

Behaviour Policy (2023-25)

Date of last review:	July 2023	Review period:	2 years
Date of next review:	July 2025	Owner:	Principal
Type of policy:	Network	LGB or Board Approval:	Regional LAB

AIMS AND PRINCIPLES FOR THE BEHAVIOUR POLICY

The governing body, Principal and staff of Space Studio West London aim to promote an inclusive learning environment for all students regardless of race, gender and culture. The Behaviour Policy reflects the Guiding Principles of the Aspirations Trust of Self-Worth, Engagement and Purpose.

PROMOTING THE ETHOS OF GOOD BEHAVIOUR

Good behaviour and high standards are essential attributes of Space Studio West London. To ensure that this is modelled by staff and students at the school, all staff will work towards a policy of prevention rather than cure by ensuring that:

- they deliver effective lessons
- students are engaged in their learning
- rules are very clear and there are high expectations
- sanctions and rewards are clear and consistently applied effective support systems are in place for students with particular behavioural needs
- all staff challenge poor behaviour and follow school procedures
- there exists a climate of mutual respect
- all incidents are dealt with fairly and quickly
- blockages/failures in the system are dealt with effectively
- everything is continually monitored, always looking to make improvements

Detailed information to support staff can be found in the Staff Handbook.

EXPECTATIONS AND RULES

The school employs positive and constructive rules of conduct, a hierarchy of sanctions and a system of rewards for good behaviour. The school monitors procedures in order to ensure consistency and fairness.

The school rules are there to maintain order, structure and discipline so that teachers can teach and students can learn. Students expect to see rules applied fairly, so this needs all staff to apply the school rules consistently. School expectations are very high. Students are expected to work hard, behave well, and dress smartly in the correct uniform and to treat both the facility and others with respect.

Rules are simple, have a clear purpose and are fairly applied.

Student Code of Conduct:

- students should treat each other and all members of staff with respect
- students should walk around the buildings and enter classrooms in a quiet and sensible manner
- students should not eat, chew or drink anything other than water outside of the designated areas
- students should not fight or use physical violence
- students attend regularly and be punctual at all times
- students should not misuse the school computer network system and respect school property
- students should wear the uniform correctly and with pride from the moment they leave home until the moment they return home
- students should behave correctly outside of the school when in school uniform; they should never bring the school into disrepute
- students should develop the highest of aspirations
- students should work to the best of their ability at all times
- students should treat all visitors to the school with respect

Where necessary, sanctions are applied fairly and consistently, in proportion to offences, taking into account all circumstances and within a context of positive reinforcement of good behaviour. Sanctions reinforce the discipline of the facilitator and support the right of all students to learn in a safe and positive environment.

Where detention after college is used parents are given at least 24 hours written notice, unless verbal agreement has been reached between staff and parents.

RULES CONCERNING DRUGS

Students are not allowed to possess or use illegal drugs, alcohol, tobacco or harmful solvents on the school premises, or at any time on a journey to and from the school, or on school trips. Students who need to take medication which has been prescribed by a doctor or which has been bought over the counter for the treatment of a specific condition must be kept with the School Administrator during the school day.

PARTNERSHIP WITH PARENTS/CARERS

The Home-School Agreement seeks to build a partnership with parents so they support the school in promoting good behaviour and attendance. It specifies the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of the students' conduct. It is clearly linked to school policies and practice and is part of the whole school approach to partnership with parents.

The school will strive to ensure clear lines of communication with parents are established and maintained. Staff will involve parents early in any problem and the action will be agreed together. Relevant staff will be made sensitively aware of adverse family circumstances. Such circumstance will be taken into account when dealing with students.

The school will seek to know who has parental responsibility for all students. The school will appoint a designated person for all students in public care in school. The school will attempt to ensure that all adults model values such as courtesy and respect with other adults and with students.

HOME-SCHOOL AGREEMENT:

As part of its commitment to being an effective School, Space Studio West London has a responsibility to work in partnership with both parents and students.

This commitment is clearly manifested in both policy and practice. At the time of writing there are over thirty policy statements which are embraced by this Space Studio West London Agreement and cover issues such as Equal Opportunities, Student Rewards and Support.

