. Other drinks are not allowed.

- Mobile phones/ head phones/ ear pods should not be seen/ used between 8.30am and 3.10pm. The only exception to this is Year 12 and 13 students who may use their mobile phones/ head phones/ ear pods to engage in private study

5. Behaviour responsibilities

The Principal and the Executive Team are responsible for the implementation and day to day management of this policy.

All staff are responsible for ensuring policies and procedures are consistently and fairly implemented. Support from all staff is key in ensuring this policy is successfully implemented. All staff play a key role in advising the Principal and the Executive Team on the effectiveness of the policy. **It is the responsibility of all staff, with the support of the Principal and the Executive Team, to create an environment where all students can be the very best they can be – we want our students to focus on 'Being my BEST ME' (Appendix 4)**

Parents and carers will be expected to take responsibility for the behaviour of their child both inside and outside of the College. They will be encouraged to work in partnership with the College to assist the College in maintaining the highest standards of behaviour and will have the opportunity to raise with the College any issues arising from the operation of the policy.

Students will be expected to take responsibility for their own behaviour, on and off the College site and will be made aware of College policy, procedure and expectations. Students also have a responsibility to ensure incidents of disruption, violence, bullying, radicalisation and any form of harassment, are reported immediately.

- **Behaviour Curriculum**

At Landau Forte College we teach students the routines and habits that we feel are important and regularly reinforce our behaviour expectations (detailed in 4. Code of Conduct – rules and expectations). The Behaviour Curriculum is delivered through gatherings (assemblies), tutor time, Values and Learning for Life lessons and curriculum lessons.

The expectations and procedures laid out in this policy will be made clear to all staff, students and parents/ carers throughout the academic year. The policy and procedure will be fairly and consistently applied. We want our students to be able to self-manage and understand the importance of personal responsibility. The development and understanding of personal responsibility are key to creating a safe, happy and harmonious school environment.

The school will investigate, as appropriate, reported incidents of poor behaviour/ student misbehaviour.

If an incident occurs in the classroom the initial responsibility lies with the subject teacher to deal with the incident using the procedure outlined in this policy. If the incident is more serious or repeated the subject teacher will request 'on call' who will support with dealing with the incident. The incident may then be escalated to a

suitable member of the Pastoral Team or the Executive Team, depending on the nature of the incident.

Staff roles and responsibilities

Role	Responsibilities
Personal Tutor	• Check uniform and equipment everyday – making contact with parents/ carers if there are any issues, putting relevant sanctions in place for students who are not in correct uniform/ don't have correct equipment. • Be the first point of contact for parents and carers • Monitor, address and support behaviour concerns as appropriate • Promote positive behaviour through the rewards system
Teaching and non-teaching staff	• Be visible in lesson changeovers and promote positive corridor conduct • Meet and greet students at the classroom door • Challenge students who arrive late and record the lateness on SIMS • Challenge students who don't have correct uniform/ equipment or who are not behaving in line with the expectations of the Behaviour Policy • Ensure appropriate seating plans are in place • Deliver high quality lessons • Consistently apply the Behaviour Policy • Develop positive relationships with students; exercise appropriate authority and act decisively when needed • Use the reward system to create positive behaviour • Contact parents regularly to create positive partnerships between home and school
Curriculum Leaders/ Directors of Learning	• Be visible in lesson changeovers and promote positive corridor conduct • Meet and greet students entering your curriculum area • Support members of your team in dealing with behavioural issues • Monitor behavioural incidents that take place within your curriculum area and follow up appropriately • Communicate specific concerns to the Head of Year/ Deputy Head of Year/ Executive Team in a timely manner to develop a coordinated approach to support • Communicate behaviour concerns and support required to your Executive Line Manager • Use the reward system to create positive behaviour • Contact parents regularly to create positive partnerships between home and school • Support and deliver lessons in THRIVE
Heads of Year/ Deputy Heads of Year and the	• Be highly visible during lesson changes overs and at the start and end of the day

