

Behaviour Policy

Table of changes

Date	Version	Summary of Amendments	Author
05.08. 2021	1a	n/a	JC
25.4.2022	1b	To reflect change from SEE to CEE	JC
16.2.2023	2	To reflect change to SEI; incorporating changes based on KCSIE 2022. To consider attendance at monthly meeting, election of class representatives. See below. The size of the new cohort impacts this decision	JC
Review due by 05.08.2023			

Context

This policy is based on the following government guidance:

- Behaviour in schools (advice for head teachers and school staff) (dated September 2022)
- Use of reasonable force in schools 2013
- Searching, screening and confiscation: advice for schools 2022

This policy is to be read in conjunction with SEI's

- Anti-bullying policy
- Online safety policy
- Health and safety policy

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Two Sets of Rules

SEI students take part in two programmes simultaneously: They are participants in Cultural Experience England's cultural immersion programme which places them in host families, and they attend school at SEI. Consequently, they have two sets of rules to observe:

- The Rules: set by Cultural Experience England (CEE), concerning the cultural immersion programme and applying to all CEE exchange students
- SEI Behaviour policy: school rules for SEI students only

Statement

SEI strives for students to develop:

A growth mindset and a strong sense of responsibility for self and others.

The strong sense of responsibility we aim for students to attain encompasses their thoughts, words and actions. It refers to critical thinking, self-regulation and accountability, weighing up right from wrong, careful and considerate expression and the desire to think, speak and act cohesively. This should be reflected in the setting and implementation of the Behaviour policy (SEI).

SEI students are also bound by the rules of the cultural immersion programme (CEE). Whilst the CEE Rules protect the programme and all those involved and the consequence of non-adherence is usually programme cancellation, the Behaviour policy encourages self-regulation as well as respect for self and others and sets out acceptable and unacceptable behaviour within our own school as well as defining the sanctions for non-adherence.

We all have flaws and weaknesses which can lead us to think, speak or act incorrectly. We strive to consider whether mistakes offer an opportunity for learning and growth. At the same time, we must accept that some behaviour cannot be tolerated as it damages the programme or harms one of the stakeholders.

The Rules (CEE)

SEI students are required to follow all rules set out by Cultural Experience England Ltd for the cultural exchange programme. This means SEI students and CEE students in state school semesters have the

same rules. This consistency is essential. There will be interaction between students on the two programmes and confusion must be avoided. CEE particularly values clarity in order to make boundaries clear and protect students from both risk of harm and risk of being excluded from the programme due to rule breaking. The rules are explained:

1. In the contract with partner agencies.
2. In the application form (written acknowledgement required).
3. In the pre-departure online training (written acknowledgement required).
4. At the initial visit in the family after arrival (written acknowledgement required).

The rules are also stated in the host family and student handbook.

The Law

1. It is illegal to possess, consume or deal in drugs or to purchase tobacco or vaping products under 18.
2. It is illegal to produce, possess or show indecent images of a person under 18. Do not take or share such pictures, or send messages with sexual content, even if meant as a joke.
3. It is ok to have a boyfriend or girlfriend, but remember it is illegal to engage in sexual activity with anyone under 16. Romance should not impact life in the host family or school.
4. The government regularly publishes new rules about coronavirus safety. Be aware of them and follow them.
5. You are required to follow all UK laws even if they are not specifically mentioned above. You can be reasonably expected to know laws such as those about theft and violence.

General

6. Smoking (including vaping) and drinking alcohol are not allowed. This applies to all students independent of age.
7. Dyeing your hair, piercing and tattoos are not allowed.
8. Maintain a reasonable level of personal hygiene.
9. Be open to different rules and routines. Respectfully accept decision and rules made by CEE, your host family and school.
10. Speak English.
11. Make an effort to befriend British students rather than only those from your own country.
12. Understand that you must start and end our programme at set times as stated in contracts, online learning and handbooks.

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In the Host Family

13. Your host family is not a hotel. Treat them with respect and help out where you can. Understand that they will not change their lives for you.
14. Keep your room tidy. Check with your host family if you can eat in your room.
15. Check with your host family which bathroom you can use and if there is anything you should do during or after use, such as wiping up or cleaning. You must never leave a mess behind.
16. Check with your host family if you should do your own washing.
17. Check if you can prepare food in the kitchen and if it is ok to use food items the host family have bought.
18. Always ask before you invite guests to the host family home.
19. Don't change your diet during the exchange. You cannot decide to suddenly become a vegetarian or vegan, or to start eating meat. Stick to the diet you indicated in your application form.
20. Remember it is rude to keep looking at your phone when you are in company.
21. Ask your host family for permission to use their Wifi and if there are any limits on data usage. Maybe they allow you to use their home computers and devices, but you should always check first.
22. Internet use must not be excessive. It prevents integration and can tire you out when going online late at night. Switch off your devices at a reasonable time. CEE does not set a specific time, but you ought to discuss this with your host family. They can set rules about internet use. Never enter websites intended for people over 18.
23. Don't take photos or videos of the host family and their home unless they agree to it. If you want to document a problem in the home, ask CEE to have a look with you rather than taking secret pictures.

At School

24. You cannot change school or year group.
25. You must strive to achieve a minimum grade C in all subjects.
26. You must not miss lessons because of trips or other plans.
27. If you are ill, your host family must inform the school. A simple cold is not usually a reason to miss school.
28. Being late for lessons is not acceptable.
29. Each school has their own rules and codes of conduct. Familiarise yourself with them and stick to them. This includes your school's coronavirus policy.

