**DISCIPLINE STEPS FOR DISRUPTIVE BEHAVIOUR**

Should a student break any of the school rules the following steps will be taken:

1. Informed that behaviour is unacceptable.
2. If behaviour continues the student will be given a 1st verbal warning for that incident.
3. If behaviour still continues alert the person parking.
4. 2nd warning given.
5. Call home to parent/carer.
6. 3rd warning given results in 1 or 2 day exclusion.

**GENERAL BEHAVIOUR**Pupils of The Tutorial Foundation should, at all times, in and out of school, act with consideration and courtesy towards others and never speak to staff or others in an insolent, offensive or abusive manner.

**ENTRANCES/EXITS**

Pupils must use the entrances and exits prescribed to them.

**ABSENCE**  
The Tutorial Foundation should be informed by telephone or in writing as soon as possible if a student will be absent.

**PUNCTUALITY**  
Punctuality must be observed at all times. Any pupil arriving after their set time must report to the LA Office. Lateness without reasonable cause incurs a warning.

**ELECTRONIC EQUIPMENT**

Mobile phones should be switched off/switched to silent at the start of the day and are not to be used under any circumstances without the express permission of a member of staff.

No other electronic equipment of any sort: e.g. radio/personal stereo, pager, camera, mp3 players or other electrical equipment is to be used in lesson time unless officially authorised by a member of staff.

**MONEY OR VALUABLES**

The Tutorial Foundation takes no responsibility for money or valuables. These should be kept on the person or entrusted to a member of staff for safe keeping.

**DISCIPLINE AND PHYSICAL CONTACT**

Although tutors can restrain pupils where it’s necessary to stop a pupil injuring him or herself or someone else, damaging property or causing serious disruption, we feel it is best in most cases to ask the pupils to leave to the building and return home. However, when a pupil leaves the premises, The Tutorial Foundation holds no responsibility for each pupil’s actions or own safety.

**CONFISCATION OF PROPERTY POLICY**

Should there be an occasion when a student is found in possession of an article which contravenes the school rules, e.g. weapons, alcohol, illegal substance etc., a member of staff may confiscate anything that they consider undesirable. Items will never be disposed of or destroyed. If the student refuses to hand over property the matter must be referred to Julia Low and the police.

No matter how valueless the item may appear, it is and always will remain the student's property. Items will be labelled with the name of student, date and time and returned to the student at an agreed day and time.

If a more serious article is found- e.g. knives, alcohol, drugs, cigarettes etc. we will inform the student that parents/carers, and possibly the police will be informed. The item will be again passed to Julia Low.

**SMOKING**

Smoking is **NOT** allowed. Smoking is absolutely prohibited inside or outside the school building.

**DRUGS**

The use of any illegal substance is completely prohibited. Any suspicion of a student using or carrying any illegal substance will result in the student being asked to leave The Tutorial Foundation for the remainder of that day, and their parent / carer will also be informed. Should a student be asked to leave on more than three separate occasions, they will then be excluded.

**DAMAGE OR THEFT TO PROPERTY OF THE TUTORIAL FOUNDATION**

All pupils are expected to take pride in maintaining a high standard of tidiness and cleanliness in and around The Tutorial Foundation premises, and have respect for the building and equipment. Any vandalism will be treated as a serious offence and could result in the Tutorial Foundation asking for a contribution to any repairs that are made.

Should a pupil steal or cause any form of damage to the school or to property of The Tutorial Foundation, parents or carers will be ask to make a contribution to the cost of the replacement or repair to the damage.

**BEHAVIOUR OUTSIDE OF THE TUTORIAL FOUNDATION POLICY**

We would like to remind all parents and carers that when pupils are entering and leaving The Tutorial Foundation they are representing The Tutorial Foundation. Our aim is to encourage courteous and responsible behaviour both inside and outside of school. We would ask that pupils avoid all private premises and only go into the local shops one at a time. May we please also remind students that going into shops during P.E lessons is strictly forbidden and will lead to the pupil being excluded.

**SERIOUS INCIDENT**

**Pupils Must NEVER:**

* Bring into The Tutorial Foundation or take on a School visit a knife, a gun or any other implement which has the potential to cause harm to others.
* Introduce drugs or alcohol to The Tutorial Foundation community or promote or sell these things within The Tutorial Foundation.
* Use any abusive or aggressive actions towards others.
* Damage property.
* Steal from The Tutorial Foundation or others.
* Bully others in any way.
* Smoke inside or outside the building.
* Bring lighters or matches to school.

**Should a student break any of the above rules they will be excluded.**

Policy Sign off and review

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| --- | --- | --- |
|  | **By whom** | **Date** |
| **Policy signed off by** | Julia Low | 18.06.15 |
| **Reviewed by** | Marion Veal | 05.11.2020 |
| **Next Review By** | Julia Low | 31.10.2021 |