wider pastoral team	• Monitor lateness to lessons and put in place relevant sanctions/ interventions to reduce lateness • Set high standards and expectations for the year group • Develop proactive strategies that promote positive behaviour within the year group • Implement behaviour support strategies for individual students • Investigate behaviour incidents and communicate with parents/ carers following behaviour incidents • Facilitate restorative conversations between students and staff, as and when appropriate • Build positive relationships with parents and carers • Organise meetings with parents • Set targets for students • Monitor and analyse behaviour incidents across the year group, including incidents of bullying and prejudiced based incidents • Support and mentor vulnerable students • Support and deliver lessons in THRIVE • Support staff in managing behaviour incidents during lesson changeovers and via the oncal system • Liaise with relevant outside agencies that can support students struggling to manage their own behaviour • Refer students with persistent behaviour concerns to the Assistant Principal/ Vice Principal/ Executive Team
Assistant Principal (LPE)/ Vice Principal (RMA)/ Executive Team	• Support middle leaders in ensuring positive behaviour is maintained throughout the school • Support staff with managing serious incidents via the on-call system • Monitor lateness to school and put in place relevant sanctions • Ensure staff have access to the best professional development to support positive student behaviour • Support with reintegration meetings following suspensions • Monitor and analyse behaviour incidents across the school, developing relevant actions and interventions • Support the catch-up system • Support the Internal Inclusion Unit Manager • Support and deliver lessons in THRIVE • Facilitate Governors Behaviour Panel meetings
Local Advisory Board (Governors)	• Visit the school to see the behaviour of students in the school and the quality of education. • Hold the Principal and the Executive Team to account, ensuring that a positive climate of behaviours is promoted and maintained within the College. • Monitor behaviour and reward trends • Attend Governors Behaviour Panel meetings for students at risk of permanent exclusion • Attend permanent exclusion meetings

6. Managing behaviour in the classroom (Appendix 5)

There is a clear sanctions ladder for the classroom – warnings will be logged on Show My Homework (SMHW)

If a student disrupts learning they will be issued with a yellow warning. The student will be informed of the yellow warning verbally and the student's name will be recorded on the chart on the whiteboard and on SMHW.

If the student disrupts learning again, they will receive a second verbal warning, an amber warning, and may also be moved within the classroom or spoken to outside the classroom (students should not be left to stand outside a classroom). The class teacher will also issue students with a 15 minute catch up at the end of the school day. The catch up will be entered onto SMHW, which will also alert parents. The classroom teacher will be responsible for supervising the catch up and will make clear to the student the location of the catch up. If the lesson is being delivered by a supply teacher and they issue a catch up to a student this will be reported to Reception, with the catch up overseen by the Director of Learning/ Curriculum Leader.

Students who do not attend the amber warning catch up will be logged as absent by the member of staff who has set the catch up. The student will then be placed into whole school Friday catch up, which will be run by the Executive Team from 3.15pm until 4.30pm every Friday.

If the student does not modify their behavior after the amber warning and the same behaviour continues the student will be issued with a red warning and on call support will be requested. Again, this will be entered on to SMHW. We cannot allow learning to be persistently disrupted - the student disrupting the lesson will be removed from the classroom to allow learning to continue. On call staff will arrive and will take the student to the Internal Exclusion Unit (IEU) for a period of time.

Please note, a red warning can be issued for high level disruption/ dangerous behaviour without issuing a yellow or amber warning. Examples of immediately issuing a red warning include verbal abuse to staff and students, dangerous behaviour, violent conduct or refusing to follow instructions from staff*.
*This is not an exhaustive list and students can receive a red warning for high level disruption/ dangerous behaviour as deemed appropriate

7. Internal Exclusion Unit

Students removed from lessons 1/2/3 will remain in the Internal Exclusion Unit (IEU) until after their lunchtime. Students removed from lessons 4/5/6 will remain in the IEU until 3.30pm. Students may be placed in the Internal Exclusion Unit for a longer period of time, as an alternative to a suspension, after a serious breach of the school's Behaviour Policy.

When students enter the Internal Exclusion Unit (IEU) they will immediately hand in their mobile phone. The Internal Exclusion Unit is a calm and quite place for students to work. There will be a reflection task on entry to the IEU and the IEU Manager will support with the facilitation of restorative conversations with staff/ reparation work.

If a student refuses to enter the Internal Exclusion Unit parents will be contacted and it is likely that the student will receive a suspension.

Wherever possible, students in the IEU will continue with the same work as is being delivered in their subject lesson.

Sanctions whilst in the internal isolation room
Warning 1 Issued by the staff member in the IEU
Warning 2 Issued by HOY/DHOY
Warning 3 Issued by a member of Exec Team
There will be no warning 4, students who continue to disrupt in the IEU will receive a ½ day or 1 day suspension.
If a student leaves the Internal Exclusion Unit without permission it is likely that they will receive a suspension.

