

ARCO ACADEMY ALTERNATIVE PROVISION RULES & REGULATIONS

Personal Belongings and Mobile Phones

All personal items including mobile phones and iPods/MP3 players (including headphones) are to be used during break times **ONLY**.

MOBILE PHONES/MP3 PLAYERS MUST BE SWITCHED OFF AT ALL OTHER TIMES.

Students are required to be responsible for putting their mobile phones, MP3 players and headphones into a plastic wallet and placed in a secure locker during all lesson times. Subsequently, if a student is then seen with their mobile phone and or iPod/mp3 player (including headphones) in the classroom, students will be asked to leave the classroom and the formal disciplinary process will begin.

Smoking, Drugs and Offensive Weapons

Arco Academy Alternative Provision has a No Smoking Policy. Students should not bring cigarettes and or lighters to their allocated provision. If they are found smoking, these items will be confiscated, not returned to the student and parents will be informed.

Arco Academy Alternative Provision has a Zero Tolerance Policy of both drugs and weapons. Police will be informed in all cases of failure to adhere.

Failure to comply with any of the above rules may result in disciplinary procedure, which may result in your removal from the programme.

Searching Pupils

Staff authorised by Arco Academy Alternative Provision have the legal power (DfE 2012) to search pupils or their possessions, without consent, where they suspect the pupil has a "prohibited item". Prohibited items are:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers.



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In partnership with the local Police, random body scanning and the use of police wands may take place on our site. If any prohibited items are found, police have the right to detain students and take them into custody.

Disclosure

We do want to get to know you so if you have any problems outside of Arco Academy Alternative Provision you need help with please do talk to us.

We will keep any personal information you give us confidential and will not pass your detail on to anyone else without your permission, unless we feel that you are in danger of harm. If we know you have committed or may commit a criminal offence we may have to inform your parents/guardians, the police or other appropriate agencies. If we do need to pass on any information about you, it will only be to those people who need to know to ensure your personal safety.

Parental Photo Consent

As part of the Arco Academy Alternative Provision Programme, there may be occasions when we will need to take photos. These will be used for portfolio evidence and occasionally for promotional material.

Please circle if you give consent for photos to be taken and used in these ways:

Yes / No

Please note, Photos will be taken for identification purposes

Parent Signature: _____

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Student Agreement

I agree to abide by the following rules and act in a responsible and appropriate manner whilst on or programme at Arco Academy Alternative Provision I understand that I must be polite and courteous to others at all times.

Student Code of Conduct

Students are expected to attend on allocated days; if you are unable to attend you must contact your Key Worker and employer/training provider by 8am on the morning of expected absence.

Any medical appointments etc. should be made outside your programme times, where possible. If you do have to be absent for an appointment - written evidence should be given in advance to your Key Worker or a member of staff.

The following is expected of each student:

- Remain in lessons unless you are given permission to leave from your tutor
- Never leave your work placement unless you are authorised to do so
- Do not loiter in the designated areas

Classroom Rules:

- Be punctual to classes. It is important that you are on time. Parents will be informed of lateness
- No eating or drinking in classes
- No mobile phones or MP3 players in classes, including headphones
- Dress appropriately for your classes
- Respect everyone and everything (use appropriate language)

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Arco Academy will not tolerate any of the behaviour below:

- Bullying
- Cheating
- Rudeness
- Violence
- Disrespect
- Dishonesty
- Discrimination or prejudice of any kind
- Harassment
- Vandalism including graffiti, tagging etc.
- Swearing
- Disruptive behaviour

Anti-Bullying Policy

Students must report any bullying

Dress Code

Our dress code enables students to be comfortable whilst enabling students to have their own individuality. Students should ensure that they are dressed appropriately for practical lessons and work placements, including wearing protective footwear when required.

Boys

- Trousers to be no lower than hip level
- White or Navy shirts
- White or Navy polo shirts (no offensive logo's)
- No hoods or hats are allowed in classrooms and sports hall at Arco Academy AP

Girls

- Skirts and dresses are to be of an acceptable knee length
- White or Navy shirts,

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- White or Navy polo shirts
- No low-cut tops
- No offensive logos on tops and or t-shirts
- No hoods or hats are allowed in classrooms and sports hall at Arco Academy Alternative Provision.

DISCIPLINARY PROCESS

Attendance Letter

If you fail to attend provision more than three times in a month, an attendance letter will be sent to parents/guardians and a copy will go to your school. This will be a warning that unless steps are taken to improve attendance than you will be asked to attend a meeting with your school and us.

Refocusing Meeting

If you do not follow the Student Code of Conduct despite support from your Key Worker, a refocusing meeting will be called. This will involve you, your parent/guardian, your Key Worker and a representative from your school. It is an opportunity to address issues, look at what is going wrong, look at ways you can be supported, put in preventative measures to stop things going wrong in the future and set measurable goals that will be reviewed. A date for reviewing those goals will be set at the meeting and if they have not been met then students may face disciplinary action.

Verbal Warning

This is the first stage of the disciplinary process, which could lead to students being removed from the programme. This route is usually taken when students are not prepared to work with us to improve their progress, or an incident occurs which warrants it e.g. not returning to training for the afternoon session. The school will be informed when a verbal warning is given to a student.

Written Warning

Two written warnings will be issued before students are taken off the programme. Copies of the letters will be sent to the school. If an incident warrants it, a written warning may be issued before a verbal warning. It is highly likely that a refocusing meeting would occur as a result of any written warnings issued.



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Dismissal from Arco Academy Alternative Provision

After two written warnings or a serious incident it is highly likely that you will be removed from the programme. A meeting will take place with your Key Worker and the school and a decision will be taken over your future on the programme. If since you received your written warnings you have taken significant steps to improve, you may be given a last chance if you achieve goals, which will be set for you.

In the event of gross misconduct, such as stealing or violent behaviour, you may be dismissed from the programme regardless of whether you have had previous warnings or not. Once you are dismissed, you will be expected to return any belongings to Arco Academy AP.

I understand and accept Arco Academy Alternative Provision Rules and Regulations

Student Name: _____ **Date:** _____

Student Signature: _____

A C A D E M Y

Parent Name: _____

Date: _____

Parent Signature: _____