

Haven High
Technology College
Boston

Information for parents/carers

2009 - 2010

Haven High Technology College

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The college day

08.30 - 08.40	Staff briefing in the Staff Room
08.45 - 09.00	Registration
09.00 - 10.00	Period 1
10.00 - 10.05	Movement
10.05 - 11.05	Period 2
11.05- 11.25	Break
11.25 - 12.25	Period 3
12.25 - 12.30	Movement
12.30 - 13.30	Period 4
13.30 - 14.20	Lunch
14.20 - 15.20	Period 5
15.20 - 15.35	Talk time/Reward time

Bells sound to warn of beginning of registration, period 3 & period 5

Staff List

NAME	ROLE
Mr B Adams (Ben)	Head of KS4
Miss T Adams (Tracey)	Teaching Assistant IEC
Mrs V Adams (Vanessa)	Assistant Faculty Leader Arts
Mrs K Albelda (Kimberley)	Assistant Head FSES
Mr C Andrew (Calvin)	Teacher of MFL
Mr D Askew (Daniel)	IT Technician
Mrs S Austin (Sally)	Catering Assistant
Ms A Ayonrinde (Ajoke)	Head of Faculty Science
Mrs B Barber (Barbara)	SEN Manager
Mrs P Barc-Jarnalo (Paulina)	Teacher of MFL
Mr M J Beavers (Mick)	Site Manager
Mrs B Beauchamp (Bev)	Teaching Assistant Arts Faculty
Mrs L Beauchamp (Linda)	Senior Technician
Mr D Bell (Daniel)	Teacher of English (GTP)
Mr N Bishop (Nick)	Assistant Faculty Leader Sports
Mrs B Blackham (Bridget)	Librarian
Mrs J Bowers (Jane)	Teaching Assistant
Mr T Boyes (Tim)	Teacher of Maths
Miss F Brighton (Fran)	Head of IEC
Mrs T Broadbridge (Tracey)	Teacher of Social Studies
<i>Mr A Brown (Tony)</i>	<i>Driver</i>
Mrs M P Burton (Lynn)	Director of Studies KS3 Literacy Coordinator
Mrs A Butler (Alison)	Teacher of Science
Mrs C E Butler (Carole)	Head of Learning Support
Mr C Carmen (Fred)	Assistant Site Manager
Mrs E Carr (Liz)	Assistant Head Childrens' Services / SENCO

Mrs P A Champion (Polly)	Administration Manager
Mr S Chester (Steve)	Facilities Manager
Mrs A Clifford (Alyson)	Teaching Assistant
Mrs R Cook (Rebecca)	Catering Manager
Mrs L D Cooper (Lesley)	Senior Secretary
Miss S A Coupland (Sandra)	Assistant Head Professional Development
Mr K Cox (Kevin)	Head of Faculty Technology
Mr M J Cox (Matthew)	BiP Mentor
Mrs S J Cox (Sarah)	Data Administrator
Mr L Croft (Lee)	Teaching Assistant Communications
Miss E J Darlington (Emma-Jane)	Teaching Assistant ICT
Mr P De Almeida Jarnalo	Teacher of MFL
Mr G Dix (George)	Teaching Assistant Motor Vehicles
Mr I Dunn (Ian)	Learning Mentor
Mrs K Edmonds (Karen)	Learning Mentor
Mr T Evan (Tim)	Teaching Assistant Music
Mrs V J Fowler (Jane)	Teaching Assistant Communications
Miss A Foxon (Alison)	Teacher of PE
Mr T Franklin (Tim)	Technician Science
Mr S Fyson (Simon)	Sports and Vocation Faculty Leader
Mrs J Gale (Jessica)	Head of School
Mrs S Goodeve (Stacey)	Teaching Assistant
Miss H E C Goodman (Hannah)	Teacher of Science
Miss C Gratton (Claire)	FSES Administrator
Mr R Greetham (Ross)	Teaching Assistant Maths
Dr J Hamer-Morton (Judi)	Child & Family Counsellor
Mr S D Hardy (Steve)	Senior IT Technician
Mr E Hare (Eddie)	Teacher of Maths
Miss G Harris (Gemma)	Admin Support
Miss R Hewson (Rosie)	Teaching Assistant Technology
Mrs E M Hextall (Ellie)	Assistant Head Federation