8. Managing behaviour around the school

As detailed in Appendix 3 students must move around the building in a purposeful, safe and calm manner. Where possible, students should keep to the left and there should be no physical contact between students. Students should only eat food in the Restaurant and should not be inside the building (unless in a designated wet break room) during breakfast or lunchtimes. Whilst outside, students should behave in a safe and respectful manner, following the instructions of the members of staff on duty, on the first time of asking. Staff are asked to act on a 'you see it, you deal with it basis'. Staff can issue yellow warnings and amber warning catch ups for unacceptable behaviour around the building/ outside. Red warnings can immediately be issued for high level disruption/ dangerous behavior around the building/ outside. If a red warning is issued the student will be removed to the IEU and dealt with at HOY/ Executive Team level.
Chewing gum is not allowed and is completely banned anywhere on the College site.

Please note, any student out of lesson must have a valid pass from a member of staff. Students out of lessons without a valid pass will be returned to lesson.

9. Use of mobile phones/ head phones/ ear pods

Mobile phones and electronic devices must not be used/seen in College unless a member of staff has given direct permission for the mobile phone or device to be used in a lesson. Students must only use their mobile phones before the start (prior to 8.30am) and at the end of the College day (after 3.10pm). If a student is seen using their mobile phone without the permission of staff during the school day, staff will confiscate the phone and it will be returned to the student at the end of the day. The mobile phone will be passed to the PA to the Principal and the student will collect their mobile phone at the end of the day, 3.10pm.

The member of staff confiscating the mobile phone will enter this information on SMHW. If a student has their mobile phone confiscated for a second time parents/ carers will have to collect their child's mobile phone from the College. Any student who continues to have their phone confiscated due to not following the College rules

will face further sanctions which may include time in the Internal Exclusion Unit and/ or suspension from school.

At no point, in lessons or at break times, should students use mobile devices to check social media accounts or take photographs or videos of staff or students – this would be a red incident. Any student found to be taking photographs or videos of students or staff will be placed in the College's Internal Exclusion Unit or will receive suspension.

Head phones/ ear pods must not be used/ seen in College during the school day (from 8.30am until 3.10pm) Students wearing/ using headphones and ear pods in the corridors or during lessons will have the headphones/ ear pods confiscated. The member of staff confiscating the head phones/ ear pods will enter this information on SMHW. The headphones/ ear pods will be passed to the PA to the Principal and the student will collect them at the end of the day 3.10pm. If a student has his/her head phones/ ear pods confiscated for a second time parents/ carers will have to collect them from the College. Any student who continues to have his/her headphones/ ear pods confiscated due to not following the College rules will face further sanctions which may include time in the Internal Exclusion Unit and/ or suspension from school.

10. Suspected criminal behaviour

If a student is suspected of criminal behaviour, the College will make an initial assessment of whether to report the incident to the Police.

When establishing the facts, the College will endeavour to preserve any relevant evidence to hand over to the police.

If a decision is made to report the matter to the Police, the Principal or a member of the Executive Team/ Pastoral Team designated by the Principal will make the report.

The College will not interfere with any Police action taken. However, the College may continue to follow its own investigation procedure and enforce sanctions, as long as it does not conflict with Police action.

If a report to the police is made, the designated safeguarding lead (DSL) will make a tandem report to children's social care, if appropriate.

11. Zero-tolerance approach to sexual harassment and sexual violence

The College will ensure that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored.

Students are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be.

The College's response will be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

The College has procedures in place to respond to any allegations or concerns regarding a child's safety or wellbeing. These include clear processes for:

- Responding to a report
- Carrying out risk assessments, where appropriate, to help determine whether to:
  - Manage the incident internally
  - Refer to early help
  - Refer to children's social care
  - Report to the Police

Please refer to our child protection and safeguarding policy for more information

https://landau-forte.org.uk/wp-content/uploads/sites/9/2022/07/Child-Protection-and-Safeguarding-Policy-2023-final.pdf

12. Malicious allegations

Where a student makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the College will consider whether to discipline the student in accordance with this policy.

Where a student makes an allegation of sexual violence or sexual harassment against another student and that allegation is shown to have been deliberately invented or malicious, the school will consider whether to discipline the student in accordance with this policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the local authority designated officer (LADO), where relevant) will consider whether the student who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.

The College will also consider the pastoral needs of staff and students accused of misconduct.

Please refer to our child protection and safeguarding policy https://landau-forte.org.uk/wp-content/uploads/sites/9/2022/07/Child-Protection-and-Safeguarding-Policy-2023-final.pdf

for more information on responding to allegations of abuse against staff or other students.

13. Safeguarding

The College recognises that changes in behaviour may be an indicator that a student is in need of help or protection.

We will consider whether a student's misbehaviour may be linked to them suffering, or being likely to suffer, significant harm.

Where this may be the case, we will follow our child protection and safeguarding policy, and consider whether pastoral support, an early help intervention or a referral to children's Social Care is appropriate.

