

## FREMAN COLLEGE

### BEHAVIOUR POLICY & PROCEDURES

#### POLICY

##### The College Aim

At Freman College we aim to promote and encourage a positive, responsible attitude towards behaviour in order to encourage learning at the highest possible level. We seek to create an environment in which students and staff feel secure and happy and in which high quality learning can take place.

We seek to foster mutual respect between all members of the college community; self respect and pride in self worth; and respect for the immediate and wider environment. Students are expected to accept personal responsibility and to be accountable to others for their actions.

*The college may change the procedures as appropriate.*

#### PROCEDURES

##### Praise and Rewards

As a college, we feel that all students work most effectively in a positive environment and respond significantly to praise and reward.

Success and positive behaviour are celebrated in a number of ways at the college including:

- praise shared with relevant staff and parents via Satchel One
- the awarding of Bronze, Silver and Gold Awards half-termly

Award	Praise	Badges	Bronze	Silver	Gold
Reason for Award	Excellent work, effort or contribution in lessons, homework, assessments or around the College	Awarded for House participation, Extra-curricular activities or excellent effort and progress via Satchel One	Awarded by teachers/tutor Consistently excellent effort in lessons Consistently makes an excellent contribution in lessons Outstanding House/extra-curricular contribution 100% E and G on Progress report	Awarded by HoH/HoD Significant Contribution to House or Department Significant Success.	Can only be awarded by the headteacher for excellent contribution or success either inside or out of College

Who is notified	Tutor Parents emailed and via app. HoD	Tutor Parents emailed and via app. HoD/HoH SLT Headteacher	Tutor Parents emailed HoD/HoH SLT Headteacher	Tutor Personalised letter to parents. Awarded in House assembly	Personalised letter to parents. Awarded in College assembly
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- written comments on assessed work
- displayed work
- House and College assemblies
- House Colours (Half Colours-3 Events / Full Colours 6 Events)
- House and College events
- Prizegiving
- communications to parents / carers via telephone, email, letters and certificates
- daily interactions with students
- written reports to parents / carers
- parent consultation evenings

## Sanctions

Any student who does not adhere to the college Code of Conduct (Appendix A) should expect to receive any one of a number of sanctions ranging in severity. The purpose of the sanction is to punish the student for the action and also to deter them and others from any subsequent similar actions. These sanctions might include: a teacher speaking to the student on a one-to-one or small group basis; placing the student in detention at break or lunchtime (these may be departmental, pastoral or conducted by a senior member of staff); placing the student in a one hour after-college detention or internal exclusion. Very serious incidents may well involve a suspension or ultimately permanent exclusion from college.

The most appropriate sanction will be used for all incidents. This may involve giving due consideration to the circumstances in which an incident took place or any previous record of poor behaviour. Further information on available sanctions and appropriate use can be found in Appendix D.

## Uniform

Students are required to dress in line with the college uniform and sixth form dress code. A copy of these can be found on the college website.

## Code of Conduct

The college Code of Conduct was formed in consultation with the House Councils and the School Council and is designed to inform all students of the high level effort, consideration and behaviour expected from them. It is not designed to restrict the individual, but to allow everyone to succeed.

A copy of the Code of Conduct (Appendix A) can be found on the college website.

## Expectations

The Expectations document (Appendix B) sits alongside the Code of Conduct and exists to inform and remind students of what is considered to be acceptable and appropriate behaviour in all areas of the college and at all times of the college day. This includes: in lessons; in tutor; in assembly; during break and lunch and whilst travelling to and from the college.

## Dealing with inappropriate behaviour

Teachers at Freman College have a duty of care to ensure that all students observe the Code of Conduct. Any poor behaviour in the classroom will be dealt with, in the first instance, by the classroom teacher. If the problem is considered to be serious enough or is of a persistent nature, the teacher may refer the incident to the Head of Department. If necessary the incident may subsequently be referred to the student's Tutor and/or Head of House.

