



OXFORD
International
College
Brighton

A NORD ANGLIA EDUCATION SCHOOL

BEHAVIOUR RULES, REWARDS AND SANCTIONS POLICY

POLICY INTENDED FOR: Parents, Students, Staff

CATEGORY: Behaviour

POLICY IMPLEMENTED BY: Staff

REVIEWED BY: Principal

REVIEWED DATE: May 2022

NEXT REVIEW: May 2023

BEHAVIOUR RULES, REWARDS AND SANCTIONS POLICY

GUIDING PRINCIPLES

Our approach to promoting good behaviour among students, our rules and our approach to rewards and sanctions all flow from the College's aims to:

- enable all our students to achieve to the best of their potential, both academically and personally.
- enable students to grow into themselves as confident, thoughtful and considerate people, well equipped with the skills and understanding needed for their next steps.
- create an ambitious learning environment
- promote an open-minded mentality, building on our international community, encouraging students to look outwards, to be tolerant, to engage and manage the complexity and change in the world around them, and to develop as well-informed global citizens.
- maintain excellence in our teaching, learning and pastoral care through attracting and developing outstanding staff.

In accordance with these principles:

- We aim to be fair and consistent, and to focus much more on ways of modelling and reinforcing positive behaviour than on the use of sanctions.
- We believe that all staff have a crucial role to play in helping to maintain the core elements of the College's ethos through their own conduct and through the way they relate to students.
- The rules, and the rewards and sanctions that go with them, are designed to be age appropriate. Some rules apply throughout the age group while others are different for different age groups.
- In addition to conveying clear messages about what is and isn't acceptable, sanctions are, as far as is possible, intended to serve a positive educational purpose rather than to be purely punitive.
- The needs of students with SEND (specific educational needs and disabilities) will be taken into consideration when applying this policy.

ROLES AND RESPONSIBILITIES

The Principal is responsible for reviewing this behaviour policy giving due consideration to the College's statement of behaviour principles above. The Principal will also approve this policy and ensure that the College environment encourages positive behaviour and that staff deal effectively with poor behaviour and monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

Staff are responsible for:

- implementing the behaviour policy consistently;
- modelling positive behaviour;
- providing a personalised approach to the specific behavioural needs of particular students;

- recording behaviour incidents (via CPOMS).

The Senior Leadership Team will support staff in responding to behaviour incidents. In addition to the records of all behaviour incidents on CPOMS, a confidential record of sanctions imposed for serious misbehaviour is kept by Principal. This record includes the student's name and year group and the nature and date of the sanction imposed.

Parents are expected to:

- Support their child in adhering to the student code of conduct
- Inform the College of any changes in circumstances that may affect their child's behaviour
- discuss any behavioural concerns with the College promptly

ANTI BULLYING POLICY

Bullying, in any form (including cyber-bullying, prejudice-based and discriminatory bullying) is not tolerated at OIC and any instances of it will be dealt with promptly and firmly. The College's Anti-bullying Policy sets out our approach to preventing bullying and to dealing with it if and when it does arise.

YEARS 9 to 11

CODE OF CONDUCT

As part of the College community, students agree to show respect in the following ways:

- Be polite, inclusive, and friendly to all other students and staff.
- Wear the correct uniform for lessons and the correct sports kit for PE and sports clubs.
- Speak English at all times in and around the school.
- Be well prepared for your lessons with all the necessary equipment.
- Complete homework in good time.
- Keep all shared areas of the College clean and tidy and follow the dining room rotations.
- Follow the mobile phone device policy and no ear buds or headphones to be worn at all in College
- Look after all property, whether it belongs to the College, other people, or your own.

- Be an ambassador for the College behaving as good representatives of OIC and
- Follow UK laws
- No chewing gum or energy drinks in and around College and no food or drinks (other than water) in classrooms.
- Listen to and follow staff instructions in class and on trips, activities, and excursions.

REWARDS

These are given for any commendable activity and include: regular verbal praise for hard work and positive behaviour and house points

House points awards are categorised as:

- little and often: house points (max. 3 per occasion);
- medium and occasional: praise postcard, house certificates for the accumulation of house points 50 (bronze), 100 (silver), 150 (gold);
- large and rare: house shield, award certificate, Principal's certificate.

SANCTIONS

Positive behaviour is promoted so that every student feels supported, happy and included as part of our international school community. However, we recognise that teenagers can occasionally make a bad choice or make a mistake about how they behave. In these situations, we will put restorative actions in place that guide and support our students towards making better choices in the future, and thereby encourage them to develop their personal responsibility.