Please refer to our child protection and safeguarding policy for more information

https://landau-forte.org.uk/wp-content/uploads/sites/9/2022/07/Child-Protection-and-Safeguarding-Policy-2023-final.pdf

14. Uniform

Students who do not attend school dressed in the correct uniform will be provided with the correct uniform and expected to wear it. Students who refuse to wear the provided uniform will be placed in the Internal Exclusion Unit or issued with a suspension.

15. Lateness to lessons

Lateness to lessons is unnecessary and causes disruption to learning. Lateness should always be challenged. Teaching staff will record students as late on SIMS. Students who are late to lesson will receive a supervised lunch the following day. HOY/ DHOY take responsibility for this and will visit tutor time the following morning, informing students of the location of the supervised lunch. Persistent and ongoing lateness will result in receiving a whole school catch up and further sanctions.

16. Truancy from lessons

This is a 'red' incident. The student will be removed to the IEU and dealt with at HOY level, parents will be informed of truancy.

17. Travelling to and from the College

The list below provides examples of the College's expectations with regards to travelling to and from the College:

- Students to use the direct, safe routes to and from the College
- Students to wear full school uniform with pride on their way to and from college
- Students to follow the instructions of members of school staff who are on duty outside of the school
- Students to conduct themselves appropriately on public transport and on their journey to and from College

18. Catch up (detention)

Teachers have the power to issue catch up (detention) and we are clear with parents and students that catch up is a sanction that is used within the College

'Amber' catch up of 15 minutes will be completed at the end of the day (3.15pm – 3.30pm) on the same day as the sanction is issued. Students who do not attend the amber catch up will be placed directly into Friday catch up.

The times outside the normal College day when sanctions can be added include
a) Any school day where the student does not have the permission to be absent
b) Weekends
c) Non-teaching days

Students and parents/ carers will be given 24 hours' notice of a requirement to attend Friday catch up via a notification from SMHW. Friday catch up will last from 3.15pm – 4.30pm. Any student who does not attend Friday catch up will be placed into the Internal Exclusion Unit on the following school day and will complete the

catch up in the IEU (until 4.30pm). Parents/ carers will be notified of their child's attendance/ non attendance to catch up via SMHW.

If a student has a catch up staff will always allow reasonable time for students to eat (if the catch up is at breakfast/ lunch), drink and visit the toilet.

Staff will not issue a catch up where they know that doing so would compromise a student's safety, for example, if the student is unable to make suitable arrangements to travel home.

19. Suspensions and Permanent Exclusions

At Landau Forte College Derby, we follow the prevailing guidance from the Department for Education on all issues relating to suspension and permanent exclusions.
The Principal, or Vice Principal in her absence, will decide whether to suspend a student or permanently exclude a student, taking into account all the circumstances, the evidence available and the need to balance the interests of the student against those of the whole College community

In line with Department for Education guidance, permanent exclusion is an appropriate response to a serious breach, or persistent breaches of the College's Behaviour Policy (including conduct off the College site/ online or via social media) and where allowing the student to remain in College would seriously harm the education or wellbeing of others in the College.

The College will permanently exclude students for both persistent breaches of the school behaviour policy and for serious (one off) breaches of the Behaviour Policy.

The College does not have a tariff of suspension length for different misdemeanours and acknowledges that there are certain serious one-off incidents for which permanent exclusion may be appropriate.

Examples of serious breaches for which permanent exclusion may be a reasonable response to a first offence include*:

- serious actual or threatened violence against another student or a member of staff
- sexual harassment
- sexual violence
- supplying legal highs/ alcohol/illegal drugs
- carrying/supplying an offensive weapon
- arson
- behaviour which poses a significant risk to the young person's own safety/ the safety of other members of the College community
- Examination malpractice in a public examination
- Malicious or unfounded allegation against a member of staff.
- Behaviour whilst travelling to and from College (or whilst away from the College) that brings the College into disrepute/or is harmful to the public.
    - Persistent Bullying
    - Hate crime behaviours

*Please note, the list above is in no way intended to be exhaustive nor to limit the Principal's (or her designated Deputy's) authority to make reasonable decisions regarding permanent exclusions.

20. Direction to Alternative Provision (AP)

We have the right to direct students to attend off site alternative provision. The objective of a direction to off-site AP is to improve the identified student's behaviour and therefore it will often be used when a student is at risk of permanent exclusion. If directing a student to Alternative Provision the College will always follow the DfE guidance detailed here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942014/alternative_provision_statutory_guidance_accessible.pdf

21. Staff Development and Support

All staff are aware of the high expectations, policy and ethos which fosters discipline and mutual respect throughout the College.