Classroom practice is monitored by Heads of Department through informal and formal monitoring procedures. Heads of House and the Senior Leadership Team (SLT) also visit tutor groups to monitor and support standards.

For instances of poor behaviour which take place outside of lesson time the member of staff on duty or in the vicinity should take immediate action and the student's Tutor and/or Head of House will be informed and, if necessary, take further action. This includes incidents that take place at break and lunchtime, the journey to and from college and whilst on any college excursions. College staff should refer to the 'Guidance for staff on dealing with poor behaviour' document (Appendix C) for further guidance.

In more serious cases, the Head of House may need to refer an incident to a member of SLT.

Information on possible sanctions can be found in the 'Information on available sanctions' document (Appendix E).

#### Recording and referring incidences of poor behaviour

Poor behaviour in and out of lessons should be recorded on Satchel One. This should be used to record the nature of the incident and the action taken by the member of staff. It also enables staff to refer more serious incidents (see Appendix D). The member of staff to whom the case is referred will then also record the action taken. It will also ensure that the relevant staff are informed. All positive and negative incidents will be shared with parents/carers via Satchel One with via email or through the Satchel One app.

#### Monitoring/contacting parents / carers

The Freman College ethos is underpinned by its very positive atmosphere and excellent relationships between its students, their parents / carers and the staff. Verbal praise and encouragement should be given by staff and parents / carers as much as possible, where appropriate. All positive and negative incidents will be shared with parents/carers via Satchel One with via email or through the Satchel One app. Parents / carers will receive regular feedback on their son/daughter's conduct via their regular progress reports; and a parent consultation evening. In addition to this, teachers may contact parents / carers by telephone or email ~~or through a note in the student planner~~ in order to update them on particular issues or incidents and on general progress.

A student whose behaviour is an ongoing cause for concern will be placed on report in order to have their progress monitored by one of the following: Tutor, Head of House, a member of SLT.

**Ratified:** Summer 2025  
**Review:** Summer 2026

## Appendix A

<p style="text-align: center;"><b>FREMAN COLLEGE</b></p> <p style="text-align: center;"><b>CODE OF CONDUCT</b></p>
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In order to create the best possible conditions for learning, and for everyone at Freman College to reach their potential, all students are expected to:

- Dress appropriately in line with the college uniform and dress code.
- Arrive on time to all lessons and registrations.
- Bring the correct equipment to each lesson.
- Treat everyone with respect and speak to staff and other students in a polite and courteous manner.
- Respect other people's property, including college property and not do anything that might cause harm to it.
- Keep all areas of the college site clear from litter, vandalism and graffiti.
- Behave appropriately, for example: not running in corridors; not being noisy; not being offensive to other people.
- Not do anything that prevents other students from learning. This means: listen in silence to the teacher and follow the instructions they give; stay seated unless given permission to move by the teacher and work quietly when requested to do so.
- Take full advantage of every opportunity to learn and perform every task to the best of their ability, including homework tasks.
- Take part in the wider college life and the extra-curricular activities on offer.
- Celebrate their own achievement and the successes of others. Enjoy their time at Freman and help others to enjoy theirs.

*The Freman College Code of Conduct was formed in consultation with the House Councils and the School Council (Reviewed Autumn 2019) and is designed to inform all students of the high level of effort, consideration and behaviour expected from them. It is not designed to restrict the individual, but to allow everyone to succeed.*

## Appendix B

<p style="text-align: center;"><b>FREMAN COLLEGE</b></p> <p style="text-align: center;"><b>EXPECTATIONS OF STUDENTS</b></p>
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**The classroom expectations should be displayed in every teaching room.**

