



# Abbey College

The Abbey College  
253 Wells Road Malvern Wells  
Worcestershire WR14 4JF  
www.abbeycollege.co.uk  
enquiries@abbeycollege.co.uk

## Behaviour Policy

The school takes its responsibility to provide a safe and secure environment very seriously. As we have students from many different countries it is important that we have a set of rules which are clear to everyone.

Our Student Council played a key role in devising our behaviour policy which is based on the following guidelines;

### Rules for Learning

Respect yourself, your environment and other people  
Be on time  
Be ready to learn  
Dress correctly  
Bring the correct equipment

### Rules for Living

Respect yourself, your environment and other people  
Do not disturb other people  
Stay in your room after bed check  
Behave safely  
Do not go into houses you are not allowed to enter

The student rules and sanctions are listed both in the staff and student handbook. On arrival at the school students are asked to read through the rules with their personal tutor. The tutor will answer any questions students may have about the rules and explain the rules in more detail.

Students who break the school rules will be punished in accordance with the seriousness of the offence. A student who arrives late for class, for example, will be given a detention. A student misbehaving in class will be put on class reporting.

Students who behave well (on either the academic or residential side of the school) will be rewarded with the merits, which they can use for extras such as cinema tickets or excursions. Letters are also sent to their parents when a student has earned a certain number of merits. Certificates are awarded at the end of year party to those students who have worked hard or made significant progress in class.

In addition each academic year students are encouraged to apply to be a prefect, and in the final term the college staff decide upon a Student of the Year whose name is added to the board in the college reception area.

### COLLEGE RULES

#### ACADEMIC

- Students must attend all their lessons. The only reason for an absence is if the Matron (or a school manager) has put them on the sick list (the sick list is displayed in reception and C Block), or if the student is on an exeat (a list of students on exeat is also displayed in reception)
- Students must attend registration (Monday to Friday)
- Students must be on time for their lessons

- Students must come properly prepared for their lessons
- Students must complete all their homework on time, and to a high standard
- Students must wear full dress code between 08.30 and 16.00
- Students must not leave the campus between 08.00 and 16.00
- Students must attend all their relevant prep sessions and compulsory activities

### **DRESS CODE**

Male students must wear;

- A black suit (trousers and jacket). Students are not allowed to wear tight trousers or jeans
- A shirt
- A tie
- Leather shoes
- During cold weather students can wear a v-neck jumper under their suit

Female students must wear;

- A black suit. Students are not allowed to wear tight trousers and skirts must be at least knee length
- A shirt or blouse
- Leather shoes. Students are not allowed to wear boots and whilst heels are allowed they cannot be more than 3cm
- During cold weather students can wear a v-neck jumper under their suit

Simple jewellery is fine, but students will be asked to remove any jewellery from their face.

As students will spend the majority of the day inside, students are not allowed to wear coats or jackets. The suit and extra jumper will keep them warm enough.

Students must bring enough dress code that they can always wear it for lessons.

### **RESIDENTIAL**

- No student aged under 18 may smoke on campus, for those aged 18 plus there is a smoking area
- No alcohol or drugs may be brought on the school campus
- Students must not leave their room after bedchecks
- All students aged under 21 must be in their rooms at bedcheck
- Male students are not allowed in female rooms and vice versa
- Takeaways cannot be delivered after 9.30pm on a school night
- No offensive weapons may be brought onto campus, this includes sharp blades
- Students must behave in a way that is considerate to their neighbours
- Any discriminatory or bullying behaviour will be taken very seriously

### **DISCIPLINE & REWARDING GOOD BEHAVIOUR**

Classroom sanctions will be given for the following;

- Not wearing full and complete dress code
- Arriving late to class
- Not bringing the proper equipment to class
- Rude or disruptive behaviour
- Any other behaviour the teacher feels is inappropriate

Level One	Verbal warning from the teacher
Level Two	After school detention (30 mins)
Level Three	After school detention (45 mins)
Level Four	Meeting with the Vice Principal/Head of Sixth Form, plus the subject teacher. During this meeting an appropriate sanction will be given

### **Student Unauthorised Absence from Class**

- A meeting with either the Vice Principal or the Head of Sixth Form, detention and class reporting for one week.
- Double Detention, Class Reporting and Room Key confiscated from 08:45 – 16:15 for one week.
- Meeting with the Principal, a letter to parents & a suitable punishment.

### **Student Unauthorised Absence from Registration**

- Registration Form for one week
- Room key confiscated from 08:45 – 16:15 for one week.
- A letter to parents & a suitable punishment.

If a student receives more than three detentions in a week, the student will be referred to either the Vice Principal or the Head of Sixth Form.

Sanctions for breaking residential rules are chosen to suit the offence, for example, if a student is caught smoking they may be on little duty for a fixed period, if they are caught out of their house they may be gated, etc.

All residential discipline issues and related sanctions are recorded in the Discipline Book in Student Services.

### **REWARDS FOR GOOD BEHAVIOUR**

Rewarding good behaviour is just as important as addressing poor behaviour. In addition to good work or behaviour being verbally acknowledged by the teacher or houseparent we also have merit points.

Merits are paper tokens ranging in value from 1 – 3. Staff at the college may award these merits for;

- Good behaviour
- Excellent homework
- Excellent effort or achievement in class
- An act of kindness or generosity
- Politeness
- Tidy bedroom
- Helping staff with administrative tasks
- Contributing to the college student voice

Or any other action worthy of praise.

When a student receives a merit they should hand it to their personal tutor who then hands the merit to the Head of Sixth Form who records the number of merits earned.

Students who have earned a high number of merits and congratulated in assemblies, and when they receive 50 merits a letter is sent to their parents by the Principal.

Staff are expected to hand out a total of ten merits per week.