

Reference Number	T23
Version	2
Date	September 2019

Principal's Award	£50 – triggered by seeing the Principal. For regional or national success in sport, performance, competitions etc. Available all year, not just at awards evening.
Curriculum area awards	Individual schemes run by subject areas.
Subject prize	Awarded by curriculum area at awards evening.
College Colours	Student-initiated after a Commendation, via academic coach, at awards evening.
Commendation	Triggered by any staff member.
Attendance Certificate	Termly, generated centrally for 100% attendance in a term. Three terms leads to a Commendation.
Tyber "Achievement"	Any staff through Tyber, for effort and commitment beyond the norm as well as achievement.
Written praise on work	Powerful reinforcement of progress, should be specific and linked to guidance on how to improve further.
Informal spoken praise	The most important and powerful motivator we have – this is what sets our culture.
Written advice on how to improve	Must always be positive and constructive.
Informal spoken challenge/alert	Vital to mark boundaries, eg low level disruption or bad language. If these are ignored, they are reinforced by default.
Tyber "Concern"	Must be focused and constructive – they lose any impact when students are overwhelmed with them. Ensure you show how things can be improved, and follow up on them. Do not expect anyone else to take action on your behalf, you are the one concerned and must match action to your concern.

Commitment Interview	The start of formal procedures, open to all staff – need to be done by the person raising the issue to show that you have the authority of this formal intervention. Do not pass this ‘up the line’, as this undermines you. Not itself a disciplinary sanction. A CI aims to sort out an issue before it becomes serious. It must happen face-to-face and must be followed through. CIs have a good track record of turning things around. Parents are automatically informed. Should not normally be more than two reviews.
Behaviour Contract	Conducted by an identified Lead Manager – can be anyone, but normally AP, CL, ACL or Coach. Parents are always invited in. Formal contracting at serious level should be seen as ‘last chance saloon’. Normally maximum of two reviews.
Disciplinary Hearing	Follows failure of Behaviour Contract and reviews process/documentation rather than offering another chance. Parents always invited. Serious sanctions available: exclusion, blocking re-enrolment, conditional reintegration. Hearing is conducted by a member of Principalship plus a member of SLT.
Temporary removal (cooling period)	Any student can be sent home for the rest of the day by an AP to defuse a situation.
Suspension	Suspension is used when it is inappropriate for a student to be attending College pending another process. Parents must be formally informed of the reasons and the timeframe explained. Used most often when students are within the justice system, and/or when we are conducting a formal investigation. College must set work and support the student through this process.
Exclusion	Removal from College – only available to a Disciplinary Hearing.
Report to external agency, eg Police, exam board	In a serious case, at any stage the College may refer to an external agency. This must be undertaken by a member of Principalship or AP.