### In the classroom

1. You should enter the classroom room and wait quietly and sensibly in your seats for the teacher to arrive, or alternatively wait in an orderly manner outside of the room if you have been told to do so. On entering the room remove your books and equipment from your bag in readiness for the lesson.
2. You should not wear any outdoor clothing in lessons. Your bag should be placed out of the way, not on a desk.
3. You should bring the correct equipment to every lesson. This includes: pen; pencil; ruler; eraser; exercise book/folder; textbook and calculator, as well as any other subject specific equipment specified by a department for their lessons.
4. During the lesson you must not talk while the teacher is speaking to the whole class, or if another student has been asked to speak to the class. You may, on occasion be asked to work in silence. If you wish to ask a question, put up your hand. Do not shout out.
5. You must not chew or eat in lessons. Students are encouraged to drink water during lessons, unless specifically asked not to by a member of staff for health and safety reasons, such as in a computer suite or science laboratory.
6. Listen carefully to the teacher, do not waste time and never try to distract others from their work. To do so is selfish and unhelpful.
7. You may not apply or check make-up during lessons.
8. At the end of the lesson do not begin to pack away until your teacher tells you to. There must be no litter on the desks/tables or floor and the chairs, desks must be tidy.

### Around the college

1. Walk sensibly in the college buildings to avoid accidents.
2. Be courteous at all times. At doors and staircases stand back to let adults, or anyone carrying books or equipment, through.
3. Always walk on the paths, and do not take short cuts across lawns or flower-beds.
4. Toilets are individual cubicles and multiple students are not permitted inside a cubicle.
5. Place **all** litter in the bins provided. The college is a learning environment, and every student must share responsibility for keeping it tidy. If you are asked to help pick up litter, you should do so without fuss.
6. The swimming pool is out of bounds before and after college. Students are not permitted to use the vending machines in the swimming pool foyer at any time.
7. Only sixth form students and students who have been given specific permission by a member of staff may use the Library during lessons. You may use it at all other times, but only if you work quietly and behave sensibly.
8. Alcohol; smoking; vaping; the possession or use of illegal or controlled drugs and the carrying of an offensive weapon are all strictly forbidden on the college site.
9. Mobile phones must be put away during lessons. If a parent wishes to contact a student in the case of an emergency, they should phone the College Office. Air pods/headphones must not be worn in lessons or whilst a member of staff is speaking to you. Students can expect to have their mobile phone/air pods confiscated by a member of staff if they are seen using it or it in any way disrupts students' learning in a lesson.
10. Under no circumstances are students allowed to film/record a staff member without specific permission.
11. Inappropriate or offensive language is unacceptable at all times.
12. Both verbal and physical bullying are strongly condemned and will not be tolerated. A separate policy exists regarding bullying. This can be found on the college website.
13. No student should take or post images or video footage of any college staff or students, images of the college or the college name on any Internet site without prior consent from the Headteacher or people involved.

14. You may not, without written permission, bring any medicine to college. Any written permission must give details of the medicine and dosage.

### Coming to and leaving college

1. You should arrive at morning registration by 8.40am and afternoon registration by 2.05pm.
2. You must not leave the college site at break or lunch time unless you have been given specific permission by a member of staff to do so. Sixth Form students may leave the college site during the day but must first sign out. They must also sign back in on your return.
3. If you arrive in college after the end of registration (or after your tutor group has entered an assembly) you must sign in the late book at the college office.
4. If you are given permission to leave college before the end of the day, because of illness or an appointment, you must sign out at the College Office.
5. The college Code of Conduct applies to all students, in all areas of the college. It also applies to students travelling to and from college and whilst on a college excursion.

### Tutor and Assemblies

1. At registration, you must remain in the tutor room unless given specific permission by your tutor to leave the room.
2. You should attend all assemblies appropriate to your year group or house. Any poor behaviour in assemblies will be dealt with seriously.

### Banned items

Under no circumstances may any of the following be brought into college:

Offensive weapons e.g. guns, knives and dangerous sprays.

Hateful or extremist materials

Pornographic materials, physical or digital.

Fireworks and pocket lasers.

Computer software in any format (unless given specific permission by the Network Manager).

Alcohol or any illegal or controlled drugs. (Cigarettes, tobacco and lighters, e-cigarettes or vapes may not be brought into college by students).

