



**Resilience
Multi Academy
Trust**



UNIVERSITY TECHNICAL COLLEGE

Student Professional Conduct

Policy



Summary	Positive Discipline Policy
Responsible Person/Author:	Principal of UTC Leeds
Applies to: (please circle/delete as appropriate)	Staff <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/>
Ratifying Committee(s)	Standards Committee
Date of Approval	
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Document Control

Date	Version	Action	Amendments
	2	Updated	Updated role title changes

Introduction & Purpose

UTC Leeds and RMAAT believe that all students – whatever their individual contexts - need a safe, secure and orderly environment in which to achieve their full potential, both academically and socially. We aim to create this environment by having the following:

- Clear, high expectations which allow students to learn and teachers to teach.
- A simple and clear rewards system (being re-designed).
- Open dialogue with parents/carers.
- Clear consequences which are immediate (as much as possible), incremental, designed to allow time for reflection, and allow positive choices to be made at all levels.
- A culture whereby every day is a 'fresh start'.

In essence, positive behaviour is **behaviour that supports the learning of self and others**. All stakeholders (student, staff, parents and governance) have their part to play in ensuring consistent and effective implementation of the Policy; by upholding and encouraging the principles of this Professional Conduct Policy.

The Professional Conduct Policy revolves around the employability of the students at the UTC. This comes down to three values:

The UTC's Professional Reputation – Every child attending the UTC is valued, respected and allowed to learn in a safe, well-ordered environment. Children can learn, teachers can teach. Every member of the College values each other, regardless of background, ethnicity, religion, sexual or gender orientation. Everyone attending the UTC – whether staff or student – has their life enhanced by the variety of things on offer here. This is further cemented by the team ethos around the site. Everyone at the UTC is aiming to achieve great things. They deserve to have their collective reputation protected. This would include when students are representing the College, employers and the University both within the College grounds and outside of the College

The Student's Own Professional reputation – Every member of the UTC community tries their utmost to be the very best that they can be, at all times, in all activities. Students and staff support one another, encourage each other to strive to reach their potential, and celebrate and share successes. Students should ensure their conduct is conducive to a positive learning environment where progress is clear and rewarding.

Health and Safety in the Workplace – Every member of the UTC has a clear responsibility for the health and wellbeing of themselves and those around them.

They can support this by adhering to rules and regulations designed to protect them from a potentially harmful work situation. Anyone in breach of these regulations is putting themselves or others at risk of harm.

UTC Leeds recognises that the vast majority of students are well behaved, cooperative and responsible and the heart of our policy is based on recognising and rewarding good and responsible behaviour. UTC rules, classroom expectations and the bespoke sanction/reward systems are displayed in every room and provide a clear explanation of our expectations and how rewards can be gained and how negative consequences will be applied.

A basic set of expectations are in place for all students within the UTC:

