



Attendance and Behaviour Policy

Rationale

At Open Box Education Centre, we are committed to providing students with a safe learning environment and a curriculum that is delivered in small groups to help students focus on their learning and receive more time, care and attention from teaching staff. This works best when students show respect for staff, the other students and the learning time. Developing positive behaviour and attendance is an integral part of teaching and learning and an essential foundation for effective learning within a safe and secure environment.

We believe that in order to develop positive behaviour and self-management skills, the emphasis should be on students making the right choices, taking personal responsibility and understanding that positive behaviour and attendance bring immediate and long-term benefits for progress and achievement. This includes students understanding and taking responsibility for the immediate and long-term consequences of poor attendance and behaviour.

We will endeavour to provide the support structures necessary for students to develop academically, socially and emotionally in order to reach their full potential. We will support them to make the right choices, to take responsibility for their behaviour and attendance and to recognise that a commitment to learning is the key to successfully building the skills, knowledge and understanding which will allow for the greatest opportunities in education or the workplace.

Key principles

Encouragement

Students are encouraged to take responsibility for their own learning and behaviour.

Recognition

Student achievements and strengths are celebrated and weaknesses acknowledged and addressed verbally during learning and more formally during termly student/parent review meetings.

Support

A safe, secure and supportive environment is maintained in which staff can teach, students can learn and parents/carers can feel confident that students are safe and supported.

Challenge

Incidents of discourtesy and lack of respect are challenged constructively and quickly to prevent escalation and in ways that encourage positive attitudes and behaviour.

Fairness

Incidents are dealt with firmly, fairly and supportively, involving parents/carers where it is appropriate.

A Commitment to Learning and Achievement

Our behaviour management is underpinned by the organisation's ethos of unconditional respect, support and value for all adults and young people.

Students are expected to:

- Arrive on time for all sessions and stay until staff give permission to leave
- Respect break time, coming back at the agreed time and eating only small snacks during a session
- Show respect to staff, other students and any visitors
- Listen to staff and follow instructions for learning
- Treat the learning environment and the equipment with respect
- Put mobile phones and devices into the locked cabinet in the office on arrival and collect it at the end of the session
- Speak to staff if they have any worries or concerns about their learning

Students are supported in maintaining behaviour which will enable them to learn with clear boundaries as to what is acceptable and unacceptable behaviour. When dealing with inappropriate student behaviour, the behaviour is the focus: "Your behaviour is disrupting the learning and affecting your progress."

Mobile phones and other personal devices

Mobile phones and other personal devices are a distraction to learning and are not permitted during an education session. If a student chooses to bring a phone or device it must be placed in the secure locked charging cabinet in the office on arrival and collected at the end of the session.

Break Times and Food

Students have permission to leave Open Box Education Centre during the 10 minute break time, or during the 40 minute lunch break on any full days. No food beyond small snacks and drinks are to be eaten during a morning or afternoon education session.

Visiting Your Referring School

Should a student wish to visit their referring school for any reason, such as visiting friends, staff or attending after school clubs, it is essential that this is arranged with the school through the Education Manager at Open Box Education Centre before any visit is made and that on no other occasion should they go on to the school site.

Drug and Alcohol Policy

Under no circumstances should any student attend an education session under the influence of drugs or alcohol. Anyone suspected of this will be expected to be collected by a parent or carer to return home. No student should be in possession of drugs and alcohol on site. Anyone suspected will be required to empty their bags and pockets and the police will be contacted.

Student Rewards Policy

Students are rewarded for positive behaviour, be that achievement, effort or attitude. Students may be rewarded in the following ways:

- Verbal praise
- Text or phone call home
- A celebration postcard sent home
- Recognition of achievement in student/parent progress review meetings
- Awarding an achievement or subject certificate at the end of year celebration

Support from Parents

We recognise that helping students to manage their own behaviour works best in partnership with parents and carers. Parents and carers are asked to support the behaviour and attendance of the students by:

- Supporting and encouraging your child in attending all agreed elements on the timetable
- Supporting and encouraging your child to arrive to sessions on time
- Phoning the Education Manager if your child is going to be late or absent*
- Arranging holidays outside term time and, as far as possible, arranging medical appointments outside education times
- Helping your child to understand the importance of showing respect to staff, students and visitors
- Being prepared to be contacted by the Education Coordinator during a session if there are serious concerns about behaviour, where behaviour is dangerous or is seriously affecting the learning of other students
- Reminding your child to place their phone in the secure charging cabinet in the office and leaving it there until the end of the session
- Reminding your child not to go on to the referring school site without prior arrangement and permission

*Absence will only be considered for authorisation where a phone call has been received from a parent and the Education Manager, and in some cases the Attendance Officer of the referring school, has agreed to authorise. Attendance according to the agreed timetable still remains a legal requirement and all attendance at Open Box Education Centre is recorded, reported to the referring school's Attendance Officer and reviewed by the Educational Welfare Officer. Attendance and punctuality information is also shared with post 16 providers if requested as part of a student's reference.

Steps for Positive Behaviour Management

Step 1: Teacher

Verbal warnings

Step 2: Principal

Focused and constructive discussion with student, exploring strategies to avoid the unwanted behaviour or poor attendance.

Step 3: Parental involvement

If the student shows no improvement from stage 2, parents will be contacted by telephone and, if necessary, called in for a meeting to discuss the situation and work on a way forward.

Step 4: Formal meeting with referring school or agency

If there is still no improvement in behaviour the student may be asked to remain at home until a formal meeting can be arranged with a representative from the referring agency (for students on dual roll), Principal, student and parent/carer. Conditions will be agreed for returning to education and the student's behaviour will be monitored and reviewed.

In certain situations where a student poses a serious physical or emotional risk to others that cannot be managed safely, it may be necessary to move to step 4 more quickly.

IMPORTANT NOTES

In all cases, serious or ongoing incidents will be shared and discussed with the referring school or agency. The majority of students at Open Box Education Centre will remain on roll at a referring school, which means that the school retains responsibility for the student, and in law, only the referring school can exclude. Open Box Education Centre recognises that it works with challenging students and will do everything in its power to avoid the necessity for schools to impose fixed term and permanent exclusions. Records of fixed term and permanent exclusions will be maintained by the referring school.

Approved by: (Principal) (date)

Authorised by:..... (Chair of Governors) (date)

To be reviewed every: 2 Years

Next review date: July 2018