We advise students against bringing any valuable or expensive items into college as we are unable to guarantee their safekeeping.

*These procedures may be updated by the college as appropriate. Students will be informed of any change.*



## Appendix C

### **FREMAN COLLEGE**

#### **GUIDANCE FOR STAFF ON DEALING WITH POOR BEHAVIOUR**

All teachers have a responsibility to deal with issues relating to poor behaviour, whether they occur in the teaching room, tutor room or around the college site.

#### Failure to hand homework in on time or completed adequately

If a student fails to hand in or complete a piece of homework adequately or on time without good reason, you may give them a chance to complete this properly by an agreed date (probably the next day) and this should be recorded on Satchel One. However, if the student at any further time in that academic year fails to complete a piece of homework adequately or on time, they should be placed in a 25 minute detention. This should be recorded on Satchel One.

If they do so again they should be placed in a 25 minute detention. This should be recorded on Satchel One and parents should be informed.

If there are further incidences, the student should be detained for an hour on each occasion, parents informed and details recorded on Satchel One.

(Detentions can be run by the teacher or department and can take place at break, lunchtime or after college, at the convenience of the teacher or department.)

#### Low level disruption to lessons

If you need to remove a student from your lesson because he/she is disrupting the learning of others it should generally be for no longer than five minutes. This time should serve as a period of 'cooling off' or reflection and the student should be given the opportunity to return to the lesson. In some cases you may feel it appropriate to send a student, for the remainder of the lesson, to work with your Head of Department. **You should not send students to work unsupervised in any areas of the college, this includes the Dining Area; the Library, Pastoral Office and outside the staffroom.**

Low level disruption, particularly if it is persistent or requires action, should be recorded on Satchel One.

#### Other instances of poor behaviour

If an incident occurs in your classroom or tutor group or you are aware of an incident taking place elsewhere in College you should take appropriate action in order to prevent the incident continuing. Where possible the usual chain or referrals (as outlined in the behaviour policy) should be followed and an appropriate sanction should be imposed. In extreme circumstances it may be necessary to seek immediate assistance from a Head of House or member of

SLT, or any other available member of staff. Staff should email the Pastoral Team and SLT if they need a student removing from lesson.

Following the incident, you must enter details on Satchel One. This is an effective tool for recording and referring incidents and allows us to monitor patterns in behaviour.

It is very important that any sanctions imposed by you are noted on Satchel One.

Any racist / homophobic / transphobic / sexist incidents should be emailed to the Pastoral Team, who will investigate and then record as appropriate.

You should also get any students involved in an incident, to write their own account of it. This should include what led up to the incident and exactly who else was involved. You should ask them to sign and date it. It is good practice to keep students separated whilst writing their own accounts, this will help to prevent collusion or intimidation.

If you are informed about an incident in your capacity as a Tutor, Head of Department, Head of House or member of SLT you need to consider the nature of the incident and whether any sanction has so far been imposed, before imposing any sanction of your own.

Mobile phones should not disturb a lesson. If you see or hear a student's mobile phone in a lesson it should be confiscated and handed in to the College Office, who will place it in an envelope with the students' name and date of confiscation. The student will not be allowed to collect the phone until the following day. You should record this on Satchel One.

If you suspect a student has been involved in an incident involving drugs you should refer to the procedures for dealing with a drug related incident.

The following guidance is taken from the DFE Guidance '*Use of reasonable Force in Schools*' which refers to the Education Act 1996 and Education and Inspections Act 2006. This will particularly apply if you are required to break up a fight or prevent a student from causing physical harm to him/herself or any other member of the college community.

### **1. What is reasonable force?**

*1) The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.*

*2) Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.*

*3) 'Reasonable in the circumstances' means using no more force than is needed.*

- 4) As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.
- 5) Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.
- 6) School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

## **2. Who can use reasonable force?**

- 1) All members of school staff have a legal power to use reasonable force.
- 2) This power applies to any member of staff at the school. It can also apply to people whom the head teacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on a school organised visit.

