



Student Behaviour for Learning Policy and Procedures

Key Information	
Policy	Student Behaviour for Learning Policy and Procedures
Policy Lead	JEA
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Filing classification	Safeguarding and Student Welfare

Xaverian College, in line with its Mission Statement and legal responsibilities, has a duty of care to all members of its community. The College's overarching aim is to provide a safe, inclusive, and respectful environment in which every student can realise their full potential.

Xaverian seeks to treat each student as a mature young person and expects them to act in line with the standards of behaviour set out by our college. Our Mission Statement commits us to having the highest expectations of our students, to promoting excellence in their learning, and to valuing all members of the college community. We are committed to supporting our students in terms of the teaching and help we provide, but for us to fulfil our commitments, our students must always behave appropriately and with respect for others in all they do.

1. Student Behaviour for Learning Expectations

- Students must attend all lessons on their timetable, arrive on time for every class, and meet all assignment and coursework deadlines.
- Moreover, in line with Gospel values, they should treat all members of the college community, both staff and students, with the utmost respect and courtesy.
- Discrimination on the grounds of race, gender, ethnicity, religion, disability, parental status, sexuality or other protected characteristics will not be tolerated.

The information below details our high expectations of our students:

Commitment to Study:

- Participating fully in all lessons, responding appropriately to all teachers' instructions, and working effectively and courteously with other students.
- Completing all assignments on time and to the best of their ability.
- Making effective use of advice, guidance, and support, including use of Microsoft Teams materials and Cedar notes (if applicable).
- If absent, follow the college procedure of notifying the Attendance Team by email or telephone before 9am every day of absence.
- Attending all classes on time or following college procedures if late.
- Catching up on any missed work, and attending subject support if required, after an absence.

Respect and Tolerance of the Whole Community:

- Not bullying or harassing (including cyberbullying, prejudice-based and discriminatory bullying) any member of the community.
- Not acting in a violent or threatening manner, or in a way which might harm others.
- Not making any extremist, racist, sexist, or discriminatory comments to others in person, via mobile phones, online, or via any other method of communication.
- Not making threats or using aggressive, harassing, or offensive language.
- Treating everyone with respect.
- No peer-on-peer abuse
- Do not sexually harass or abuse any member of the college community (refer to Child Protection policy)
- All the standards outlined above apply to Xaverian College students both during their timetabled lessons on campus and at all other times outside of college hours.

General Behaviour Around College Campus:

- Students are required to wear attire that is appropriate for an academic setting, and their full face must always remain visible.
- Students must wear their college ID and lanyard at all times whilst on campus. The college's new ID/lanyard procedure will be followed if a student has arrived without either or both of these.
- Not inviting or encouraging intruders onto the premises or associating with them on college grounds.
- Not causing damage through vandalism, graffiti, or irresponsible behaviour.
- Not bringing offensive weapons onto college premises (refer to Offensive Weapons policy)
- Not bringing alcohol, illegal, psychoactive, or controlled substances (with the exception of medication prescribed for themselves) or products recognised onto the college premises or consuming them (with the exception of prescribed medication) during the college day (refer to Anti-Psychoactive Substances policy).
- Refraining from smoking or vaping on college grounds or at entrance points to the college's campus.
- Report anything which might be a danger to any member of the college community to a member of staff.

IT/Social Media Expectations:

- Students must not make offensive comments on any social media platform, college emails and Microsoft Teams, including those involving any form of discrimination or extremist language. This is both during the college day and outside of college time including college holiday times.
- Students must not use social media and IT in a way which could be seen to be promoting extremism and radicalisation, criminal activity, anti-social activity, or bullying or harassing any other member of the College. This is both during college time and outside of college time as well.
- Students must not make any inappropriate comments to, or have any inappropriate contact with, members of staff e.g. try to add them on social media or make unpleasant comments about them.
- Students must not record and/or publish pictures, memes, video and audio of students or staff without their express permission.
- Students must not act in a manner using social media and IT that would bring the college's name into disrepute.

2. Procedures to Intervene PROCEDURES TO INTERVENE

Where a student fails to meet the college's behaviour for learning expectations, the following will apply:

Academic Concerns (Also See the Student Contract System Policy)

In areas of academic concern (e.g., poor attendance and/or non-completion of work) the subject teacher will follow the Student Contract System (SCS). All teachers, Pastoral Tutors,

Curriculum Managers, Pastoral Managers and Heads of Year are involved at various stages to support and monitor improvements in student performance.