Mr M Hocking (Matthew)	BiP Mentor
Mrs G F Hood (Gill)	Head of Year 8
Mr R Holmes (Ron)	Technician Technology
Mr S J Hubbard (Stephen)	Haven Online Tutor
Mrs R Ironmonger (Ronda)	Head of Year 9
<i>Miss L Jekyll (Lynn)</i>	Associate Teacher Cover
Ms C Lack (Catherine)	Teacher of English
Miss E Ladds-White (Emma)	Teacher of Salon Services
Mr J Langley (Jonathan)	Learning Mentor
Mrs E M Leggott (Liz)	Teacher of PE
Mrs L Linnell (Louise)	Teacher of Maths (i/c KS3)
Mr C Louth (Conrad)	Head of year 10
Mr R Lovelace (Ricky)	Teaching Assistant PE
Mr J Luffman (Jack)	Teacher of Media Studies & English
Mr M J Lunt (Matthew)	Teacher of Geography
Mr M Machin (Michael)	Assistant Faculty Leader Technology
Ms J Matson (Joanne)	Teacher of PE
Mrs E McAndrew (Elaine)	Learning Mentor
Miss L McQuade (Laura)	Teacher of Hospitality, Travel & Tourism
Mrs M Metcalf (Maggie)	Catering Assistant
Mrs J Millband (Jacqueline)	Teacher of English
Mrs P S Millership (Sandra)	Admin Support
Mr M Moon (Martin)	Teaching Assistant Humanities
Mr M Murray (Michael)	Teacher of Construction
Mrs A Naughton (Anna)	Attendance Officer
Miss M Naysmith (Michelle)	Teacher of Technology
Mr S Obasa (Sola)	IT Technician
Miss V Palmer (Vivienne)	Finance Manager
Mrs T Patience (Tracy)	Teacher of Technology
Mr T Patman (Terry)	Assistant Faculty Leader Arts
Mrs J Peall (Jane)	BiP Mentor
Mr M H Peters (Mike)	Teacher of Science
Miss D Petty (Danielle)	Teaching Assistant

Mrs A Pieniak (Alison)	Teacher of PE
Mrs L Pinner (Lisa)	Catering Assistant
Mr M J Pitt (Martin)	Teacher of Motor Vehicles
Mrs A Pogson (Ann)	Catering Assistant
Miss A Porter (Amy)	Teacher of Science (GTP)
Mrs J Posey (Julie)	Teaching Assistant
Mr D Purcell (Daniel)	Teacher of Drama & Social Studies
Mrs E Raybould (Emma)	Teaching Assistant
Mr A P Reed (Adrian)	Executive Headteacher
Mrs N Reeson (Nicola)	Teaching Assistant
Miss G Reeve (Gemma)	Assistant Head of KS4
Mr T Reid (Thomas)	IT Technician
Mrs S Revitt (Sian)	Head of Faculty Humanities
Mrs H Rose (Heather)	Teacher of Health & Social Care
Mr J Russell (James)	Associate Teacher Cover
Mrs K Russell (Katherine)	Teacher of English
Mrs J C Salmon (Janet)	Deputy Head Teaching & Learning
Mr D Scarboro (Dan)	IT Technician Community
Miss C Smith (Camryn)	Teacher of Technology
Mr R Spencer (Robert)	Teacher of Maths
Miss S Staples (Sarah)	Catering Assistant
Mr L Taylor (Leigh)	Teacher of Social Studies
Mr N F Taylor (Niall)	Deputy Head Systems Management
Mrs J A Teague (Jackie)	Catering Assistant
Mr B Telford (Bill)	IT Manager
Mr A Thompson (Alan)	Director of Studies KS4 Assistant Faculty Leader Maths
Mrs C Thompson (Chris)	Catering Manager
Mrs S Toyne (Sarah)	Faculty Leader Social Studies
Mr J A Vallor (John)	Assistant Faculty Leader Science
Mr P G Walker (Phil)	Site Manager
Mrs J Wallis (Jayne)	Faculty Leader Communications
Mrs S Wharff (Sally)	Assistant Head Student Progress

Mrs C A Whitehead (Carol)	Midday Supervisor/Catering Assistant
Mrs F Williams (Fiona)	Head of KS3
Mrs J Willis (Joanne)	Faculty Leader Arts
Miss E Wojcik (Ewa)	Teaching Assistant Science
Mr C Woodcock (Colin)	Teacher of ICT
Mrs N G Woodcock (Nicci)	Teaching Assistant Social Studies
Miss A Young (Alex)	Director of Academic Tutoring Assistant Faculty Leader Communications

Senior Leadership Team

The team of senior leaders comprises:

Kimberley Albelda (Assistant Head Full Service Extended Provision)

Lynn Burton (Director of Studies KS3)