## **3. When can reasonable force be used?**

- 1) Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.
- 2) In a school, force is used for two main purposes – to control pupils or to restrain them.
- 3) The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.
- 4) The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used.

Schools can use reasonable force to

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and
- restrain a pupil at risk of harming themselves through physical outbursts.

Schools cannot:

- use force as a punishment – **it is always unlawful to use force as a punishment.**

## **4. Power to search pupils without consent**

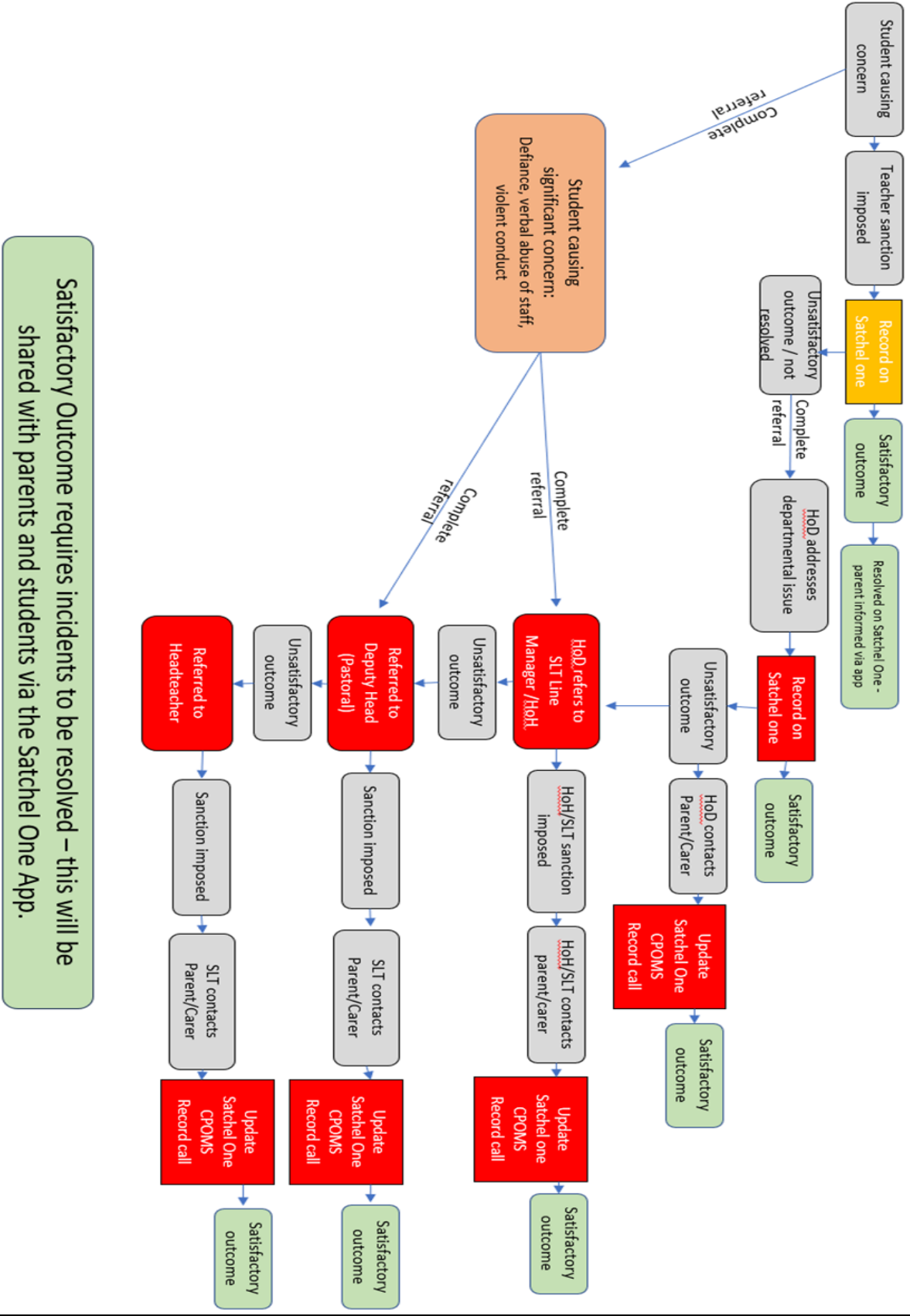
- 1) In addition to the general power to use reasonable force described above, head teachers and authorised staff can use such force as is reasonable given the circumstances to conduct a search for knives or weapons, alcohol, illegal drugs and stolen items. Separate guidance is available on the power to search without consent – see the Associated Resources section for a link to this document.

