

Student conduct – Classroom procedures

Aims

Birchwood College aims to provide a safe and positive learning environment for the students, the staff and the people who visit. It aims to ensure that everyone in the College feels safe, is able to learn without disruption, and is treated with respect.

In order to maintain the student code of conduct the following procedures are in place to be used when students do not adhere to the Student Code of Conduct which was signed upon entry in the college.

Teachers need to ensure class records for attendance, punctuality and ATLS are accurate and up to date. A 'Late' mark is to be recorded if the student arrives more than five minutes after the lesson starts. Please register an ATL3 if a student does not arrive ready to learn ie. without their laptop.

Classroom conduct:

Stage 1 – Subject teacher

Subject teacher to take reasonable steps to resolve classroom behaviour through informal meeting with student. Record any ATLS on Class Charts. If no improvement, contact with parents/carers to be made via email or phone. This includes attendance/truancy to college classes. Brief record of discussion/outcome with parent/carer to be recorded on Class Charts 'Notes' section. Personal Tutor to be informed. Discuss improvement/intervention strategies with Head of Faculty.

Stage 2 – Personal tutor

Personal tutor to arrange meeting with student with targets/actions to be recorded. Parents/carers to be invited to attend official meeting and minutes shared with Head of College, parent/carer and subject teachers. Targets to be given and progress to be reviewed after a 4-week period.

Stage 3 – Head of College

Personal tutor refers student to Head of College for an official meeting with both Head of College, Personal Tutor and parents/carers. Targets to be given and progress to be reviewed after a 4-week period.

Conduct around site:

Stage 1 – Any staff member

Staff member to speak to individual/s regarding conduct. Serious incident to be reported directly to Head of College and/or CPOMS if appropriate. Persistent negative behaviour identified by staff member is to be recorded on Student Conduct Tracker spreadsheet.

Stage 2 – Personal tutor

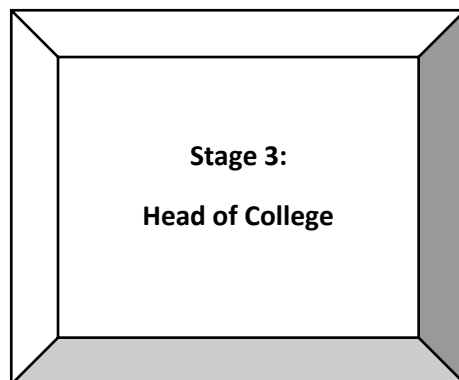
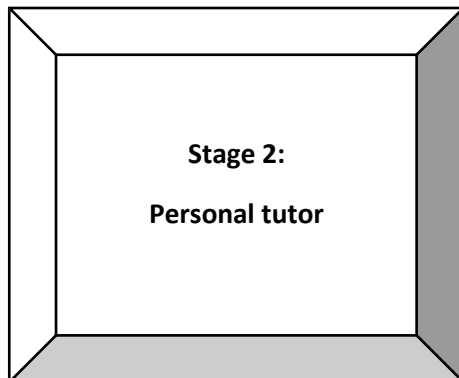
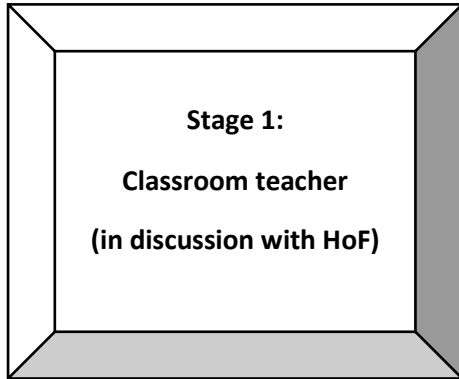
Persistent negative behaviour around college site to be picked up by House tutor. An official meeting with student with targets/actions to be recorded shall take place. Parents to be invited to attend official meeting and minutes shared with Head of College, parent/carer and subject teachers. Targets to be given and progress to be reviewed after a 4-week period.

Stage 3 – Head of College

House tutor refers student to Head of College for an official meeting with both Head of College and Personal Tutor. Targets to be given and progress to be reviewed after a 4-week period.

Student conduct – Classroom procedures

Classroom conduct



Conduct around site

