

# Behaviour Policy 2024

Eastbourne, Windlesham, Royal Russell, Dicker, Lancing

**BEDE'S**  
AMBITION  
**SUMMER SCHOOL**

## Vision, Mission and Values

### **Our Vision**

Where every child finds joy in their pursuit of brilliance

### **Our Mission**

We continue to craft a more joyful education.

- Cultivating a vibrant learning experience, motivating us to pursue our individual best.
- Providing a festival of opportunity, enabling us to discover new passions and develop new talents.
- Building a kind-hearted community, inspiring us to enhance the lives of others.

### **Our Values**

#### **Be Compassionate**

Because a caring community fosters belonging. We expect our community to show kindness to people of all ages, genders and ethnicities, maintaining campuses where every person feels joyful and energised.

#### **Be Courageous**

Because fortune favours the brave. We challenge our community to stand up for what is right, providing them with a safe environment where they can take bold action in pursuit of brilliance.

#### **Be Curious**

Because wisdom can be found off the beaten track. We encourage our community to discover unlikely passions and hidden niches, releasing them into a wealth of opportunities inside and outside the classroom.

#### **Be Conscientious**

Because dedication is a spearhead of success. We ask our community to throw themselves wholeheartedly into every endeavour, taking responsibility for their journey and inspiring others to do the same.

## **1 Policy Aims**

1.1 To promote good behaviour.

1.2 To keep everyone safe.

1.3 To ensure, as far as possible, that every student is able to benefit from their stay at Bede's Summer School both in terms of their

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learning and organised sport and leisure activities.

- 1.4 To communicate clearly the expectations of the school by promoting a behaviour policy which is consistent, fair and equal.

## 2 The Summer School Rules

- 2.1 The Summer School Rules are explained in the Student Handbook. These rules relate to:

2.1.1 Conduct and good behaviour.

2.1.2 Self-respect and respect for others (an element of considerate behaviour is inclusivity and the acceptance of difference).

2.1.3 Respect for property and the environment.

## 3 Consequences

- 3.1 **General:** If a student is found to have breached the Summer School Rules, they will be disciplined by the Summer School staff in a manner proportionate to the seriousness of the student's behaviour.

3.1.1 Bede's Summer School operates a warning system. A first warning is issued for offences such as being late to class, or dropping litter. A second warning is given for further breaches and a final warning for a third offence or a serious offence. All members of staff are authorised by the Summer School Director to discipline students for minor breaches of School Rules.

3.1.2 If a student persistently breaks the Rules or if the breach is considered by a staff member to be particularly serious, the matter will be referred to the Centre Director to deal with according to the procedure set out in this policy.

- 3.2 **Breaches of School Rules:** Examples of consequences for breaches of School Rules include:

3.2.1 When a student has been late for a class, activity or meeting: taking away the student's free time.

3.2.2 When a student has caused damage to school property: charging the student for repairs or restitution.

3.2.3 When a student fails to keep his/her bedroom tidy: requiring the student to tidy their bedroom during free time.

3.2.4 When a student is rude to staff or persistently breaks the Summer School Rules: informing the parents.

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- 3.3 **Serious Breaches of School Rules:** A student can be excluded for a grave breach of Summer School Rules. For example, if they commit a criminal offence or some wilful act calculated to cause serious damage to the school, its community or any of its members. Examples of behaviour which may cause the student to be sent home include:
- 3.3.1 Abusive behaviour including harassment, bullying, actual or threatened violence, damage to personal property or deliberately compromising the integrity of the school's digital systems and services.
  - 3.3.2 Incidents of verbal or other abuse based on racial, sexual or religious differences.
  - 3.3.3 Possessing, using or supplying tobacco, alcohol, illegal drugs, medicines (unless authorised by the school medical team), new psychoactive substances, volatile substances such as solvents, unauthorised substances such as electronic cigarettes and 'legal' drugs such as performance enhancing drugs, anabolic steroids and glue.
  - 3.3.4 Stealing or committing any other criminal offence under UK law.
  - 3.3.5 Misconduct of a Sexual Nature including:
    - a) The committing of a sexual act by a student with another person whether or not the student or the other person is aged 16 or over.
    - b) Any act of indecency by a student.
    - c) The supply or possession of pornography, whether in digital or physical format.
    - d) The loading, viewing or downloading of pornographic images or text to or from the internet.
    - e) Any use of Social Media, or other digital media, to send, or to encourage, procure or request others to send images of an inappropriate nature. For the avoidance of doubt, this includes (but is in no way limited to) images of any personal body parts or any any images of a state of undress.
- 3.4 **Single Serious Breach of School Rules:** Although the Summer School will always aim to deal with breaches of the School Rules whilst allowing the student to complete the course, the Summer School regards some offences as being so serious that a single incident could result in the student being excluded.
- 3.5 **Behaviour related to a Medical Condition or Disability:** The Summer School will make reasonable adjustments for managing a breach of School Rules that is related to a student's medical condition or disability. The Summer School will ensure that the