*Reasonable force should acknowledge their legal duty to make reasonable adjustments for disabled children and children with special educational needs.*

*Schools do not require parental consent to use force on a student.*

It is essential for us all to work together, with a consistent message, to help maintain a high standard of behaviour at Freman College. This in turn creates a more positive learning environment and therefore benefits the entire college community.

*This document exists to offer Freman College staff guidance for dealing with instances of poor behaviour and may be updated by the college as appropriate.*



## Appendix E

### **FREMAN COLLEGE**

#### **INFORMATION ON AVAILABLE SANCTIONS**

Staff at Freman College will aim to encourage individual students to take responsibility for their actions and behave appropriately. If students fail to respond as required, the following sanctions may be employed:

#### Detention

Detention is one of the sanctions we use for misbehaviour. The Education Act 1997 gives schools legal backing to detain students after the end of a school session on disciplinary grounds without the consent of parents / carers. The following points are taken from Detention: the law and how to apply it (DfES circular 10/99 Annex C): *All state schools have clear legal authority to detain pupils. There is no risk of a legal action for false imprisonment if a pupil is being kept at school after the session without parental consent. This covers both lunchtime and after school detentions. The headteacher, or other authorised teacher, may decide the child should have a detention despite the parent's representations. A parent who remains dissatisfied can complain to the headteacher and the governing body under the school's normal complaints procedures. However, there is no right of appeal. A governing body has no power to overturn a decision if they consider a complaint before the detention takes place. If a pupil fails to attend an after-session detention for a disciplinary offence, without reasonable excuse, the headteacher should decide how to deal with the absence and the original misbehaviour, normally with a more severe sanction.*

- If a student is placed in an after-college detention parents / carers will be notified in writing or by telephone. The purpose of this communication is not to obtain consent; it is to inform parents / carers of the misbehaviour and to enable them to make any necessary arrangements.
- Students may be detained at break and lunchtime without parents / carers being informed. It should be recorded on Satchel One. Students will be given time to eat and drink.
- Whole class detentions will not be given, though whole classes may be required by a teacher to investigate a problem not resolved during a lesson.
- Students should not be left unsupervised outside the staffroom as a detention.
- After-college detentions are recorded on Satchel One and in a student's file.
- A student who fails to attend detentions could face additional detentions or an internal exclusion.

## Exclusion

Three levels of exclusion are possible: internal exclusion, suspension and permanent exclusion. The decision on which one to apply will take account of the nature of the offence, the age of the student, disciplinary record, home circumstances and examination obligations. An external exclusion will not be given for poor academic progress, truancing or non-attendance, incorrect uniform, or the behaviour of parents / carers. Appendix F outlines the Exclusion Process.

### Internal exclusion/isolation

A student is withdrawn from lessons and break periods for a stated number of days and supervised by the Head of House or a member of the Senior Leadership Team (SLT). Appropriate work will be set. Parents / carers will be informed by letter and possibly called into school. Re-offending may lead to a suspension.