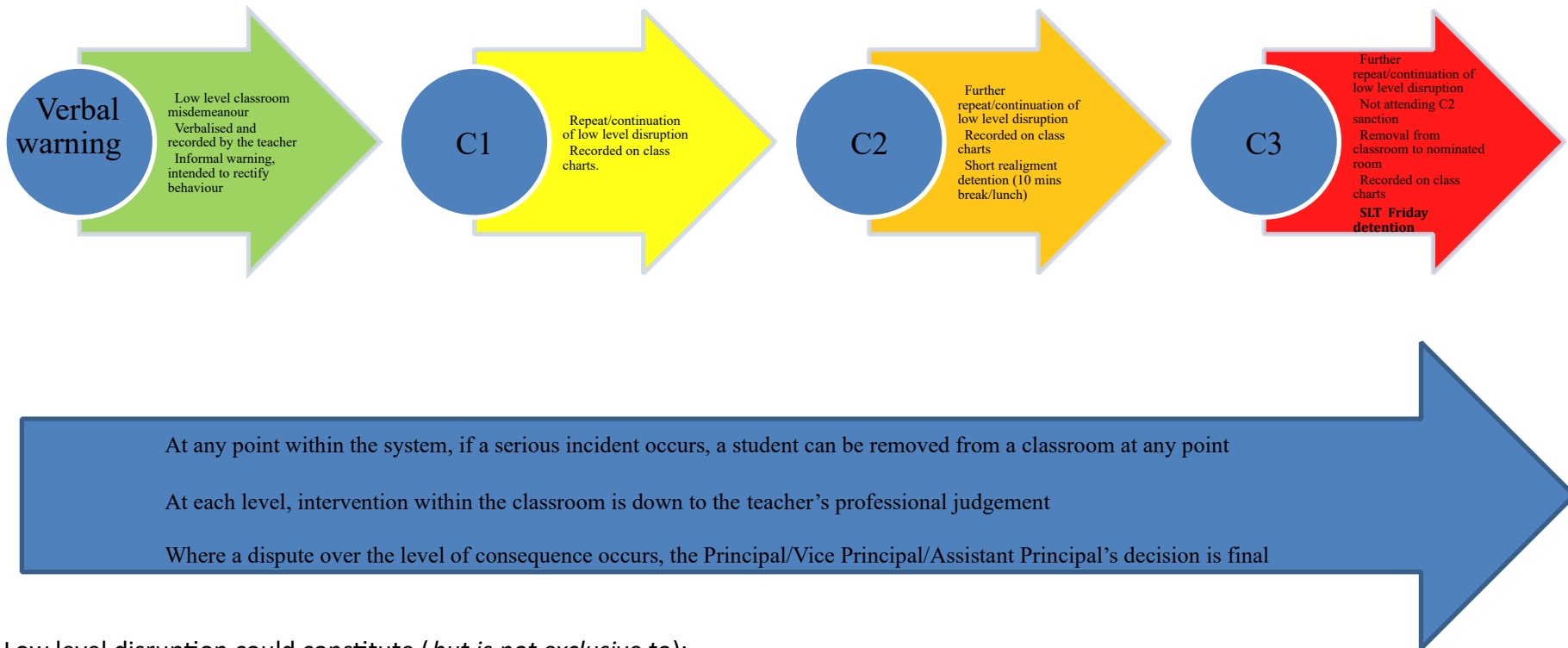
- Arrive on time and to lessons punctually
- Be prepared and ready to learn
- Wear uniform correctly
- Work hard during lessons and complete all tasks to the best of their ability
- Be polite, courteous and friendly to all members of the school
- Follow the school rules and comply with requests or instructions made by staff on the first time of asking
- Have regard for their own health and safety and that of others
- Show respect to the College's environment and building
- Do not leave the College site without prior permission

Rewards

UTC Leeds believes that recognising students' achievements is very important in encouraging positive behaviour and rewards are essential. UTC Leeds believes in rewards for meeting, exceeding or excelling when demonstrating UTC's values. For clarification on individual schools' rewards and recognition, please refer to the relevant policies.

Classroom based consequences

In all curriculum areas, consistency of behavioural systems is important in ensuring the climate for learning is positive and allows progress to be made. Each curriculum area will apply the following system:

