

BEHAVIOUR POLICY

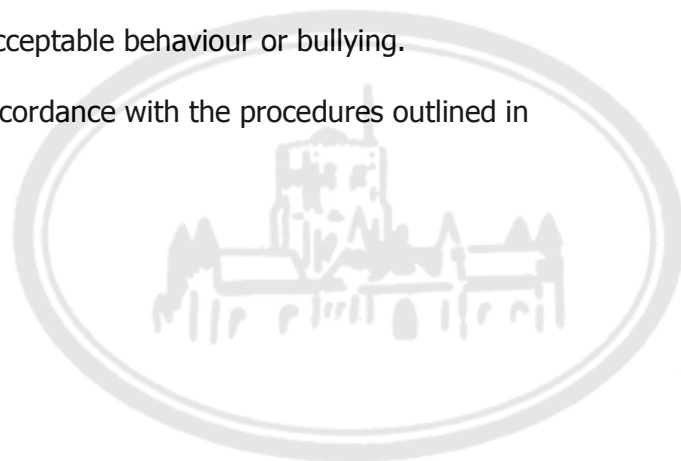
St Albans Tutors expects high standards of behaviour from all students at all times. While encouraging a relatively informal atmosphere in the college, we expect students to treat each other and staff with courtesy and consideration. We will not tolerate any form of unacceptable behaviour and will follow up any complaints made to us. We consider these responsibilities to extend beyond the college itself and into all forms of contact between students.

Students' responsibilities:

- To be courteous and polite to staff and fellow students, engaging positively in lessons and listening to the contributions of others.
- To attend lessons punctually and ensure that you have everything required for the lesson including exercise books or files, text books, writing materials, calculator and homework diary.
- To respect other people's belongings.
- To dress appropriately.
- Not to engage in any form of unkind behaviour or bullying, nor to encourage others to do so, either during the college day or at any other time or place.
- To report any incidents of bullying behaviour to the Principal or Vice Principal.
- To accept and co-operate with any sanctions which are imposed following unacceptable behaviour

College responsibilities:

- To emphasise the importance of courteous behaviour and respect across the college community.
- To listen to any student's concerns over the behaviour of other students towards them and to attempt to gain a full understanding of any situations that arise.
- To respond swiftly to any incidents of unacceptable behaviour or bullying.
- To impose sanctions when necessary in accordance with the procedures outlined in the appendix "Sanctions".



Behaviour Policy (Appendix)

Sanctions

- Sanctions will only be imposed following discussion with the Principals and after every effort has been made to resolve issues without sanctions.
- To address recurring problems with punctuality, completion of homework, co-operative behaviour in lessons or other similar identifiable issues a student may be issued with a report to be signed regularly during the day. This should enable the issues to be addressed in a positive manner and improvements to be appreciated.
- Students may be required to remain on site during their lunch break or after lessons if there are issues relating to behaviour at such times or if there is outstanding work to be completed.
- Recurring problems that are not being resolved may require the parents or guardians to attend a meeting with the principals to discuss the problems and possible resolutions.
- Exclusion will only be considered in exceptional circumstances. The period of exclusion will be decided by the Principal and the parents informed in writing at the start of the exclusion.
- Parents or guardians will be expected to attend a meeting with the Principal to discuss the reasons for the exclusion and the return of the student to the College.
- Students returning from exclusion will be expected to address the issues that caused their exclusion and their progress will be closely monitored by the Principal and Vice Principal. Failure to improve may lead to permanent exclusion.