Liz Carr (Assistant Head Childrens' Services – *across the federation*)/ SENCO

Sandra Coupland (Assistant Head Professional Development)

Kevin Cox (Director of Technology)

Jessica Gale (Head of School)

Polly Champion (Administration Manager)

Ellie Hextall (Assistant Head Federation)

Adrian Reed (Executive Headteacher)

Janet Salmon (Deputy Head, Teaching & Learning)

Niall Taylor (Deputy Head, Systems Management)

Alan Thompson (Director of Studies KS4)

Sally Wharff (Assistant Head Student Progress)

Alex Young (Director of Academic Tutoring)

Heads of Faculties:

Numeracy	Sally Wharff
Communication	Jayne Wallis
Science	Ajoke Ayonrinde
Technology	Kevin Cox
Sports & Vocational	Simon Fyson
Social Studies	Sarah Toyne
Arts	Jo Willis
Humanities	Sian Revitt

Illness and injuries

There are 11 qualified first aiders on the staff: Lesley Cooper, Gemma Harris, Linda Beauchamp, Jack Luffman, Nicci Woodcock, Bridget Blackham, Alan Thompson, Ian Dunn, Ron Holmes, Tim Franklin and Nick Bishop. If students are ill or injured they will be referred to the Front Office to see Lesley Cooper who will decide on any further action to be taken. In the case of accidents or injuries to students or staff, a report will be completed within 24 hours.

Students who, in the teacher's opinion, are too ill to continue in a lesson will be given a note and sent to the Front Office. Lesley Cooper will contact home if necessary.

Access to toilets

Before college starts, toilets are available to students in G Block. Students are expected to behave responsibly and use the toilets in the five minute gap in between lessons, at break time and lunchtime. Toilets in G and C block will automatically lock during lessons times. Students will not be permitted access to toilets during lessons except for emergency circumstances. A permission slip will be issued for this. Teachers will use their professional judgment in considering requests and if necessary, allow students access to the toilets. Students with medical conditions requiring ready access to toilets are listed for staff and these students are permitted access at any time during lessons. Students are required to bring a medical note from their doctors if they need instant access to toilets.

Homework

In Years 7 and 8 homework will be:

- set weekly for English and Maths as per the homework timetable
- appropriate to the abilities and needs of the students.
- clearly identified as such in exercise books/files.
- up to half an hour for each subject

In addition for Years 7 and 8 each student will complete one project per half term and these will be:

- chosen by the student with their parent/carer from a broad selection
- appropriate to the abilities and needs of the students

- supported by departments with guidance, advice and resources
- require approximately 12 - 15 hours work during the half term

In Year 9 homework will be:

- appropriate to the abilities and needs of the students.
- clearly identified as such in exercise books/files.
- set as per the homework timetable
- up to half an hour per subject

At KS4 homework will be:

- appropriate to the abilities and needs of the students.
- clearly identified as such in exercise books/files.
- set as per the homework timetable
- up to 40 minutes per subject

The students will be given adequate time to complete the homework. Guidance and clear instructions will be given regarding the handing in of homework.

LATES SANCTIONS

Students arriving late to lessons, disturb the education of the rest of the class. Staff should admonish such students and ensure that they record the time late using e-portal and rounded to the nearest 5 minutes.

Tutors should hold detentions for students in their tutor group who are late to registration.

Punishment

- Students who accrue 20 minutes late or more in one day, will serve a detention at lunchtime the following day (20 minutes or 30 mins).

- Students who accrue three “20 minute late” detentions in one week, will serve a 1 hour detention after school on Friday.

NB the 20 minute threshold may be reduced to 15 minutes.

Management

- The Attendance Officer will print off a list of names of students who have 20 minutes or more lates.
- Staff will be informed of the names of these students
- Staff who teach these students period 4 will escort the students to Mrs Gale at the start of lunch
- Any student refusing to attend the detention will be isolated the next day (including 20 minutes at lunchtime).
- Any repeat offenders who refuse to attend the detention a second time, will serve a 1 day exclusion
- Students who accrue excessive lates may have further sanctions

SMOKING SANCTIONS

1 ST OFFENCE	Referral to quitters club
2 nd OFFENCE	1 hour detention Friday night
3 rd OFFENCE	1 day in isolation (including break and lunchtime)
4 th OFFENCE	1 day in exclusion centre
SUBSEQUENT OFFENCES	in exclusion centre (number of days increasing each time)

In all cases parents will be informed.

