

**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

PROMOTING GOOD BEHAVIOUR, SANCTIONS AND DISCIPLINE POLICY

POLICY INTENDED FOR:	Parents, Students and Staff
CATEGORY:	Pastoral Care
POLICY IMPLEMENTED BY:	Senior Leadership Team
REVIEWED BY:	Vice Principal
REVIEW DATE:	August 2024
NEXT REVIEW:	July 2026

The Three Pillars

The three pillars of Oxford International College (OIC) are:

- Academic Excellence
- Personal Development
- Career and University Pathways

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INTRODUCTION

Oxford International College (OIC) has three pillars: academic excellence, personal development, and career preparation. The aim of OIC is to build a **high performing, caring, respectful, open and reflective** culture for our students and all staff and according to the three pillars. In line with the positive ethos of the College, good behaviour is rewarded by recognition and positive feedback wherever appropriate aligned with National Minimum Standards (NMS) in boarding schools for promoting positive behaviour.

STUDENT EXPECTATIONS

- Be ambitious towards all three pillars of OIC: academic, personal and career
- Treat each other and their surroundings with respect
- Speak English as a common language during lessons and in all public areas
- Arrive on time for lessons, meetings and exams fully equipped
- Use of mobile phones and portable devices during lessons/assemblies for learning purposes only
- Dress according to the school guidelines
- Smoking, vaping, alcohol and drugs is not permitted anywhere on college premises including at the boarding houses
- Abide by the accommodation (boarding) rules and regulations

MERITS

Merits can be awarded by a member of staff to any student demonstrating positive behaviour. These should be added to iSams to reward positive behaviour and give positive verbal reinforcement. A message will automatically be sent to the parents of the student.

REFLECTIONS

Reflections can be given by a member of staff when any of the student expectations are not followed, despite an initial conversation. These must be recorded on iSams to provide a record of behaviour which will then be shared with the relevant Strategy Tutor, Boarding Mentor, Deputy Principal Pastoral and Director of Boarding.

The reflection form (see appendix) will be used in the Student Causing Concern meeting stage 2 onwards.

If the Strategy Tutor notices a pattern of reflections on iSams for a student, then they will discuss during their scheduled one-to-one meeting. The reflection form (see appendix) will be used as a tool to enable the student to consider their actions.

RESTORATIVE JUSTICE

Restorative justice is an activity linked to student expectations that are not followed appropriately, for example if a student fails to treat their surroundings with respect e.g dropping litter then they could be asked to organise a litter pick.

SERIOUS BREACH

Bullying, truancy, stealing, verbal or physical abuse, coercion, vandalism and consumption, buying or selling of drugs or alcohol, taking and/or sharing photos or video of others without consent, leaving the College without permission, unauthorized visits into boarding rooms/corridors and academic dishonesty.

SANCTIONS

The decision to sanction a student (stage 3) can be taken in response to a serious breach* e.g unauthorized visits into boarding rooms/corridors and will be implemented reasonably and proportionately.

