



Queen Mary's College



# **Behaviour Management Policy**



Queen Mary's has a variety of policies relating to the behaviour of students, all of which are underpinned by the Mission and values of the College:

### **Our Mission:**

*To invest in individuals to build better futures.*

### **Our Values:**

1. **To Excel** in everything we do.
2. **To be Inclusive** in our approach to student recruitment, teaching, learning and support.
3. **To Innovate and Inspire** in curriculum delivery and design: our best keeps getting better.
4. **To Respond** to the needs of every learner regardless of their starting points; we will empower them with the skills, knowledge and resilience necessary for success.
5. **To Enable** every member of the college community to achieve the extraordinary.

### **1. Prior to enrolment**

We use every opportunity to ensure that young people enrolling at the College are clear about our values, and the behavioural expectations that arise from them. The Student Guide, which is issued during Welcome day (prior to enrolment), includes clear guidelines about a range of matters such as attendance and homework completion. These messages are reinforced at events for parents prior to and during enrolment, and are also included in the Student Charter which is issued at enrolment.

All students starting at the College sign a **Learner Agreement:**

*This agreement outlines the partnership between you and the staff who will teach and support you. The aim of this partnership is for you to develop as an individual, to acquire skills and abilities, to reach personal goals, to gain in personal confidence, and to develop more understanding of the choices that will shape your future.*

### **Our responsibilities are to:**

- respect you as an individual.
- provide you with excellent teaching and learning.
- support you in achieving academic and personal success.
- give you appropriate guidance and counselling.
- advise and guide you in your progress to Higher Education or employment.
- provide an environment which is safe, secure, and a good place to learn.
- assist your parents or guardians in supporting your progress.

### **Your responsibilities are to:**

- respect all members of the College community, our visitors and neighbours.
- value and safeguard the built and natural environment.
- use your talents and abilities to the full.
- commit to your programme and complete all courses you embark upon.
- attend all sessions in your programme of study.
- turn up on time to all your sessions.

- complete work to the deadlines set.
- make appropriate and effective use of the facilities for study, recreation and travel.
- understand that there are course material costs associated with your programme of study.

It is the responsibility of us all to:

- keep the College free of prejudice and harassment.
- share and develop the College's commitment to equality and diversity.

## **2. Induction**

The Induction process plays a key role in helping students to make the transition from school, and part of this includes developing and taking increasing responsibility for behaviours that are conducive to academic success. One of the elements includes a focus on College Expectations; a poster copy of these is displayed in all tutor bases. During the Induction process students are made aware of some of the key policies related to student behaviour, and their implications. These include:

- Policies relating to drugs, alcohol and smoking
- Equality & Diversity Policy
- Bullying & Harassment Policy (including cyber-bullying)
- Plagiarism Policy

## **3. Throughout the year**

The College organises a programme related to Every Child Matters. This is intended to educate, inform and shape behaviours, and includes week-long themed events and activities focusing on topics such as sexual health, anti-bullying, celebrating diversity and sustainability.

Queen Mary's is committed to ensuring that young people not only realise their potential in terms of qualification outcomes, but also develop the skills and behaviours that are essential for active citizenship in their adult lives. To this end the College has identified 5 key "Skills for Progression":

1. Problem solving.
2. Effective and accurate communication.
3. Team work.
4. Subject and career and specific employability skills.
5. Independent learning / Self-management.

During Progress Review Days and through the rolling programme of one-to-one consultations with personal tutors, individual students are encouraged to reflect on their strategies for developing these, and also to consider other behaviours that might be proving detrimental to their progress. Personal tutors play a pivotal role in monitoring and supporting students on their journey through College, and this role is outlined in the Staff Handbook.

There are some young people whose history suggests that they are more likely to develop habits and behaviours that might prevent them from meeting our expectations. Our "At-

Risk" system is designed to allow for early intervention so that appropriate support and/or other action can be taken.

Whilst the majority of young people respond positively to our efforts to help them with the transition from school to college, others may need additional support, and in exceptional circumstances be excluded from the College roll. Strategies to support individuals forms part of new staff induction, and is contained within the Staff Handbook. Each year the College will review the statistics related to exclusions and suspensions, as well as bullying incidents in order to address any trends.

If a student is excluded from College they have the right to appeal via the Clerk to the Governors; the process is outlined in the Rules Concerning the Exclusion of Students Policy.