



BEHAVIOUR POLICY FOR DEGREE PROGRAMMES

This policy applies to Degree Programmes provided by Ada, National College for Digital Skills - henceforth referred to as Ada.

Ada's core values of Partnership, Respect, Outstanding, Unique and Dynamic drive its expectations and aspirations for behaviour from its students, staff, partners and visitors.

At Ada we aim to create a welcoming, caring environment where relationships are based on respect and to develop a positive self-esteem in each student. Staff at Ada are committed to maintaining high expectations of good behaviour as an essential contribution to the educational and social experience of its students and to their happiness and well-being whilst at College.

Led by our core value of respect everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same.

Aim of the Behaviour Policy

- To create a culture of excellent behaviour
- To ensure that all students are treated fairly, shown respect and to promote good relationships
- To refuse to give students attention and importance for poor conduct
- To help students take control over their behaviour and be responsible for the consequences of it
- To build a community which values kindness, care, good humour, good temper, obedience and empathy for others
- To promote community cohesion through improved relationships
- To ensure that excellent behaviour is a minimum expectation for all

Purpose of the Behaviour Policy

To provide simple, practical procedures for staff and students that:

- Recognise appropriate/acceptable behaviour
- Positively reinforces appropriate/acceptable behaviour
- Promote self-esteem and self-discipline
- Develop appropriate behaviour through positive interventions

Behaviours for Excellence Ready, Respectful, Safe

At Ada our minimum expectations of every student are:

Ready (ready to learn, ready to work)

- Be on time
- Phones on silent in learning time and out of sight. Music players off

Respectful

- Listen to others and expect to be listened to
- Use appropriate language and a polite tone
- Look after the building, displays and equipment
- Attend every session
- Respect diversity and other people's choices

Safe

- Follow College rules for health and safety
- Be in the right place at the right time
- Do not run around the building
- Be aware of individuals with mobility difficulties or disabilities
- Dress appropriately

Members of staff at SEC will be expected to:

- Treat students as individuals
- Help students to learn and feel confident
- Endeavour to make the day a pleasant one
- Be just and fair

Attendance

Attendance in all lessons is the key to being a successful student. All students are required to have 100% attendance in all lessons and extra curricula activities. Where a student is absent due to illness or circumstances outside their control, they must notify the Absence Line every day of the absence. Holidays during term time are not permitted and students should ensure they know the term dates. College calendars are available on the website.

Where a student is absent they must meet their tutors to discuss any work missed and seek advice on how to catch up. Some students may be required to attend extra sessions/workshops during holiday periods to make up any time that they have missed.

Any issues that arise due to attendance, including taking holidays during term time, will be managed through the Behaviour Policy. Students will be supported to improve their attendance and address any barriers that may be impacting on them attending college.

In addition, staff should:

- Praise individuals openly in front of others where behaviour merits and deserves it
- Enable their students to self-regulate
- Know their classes well and develop working relationships with all students
- Facilitate student behaviours that are acceptable to all
- Sustain a passion for their subject to inspire students to adopt behaviour that is appropriate and acceptable to break through the limiting self-belief of some students
- Plan good quality, interactive teaching and learning and constantly assess whether students are engaged and learning
- Relentlessly work to build mutual trust and partnerships with students even when trust is broken, time is wasted and promises are not kept
- Refuse to give up on any student
- Keep their emotion for when it is most appreciated by students
- Demonstrate unconditional care, compassion and commitment to enable students to progress and achieve

Classroom/Teaching Space

Expectations of All staff

As a Core Value Respect is a crucial element when promoting acceptable behaviour within and outside of classrooms. Respect for students is required at all stages in the interventions outlined below. Treat students with respect and it will be returned.

Engagement with learning is always the primary aim. For the vast majority of students, a gentle reminder or nudge in the right direction is all that is needed. Although there are occasions when it is necessary, every minute a student is out of your lesson is one where they are not learning.

Interventions should always be gone through with care and consideration, taking individual needs into account where necessary. Praise the behaviour you want to see. Do not pander to attention seekers. All students must be given “take up time” in between steps. It is not possible to leap or accelerate steps for repeated low-level disruption.