Going out

30. You can go out in your host family's area, either alone or with friends. Remember that not all areas are safe at night. Discuss with your host family what they consider an appropriate time to

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come home at night. Your host family know the area better than we do, which is why we leave the final decision to them. As a guide, we would consider 10pm an acceptable curfew time for the under 16s and 11pm to midnight for those aged between 16-18.

Travel, Overnights and Visits

31. You can stay overnight with a friend only if your host family agrees with this and if an adult over 25 is present in your friend's house overnight. Your host family must first speak to the other family before making their decision. Sleepover parties with more than 2 young people are not allowed.

32. You can go on day trips in the UK with friends if you are 16 or older. If you are under 16, travelling is only possible if organised by CEE or if you have an older student with you – you must check with your area manager if this is ok before you go.

33. If you wish to travel, you must fill in the travel release form and wait to hear if your plan is approved before you book.

34. You must always carry a charged mobile phone when travelling.

35. If your parents want to visit you, they are not allowed to come to the host family's home. You must meet elsewhere. They must fill in the visitor form first.

Breaking any of these rules can and usually will lead to immediate re-patriation.

Behaviour policy (only for SEI students)

Diploma students have a special status: They are CEE students and SEI students.

This policy which promotes good behaviour, self-discipline and respect, prevents bullying and ensures that pupils complete assigned work. It appears on our website and in every pre-departure handbook. Both students and parents are required to acknowledge it in writing. The policy also forms part of the induction pack for new staff. Staff are also required to acknowledge it in writing. The policy must be reviewed annually.

All at SEI have both rights and responsibilities and should feel both safe and valued. All learners have the right to be educated in an environment free from all disruptive behaviour, no matter how minor or serious. The management of student behaviour is the responsibility of all staff at all times.

The requirements and sanctions must be discussed at the beginning of each term.

Requirements

1. Students are required to behave in a way which does not disturb the learning or well-being of other students.
2. Teachers at SEI set high standards of behaviour and learning for students. Standards will be discussed at each monthly Meeting.*
3. Students at SEI set high standards of behaviour and teaching for teachers. Standards will be discussed at each monthly Meeting.*
4. Students and teachers at SEI set high standards of behaviour for each other. Standards will be discussed at each monthly Meeting.* Bullying in person and online, for discriminatory, prejudice based or other reasons, are not tolerated. For more information, please see the Anti-bullying policy and the Online safety policy.
5. Students must complete all assignments as well as extra work if they have fallen behind.
6. No student may use a mobile phone in a lesson unless specifically instructed to do so.
7. Knives and weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, vaping equipment, fireworks, pornographic images are not allowed on either campus. Possession of them would usually lead to termination of the cultural exchange programme. **SEI** staff do have the right to search student property. Head teachers and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.
8. Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.
9. Students are required to treat property and possessions with respect.
10. Students are required to attend and be punctual for each lesson. Teachers must clearly define if they allow students to enter the room late. If students are required to wait until the next lesson before entering, the teacher should define where they are required to wait. The missed lesson would be reflected in the attendance rate.

Sanctions

1. Only a paid member of staff may impose sanctions.
2. The decision to impose sanctions may only be made whilst a student is on SEI or Newman premises or participating in an activity organised by a SEI or Newman member of staff.

3. The decision to impose sanctions for behaviour not listed in point 2 can be made by a member of staff paid to work on the CEE cultural exchange programme.
4. Sanctions must not breach any other legislation (for example in respect of disability, special educational needs, race and other equalities and human rights) and it must be reasonable in all the circumstances. Corporal punishment is illegal in all circumstances.
5. Sanctions can take the form of a verbal reprimand, extra work or repeating unsatisfactory work until it meets the required standard, loss of privileges, school-based community service such as tidying a classroom or regular reporting including early morning reporting. In more extreme cases, SEI may use temporary or permanent exclusion.
6. Teachers can confiscate property (especially mobile phones) if it is disrupting learning. Property will be returned at the end of the lesson.
7. Students who have not completed an assignment or who have missed a lesson can be instructed to catch up on school premises. A catch-up session must be announced at least one day in advance and must take place prior to 17:00 in order not to disrupt host family life. A student can be required to miss an activity or social event to attend.
8. Weapons and knives and extreme or child pornography will always be handed over to the police.
9. A student who is disturbing the progress of others can be asked to leave the class and assigned a designated place to sit for the duration of the lesson.
10. Students who have behaved in a way which affects the learning or well-being of other students can expect sanctions. Particular attention will be paid to any words or actions which are disrespectful of age, disability, gender, relationship, race, religion or belief, sex or sexual orientation.

The original Behaviour Policy 05.08.2021 stated:

*The meeting takes place once a month. It must be attended by at least two students, one teacher and the Head of School or a delegated representative. The meeting is open to all students and teachers. The Head may request for specific students or staff to attend and they are required to do so. It is usual for the two class representatives to attend. The class representatives are chosen by democratic process within two weeks of the beginning of each term.

As the class of 2023 is so small, this process is not yet viable. Most decisions are made within the class. The plan will be reviewed before the September 2023 intake.

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Support

Students will be supported in upholding the required standards of behaviour. The school will take into account any special educational needs or disabilities which may influence a student's behaviour. It will also be considered that challenging behaviour may be a symptom of underlying unidentified issues or of a safeguarding concern.

Training

Managing behaviour will form part of the school staff's continuing professional development.

Review

This policy and CEE Rules are reviewed annually. Any changes must be reflected in all publications listed above. The wording must be the same in each instance.

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