Restorative actions are categorised as:

- **Low** (level one) 'an occasional commitment to learning issue', eg, catch up session, verbal warning, moving seat or group, removal from practical activity.
- **Medium** (level two) 'issues that are repeated or show a lack of consideration or respect to the College community', eg, compulsory attendance at after school clinic, parents/ guardian informed, reflective detention, loss of privilege, community service, green report card

- **High** (level three) 'actions that show active disregards to the school community', eg, removal from lesson, reflective detention with SLT, compulsory attendance at after school work club for a set period, loss of privilege for a set period, community service as appropriate, parents/ guardians informed,
- **Extreme** (level four) 'actions that warrant the immediate attention of the Senior Leadership Team, concern to welfare, endangerment to self or others', eg, temporary alternative programme, significant loss of privilege, significant community service, parents/ guardian informed, behaviour contract, suspension, permanent exclusion.

THE SIXTH FORM

At the core of our approach in the Sixth Form is a desire to maintain an environment in which students are treated as young adults rather than as schoolchildren – an environment characterised by trust and mutual respect in which students are encouraged to take responsibility for themselves and for their own academic progress and personal development.

This is, therefore, not a place that is run through batteries of rules and sanctions. At the same time, clear boundaries and expectations are important, and those rules that we do have are especially important.

They can be summarised as follows:

- We will not accept bullying or other forms of intimidation.
- No student may be in possession of illegal drugs, supply illegal drugs or take any illegal drugs. If it is believed that a student has broken this rule they may be asked, without warning, to leave Oxford International College
- Students should be courteous and considerate towards their peers and, outside of school premises, towards members of the public. They should not conduct themselves in any way that risks bringing themselves or the school into disrepute.
- We will do our best to support and encourage students and in return we expect them to attend classes punctually, complete all their set work to the best of their ability, take advantage of the opportunities offered to them and contribute wholeheartedly to the life of the school. Absences, when not justified by illness or other *bona fide* reasons, will not be tolerated. Equally, we expect students to invest time and energy in their work and failure to do this will force us to take action. That response will depend on individual circumstances and how long it takes the student to get

back on the correct path.

- Successes and outstanding achievements, be they academic or extra-curricular, are celebrated through direct verbal feedback to students and parents, progress reports, entries in the school blog, on the website and in newsletters, the Sports and Activities Awards, awards given out at the End of Year event at the end of the summer term, etc.

Where there are issues of behaviour that cause us concern, these are addressed with the student by his or her Pastoral Tutor in the first instance. More serious and/or persistent issues will be dealt with as appropriate by the Deputy Head Pastoral or, where necessary, the Principal. Parents will usually be involved.

Failure to complete work and/or persistently poor punctuality may lead to a student being assigned some timetabled private study sessions during which they can catch up on their work. Depending on the circumstances, this may be for a finite period of time or for the remainder of the academic year.

Persistent issues relating to lack of work, poor attendance and/or disruptive behaviour will trigger a formal Review meeting with parents and student to discuss the issues and to put in place an agreed plan of action. This will be monitored and reviewed in follow up meetings with parents as necessary.

We aim to address all such issues in sympathetic and constructive ways with the aim of achieving a positive outcome. However, we do, of course, reserve the right to resort to more serious sanctions such as suspension or, in extremis, permanent exclusion where the circumstances make such a response unavoidable.

CORPORAL PUNISHMENT

The use of corporal punishment is against the law and will not be practised in any aspect of College life.

CONDUCTING A SEARCH

In keeping with the relevant DfE regulations, the school reserves the right to search for any 'prohibited items' and for any other items that are banned under the school rules and in any other written statement of school rules at OIC including those that apply in the boarding houses.

Such searches are very rare in practice. Where we consider it necessary to conduct a search, this will be done discreetly and sensitively, and in accordance with the policy and procedures set out in the school's policy document on 'Conducting a Search'.

BEYOND THE SCHOOL GATE

Sanctions may be applied where a student has misbehaved off-site when representing the College, such as on a school trip. Sanctions may also be applied for inappropriate behaviour online.

MALICIOUS ALLEGATIONS

Where a student makes an accusation against a member of staff and that accusation is shown to have been malicious, the Principal will discipline the student in accordance with this policy.

Please refer to our safeguarding policy for more information on responding to allegations of abuse. The Principal will also consider the pastoral needs of staff accused of misconduct.

PHYSICAL RESTRAINT

Under the Education and Inspections Act of 1996, staff have the power to use 'reasonable force' to control or restrain pupils physically in order to prevent them from:

- committing a criminal offence (or what would be a criminal offence if they were old enough);
- injuring themselves or others;
- damaging property.