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student is able to present their case fully, where their condition or disability might otherwise hinder this.

## 4 Informing the Parents

- 4.1 Should serious breaches of school rules occur and the Centre Director is concerned about a student's behaviour, when conducting an investigation, he/she is permitted to speak to the student's parents and/or agent.

## 5 Inquiry Procedure

- 5.1 **Conduct of an Inquiry:** A rumour or suspicion of a repeated or serious breach of Summer School Rules will be investigated and if appropriate, disciplinary action may be taken by the Summer School. An inquiry into a complaint or a rumour about a student's behaviour will be conducted by the Centre Director or nominated Manager.
- 5.1.1 The Inquiry Procedure is used to establish whether a breach of Summer School discipline has occurred. As such, it will not be implemented when the student has already admitted to the breach or been caught while committing the breach.
- 5.2 **Involving the Student:** When a complaint is made concerning a student's behaviour, the Centre Director or nominated Manager will hold a meeting with the student to ensure that they have the opportunity to give their version of events. If the student feels that they are not able to adequately communicate in English, the school will endeavour to provide linguistic support or invite them to be accompanied by a friend who can act as translator. The Parent/Guardian/Agent will be informed before the meeting takes place.
- 5.3 **Documentation of Procedure:** An incident report will be completed by the Centre Director or nominated Manager whenever an investigation is carried out into a student's conduct. A copy will be sent to the Head Office for the attention of the Summer School Director.
- 5.4 **Bag/Room Searches:** If a bag or room search is appropriate to the inquiry, a search will be conducted in accordance with Bede's *Search and Confiscation Policy*.
- 5.5 **Body Searches:** If a body search is required, it will be conducted by the Police under supervision.
- 5.6 **Outcome of an Investigation:** In order to ensure that the same person is not responsible for both the investigation and making the final decision the Summer School Director or Assistant Director will decide on the outcome.
- 5.7 **Informing Parents of the Outcome:** Parents will be informed by the Summer School Director or Assistant Director as soon as reasonably practicable of the outcome of the investigation, and of any decision to permanently exclude.

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## 6 The Summer School's Procedure for Dealing with Exclusions

- 6.1 **Decision to Permanently Exclude:** The decision is at the sole discretion of the Summer School Director who will act fairly and reasonably in arriving at their decision.
- 6.2 **Organising the Transfer home:** The student's parents will be responsible for:
- 6.2.1 **Organising their child's swift departure from school.** Rescheduling, where possible for the same day, and paying for the student's return flight home.
- 6.2.2 **Paying for any additional transfer costs incurred.**
- 6.3 **Accommodating the student between their exclusion and departure:** Once the decision has been made to exclude a student from the Summer School, they will be withdrawn from all lessons, activities and excursions and they will be required to leave the Centre.
- 6.4 **Contesting an Exclusion:** Due to the short duration of the Summer School, parents will not be able to appeal against any exclusion. However, if they feel that the decision and/or procedure was unfair, they will be able to make a complaint to the Chief Operating Officer (COO) of Bede's School who can be contacted via the Summer School Head Office. The COO will then look into the complaint and contact the parents within 21 days with the results of any further investigation.
- 6.5 **Fees:** In the event that a student is permanently excluded from the Summer School no refund of fees shall be paid in any circumstances.



Signed:

Ryan Edwards  
Director of Summer School

Date: November 2023

Review Date: November 2024