



BEHAVIOUR & ATTENDANCE POLICY

BEHAVIOUR POLICY

Aims

We aim to foster a positive approach to the management of behaviour. We recognise that students learn most effectively when they are well motivated and praised for their achievements.

We attempt to deal with any behavioural matters that arise with concern, care and respect.

This Policy is published on our website.

We try to

- create a harmonious and effective working environment for tutors and students.
- set the boundaries of acceptable behaviour.
- provide orderly conditions in which students can learn to give their best.
- ensure the safety of students, tutors and office staff.

Staff Responsibilities

In order to achieve our aims for good behaviour and discipline at Harrison Allen the teaching and non-teaching staff

- keep rules to a minimum and ensure they are relevant.
- recognise the importance of maintaining good relations between tutors and students and a creative approach to teaching
- be alert to bullying, sexist behaviour and racial harassment.
- ensure that good behaviour/work is celebrated and a balance is maintained between positive and negative behaviour management.
- encourage a positive reinforcement of good behaviour

Students' Responsibilities

We expect our students to:

- accept responsibility for their actions and behaviour.
- have care, consideration and respect for other children, adults and property.

- be co-operative and sharing.
- be independent.
- behave appropriately in different social contexts.
- value their own achievements.

Informing

It is very rare that our students are badly behaved but in the event of any behavioural incident, Harrison Allen would inform the respective department in the authority which was responsible for referring the student to us originally either in writing (email) or by telephone. Harrison Allen would take advice from the authority as to a course of action. In the event of bad behaviour by a private student, the parents would be informed.

Where there is a persistent behaviour problem with a child there will be a dialogue between Harrison Allen and the relevant local authority department.

Monitoring Poor Behaviour

Where a child has significant behavioural problems it is important to keep a record of the nature and frequency of the incidents in order that the child's problems can be analysed and addressed.

Special Educational Needs

We recognise that some children need additional support with their behaviour. Harrison Allen will always consult the individual EHCP, PEP or other advice for guidance on background and to determine procedure. Whilst we cannot be seen to condone children breaking the rules we recognise that it is necessary to modify our behaviour management strategies according to need.

Allegations of Abuse against Staff

Harrison Allen would take any allegations of abuse against a tutor very seriously. The allegation would be dealt with quickly in a fair and consistent way that provides effective protection for the child and supports the person who is the subject of the allegation. Suspension would not be an automatic response.

ATTENDANCE AND CANCELLATION POLICY

We acknowledge the recent Ofsted Alternative Provision Findings (February 2016) report which states that “Robust procedures for checking if pupils are actually attending their placements each time they are supposed to are a crucial part of keeping them safe when they are off-site.” In order to closely and quickly monitor attendance, this information is recorded on the integrated online management system to which Local Authority and private clients have password protected access.

Students are required to attend lessons in accordance with their individual timetables. It is the responsibility of Parents or carers to ensure that the student arrives promptly for all lessons provided by Harrison Allen.

At the outset of the tuition, the agreed timetable is circulated to all parties - Local Authority referrer, parent/carer and tutor/s. The timetable carries with it the telephone numbers of all those involved (except LA referrer) in order that out of hours communication is possible.

Tutors are required to telephone or email the Agency immediately if a student does not turn up to a lesson. The Agency will inform referrer by stated preferred method.

Twenty four hours’ notice must be given for any cancellations by calling either the Harrison Allen office or by telephoning the tutor. Late cancellations will incur the cost of the lesson at the full rate.

It is helpful to tutors if they are informed well in advance if a child is likely to be absent or late because of a medical appointment or other reason. We encourage students to make doctor, dentist or hospital appointments at times which do not coincide with their lessons.

October 2017