All staff receive training on the Behaviour Policy and receive any relevant updates throughout the year. Through the personalised Professional Development programme, staff can request or be directed to additional training and support to help them further develop strategies to manage student behaviour positively.

All staff are accountable for implementing the policy consistently.

22. Recognising the impact of SEND on behaviour

The College recognises that students' behaviour may be impacted by a special educational need or disability (SEND).

When incidents of misbehaviour arise, we will consider them in relation to a student's SEND, although we recognise that not every incident of misbehaviour will be connected to their SEND. Decisions on whether a student's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis.

When dealing with misbehaviour from students with SEND, especially where their SEND affects their behaviour, the school will balance their legal duties when making decisions about enforcing the behaviour policy. The legal duties include:

- Taking reasonable steps to avoid causing any substantial disadvantage to a disabled student caused by the school's policies or practices (Equality Act 2010)
- Using our best endeavours to meet the needs of students with SEND (Children and Families Act 2014)
- If a student has an education, health and care (EHC) plan, the provisions set out in that plan must be secured and the school must co-operate with the local authority and other bodies

As part of meeting these duties, the school will anticipate, as far as possible, all likely triggers of misbehaviour, and put in place support to prevent these from occurring.

Any preventative measures will take into account the specific circumstances and requirements of the student concerned.

The College attempts to anticipate and removes triggers of misbehaviour below by providing support detailed below:

- Short, planned movement/sensory breaks for a student with SEND who finds it difficult to sit still for long
- Adjusting seating plans to allow a student with visual or hearing impairment to sit in sight of the teacher
- Adjusting uniform requirements for a student with sensory issues or who has severe eczema
- Training for staff in understanding conditions such as autism
- Use of separation/time out spaces where students can regulate their emotions during a moment of sensory overload

23. Rewards

When a student's behaviour meets or goes above and beyond the expected behaviour standard, staff will recognise it with positive recognition and reward. This provides an opportunity for all staff to reinforce the school's culture and ethos.

Positive reinforcements and rewards will be applied clearly and fairly to reinforce the routines, expectations and norms of the school's behaviour culture.

Positive behaviour will be rewarded with:

- Verbal praise
- Communicating praise to parents via a phone call or post card
- Awarding a Golden Ticket
- Awarding House (Achievement) Points or badges
- Recognition in a House or Year group gathering
- Receiving a termly Principal's Award
- Receiving a Book Brilliant award
- Receiving a specific 'milestone' award
- Receiving an award at the Celebration of Success evenings
- Whole-class or year group rewards

24. Student Support Systems

We adopt a system of praise and reward in which good behaviour is recognised. Students are encouraged to take ownership of their behaviour and reflect upon the impact of their actions. Through operating a graduated warning system, students are enabled to manage their behaviour and make adjustments when necessary.

In addition, we draw upon a comprehensive range of solution focused means to further support students:

Liaison with parents and other agencies:
Where possible, the College will report incidences of positive behaviour to parents and carers. In situations of persistent poor behaviour, we will also invite parents in to discuss a young person's behaviour and next steps to support the student. We understand that challenging behaviour can be a cry for help and, if necessary, the

College will engage external agencies for early help support with specific needs of students, this of course includes Children's Social Care.

Managing student transition:
The College has a robust and detailed transition programme which includes students joining the school in Year 7 and Year 12, in year arrivals and students who are placed through the In Year Fair Access (IYFA) protocol. The College also provides effective support for students leaving the College at the end of Year 11 and Year 13.

In College Support Centres
In situations where students are repeatedly in breach of our Behaviour Policy or display complex, significant special educational needs we will consider placing them in one of our support centres. The centres are based in the College building.

Students are placed in one of the support centres after a period of rigorous monitoring in line with a comprehensive referral system that includes liaison with parents/carers.

- **Learning Support Centre (T6):**

The main purpose of the Learning Support Centre is to support students who may have significant, complex special educational needs and may need access to a more personalised, nurturing environment for some of their curriculum.

In exceptional circumstances, this may be used for greater majority of their curriculum but is not a full-time solution for managing behaviour. The Learning Support Centre is a means of support for young people in times of crisis or to help vulnerable students cope with mainstream College.

- **THRIVE:**

We use our THRIVE area to operate an internal alterative provision area. The focus of this area is to seek to meet social and emotional wellbeing of young people who are struggling to cope in mainstream learning. Students are selected by the pastoral team, alongside the internal alternative provision lead. Students access THRIVE for all of their curriculum for time reviewed placements. The aim of THRIVE is to assess and meet need, make appropriate referrals and, when appropriate, reintegrate into full curriculum lessons.