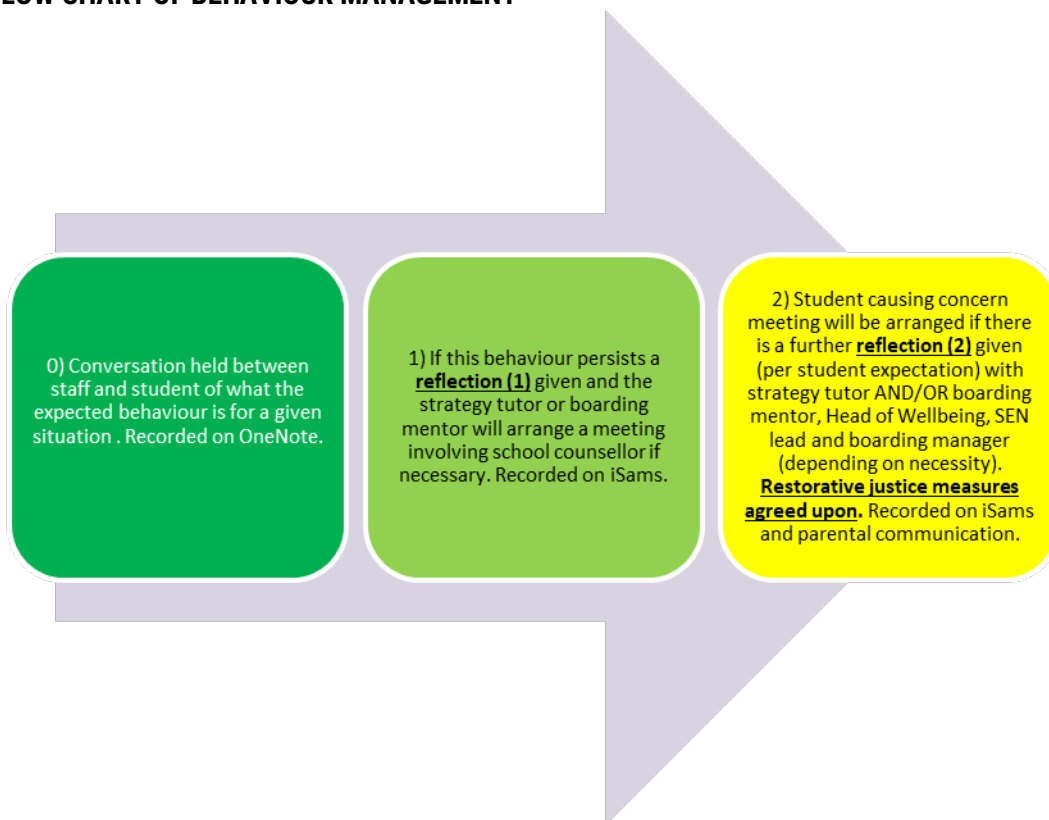
SERIOUS INCIDENTS

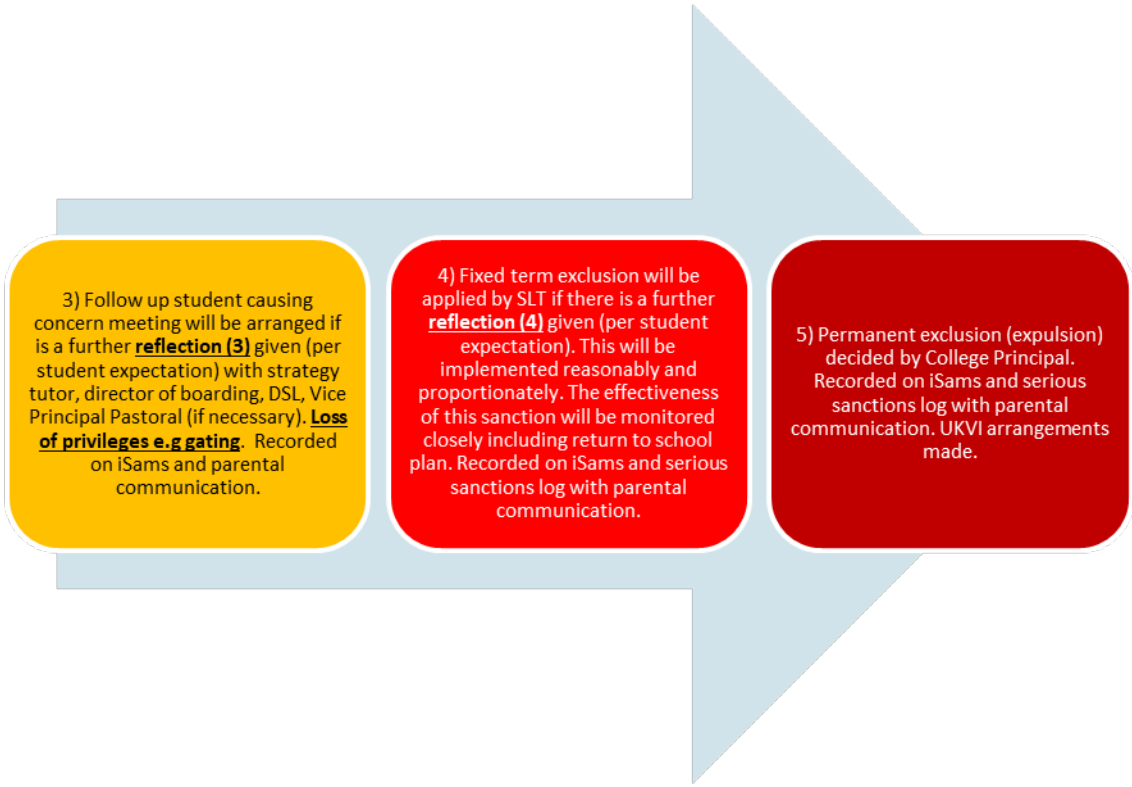
The decision to exclude a student (fixed term or permanent [expulsion] - see expulsion policy 2024) can be taken in the following circumstances, however discretion will be used:

- In response to a serious breach* of the College Rules and Regulations regarding behaviour (including 4+ reflections per specific student expectation)
- If allowing a student to remain in college would seriously harm the education or welfare of the student or others in the College.