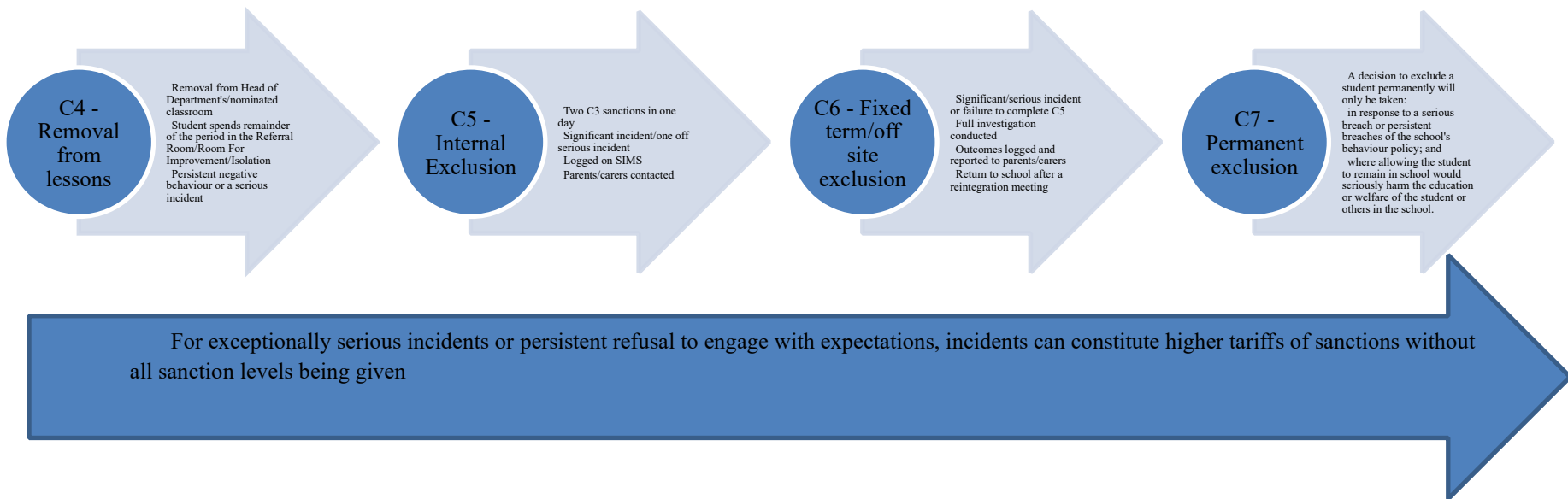


Low level disruption could constitute (*but is not exclusive to*):

- Off task behaviour
- Talking when asked not to

- Inappropriate conversation/language
- Chewing
- Not paying attention
- Lack of work/effort
- Attempting to disrupt their own/others' learning
- Poor attitude to learning (including body language)

In very serious and isolated incidents or in the case of persistent incidents of poor behaviour, a student may require further intervention and negative consequences. At all points within the advanced areas of the system, parents/carers will be informed as to investigations and decisions made by staff.



Corridors and around the UTC

When a student is found to be behaving poorly on a corridor or around the UTC, negative consequences will be issued. Parents/Carers will be informed as quickly as possible (where appropriate).

Consequences are given for misdemeanours such as (but not exclusive to):

- Not adhering to the school's minimum uniform expectations
- Inappropriate language (not directed towards another student or member of staff and not swearing)
- Generally inappropriate, but inoffensive, behaviour
- Running on corridors
- Shouting or screaming
- Swearing
- Clear violation of communicated rules and expectations

Mobile Phones

Mobile phones can be a very useful resource on occasion and the UTC recognises their use under specific circumstances. Students are permitted to use their mobile phone at their leisure in either of the two designated social areas (cafeteria and outside in the school yard). In all other locations, mobile phones should be kept away, on silent and not used/checked at all. This includes the use of music via headphones. This will ensure students are on time to lessons and moving around the UTC safely.

Lateness

Lateness is a serious threat to professional reputation and is treated as such within the Professional Conduct policy. When a student is late to college they will be issued a C2.

UTC Detentions

Detentions will be issued by staff members at C2 level. These can and will be conducted by the member of staff issuing them. For a more serious sanction, students can be referred for a 50 minute detention with SLT the following day. This could also be in response to non-attendance to the previous detention.

Students failing these sanctions or refusing to comply, will be immediately escalated to isolation.

Length of suspensions

We will always attempt to ensure that suspensions are for the shortest time necessary and will follow Department for Education guidelines which suggest that a period of 1 – 5 days is often long enough to secure the benefits of exclusion without adverse educational consequences.