### Suspension

Parents / carers will be notified by telephone, possibly being asked to collect their son/daughter, and an official letter will follow explaining the nature of the offence and the legal position. Work will be provided. Parents / carers will normally be required to attend a re-admission meeting with their son or daughter, and (at the college's discretion) the student will be monitored by the Head of House or a member of SLT. A PSP (Pastoral Support Programme) will normally be established after a series of suspensions or following a suspension of a substantial length. Behaviour normally punished by a suspension, which may range from 1 to 15 days in length depending on the nature of the misdemeanour, includes: persistent refusal to accept the discipline of the college including refusal to attend detentions; physical violence towards another student; persistent bullying or a single case of extreme bullying; swearing at a member of staff; theft; deliberate damage to property; possession of illegal substances. This is not meant to be an exhaustive list of misdemeanours that may result in suspension, but a range of examples.

### Permanent exclusion

Parents / carers will be notified by telephone and asked to collect their son/daughter, and an official letter will follow explaining the nature of the offence and the legal position. Although permanent exclusion can be the culmination of a series of sanctions, it can also follow a single extremely serious incident, such as: use, supplying or intent to supply an illegal substance; actual or threatened violence against a member of staff; serious actual violence against another student; sexual abuse or assault; carrying an offensive weapon. The headteacher may choose to issue a short suspension whilst a decision on whether to permanently exclude the student is being made. This is not meant to be an exhaustive list of misdemeanours that may result in permanent exclusion, but a range of examples.

### Pastoral Support Programme (PSP)

If a student is identified as being at risk of permanent exclusion the college will set up a Pastoral Support Programme (PSP). Indicators may be severe disaffection, a series of suspensions, persistent behaviour which adversely affects their learning or that of their peers or a single incident of an extremely serious nature. Under normal circumstances the PSP will be the final supportive measure put in place before permanent exclusion, after other methods of support have been tried. However, if an incident is considered to be sufficiently serious, a student may be permanently excluded from college without previously having a PSP.

The PSP will be established at a meeting between the student, parents / carers, Head of House, any other appropriate member of college staff (eg SENCO or Tutor) and any outside agents. It will usually be chaired by a member of SLT. Parents / carers will receive a copy of their son or daughter's PSP.

- The PSP will identify realistic behavioural outcomes towards which the student will be required to work by achieving a series of precise targets; it will have a time limit of 16 weeks, beginning at a date agreed by all parties
- The student will be involved in setting the targets to encourage engagement with the process
- A monitoring form will be issued to the student to remind them of the targets and to enable staff to monitor behaviour in and out of lessons
- Fortnightly informal reviews will take place between student and the Head of House/SLT member or other designated member of staff
- Parents/carers will be kept informed of progress by the Head of House and by checking the student's monitoring form, which the student will be required to have signed by them
- Formal reviews involving parents / carers will be timetabled for approximately 8 and 16 weeks
- If a student is failing to meet the targets of their PSP and is therefore at risk of permanent exclusion, the LA Integration Team will be informed
- If the targets have not been met after 16 weeks the college has the option to extend the PSP or permanently exclude the student

### Managed Moves

If a student has multiple suspensions and is therefore deemed to be at risk of permanent exclusion, Freman College may discuss the possibility of a managed move to another school. A managed move is the transfer of a student who is at high risk of permanent exclusion from one school to another school to give them a fresh start and a new beginning. Parents must give consent for a managed move. In considering this, parents should consider that a managed move is a strategy to avoid permanent exclusion, a very serious sanction which has the potential to significantly affect the student's education and therefore their future.



If a temporary move needs to occur to improve a student's behaviour, then off-site direction should be used. Managed moves should only occur when it is in the student's best interests. The school will request that the parent and child attend a meeting of the inclusion panel to discuss future provision. This panel, organised by the Local Authority, is attended by the parent/carer and student, school staff as well as a range of other professionals. The panel recommends a next step for the student.

These may include:

- A move to another school. If this is the case the Inclusion Officer will approach other schools on your behalf. This may take some time as several discussions may be needed to try and secure a place and to arrange suitable support measures to make the chances of a successful transfer more likely.
- A managed move to alternative provision such as the Rivers Educational Support Centre. This may be for a short period for intensive behaviour work or for a longer period, according to the difficulties presented
- The panel may also recommend that the student return to Freman College with recommendations for further support.

