

**STUDENT DISCIPLINE POLICY**

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**Statement of Intent**

MFYP Ltd believes that it is the right of every student to learn, of every teacher to teach and of the school to carry out its daily business uninterrupted by poor behaviour. As a consequence, clear guidelines and expectations are laid down in this Policy.

This Policy will be widely publicised so that students and parents or carers and all school staff are aware of the standards of behaviour expected of students and the range of sanctions that may be applied for noncompliance.

 MFYP Ltd will apply its Student Discipline Policy in a consistent, rigorous and nondiscriminatory way and all areas of its application will be monitored routinely.

MFYP Ltd aims & promotes:

-       respect for others

-       intolerance of bullying and harassment,

-       the importance of self-discipline

-       the difference between "right" and "wrong".

MFYP’s Head of Learning is charged with this Policy’s day to day implementation.

**Objectives**

1. To foster a clear understanding within MFYP’s working towards developing:

-       mutual respect between staff\*, students and parents,

-       appropriate school and home values and attitudes,

-       means to alleviate aggressive and/or antisocial attitudes and behaviour

-       awareness of student and adult roles in discipline actions.

2. To create a clear philosophy and approach within MFYP towards discipline and behavioural problems.

**Code of Behaviour:**

The behaviour required of students of MFYP can be summed up in three basic expectations:

-       Respect and consideration for others.

-       Hard work, so that opportunities are used to the full.

-       Care for all the buildings, furniture and equipment.

**Rules and Consequences:**

-       MFYP Ltd rules are simple and will be operated in a fair and consistent manner.

-       Students and their parents or carers are made aware of school rules.

-       The rules are on display in every classroom and reinforced in school assemblies and at other times.

-       In addition, students who may need further support will be placed in consultation with the Mentoring and Manager and/or outside agencies.

-       Where students are on the MFYP Ltd Special Educational Needs (SEN) register, sanctions will be applied only after consultation with the Head of Learning.

MFYP Ltd’s operates a four-stage system with regards rules and the hierarchy of sanctions.

**Consequences of breaking a rule or of behaving inappropriately:**

**Stage 1 Sanctions (***Administered by member of staff\*dealing with incident)*

-       Verbal reprimand

-       Discussion with student

-       Incident Report form to Head of Learning

**Stage 2 Sanctions (***Administered by Form Tutors in liaison with Head of Learning)*

-       Discussion with form tutor

-       Extra work

-       Detention at break or midday

-       Appropriate community service

-       Telephone call to parents

-       Call sheet

-    Incident Report form to Head of Learning and referral agency (if applicable)

-       Withdrawn from class

**Stage 3 Sanctions (***Administered by Head of Learning***)**

-       Immediate referral to Head of Learning (head teacher)

-       Meeting with parents

-       Placed on Report

-       Formal letter home

-       Parental interview

-       Internal seclusion

-       Incident Report form to Head of Learning and referral agency (if applicable)

-       Referral to outside agencies e.g. EWO and Police Liaison Officer

**Stage 4 Sanctions (***Administered by Head of Learning)*

-                Exclusion: lunchtime, fixed period or permanent

In most cases exclusion will be the last resort after a range of measures have been tried to improve and manage the student’s behaviour, which may include restorative justice, mediation, internal seclusion and, where necessary, a managed move to another school. However, the Head of Learning reserves the right to exclude from school any student committing an offence of a sufficiently serious nature.

At all levels the Head of Learning will monitor and support the actions of all staff regarding the operation of rules and consequences, but at the same time ensure fairness on behalf of students involved.

**MFYP Ltd Rules**

MFYP Ltd rules are kept to a minimum. They are based on the safety of the individual and on considerations of care, courtesy and thoughtfulness towards others. Compliance with the rules by adults and young people will reduce the probability of accidents and will encourage positive behaviour and harmonious relationships between all those who work, visit and learn.

**EVERYONE SHOULD KNOW THE GENERAL STUDIO RULES:**

No smoking, eating or drinking in the studio buildings

No running, pushing, playing or fighting in the studio buildings

No mobile phone chats or texting during course / studio-time

No negative attitudes, negative lyrics, bad-mindness or beef

Leave the building quietly with respect to our neighbouring businesses.

Places are allocated on a first-come basis. Latecomers may miss out.

Maximum 6 people in each Studio / classroom.

All attendees must fill out a registration form at the start of the studio course, and provide a name for the register at each session. Your contact details are confidential to Music For Young People Academy, we don’t give them out!!

Make sure main studio door is closed behind you.

Keep conversation volume to a minimum.

No swearing or negative lyrics on any tracks, videos or other media products produced at Music For Young People Ltd.

No Entry if you are 1 hour late to your class.  All guests must be booked in at reception and agreed by the teacher.

If you miss more than 3 sessions without letting us know, your place at MFYP Ltd will be reviewed and you could be off the course.

MFYP Ltd reserves the right to refuse entry to any of its Studios or buildings, and to refuse the release of any media works produced at MFYP Ltd.

MFYP Ltd cannot accept responsibility for personal belongings or cycles.

**Behaviour Rules:**

-    Do not damage or deface the MFYP Ltd building or property or anyone else’s belongings.

-    No writing is allowed on walls, desks or MFYP Ltd property.

-    Keep the provision and grounds tidy. Litter must be placed in bins.

-    Listen and do as you are asked by all members of staff.

Never deliberately hurt or upset another person by verbal, physical or emotional bullying. Abuse, threatening behaviour and/or bad language is not tolerated towards any staff\*, guests, visitors or students.

**Safety Rules:**

-    No student is allowed to leave MFYP Ltd or a classroom during the school day without permission, under any circumstances.

-    Familiarise yourself with and obey fire regulations.

-    Do not stay in a classroom at any time without an adult present.

-    Behave in a quiet manner and always **walk** around the provision. Keep to the right hand side of corridors and staircases. Sliding, running or jumping down the stairs is not allowed.

-     Pedestrians must use the main pedestrian entrance at the front of the building. Cycles brought to school must be left securely locked.

-    Jewellery must be removed for PE, Games and certain other activities.

-    Under no circumstances may potentially dangerous objects such as knives, chains, lighters, matches, laser pointers - or any other instrument deemed to be a potential weapon - be brought onto the premises.

-    Expensive items such as personal stereos and mobile phones are not permitted in class. They must be placed in lockers before class begins.

**Dress Rules:**

MFYP Ltd believes that all students should be allowed to dress according to their personal taste and convictions, provided that the clothing is suitable for a public space.

We request that students refrain from wearing clothing with provocative statements, sunglasses, and headgear that prevents the students' face from being visible. Students’ general appearance should be neat, clean, and appropriate for study.

Students should wear clothing that is appropriately sized and correctly worn and which does not distract other students or interfere with the normal process of the school. Students who fail to abide by the dress code rules will either be asked to wear an item of MFYP Ltd clothing or if the student still fails to cooperate, will be sent home.

**Courtyard Rules:**

-       The courtyard may only be entered when permission has been given. Otherwise it is strictly out of bounds.

-       Never throw objects around to disturb our neighbours.

\*\*‘Staff’ are considered to be ALL teaching, nonteaching and administrative staff and volunteers who work in the school

\* This guidance was last reviewed September 2013

MFYP Ltd

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