UTC Leeds will:

- Inform parents/carers of their responsibility to ensure that their child is not present in a public place in Academy hours during the first five days of any suspension
- Provide work to be completed at home and ensure that work completed while excluded is marked and the student receives appropriate feedback
- Provide full-time education (off-site) from the sixth day of any period of suspension of 6 days or longer where a permanent exclusion has not been processed
- Work in partnership to provide opportunities to improve behaviour
- Arrange a reintegration meeting following the expiry of a suspension
- Liaise with and inform the police where any criminal offence has taken place, alongside contacting any other relevant agencies (including but not exclusive to):
 - Youth Offending Team
 - Anti-Social Behaviour Unit
 - Social workers

Actions following a fixed term suspension

UTC Leeds will offer support to students who are suspended in order to support them to improve their behaviour. The table below clarifies what measures will be taken at each step in order to support this process.

Suspension length

Action

½ day – 4 days

- Parents contacted via phone and a letter
Dispatched.

- Reintegration meeting with student by appropriate member of staff on return (with report card and relevant support).

5 days

- Parents contacted via phone and a letter dispatched.

6+ days

- Reintegration meeting with student by appropriate member of staff on return (with relevant support)
- Parents contacted via phone and a letter dispatched
- Reintegration meeting with student by appropriate member of staff on return (with relevant support)
- Educated off site from day 5 onwards and reintegration meeting on return (with relevant support)

When students reach either 15 days of suspension in one term, and/or where there have been five separate suspensions within the same academic year, and/or the exclusion will result in the student missing a public examination, the individual academy's local review board must meet with the student and parent/carer in order to:

- Discuss the issues with the student and parent/carer having been given full information by the individual school
- Offer support and challenge

Following any Suspension or at any point dictated by the UTC Principal, additional support or control measures may be put in place.

UTC routines

The UTC will apply structures in order to ensure that behaviour and conduct are conducive to a positive learning environment for students, a positive working environment for staff and to ensure that the high standards and expectations set are achieved and met by all stakeholders.

All staff and students are expected to uphold all systems.

Leaders should:

- Provide training and rationale for all processes and systems
- Ensure staff have sufficient time to amend short term plans to accommodate systems
- Model systems and procedures in their own work to the highest of standards
- Hold staff and students to account for upholding systems and procedures

Staff should:

- Positively uphold all instructions pertaining to systems and procedures
- Consistently reward students' effort in and out of lessons
- Hold students to account for failure to partake in any part of any system
- Implement negative consequences appropriately for failure to meet expectations and log these centrally on appropriate data management systems

Senior Leader Presence

UTC Leeds believe that all responsibility holders should model all processes and expectations to the highest standard, and should hold stakeholders to account where standards are not in place. To aid staff embed and benefit from all systems and procedures, constant supportive monitoring of the UTC by senior leaders through learning checks is in place. These checks are in place to:

- Celebrate and praise conduct which is deserving
- Identify excellent practice in working with students
- Provide holistic support for all classroom based staff, regardless of role or experience
- Identify students who may require follow up conversations from pastoral staff or other staff later in the day
- Identify students not meeting expectations within academies
- Support staff with students not meeting expectations
- Hold students to account for not meeting expectations

UTC Leeds rotas for the 'Learning Checks' will be held centrally and a log will be kept of all checks made.

Formal Warnings

The Principal or Assistant Principal may, in certain circumstances, wish to give formal warnings to students, based around their conduct. These can include:

Verbal warning	A recorded sanction registering displeasure with behaviour or patterns of behaviour
First written warning	A further sanction which is in place to further indicate the severity of poor behaviour
Final written warning	A final warning before permanent exclusion is a distinct possibility with referral to the Board of Trustees being made

This policy links to others which are available from UTC Leeds and via our website

<ul style="list-style-type: none">• Complaints Policy	<ul style="list-style-type: none">• Safeguarding and Child Protection Policy• Uniform Guidance