25. Powers to discipline

Teachers, Learning Support Assistants and all other paid staff with the responsibility for students have the authority to discipline students whose behaviour is not acceptable, who break the College rules or fail to follow a reasonable instruction. The authority to discipline applies to student behaviour on and off the College premises (when students are engaged in College related activities)

- **Searching students**

Landau Forte College Derby adopts the prevailing guidance from the Department for Education on screening and searching students. College staff can search students with their consent for any item. The Principal and staff authorised by the Principal have the power to search students or their possessions, without consent, where they suspect the student has a "prohibited item".

Prohibited items are:

• knives and weapons;
• alcohol;
• illegal drugs;
• stolen items;
• lighters and matches;
• tobacco and cigarette papers;
• fireworks;
• 'vape' pen;
• pornographic images;
• Images/ documents which challenge the ethos of the College or constitute a Hate Crime;
• any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property;
• any item banned by the College which has been identified in the rules as an item which may be searched for.

- **Searching, screening and confiscation**

Any prohibited items (listed in section 22) found in a student's possession will be confiscated. These items will not be returned to the student.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to students after discussion with senior leaders and parents, if appropriate.

Searching and screening students is conducted in line with the DfE's latest guidance on searching, creeening and confiscation is here: https://assets.publishing.service.gov.uk/media/62d1643e8fa8f50bfbefa55c/Searching__Screening_and_Confiscation_guidance_July_2022.pdf

- **Searching electronic devices**

Staff can search mobile phones and other electronic devices if they believe that the device is prohibited, has been used to or will be used to commit an offence or if data/ files on the device could be used to disrupt teaching, cause harm or break the school rules.

- **Reasonable force**

Reasonable force covers a range of interventions that involve physical contact with students. All members of staff have a duty to use reasonable force, in the following circumstances, to prevent a student from:

- Causing disorder
- Hurting themselves or others
- Damaging property
- Committing an offence

Incidents of reasonable force must:

- Always be used as a last resort
- Be applied using the minimum amount of force and for the minimum amount of time possible

- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents
- When considering using reasonable force, staff should, in considering the risks, carefully recognise any specific vulnerabilities of the student, including SEND, mental health needs or medical conditions.
- Be recorded on the Physical Restraint form located on the College's Intranet
- Be reported to parents/ carers of students involved

Legislation, statutory requirements and statutory guidance

This policy is based on legislation and advice from the Department for Education (DfE) on:

- https://assets.publishing.service.gov.uk/media/64ef773513ae1500116e30db/Suspension_and_permanent_exclusion_guidance_september_23.pdf
- Behaviour in schools: advice for headteachers and school staff 2022
- Searching, screening and confiscation at school 2018
- Searching, screening and confiscation: advice for schools 2022
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942014/alternative_provision_statutory_guidance_accessible.pdf
- The Equality Act 2010
- Keeping Children Safe in Education
- Use of reasonable force in schools
- Supporting students with medical conditions at school

It is also based on the Special Educational Needs and Disability (SEND) Code of Practice.

In addition, this policy is based on:

- Schedule 1 of the Education (Independent School Standards) Regulations 2014; paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- DfE guidance explaining that academies should publish their behaviour policy and anti-bullying strategy This policy complies with our funding agreement and articles of association.

LANDAU FORTE COLLEGE DERBY

DRESS CODE

High standards of personal appearance equate to high standards in all other matters.

Dress Code - Years 7-11

College identification lanyard.

Navy or black blazer or tailored jacket. All students must wear their blazer/jacket at all times when present in College.

Thin plain black v-neck jumper may be worn under the blazer.

Plain white shirt or blouse with collar, tucked into waistband of trousers/skirt (sports shirts are not allowed).

Plain black, navy or grey trousers (denim/jeans/tight fit/cropped trousers are not allowed).

Plain black pleated, knee length Landau Forte skirt purchased from Uniform Direct only.

College tie: Years 7 and 8 multi shield tie, Years 9, 10 & 11 blue striped tie.

Footwear should be smart black leather/ leather look shoes.

Tights and socks may be plain black, grey or navy.

Physical Education kit for Years 7-11

Plain black tracksuit trousers.

Plain black shorts.

Plain black leggings.
(must be sports leggings **NOT** fashion leggings)

Plain white short sleeved polo shirt.

Plain black sweatshirt.
(no hood or zip)

Trainers.

Dress Code - Sixth Form students

College identification lanyard.

Navy, black or grey "business dress" suit. (pinstripe/check are acceptable)

OR

Plain navy, black or grey blazer/tailored jacket and navy, black or grey tailored trousers (denim/jeans/tight fit/cropped trousers are not allowed) or **navy, black or grey knee length tailored skirt, either pleated or straight.**

Plain black abaya, with a jacket, may also be worn.