STUDENTS WILL:

- complete work conscientiously and return it within the deadlines set
- contribute fully to the life and work of the Space Studio West London community and show a willingness to support and participate in all its activities
- play a full part in the growth, development and improvement of the Space Studio West London by striving to improve standards of work and behaviour at all times
- be confident that striving to improve academic performance is recognised as acceptable and that attempts to undermine or devalue this are not
- wear correct uniform and conduct themselves in a sensible and orderly manner
- show respect to adults and treat people as individuals in the manner that they would expect to be treated themselves
- strive to improve attendance and punctuality by maintaining high personal standards
- not take holidays during term time
- respect other people's personal space and their belongings
- demonstrate care towards the upkeep of the environment and exercise common sense and self-control in all aspects relating to the health and safety of others
- take a positive stance against litter, graffiti and vandalism
- conform to the protocols for security and access required for the ICT network
- abide by the procedures to ensure sensible use of the Internet
- to attend the Celebration of Achievement Event each year
- ensure all work submitted is their own work and includes no form of plagiarism
- give letters and other information from the Space Studio West London to parent(s)/guardians and return any reply to Space Studio West London promptly
- not bring to Space Studio West London anything which is dangerous, illegal or against Space Studio West London rules, drugs, knives or any implement which could be used as a weapon and
- develop high aspirations.

SPACE STUDIO WEST LONDON WILL:

- offer a broad, balanced and differentiated curriculum for all students.
- provide a high quality education designed to allow all students to develop their individual talents to the full.
- provide an environment which promotes high quality teaching and learning. This will embrace the need to recruit suitably qualified staff and provide on-going staff training.
- review and update resources in line with changing Space Studio West London priorities and curriculum needs
- set work which is challenging, yet suitable for the age and ability of the student
- provide a high standard of teaching, student support and individual guidance
- respect students as individuals

- set work according to pre-agreed schedules
- return marked work to students within a reasonable time period
- mark students' work in accordance with the Space Studio West London marking policy
- continue to improve, where possible, the learning environment with respect to information and other technologies, quiet areas, field trips etc...
- enforce reasonable disciplinary measures when behaviour warrants it
- provide access for parents to meet with staff given reasonable notice
- provide a means of assessing, recording and reporting student achievement which is comprehensive, yet meaningful and accessible to parents
- provide information to parents, via the weekly Electronic Notice Board (ENB) and Home Study emails, and hold at least one progress review per year for each year group
- give briefings/explanations of changes or developments in the curriculum and assessment arrangements.
- provide interim progress checks and feedback in response to specific requests or concerns from parents
- inform parents of any problems or praiseworthy events within reasonable time
- inform or consult parents as appropriate on issues of Space Studio West London policy
- respond positively to parents' concerns and complaints
- promote equal opportunities in all aspects of Space Studio West London life and
- promote high aspirations

AS PARENT(S)/GUARDIANS OF THE STUDENT I/WE WILL:

- support Space Studio West London in general including the maintenance of discipline and ensure that my/our son/daughter abides by the Space Studio West London policies and rules
- ensure uniform is worn correctly at all times
- provide feedback to staff on my/our son's/daughter's completion of work
- attend the Space Studio West London activities including Progress reviews, Celebration of Achievement Events, etc...
- give positive support to my/our son/daughter and provide, where possible, an environment supportive of study at home
- help to motivate my/our son/daughter towards improving academic performance
- promote excellent attendance and punctuality and inform the Space Studio West London of any reason for absence on the first day of that absence
- ensure holidays are not taken during term time
- support the completion of coursework
- inform the Space Studio West London of any difficulties which may affect my/our son's/daughter's learning whilst at the Space Studio West London
- support my/our son's/daughter's intention to continue in compulsory full time education
- give permission for the Space Studio West London to store data on my/our son/daughter
- give permission for the Space Studio West London to use photographs and film footage of my/our son/daughter in an Space Studio West London context for possible public circulation
- inform the Space Studio West London in writing if it is decided to exercise the right to request withdrawal from sex education or Religious Education lessons
- conform to the protocols for security and access required for the ICT network
- ensure all work submitted by my/our son/daughter and particularly coursework submitted for examination units is my/our son's/daughter's own work and includes no form of plagiarism

- ensure my/our son/daughter does not bring to the Space Studio West London anything which is dangerous, illegal or against Space Studio West London rules, drugs, knives or any implement which could be used as a weapon and
- encourage high aspirations

UNIFORM

The uniform rules as laid out in the Uniform Policy should be strictly adhered to by all students and staff. To make this effective the uniform is smart, simple and very clearly explained to staff, students and parents.

REWARDS

Our central aim is to develop an effective rewards system for encouraging, managing and sustaining good behaviour, independent learning and positive achievement in all aspects of the school life, i.e. both inside and outside the classroom.

POLICY IN PRACTICE

The school rewards achievements by positive recognition of individuals, of class groups by certificates, prizes and other tangible awards.

REWARDS, CERTIFICATES AND OTHER AWARDS – ANNUAL

These certificates and rewards recognise achievement across the whole school in relevant areas. These awards are awarded annually in the whole school assembly at the end of the school year.

RELATED POLICIES:

Acceptable Use Policy

Anti-Bullying Policy

Safeguarding Policy

Uniform Policy