Where a student has failed to satisfy the requirements of the SCS, the Head of Year must refer the student to the Assistant Principal, Pastoral, who can either issue a contract or permanently exclude the student. Any permanent exclusion must involve a consultation between the Assistant Principal, Pastoral and the Vice Principal of Student Support. If both agree for a permanent exclusion, parents/guardians will be informed immediately, and the student will be sent home with a letter detailing reasons for the permanent exclusion. The student has a right of appeal, in writing, to the principal. At every stage, appropriate teachers and Curriculum Managers will be informed via CEDAR of action taken.

3. Non-Academic Concerns

Poor Conduct and Behaviour

Where a student's behaviour causes concerns of a non-academic nature (e.g., disrespectful behaviour towards students or staff) the matter should be brought to the attention of the Pastoral Manager.

The Pastoral Manager will interview the student and remind them of their personal responsibilities. The student will be reminded of the Student Code of Conduct and a letter may be sent to the parent/guardian highlighting the college's concern. Appropriate teachers and Curriculum Managers will be informed via CEDAR of action taken.

If this poor conduct and behaviour continues, the Pastoral Manager may place them on a contract on the Cedar contracts system. Continuation of poor behaviour will lead to the student moving up through the contracts system.

Serious Misconduct

If the inappropriate behaviour continues or a student is suspected of bullying another student, serious poor conduct or anti-social behaviour, the student must be referred to the Head of Year. If, after an investigation, the Head of Year deems the student guilty of serious misconduct, and the Assistant Principal, Pastoral agrees, a temporary exclusion will take place for two full working days, although this could be longer in certain circumstances (e.g. time required to speak with all students involved). Parents/guardians will be informed immediately, and the student will be sent home with a letter detailing reasons for the exclusion and a date and time for the student misconduct meeting. At the meeting, the Head of Year or Assistant Principal, Pastoral will issue a final written warning. The final written warning will make explicit reference to any repeat offences, the student will lose their place at the College. At every stage, appropriate teachers and Curriculum Managers will be informed via CEDAR of action taken.

Gross Misconduct

Where a student has failed to satisfy the requirements of the final warning, or gross misconduct has taken place such as severe bullying, violent behaviour, possession of and/or under the influence of illegal substances, the Assistant Principal, Pastoral will consult with the Vice Principal of Student Support if a permanent exclusion is deemed necessary. If both

agree to a permanent exclusion, parents/guardians will be informed immediately, and the student will be sent home with a letter detailing reasons for the permanent exclusion. The student has a right of appeal, in writing, to the Principal. At every stage, appropriate teachers and Curriculum Managers will be informed via CEDAR of action taken.

4. Related Policies and Procedures

- Student Anti-Psychoactive Substances Policy and Procedures
- Student Anti-Bullying Policy and Procedures
- Student Code of Conduct

5. Appendices

All students should continue to adhere to the principles outlined in the Student Code of Conduct, Behaviour for Learning policy and Anti-Bullying policy whilst studying at home:

1. Students must be respectful and positive to all teachers, college staff members and fellow students.
2. Students must be safe, responsible, and courteous always.

Therefore, when interacting with other students and staff online, students should always be positive and respectful to each other and to staff. Any inappropriate comments to staff online, via Microsoft Teams, email or any other social platform will be taken very seriously and could result in disciplinary action. This is also the case of any online bullying towards other students or peer-on-peer abuse that is disclosed to the College when studying online. Please also refer to the College's Anti-Bullying Policy.

If students are interacting with teachers via online lessons and on Microsoft Teams, they should be aware of the following:

- Students' behaviour and comments should be exemplary, reflecting how they would behave in-person during a lesson in college.
- Students should address teachers and refer to peers as they would do in a classroom setting.
- If any student behaves inappropriately in what they say or write, they are likely to be referred to a Pastoral Manager or the Assistant Principal, Pastoral.
- Students working in college and learning remotely must all adhere to the Student Code of Conduct and Behaviour for Learning policy.
- The college will use filtering & monitoring software to detect any misuse of IT or social media by students, when using college IT networks (including WiFi) or college devices.

If a student has a concern or complaint about another student or teacher, they must follow the Student Complaints Procedure. If a student feels they are being bullied or harassed by another student or a group of students, please refer to the Anti-Bullying Policy.