Shirt with a black striped College tie or business style blouse.

College lapel badge - optional (available from College).

Business suit-style shift dress in plain navy, black or grey. (pinstripe/check are acceptable)

Footwear should be smart black, brown, grey or navy leather/ leather look shoes.

Students may wear a wrist watch and one pair of stud earrings. No other jewellery may be worn. Scaffolding bars, stretchers, nose studs and other body piercings (including clear and plastic retainers) are not allowed.

Hair accessories and headscarves must be plain white, navy, grey or black.

Hair styles should not be extreme. Hair colours which are not natural colours, for example, blue, green, pink, red, purple, yellow etc are not allowed.

Make up should be worn discretely and not be excessive. Nail varnish should not be worn. False eyelashes or coloured (cosmetic) contact lenses are not permitted. False nails are not allowed.

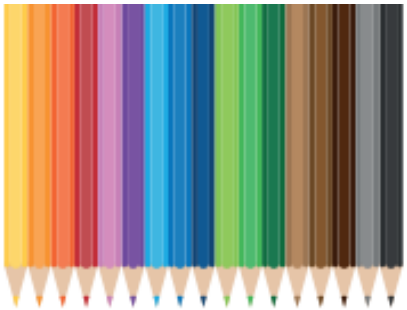
If there is any doubt about a particular item's adherence to the College Dress Code, please ensure you check before purchase. Judgements on acceptability can only be made by staff at the College. Students with inappropriate hairstyles or uniform will be placed in Internal Exclusion or will be sent home to change.

A Landau Forte Charitable Trust Academy

LANDAU FORTE CHARITABLE TRUST

Appendix 2

LANDAU FORTE COLLEGE DERBY



Be prepared...

Every student is expected to bring the following equipment to each lesson:

- ☑ Black, blue and red ball point pen (and a spare)
- ☑ Pencil
- ☑ Pencil eraser
- ☑ Pencil sharpener
- ☑ Coloured pencils/fine fibre tips
- ☑ Ruler 12"/30cm
- ☑ Scientific Calculator
- ☑ Pocket dictionary
- ☑ Reading book
- ☑ USB memory stick

Tippex/Liquid papers are not allowed in the college and must not be used in any school work.

Text books and specialised equipment will be issued on loan and students will be required to pay for any loss or damage to academy property.

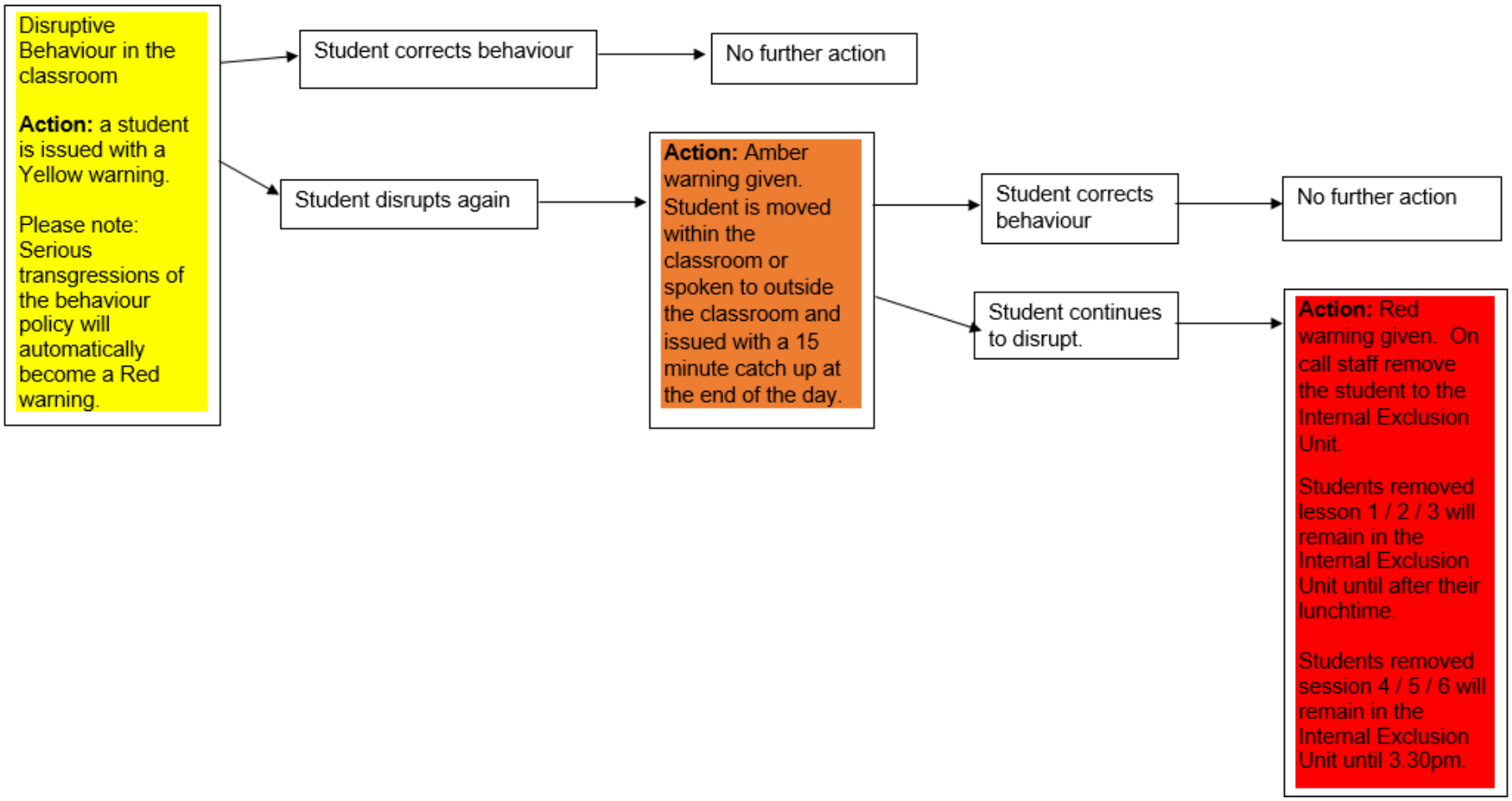
Policy Number: 2
Version: 4
Date of Issue: July 2022