Incidents of physical restraint must:

- always be used as a last resort;
- be applied using the minimum amount of force and for the minimum amount of time possible;
- be used in a way that maintains the safety and dignity of all concerned;
- take into account the legal duty to make reasonable adjustments for disabled students and students with Special Educational Needs;
- never be used as a form of punishment;
- be recorded and reported to parents.

Further information can be found in the Physical Restraint Policy, available from the College office.

TRAINING

Our staff are provided with training on managing behaviour, as part of their induction process. Support with behaviour management also forms part of continuing professional development, and the Senior Leadership Team have oversight of all behaviour issues (including via records on CPOMS).

A summary of the main rules, rewards and sanctions used at OIC is given below. This is not intended to be an exhaustive list: fuller versions may be found in the various handbooks for parents and students, and the school reserves the right to introduce new rules and to amend existing ones as the need arises.

ALCOHOL, TOBACCO, VAPING AND OTHER DRUGS

Students, staff and tutors are expected to comply with current legislation concerning alcohol, tobacco, vaping and drugs. Prohibited items (as defined in Section 2 of the Misuse of Drugs Act 1971) are not tolerated on the College premises. Any complaint or report of involvement with drugs and substances either on or off College premises, including boarding facilities, will be followed up and investigated.

The College operates a zero tolerance on alcohol and drug possession and consumption, anyone possessing or using prohibited items will face exclusion. In exceptional cases, a supportive regime may be offered as an alternative to expulsion, however, the College is under no obligation to provide such a regime.

Students are not permitted to possess or drink alcohol anywhere on the College premises.

The following is not tolerated:

- Bringing alcohol onto College premises;
- Being in unsupervised possession of alcohol;
- Obtaining or supplying alcohol to another student;
- Consuming or being impaired by alcohol while on College premises or in the care of the College.

The College may, at any time when reasonable grounds for suspicion of drug or alcohol use exist, expect the student to give a biological sample (such as urine or oral swab) or take a breathalyser test to test for the use of drugs, alcohol or other substances damaging to health. A record of such sample will not form part of the student's permanent medical record but failure by a student to take such tests will result in disciplinary action being taken.

Any member of the College suspected of involvement with drugs and substances may be suspended.

Smoking and vaping are not permitted at any time whilst enrolled at the College. Any violation of this policy will result in disciplinary procedures.

EXCLUSION

As a measure of last resort, the College reserves the right to suspend or to permanently exclude a student, or to ask parents to remove him or her from school, in the following circumstances:

- a) In response to a serious breach (or several minor breaches) of this policy or of any other school rules; and/or
- b) If the student's work rate or attendance or conduct (including behaviour or conduct outside school), or any combination of these, are deemed unacceptable;
- c) If it is believed that allowing the student to remain in school would seriously harm the education or welfare of others in the school;

and the suspension or exclusion is believed to be in the school's best interests or those of the student concerned or of other students.

As the ultimate sanction, permanent exclusion will generally have been preceded by efforts to rectify the issues causing concern and by appropriate warnings to the student and to his or her parents or guardians.

The College may, however, find itself obliged to permanently exclude a student or to require them to be removed immediately and without prior warning in instances of very serious misconduct or where it is believed that the student's continued presence in school may present a risk to others and/or bring the College into disrepute.

Examples of conduct that could merit permanent exclusion include the following, regardless of whether they took place within school or outside the school grounds or school time:

- serious instances of bullying (including cyber-bullying and any other form of abuse using digital media, prejudice-based and discriminatory bullying);
- inappropriate, abusive or dangerous conduct towards other students or members of staff;
- being in possession of illegal substances on the school site, supplying, using or acting as a conduit for illegal substances;
- damage to property;

- inappropriate sexual behaviour;
- racist or any other kind of abuse;
- theft;
- abuse of alcohol, drugs or other illegal substances;
- persistent disruptive or anti-social behaviour; and
- any other serious breaches of school rules, including those relating to boarding and to the acceptable use of IT.

Please note that this is not intended to be an exhaustive list, and that there may be other situations where exclusion is considered to be the appropriate sanction.

The College will make reasonable adjustments for managing behaviour which may be related to a student's disability. Where exclusion needs to be considered, the school will ensure that a disabled student is able to present his or her case fully where their disability might hinder this.

The College will always endeavour to act fairly and to take all relevant circumstances into consideration when deciding whether a student must be suspended or permanently excluded and will, wherever possible and appropriate, consult with parents before the decision is taken.

If parents are unhappy with such a decision, they may ask the College to review it, in which case the Review will be undertaken by two or more members of the Board of Governors.