Details of the reasons for exclusion and/or expulsion will be outlined in writing to the parent or guardian of the relevant student.

FLOW CHART OF BEHAVIOUR MANAGEMENT





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APPENDIX

REFLECTION FORM

Name:
Strategy Tutor:
Date:



Briefly describe **what exactly happened**:

What did you do that was **not appropriate**?

Why did you do this?

What have you **learned** from this **for the future** – both in and outside the school?

Student`s Signature: _____

Staff Signature: _____



Standard 15 – Promoting positive behaviour

[National Minimum Standards for boarding schools \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

15.1 The school has and consistently implements a written policy to promote good behaviour amongst pupils, including boarders.

The school’s approach to behaviour is easily apparent to anyone joining or visiting the school and is evident in the actions and messages from all staff and pupils, including boarders. The school behaviour policy includes detail on:

- the underlying objective to create a safe environment in which all pupils, including boarders, can learn and reach their full potential and to reflect the values and ethos of the school;
- the role of designated staff in maintaining consistent behaviour expectations, including the responsibilities of school leaders, any resources allocated, and the involvement of governors or trustees;
- the behaviour expected of pupils (including boarders), including treating others with dignity, kindness and respect, and the measures to promote positive behaviour, including positive reinforcement and reward and consequence systems;

- how the needs of all pupils, including boarders, and staff are met so members of the school community feel safe knowing that bullying, physical threats or abuse are not tolerated, and that they belong;
- school systems and social norms, including rules, routines and consequences systems for pupils, including boarders' behaviour when in the charge of the school and including when outside of the school premises and online;
- pupil (including boarder) support, including the roles and responsibilities of designated staff and the support provided to pupils with additional needs where those needs might affect behaviour;
- measures to prevent child-on-child abuse and the response to incidents of such abuse, including disciplinary action;
- when restraint including reasonable force, is to be used and other physical contact and how this will be managed (see OIC use of reasonable force policy);
- Arrangements for searching and screening children and their possessions and how this relates to safeguarding policies. Any search of boarders' personal belongings should be carried out in accordance with section 550ZA of the Education Act 1996 and with regard to any guidance issued by the Secretary of State (see OIC searching and screening children policy).



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Boarding Rules

- **Follow the 4 Ps Of Boarding:**

- **Punctual** – Be on time to all aspects of routine including curfew and check in.
- **Polite** – To staff and each other at all times.
- **Prepared** – For your day, by taking everything you need with you and keeping a tidy room.
- **Proud** – Of your house and your College. Treat the environment and each other with respect.

Rules of the House:

- Follow routine expectations, especially with regards to Curfew and Check in times.
- Always sign in and out.
- Understand and follow fire evacuation procedures.
- Wear shoes or slippers around the boarding house.
- Treat the environment and each other with respect at all times.
- Allow staff into your room when reasonable to ensure your health, safety and security.

- Only order Takeaways on Fridays or Saturday at the permitted time.
- Food Hygiene and preparation rules must be followed in kitchen areas.
- Contribute to House Meetings.
- Let staff know if you have any questions, thoughts or issues. We are here to help.

Breaking the below rules, may result in an automatic sanction:

- **Do not** bring any banned items into the house.

Banned Items include: Alcohol, Drugs, Smoking Materials (Including Vapes), Lighters, Rice Cookers, Kettles, Medication (in rooms unless authorised), Knives or weapons any other item that staff deem unsafe or do not meet Health and Safety requirements.

- No visitors to your room accommodation without permission. All visits to be in common areas unless pre-approved.
- You can not access another cluster of rooms unless authorised by staff.

FURTHER INFORMATION

For further information about behaviour at OIC please speak with Vice Principal

contact@oxcoll.com

Oxford International College

1 London Place

OX4 1BD