



# Rules and Routines

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## Behaviour Policy - appendix 1

Written: September 2013

Review: September 2014

Staff and students will work together to ensure that:

- Everyone behaves in a considerate manner and treats each other with respect by not hurting others verbally or physically.
- Everyone moves around the centre quietly and carefully.
- All differences, disputes or difficulties are resolved in a calm and responsible manner and not taken into the classroom (if students are asked to leave the classroom to resolve a difficulty, they must do so immediately).
- Eating and drinking should only take place at the appropriate times and in the appropriate places (e.g. Canteen area at lunch, break and breakfast club)
- Students should not leave the Centre premises between arrival and home time without permission.
- Students should remain in the centre at all times and will take breaks in the appropriate areas.
- Their own and other peoples' property are taken care of at all times and are their own responsibility.
- Students behave in a manner that reflects well upon themselves and the Centre, on the journey to and from the Centre and on offsite activities.
- Everyone arrives on time for all classes.
- Students should not leave classrooms to use the toilet or for a drink unless absolutely necessary (breaks are provided throughout the day for this purpose).
- There is no smoking in or around the Centre premises.
- Mobile phones must not be used during lessons.
- Personal music players are not to be used in classrooms.
- No illegal drugs, alcohol or weapons are to be brought to the Centre.

The Centre is a place of equal opportunities and therefore provides an environment that is free from harassment and discrimination of any kind for staff, students, visitors and the local community. (Please see Equal Opportunities Policy and Racial Equality Policy and guidance).

## Classroom Expectations

In our classroom the expectation is that:



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- We enter our classroom in a quiet and considerate manner, going straight to our workplace and sitting down.
- We listen to instructions.
- We listen to others' opinions and don't use put downs.
- We always try our best.
- Our classroom is kept clean and tidy for the next group.

If you stick to the Rules and Routines and classroom expectations you will be rewarded.

## You can earn

- Class work points/merits
- Behaviour points/merits
- End of day incentive (reward for targeted achievement points)
- Praise postcards
- Certificates
- Reward Trips

If you do not stick to the code of conduct and classroom expectations the following will happen:

- You will be reminded of the expectations;
- You will be warned of the consequences of your behaviour;
- You may be moved to another seat;
- You may lose your class work or behaviour points;
- Your parents/carers may be contacted by telephone;
- A letter may be sent home;
- You may be withdrawn from the classroom to resolve the difficulty.

## If the difficulty cannot be resolved:

- Your parents/carers will be contacted;
- You may be sent home;
- You may be called to a disciplinary hearing;

Serious breaches of the Rules and Routines or non resolvable behavioural difficulties will result in students and parents/carers being called to a 'disciplinary hearing'.

## The disciplinary hearing will decide what further action should be taken from the following outcomes:

- Take no further action (in exceptional cases only)
- Renegotiate agreement (timetable/group changes)
- Give a verbal warning to the student
- Give a written warning to the student



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- Seek advice/intervention from appropriate outside agencies
- Fixed Term Exclusion

The action will be progressive and normally follow sequentially, however stages may be omitted.

***Failure to leave the Centre premises upon request may result in the police being called.***