SWEARING AT STAFF SANCTIONS

It is unacceptable for students to swear at staff and this will be dealt with as follows:

- 1st incident 1 day exclusion – parents informed
- 2nd incident 2 days exclusion – parents informed
- 3rd incident 4 days exclusion – parents informed
- 4th incident 5 days exclusion – parents informed
- 5th incident meeting with the Executive Headteacher to discuss options
Options could be:
Placement in the IEC
Meeting with the Chair of the Governors Disciplinary Committee
Alternative Education
Or a combination of the above

For all incidents , written and verbal apologies to the member of staff will be made.

FREEDOM OF INFORMATION

MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the information commissioner. This commits the college to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the college. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the college:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the college and falls within the classifications below.

- To specify the information which is held by the college and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within the scheme.
- To produce and publish methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information, which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing
- How we make decisions
- Our Policies and procedures
- Lists and Registers
- The service we offer

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The college has prepared a grid which gives clear indications about where information can be found, for example on the college’s website, or other information that can be requested. Charges may be made for information such as for photocopying and postage and packaging.

Information to be published	How the information can be obtained	Cost
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Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Request through the admin manager Mrs Champion Also available on college website/supplement	free
Who's who on the governing body and the basis of their appointment	Request through the admin manager Mrs Champion	free
Instrument of Government	Request through the admin manager Mrs Champion	free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Request through the admin manager Mrs Champion	free
School prospectus	Hard copy available from college Through the website	£1 free
Annual Report / school profile	Available on the college website	free
Staffing structure	Request through the admin manager Mrs Champion Also available on college website/supplement	free
School session times and term dates	Available on the college website	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget plan and financial statements	Request through the admin manager Mrs Champion	50p
Capitalised funding	Request through the admin	50p

	manager Mrs Champion	
Additional funding	Request through the admin manager Mrs Champion	50p
Procurement and projects	Request through the admin manager Mrs Champion	free
Pay policy	Available on the college website/Policies	free
Staffing and grading structure	Request through the admin manager Mrs Champion	free
Governors' allowances	Request through the admin manager Mrs Champion	free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Available on college website www.ofsted.gov.uk	free
Performance management policy and procedures adopted by the governing body.	Available on the college website/policies	free
Schools future plans / Development Plan	Request through the admin manager Mrs Champion	£2

Every Child Matters – policies and procedures	Request through the admin manager Mrs Champion	£1
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Available on college website/policies	free
Agendas of meetings of the governing body and (if held) its sub-committees	Request through the admin manager Mrs Champion	free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Request through the admin manager Mrs Champion	Photo copy charge
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	All available through the college website/policies	free

<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>All available through the college website/policies</p>	<p>free</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Available from Admin Manager Mrs Champion</p>	<p>Photo copy charge</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>All available through the college website/policies</p>	<p>free</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Also available on college website</p>	
<p>Disclosure logs</p>	<p>Also available on college website</p>	
<p>Asset register</p>	<p>Also available on college website</p>	
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>		

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Extra-curricular activities	All available through the college website	free
Out of school clubs	All available through the college website	free
School publications	All available through the college website	free
Services for which the school is entitled to recover a fee, together with those fees	Enquire through Admin manager Mrs Champion	
Leaflets books and newsletters	All available through the college website	free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
Multi Media prospectus	All available through the college website	free
College Newsletters produced 6 times annually	Available through the college website	free

Contact details:

Mrs Champion
Haven High Technology College
Phone: 01205 311979
Fax: 01205 362850
Web. www.hhtc.org.uk email phn@hhtc.org.uk

BEHAVIOUR FOR LEARNING POLICY

Rationale

It is a primary aim of our college that every member of the community feels valued and respected, and that relationships are positive. Good behaviour is fundamental to success in the classroom. Haven High Technology College aims to work in partnership with the whole community to encourage and promote the appropriate behaviour of students both within and outside the classroom. To achieve high expectations it is important that students understand and are supported in the acquisition of behaviour skills that support learning. It is understood that there is a shared responsibility within the college for the successful management of Behaviour for Learning. To that end this policy is based on the principles of SEAL (Social and Emotional Aspects of Learning) and is designed to impact positively on learning and teaching, and therefore raise standards.

