



Behaviour Policy

Chaucer College has few specific regulations with regard to student behaviour but must establish certain ground rules in order to ensure good order and a pleasant, respectful working environment for both staff and students.

The fundamental requirements which students are expected to meet with regard to their conduct while on the premises are as follows:

Always respect the authority of the teaching and management staff. While on the premises, all students are under the protection and authority of the college staff and are therefore expected to abide by their instructions at all times in order to ensure their own health and safety and the smooth operation of the college.

Actively engage in lessons and be respectful of staff and other students at all times.

The following forms of behaviour are classified as being serious breaches of the College's Behaviour Policy and could lead to expulsion:

- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco.
- theft, blackmail, physical violence, intimidation, racism or persistent bullying misconduct of a sexual nature; supply or possession of pornography/obscene material possession or use of unauthorised firearms or other weapons
- vandalism or computer hacking
- persistent attitudes or behaviour which affects the welfare of a member or members of the college community, or which brings the college into disrepute (single or repeated episodes) on or off college premises.



Procedure for handling student absences during scheduled lessons:

When a student is absent from class, the class teacher will notify the relevant contact via email. The absence will be documented on an easily accessible register located on SharePoint.

— Access to this register is restricted: ONLY members of staff who are members of that specific SharePoint site are able to view or edit it.

Following notification and documentation, either the Director of Studies or a member of Student Services will inform the student's Group Leader. The Group Leader will then go to the student's room to locate and check on the student. When the student is found, they will attend class and be marked as late.

If a student is ill, the group leader should tell the relevant academic staff in the morning meeting scheduled everyday at 09:30am.

This process ensures absences are recorded, communicated, and followed up promptly to maintain student welfare and safeguarding standards.

Additional Rules

In addition to the key points listed above, there are several smaller, but equally pertinent, points of conduct that students are expected to adhere to while on the college premises; these are as follows:

- Students are encouraged to speak English while in the college to create an inclusive atmosphere.
- Smoking is not permitted anywhere inside the college buildings or grounds and is strictly prohibited for students under the age of 18.
- Eating and drinking during lesson

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	Descriptor	Invention
Low Level	<ul style="list-style-type: none"> Talking when should be listening. Shouting / talking loudly/Shouting out. Not listening / not paying attention Interrupting Touching/tapping peers or equipment: flicking pens/equipment. Sleeping! 	<p>Make student aware that. behaviour is disruptive. and ask them to stop the behaviour</p> <p>GL informed if repetitive i.e. 3+ in a 90-minute lesson</p>
Medium Level + all the above	<ul style="list-style-type: none"> Name calling Answering back Invasion of personal space Interrupting the teacher or a fellow student when they are speaking. Leaving classroom without asking Using mobile phone or other electronic equipment in lesson time w/o permission Disrespecting equipment and resources 	<p>See above plus...</p> <p>...make a note of the student's behaviour in the extended learner profile and report to Head of Juniors. Student is removed from lesson if repetitive, i.e. 3+ in a 90 minute lesson and made to stay with the GL for the remainder of the lesson.</p>
Unacceptable: cause for concern	<ul style="list-style-type: none"> Repetitive swearing and bad language (in L1 or L2) Petty vandalism Wilfully disrupting lesson or activity Low level abuse to another student 	<p>See above plus...</p> <p>...make Safeguarding Lead aware of the behaviour and student is removed from lesson and made to stay with their Group Leader for the remainder of the lesson.</p>
Abuse	<ul style="list-style-type: none"> Unacceptable verbal abuse to another student Low level physical abuse to another student Wilful damage to property/ equipment /facilities /school building /graffiti 	<p>See above plus...</p> <p>...immediate transfer to Director of Studies.</p>
Serious Incident	<ul style="list-style-type: none"> Verbal or physical abuse to staff Harsh and unacceptable verbal, emotional or physical abuse to another student Fighting/Bullying/Stealing 	

Repeated failure to adhere to the college rules and expected behaviour or behaviour that is deemed dangerous or adversely affects others' enjoyment of the course, may result in a student's non-participation in afternoon/evening activities and, or excursions. In this instance a GL will be required to stay with said student.

Removal from the programme is also a possibility.



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Further Guidance

- Use the teachers' meetings to report any behavioural issues.
- Sometimes it may be an option to be observed in order to receive advice from the academic management team
- If you feel you would benefit from a classroom assistant if no cover is required, the cover teacher can support
- In the unlikely event that a student may have to be immediately removed from the classroom, the teacher should email a senior teacher or Director of Studies about the issue, and they will collect the student as soon as possible.

Please ask for support or if you have any further queries