

## Behaviour Principles

At Tower Learning Centre, we aim to offer education in a fair and rewarding environment. We encourage our students to work in harmony with one another, have respect for one another and for their staff. We recognise the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

All the members of staff encourage good/positive behaviour, manners and morals by setting a good example themselves. We reward good behaviour through praising children, offering stickers or stars. Inappropriate behaviour, such as fighting, swearing, being rude, damaging property will not be tolerated, the children will be told why their behaviour is unacceptable. Any sanctions applied, such as 'time out', will depend upon the circumstances.

Corporal punishment (smacking, slapping or shaking) is illegal, and will not be used under any circumstances by any of the staff at Tower Learning Centre.

## Code of Conduct:

- To be polite and respect each other and all adults.
- To engage with appropriate conversations.
- To be quiet and sensible in the Centre.
- To respect and listen to others people's points of view.
- To take pride in personal appearance.
- To make every effort to attend and be punctual.
- To be ready to engage positively with the work.
- To adhere to session times.
- To respect the belongings of others.
- To hand mobile phones and media devices in at reception on arrival for secure storage or to be kept out of sight on silent.
- To follow instructions.
- To take, complete and return homework as requested.
- To behave responsibly to resources and equipment in a safe manner.

# Behaviour and Sanctions Policy

## Behaviour Management Strategies

- Tower Learning Centre will manage behaviour according to clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these strategies, raising any concerns or suggestions.
- Behaviour management in the Tuition Centre will be structured around the following principles:
  - Staff and children will work together to create a positive environment
  - Positive behaviour will be reinforced with praise and encouragement.
  - Negative behaviour will be challenged in a calm but assertive manner. In the first instance, staff will try to re-direct children's energies by offering them alternative and positive options. Staff will be open in stating and explaining non-negotiable issues.
  - When dealing with negative behaviour, staff will always communicate in a clear, calm and positive manner.
  - Staff will make every effort to set a positive example to children by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another.
  - Lessons will be well planned and structured, so that children are not easily bored or distracted.

## Rewards

At Tower Learning Centre, every student is capable of receiving acknowledgement for good work. Selected work is displayed on the wall.

A rewards system is in operation with certificates and monetary awards being given out throughout the year and at our annual awards night.

In addition to this, a 'prize bin' rewards achievement.

# Behaviour and Sanctions Policy

## Dealing with Negative Behaviour

- When confronted with negative behaviour, staff will be clear to distinguish between 'disengaged', 'disruptive' and 'unacceptable' behaviour.
- 'Disengaged' behaviour may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child in purposeful activity.
- 'Disruptive' behaviour describes a child whose behaviour prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them.
- 'Unacceptable' behaviour refers to non-negotiable actions and may include discriminatory remarks, physical behaviours or destruction of equipment. Staff will be clear that consequences will follow from such behaviour, including in the first instance, temporarily removing a child from the activity session.
- Staff will make every attempt to ensure that children understand what is being said to them. Children will always be given the opportunity to make amends for their behaviour and, unless it is judged inappropriate, be able to re-join the activity.

## Bullying and Equal Opportunities

Separate policies are in place for dealing with incidents of this nature.

## Smoking

Students are not allowed to smoke anywhere within Tower Learning Centre. This includes E-Cigarettes.

## Valuables

Tower Learning Centre does not encourage valuables to be brought into the Centre. We will not accept any responsibility for theft or damage of any valuables brought to the Centre. Students should not expect valuables, bags etc. to be left in the reception office.

Mobile Phones, ipods, MP3 players etc.

Tower Learning Centre will not accept any responsibility for theft or damage of/to the above equipment. Mobile phones, IPod, iPad, MP3 players etc. are not to be used during lessons. Should a student use any of the above items during a lesson they will be asked to put the equipment into a safe place on their person or give it to the member of staff in charge of the lesson. Should the student choose not to comply with this request it will be confiscated and placed in the safe to be returned at the end of the session. Parents/Guardians will be notified.

# Behaviour and Sanctions Policy

Confiscation (including retention and disposal) of inappropriate items

Confiscation (including retention and disposal) of inappropriate items may be necessary in maintaining an environment conducive to learning which safeguards the rights of other students to be educated. This includes items that:

- Pose a threat to the good order for learning such as mobile phone, Ipods, MP3 players cigarettes, lighters, matches\*
- Pose a threat to others e.g. a laser pen being used to distract students and possibly harm other students and staff\*
- Any item that can be used as an offensive weapon
- Are illegal for a student to have such as racist or pornographic material

Most confiscated items will be returned to the student directly or to a family member/guardian.

## Involvement with the Police

Any student causing damage to Tower Learning Centre property will be considered to be causing criminal damage and may be reported to the Police. Police involvement will also be considered if a student assaults a member of staff or another student.

Any deliberate damage to property will be treated as criminal damage. This could result in the student(s) being charged with Criminal Damage. Any student involved could be barred from the Centre.

### Exclusion

As a last resort the centre will consider the appropriateness of excluding a learner. However, all other options will have been considered before this ultimate sanction is considered. Our consideration will include; (this list is not exhaustive)

- Discussions with Parents
- Discussions with Authorities
- Discussions with Learners and their teacher