Aims

- To provide a welcoming, safe and secure environment that is both calm and orderly for the whole college community.
- To model and expect a set of preferred behaviours based on trust and mutual respect.
- To be explicit about the consequences of behaviours
- To support students in accepting responsibility for their own behaviour
- To promote restorative justice when incidents arise
- To develop and sustain a positive culture in both learning and teaching

Implementation

- The Behaviour for Learning Policy is owned and endorsed by the whole college community
- There is a clear and simple Code of Conduct which allows for good behaviour to be celebrated and inappropriate behaviour to be challenged with appropriate sanctions in place (see document on Code of Conduct)
- Outstanding channels of communication are vital in the pursuit of consistency and understanding
- Consistency and patience from staff are vital in all areas of successful behaviour management and teaching and learning
- Rewards, consistent application of routines, rules and sanctions are the responsibility of all staff

In lessons students can expect to be:

- Clear about what is to be learned, how it fits in with what they already know and the structure of the lesson
- Actively engaged in their learning
- Able to work independently to the best of their ability when required to do so
- Able to use assessment for learning to help them to improve
- Confident that they can succeed because the right conditions for learning exist
- Praised regularly and treated with respect

Responsibilities

It is the responsibility of every member of staff to positively encourage good behaviour across the college, to enforce the rules and to provide a consistent, fair approach. The modelling of appropriate behaviour by staff is a very powerful tool for instilling appropriate behaviour in students and forms an essential part of our SEAL (Social and Emotional Aspects of Learning) approach to Behaviour for Learning.

We expect parents to support their child's learning and to co-operate with the college, as set out in the home-college agreement. Building supportive dialogue between home and the college is essential to engaging parents to work with us. If parents have any concerns about the way that their child has been treated they are invited to contact the Year Head.

Fixed-term and permanent exclusions

We make every attempt to avoid the exclusion of any child from college but there are times when this is necessary.

Only the Executive Headteacher (or acting Headteacher) has the power to exclude a child from college. The exclusion may be for one or more fixed periods, for up to 45 days in any one academic year. In extreme and exceptional circumstances the Executive Headteacher may exclude a child permanently. Such circumstances may include a drug related incident (as outlined below), a serious threat to a member of staff or student, physical violence toward a member of staff or student or an allegation against a member of staff which later is proved to be unfounded. It is also possible for the Executive Headteacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

In the event of any exclusion parents are informed immediately, and provided with reasons for the exclusion. At the same time, the Executive Headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The college informs the parents how to make any such appeal, which

is heard by the Governing Body Student Discipline Committee. The Executive Headteacher informs the LA and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond 5 days in any one term. The governing body itself cannot either exclude a child or extend the exclusion period made by the Executive Headteacher.

Drug and alcohol-related incidents

It is the policy of the college that no child should bring any drug, legal or illegal, into college. If a child will need medication during the college day the parent or guardian should notify the college and ask permission for the medication to be brought. This should then be taken directly to the office for safekeeping. Any medication needed by a child while in college must be taken under the supervision of a member of staff.

The college will take very seriously misuse of any substances such as glue, other solvents, alcohol or drugs and will deal with instances as per the anti drugs policy. If any child is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that child to be taken home.

Monitoring and review

The effectiveness of this policy will be reviewed annually. The outcome of the review will be reported to the governing body with recommendations for further improvements if necessary. The governing body itself will review the policy every two years, or more frequently if desired.

Incidents of poor behaviour and low level disruption are logged using the College's Management Information Systems. Year Heads keep records of removals from lessons and incidents of poor behaviour out of lessons are reported to them. These records are monitored to evaluate effectiveness of the Behaviour for Learning Policy and the Code of Conduct.

The Manager of the IEC keeps a record of any student who is excluded for a fixed term. The Administration Manager keeps a record of any student who is permanently excluded.

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Monitoring and review

The effectiveness of this policy will be reviewed annually. The outcome of the review will be reported to the governing body with recommendations for further improvements if necessary. The governing body itself will review the policy every two years, or more frequently if desired.

Incidents of poor behaviour and low level disruption are logged using the College's Management Information Systems. Year Heads keep records of removals from lessons and incidents of poor behaviour out of lessons are reported to them. These records are monitored to evaluate effectiveness of the Behaviour for Learning Policy and the Code of Conduct.

The Manager of the IEC keeps a record of any student who is excluded for a fixed term. The Administration Manager keeps a record of any student who is permanently excluded.

INCLUSION/EXCLUSION

The college's Internal Education Centre is used to place students who have been excluded from college. They will have a fixed term in the centre and will study work provided by their class teachers.

Some students may be placed in the centre for a period of Inclusion. This is different from exclusion. They will be working in small groups with other students on a variety of tasks/lessons. A placement can be for a period of 4 weeks after which a student will return to college after a period of successful re-integration.

Our policy with regard to Fixed Term Official Exclusions, is based on the Local Authorities policy which can be found through the following link:

www.teachernet.gov.uk/wholeschool/behaviour/exclusion/