



BCIS Attendance, behaviour, standards and disciplinary

Ensuring good attendance and behaviour is an essential part of supporting learners to progress and achieve. BCT / BCIS aims to strike a balance between rewards to encourage good behaviour, and sanctions to ensure that poor behaviour is challenged and that there are implications for learners who don't comply.

Attendance, punctuality and registration

You must attend all lessons including vocational and maths and English. Please arrive five minutes early in order to ensure you are punctual and ready to learn for the start of the lesson

Absence

Parents / carers are expected to make contact with BCIS if a learner is running late, or if a learner is going to be absent for the day. If no communication has been made from home to school, BCIS staff will attempt to make contact, and get / give update on current situation with particular learner. The contact number for BCIS reception is **020 3873 5800**, alternatively you can contact support staff on **07578 590 327**. Please note parents may endure a fine for continues absence.

Lateness:

If learners are more then 5 minutes late learners must write their name on board and record how many minutes / hours they were late by. Learners must then complete a late slip and hand in to their support tutor. Further to this, if a learner is more then 15 minutes late to any lesson, they will be subject to making up time at break time, lunch time or after school hours (tutors will decide when this time is made up). Whilst making up this time learners will be expected to catch up on any work they are behind on.

Behaviour and standards

Group rules must be agreed during induction and printed out A3, signed by all learners and placed on the wall of the classroom for reference. The following headings are to be used:

- What learners can expect from BCT / BCIS
- What BCT / BCIS can expect from learners
- What learners can expect from each other

Mobile phones

All mobile phones are to be given in at the beginning of a session and returned at the end.

- Tutors may return mobile phones during class if there is a specified activity for which phones are needed.
- Phones are to be stored in a secure box and to be placed in a drawer or cupboard in the class.
- Tutors are to supervise the dropping off and returning of phones to ensure that the phones are given back to the correct person.
- If anyone needs to contact you in an emergency, please give reception number and we will immediately take a message for you.

Disciplinary process

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	End
Date and Reason for Verbal Warning 1	Date and Reason for Verbal Warning 2 Meeting with Head	Date and Reason for First Letter of concern	Date and Reason for Written Warning Get parents and Hawkswood in. Introduce SMC	Date and reason for fixed term exclusion (max 3 days)	Date and Reason for Exclusion 5 day fixed term	Withdrawal - New Education Provider and start date



The following types of behaviour can move a learner up the disciplinary procedure:

- Truancing from class / school
- Not following tutors instructions
- Being rude or having an attitude towards tutor
- Bullying
- Play fighting
- Continuously not wearing I.D
- Wearing hood in building
- Using mobile phone in class
- Eating or drinking in class against tutors wishes

Special Measures Contract (SMC)

In the case of a learner reaching stage 4 of our disciplinary process, BCIS will introduce a special measures contract at meeting with parents / carers. The aim of the special measures contract is to help the learner understand what behaviour needs to be rectified, outline strategies in order for learner to meet expectations, and for learner to help staff understand how to best engage with learner to meet expectations.

SMC will remain for 15 working days pending a review; if a learner has met targets at stage 4 by the time of review, the contract will be retracted. If learner has not met expectations of targets then contract may be extended. In the case of which a learner is seen to not be meeting targets during contract period, BCIS staff have the right to escalate disciplinary to next stage and instate a new contract for this stage. In special circumstances, a special circumstances contract may be introduced which will come with added stipulations such as reduced timetable, a report, banned offsite privileges and regular searches.

Misconduct

In the case of misconduct such as swearing at tutors, threatening behaviour or sexual misconduct, learners will go straight to stage 6.

Gross Misconduct

In cases of gross misconduct such as violence, racism, sexism, harassment or abuse, theft, weapons, drugs and alcohol learners will be immediately excluded.

Non-completion of work

If learners are of serious concern regarding progress of work, they may need to stay behind after school and catch up with work with an allocated member of staff. Parents / carers will be contacted beforehand in order to gain consent. It is important that all learners continue to make good progress here at BCIS in order to not fall behind with qualifications, and ultimately risk failing the course.

Positive reinforcement scheme

All classes are to use the online Dojo system for reinforcing positive behaviour from learners. Points are given and once every half term two prizes are awarded: one for the learner with the most points and the other for the most improved learner. Points are reset each time the prizes are awarded so that all learners start the new half term from the same place. English and maths tutors must also be linked in to the Dojo scheme so can participate in awarding points. Please note that 15 Dojo points will be taken away if a learner moves up the disciplinary procedure, and 15 points will be added if a learner moves down disciplinary procedure. You must earn at least 30 points to obtain unsupervised offsite break times and lunch times. Learners who have not yet earned 30 points will not have Dojos reset. Once offsite privileges have been earned, and parental consent has been obtained, learners will be awarded with an offsite privilege pass.



A successful BCT / BCIS learner

- Comes to lessons on time
- Wears their ID card at all times
- Hands in their mobile phone at the beginning of the lesson
- Takes off their hood on campus
- Does not eat or drink in class
- Leaves class quietly during break
- Respects others by not listening to loud music on campus
- Comes to college ready to learn
- Treats everyone with respect and uses positive language

Learner print name	
Learner sign to agree	

Last updated	Next review	Person responsible
Jan 2019	Jan 2021	JB