REVIEW PROCEDURE

To request such a Review, parents must write to the Chair of the Board of Governors (contact details below) stating the grounds on which they are asking for the Review and the outcome they would ideally like. The request must be submitted in writing to the Chair and must be received within 7 days of the school's decision to exclude the student being notified in writing to the parents. The Review meeting will generally be attended by the Review panel members, the Principal, the student and parents. Parents may be accompanied by a friend or relation. It will not normally be appropriate for there to be legal representation at the Review meeting. Parents should inform the Chair in writing within 3 days of the Review of the identity of the person accompanying them if any.

A Review meeting is a private matter. All those concerned and involved are required to keep the Review meeting confidential unless disclosure is required by law.

The Review will be held as soon as reasonably practicable after receipt of the request from parents. A Review will not normally be held during school holidays; and it will normally take place at the school.

The Review panel will consist of at least two members of the College's Governing Body. None of the panel members will have had prior involvement in the case.

The role of the panel is to listen to both sides, consider whether the Principal's decision was fair and proportionate and in accordance with school policy, and decide whether to uphold the decision or refer the matter back to the Principal for reconsideration together with recommendations.

The panel will notify the Principal and the parents of the outcome in writing with reasons and any recommendations, usually within three days of the meeting. The Principal will provide a written response to such recommendations normally within 48 hours and, in the absence of significant procedural irregularity, the Principal's decision will be final.

The school will make reasonable adjustments where the parents and/or the student inform us ahead of the Review meeting that they have a disability.

RELATED COLLEGE POLICIES INCLUDE

- Safeguarding and promoting the welfare of children policy
- Anti-bullying policy
- Boarding House rules
- e-Safety policy
- Terms & Conditions for parents

This policy is based on advice from the Department for Education (DfE) on:

- Behaviour and discipline in schools
- Searching, screening and confiscation at school
- The Equality Act 2010
- Supporting pupils with medical conditions at school

It is also based on the special educational needs and disability (SEND) code of practice

BOARDING

Students living in an OIC Boarding House form a community and are expected to live with each other in

a harmonious and mutually respectful way. Rules and regulations apply to all residents regardless of age or time of year.

The Senior Leadership Team works closely with boarding staff. Incident reports may lead to a disciplinary process.

Examples of incidents that could lead to the disciplinary process or to a student being asked to leave include the following:

- Being repeatedly late for registration
- Smoking in any area within the building at any boarding house
- Theft
- Alcohol or drugs
- Disrespectful or inappropriate behaviour towards the House Parent, Wardens, Security Guard or any other member of staff
- Inappropriate, discriminatory or violent behaviour towards fellow students
- Inappropriate use of the internet
- Unacceptable noise

Parents will be informed if a student is in the disciplinary process.

All students have the right to complain if they feel wrongly or unfairly treated. Details of how to do this are found in the College's *Student Complaint Procedure*.

THE BOARDING TEAM

The House Parents and boarding staff are student's first point of contact at all Boarding Houses. They are there to ensure that students are safe and happy as well as that students are following the rules and regulations. The House Parent also has responsibility for discipline.

BOARDING HOUSE RULES FOR STUDENTS

1. You will be in your room by the curfew times
For year 11 and above: 10 pm weekdays and Sunday ; 11 pm Saturday. For year 9 and 10: 9.30 pm weekdays and Sunday ; 10.30 pm Saturday
2. The student common room areas are not available for use after these times

3. All communal areas must be kept clean and you are responsible for your own tidiness and hygiene.
4. Male students may not visit female students in their room. Female students may not visit male students in their rooms.
5. If you wish to stay away overnight, your parents/guardians must send an email with an attached exeat form to your House parent who will need to give their permission for you to travel. *Exeat* Forms are available from the College, which must also be completed in full and signed-off by the Principal or Chief Education Officer. You will need to give 48 hours notification of your request. The College reserves the right to refuse your request even with parental permission.
6. All boarding houses are alcohol-free sites. You are not allowed to consume, be under the influence of, or have alcohol anywhere on site. Under UK Law it is illegal for persons over the age of 18 to purchase alcohol for, or supply alcohol to minors.
7. You must not damage College premises or steal College property. This also applies to the belongings/personal possessions of any fellow student or staff member.
8. You are not allowed to possess, be under the influence of, or consume any illegal substances (i.e. "drugs") anywhere on College, Boarding House premises or with host families. If this occurs, you will be asked to leave the College.
9. Fire poses the greatest safety risk and students must not leave any open flames or hot electrical equipment unattended. Persons who intentionally start fires or tamper with fire extinguishers or fire alarms will be asked to leave the College.
10. Pets are not allowed at any College boarding house.

RECORDS

The College will keep a record of sanctions imposed on students for serious misbehaviour. This will include the student's name and year group, the nature and date of the offence and the sanction imposed. This will be kept centrally so that any patterns can be identified.