Below is a list of some specific actions and their likely resulting sanctions. This list is by no means exhaustive and sanctions may well be imposed for other reasons:

Action	Sanction
Failure to complete homework	25 minute detention
Repeated failure to complete homework	25 then 60 minute detention
Disruption of a lesson through poor behaviour	Department detention
Mobile phone disturbing a lesson	Confiscated and returned the next morning
Inappropriate behaviour during break or lunchtime	Lunchtime detention
Failure to attend a lunchtime detention	An extra lunchtime detention
Failure to attend more than one lunchtime detention	1 hour after-college detention
Leaving the college site at lunchtime without permission	Five lunchtime detentions
Congregating in toilet cubicles	Two lunchtime detentions and searched.
Smoking / vaping / including possession	Internal Exclusion
Standing with someone smoking / vaping	Five lunchtime detentions
Failure to attend an after-college detention	An extra after-college detention
Repeated failure to attend detentions	Internal exclusion
Truancy	After-college detentions equivalent to the period of time truanted and an after-college detention with SLT
Filming/recording students fighting/antisocial behaviour	Internal exclusion or suspension

Filming/Recording staff on mobile phones	Internal exclusion or suspension
Preventing learning from taking place by persistent poor behaviour	Internal exclusion or suspension
Foul or abusive language directed at a member of staff	2 day suspension
Homophobic, transphobic, racist or sexist language directed towards a student or member of staff	2 day suspension
Physical assault of another student	2 day suspension
Possession of an illegal or controlled substance	Up to 15 day suspension or permanent exclusion
Use or supply of (or intent to supply) an illegal or controlled substance	Permanent exclusion
Serious false allegation against a member of staff	Permanent exclusion
Extreme anti-social or criminal behaviour	Permanent exclusion
Physical assault of a member of staff	Permanent exclusion
Possession of an offensive weapon	Permanent exclusion

The most appropriate sanction will be used for all incidents. This may involve giving due consideration to the circumstances in which an incident took place or any previous record of poor behaviour. The cumulative effect of a number of relatively minor incidents may incur a stiffer sanction than a single incident of that nature.

In cases of criminal misconduct it is likely that the college will involve the police. In the case of a drug related incident the police will always be informed.

## Appendix F

Freman College Exclusion Process					
Exclusion Number 1	<p>Decision made to suspend/exclude</p> <p>Student suspended Reintegration meeting held with HoH</p> <p>No ← Is the incident so serious it merits permanent exclusion? (One off serious incident) Yes →</p> <p>Local Authority notified. Governors' Disciplinary Committee (GDC) within 15 days.</p>				
Exclusion Number 2 Risk of Permanent Exclusion	<p>Decision made to suspend/exclude ↓</p> <p>Student suspended Reintegration meeting Held with HoH and Pastoral Lead PSP initiated</p> <p>No ← Is the incident so serious it merits permanent exclusion? Yes →</p> <p>Local Authority notified. GDC within 15 days.</p>				
Exclusion Number 3 High Risk of Permanent Exclusion	<p>Decision made to suspend/exclude ↓</p> <p>Student suspended Reintegration meeting with <b>Headteacher</b> Pastoral Lead PSP reviewed / updated Managed Move / Alternative provision considered <b>Final Written Warning</b></p> <p>No ← Is the incident so serious it merits permanent exclusion? Yes →</p> <p>Local Authority notified. GDC within 15 days.</p>				
Exclusion Number 4 Permanent Exclusion	<p>Decision made to suspend/exclude</p> <p>Local Authority notified. GDC within 15 days.</p> <p>Yes ← Persistent Disruptive Behaviour Is the incident so serious it merits permanent exclusion? Yes → (One off serious incident)</p> <p>Local Authority notified. GDC within 15 days.</p>				

*Information within this document may be updated by the college as appropriate.*