LANDAU FORTE COLLEGE DERBY
In and around College...
Move around, purposefully, calmly and sensibly
Keep to the left
Respect everyone's personal space – no physical contact
Games and running around are for outside
Only eat food in the Restaurant
Please put litter in the bins
If you witness bad behaviour please report it to the nearest member of staff
Landau Forte College is a safe and supportive environment for all students

LANDAU FORTE COLLEGE DERBY
LANDAU FORTE CHARACTER EDUCATION
BEING MY BEST ME
BRAVERY
Having the courage to do what's right morally. Even if others don't or if it's difficult, show self-control
EMPATHY
Recognising and understanding the feelings and viewpoints of others - we are all one community
SOCIAL CONFIDENCE
Making points in a clear and constructive way. Listening to others will help you to be more persuasive!
TENACITY
Being motivated & driven internally (not by superficial rewards) - persist to achieve. Be resilient when things don't go well first time.
MANNERS AND MODESTY
Greeting others politely, holding the doors open, saying 'please and thank you' - it's the right thing to do and makes you feel good too!
ENJOYMENT
Effort in the now pays off in the long term. Believing in yourself helps you to enjoy what you are doing and achieve well!
Careers Skills Builder Programme
WHEN WILL I LEARN ABOUT BEING 'MY BEST ME' IN COLLEGE?
Tutor Time . Gatherings . Values/Learning for Life sessions . Curriculum Subjects . Taking part in opportunities such as enrichment clubs, charitable work, visits, experiences such as Duke of Edinburgh or the Brilliant Club . Discussion with your teachers and other students
BEST ME
LANDAU FORTE PARLIAMENT
Being My Best Me is underpinned by the work of the Social Equity Panel and Landau Forte Student Parliament.
As one community and in our houses, we are LOVED
LIBERTY HOUSE
OPPORTUNITY HOUSE
VERSATILITY HOUSE
EQUALITY HOUSE
DIVERSITY HOUSE
Being My Best Me also links to the termly
ENRICHMENT OFFER
Film Club
Cricket
Basketball
Dancers
KS3 Cricket
Athletics
GCSE D&T Clinic
Landau Band
Drama Club
Maths Clinic
KS3 Code Club
Robotics Club
Duke of Edinburgh
Illustr8
Netball
Culture Week Dance Practice
English KS4 Master Clinic
Design &Technology Clinic
Barrington Stoke Reading Group
Science WOW!
Art Club
Football
Rounders
National Citizen Service
World Challenge
Student Amnesty International Group
First Story
WE ARE PROUD LANDAU STUDENTS WHO TRY OUR BEST, KNOW WHAT'S RIGHT AND WANT TO GIVE BACK TO SOCIETY!

Appendix 5

Consequences in the classroom



LANDAU FORTE CHARITABLE TRUST

Date	**July 2022**
Change Made	
Made By	