

CCfL Home School Behaviour Agreement and Code of Conduct

The CCfL aims to work co-operatively with students and parents/carers, recognising the important contributions each of us make to a student's progress, development and achievement. To facilitate this we have certain expectations of behaviour and boundaries that we ask staff, students and parents/carers to agree to, which are set out in our **Home School Agreement** and our **Code of Conduct**. We ask you to go through these documents with your parent/carer and a member of staff, and then sign a contract to agree to follow these expectations.

Home / School Behaviour Agreement

The Home School Behaviour Agreement sets out what you can expect from CCfL staff and also our expectations of our students and parents/carers.

What you can expect from staff - We will

- Ensure students are offered a good education through well prepared lessons and activities.
- Support and encourage students to attend all lessons and engage fully in their learning.
- Support and encourage students to manage their behaviour and follow the School code of conduct.
- Set learning and behaviour targets, discuss and monitor them with students.
- Reward positive behaviour and give consequences for incidences of poor behaviour.
- Encourage and support students to use restorative approaches to resolve any conflict.
- Respect the rights of students by talking to them in an appropriate way and ensuring they are listened to.
- Support students to return to mainstream school where possible or transition to a KS4 placement (KS3). Provide guidance and support for students regarding options for further education, training and work (KS4).
- Provide daily updates on students' behaviour and their academic progress.
- Set up regular meetings to discuss progress and behaviour with parents, carers and students.

Parent Agreement - I will

- Support my child to attend school on time every day.
- Encourage my child to engage in his/her learning and achieve to the best of his/her ability.
- Ensure the school have up-to-date telephone contact details.
- Keep school informed of any issues or changes that they might need to know relating to my child.
- Work in partnership with the school regarding rewards and consequences and support my child in managing their behaviour by following through with any agreements at home.
- Participate in restorative meetings to help resolve any incidents of conflict.
- Attend meetings regarding learning, progress and behaviour when required.

Student Agreement - I will:

- Attend all my lessons and be on time.
- Engage in my learning and complete tasks to the best of my ability.
- Work hard to achieve my learning and behaviour targets in every lesson.
- Keep myself and others safe.
- Respect the rights and feelings of others and behave in a considerate and fair way to all.
- Engage in restorative meetings to resolve incidents and keep to the outcomes that are agreed.
- Follow the school code of conduct.
- Hand in phones and electronic equipment at the beginning of the day.
- Attend and contribute to regular review meetings to discuss my learning, progress and behaviour.

CCfL Code of Conduct

These expectations of behaviour and boundaries in the Code of Conduct encourage all students to acknowledge that they not only have rights but also responsibilities towards themselves, the wider school and local community. They are strictly **non-negotiable** and choosing not to comply may lead to a **fixed-term exclusion** and/or changes to your programme. In all cases your parent/carer will be informed. **If necessary there will be Police involvement.**

Inappropriate Behaviour

If you should behave in such a way that you are disrupting others or presenting a Health and Safety risk then you will be warned and given the opportunity to stop the behaviour. If you choose to persist in the behaviour, you will be sent to on call. If you are still unable to resolve the difficulties you are experiencing, or refuse to go to on call, you may be asked to leave the site and return home. Your parent/carer will be informed and may be asked to come in for a restorative meeting the next day, before you return.

You must leave the site immediately and not return until the agreed meeting time.

Harassment, Bullying and Aggressive Behaviour

If you should behave in such a way that you are harassing others verbally or physically (eg. being verbally or physically aggressive or insulting) or acting in an inappropriate way physically (ie. touching), then you will be asked to move away and go with a member of staff to discuss what is happening/has happened. If you are unable to resolve the difficulty, or refuse to discuss the situation, you may be asked to leave the site and return home. Your parent/carer will be informed and may be asked to come in for a restorative meeting the next day, before you return.

In serious cases of assault and/or repeated incidents, students may be excluded immediately; the Safer Schools Officers will be involved and police action may follow. Parents will be called and a meeting will take place involving a member of staff and the Safer Schools Officer.

You must leave the site immediately and not return until the agreed meeting time.

Illegal Drugs / Alcohol / Weapons

If you bring any of the above on site, then the item will be confiscated and you will be asked to leave the site and return home. Your parent/carer will be informed and you may receive a fixed-term exclusion. The Safer Schools Officer will be informed. You must leave the site immediately and not return until the agreed meeting time.

Smoking

Smoking is not allowed within the CCfL buildings, anywhere outside or in the immediate vicinity of the school site. If you are found smoking within these areas, you will receive a warning and your parents/carers will be informed. If you continue to smoke onsite you may receive a consequence. Lighters and matches present a Health and Safety risk within the building and anywhere on the school site. If you choose to bring lighters and matches onto site and they are found on you, you must to give them to a member of staff, who will return them to you at the end of the school day. If you refuse to hand them in your parents/carers may be contacted.

Damage To or Theft of Property

Either of these actions is totally unacceptable. In the case of theft or damage to property, you or your parent/carer will be expected to make a contribution to any repairs or replacements. If appropriate, the Police will be informed and you may be charged.

Activities

We provide a wide range of college courses and/or offsite learning activities, which may be reached by public transport. If you are not able to behave appropriately either on the way to or from an activity, or whilst at college or on an activity, students will be expected to take part in a restorative meeting where appropriate which may involve parents/carers.

School Site

You will not need to go outside of the school premises without a member of staff or a member of staff's permission. This is because we have a responsibility for your Health and Safety. You should be respectful to local residents at all times.

Mobile Phones and Electronic Devices

Mobile phones and similar electronic equipment can be brought on site but must be handed in to a member of staff on entry. Students are not allowed access to their phone during the school day and the phone will be returned at the end of the school day. If students do not feel able to hand in their phone *they should leave their phone at home.*

Student & Parent/Carer Contract

I have read through the Home School Behaviour Agreement and Code of Conduct as well as the Expectations of Behaviour and have discussed them with my parent / carer and a member of staff.

I understand the importance of these agreements in helping me to accept responsibility for my actions and the management of my own behaviour. I understand what the consequences are if I choose not to follow the Expectations and the Code of Conduct and I will make every attempt to work within them.

I understand that I will keep a copy to take home.

Student signature:

Parent / Carer signature:

Staff member signature:

Date: