

The logo for E2A Educate-2-Aspire is centered at the top of the page. It features the text "E2A Educate-2-Aspire" in a red, sans-serif font. The "E2A" is stylized with a large "2" between the "E" and "A". The entire logo is enclosed within a blue oval border that has a subtle drop shadow effect.

E2A Educate-2-Aspire

Behaviour Policy

Status & Review Cycle: Annual Review Next

Review Date: September 2026

“The mission of Educate2Aspire is an independent education organisation, where every individual needs, care and concern for others is central to our work. All our students are given the opportunity to reach and achieve their full potential and leave us ready to make a positive contribution to society.”

The aim of our behaviour policy is to allow students to live, work and play in a caring and safe environment. An environment which fosters mutual respect and tolerance.

This behaviour policy is a guideline that all students, parents, staff and visitors must subscribe to.

E2A's Core Values

At E2A we have values that we insist all students try to live by all the time.

These are at the heart of what it means to be a E2A student, and we expect all staff and students to try their hardest every day to show them not only when at the centre, but throughout the everyday activities.

Respect

All students at E2A can display the value of respect in some of the following ways:

We respect ourselves, each other, and our environment.

- By being honest with ourselves and others.
- By taking good care of ourselves, our property and the environment, in and around the school

We value our learning; we listen carefully and take pride in our work.

- By making it easy for everyone to learn and for teachers to teach.
- By taking pride in our work in our books and on our iPads.

We are considerate and polite at all times and always follow instructions.

- By behaving in the same respectful way outside of lessons, as we do in lessons.
- By understanding that the authority of teachers is paramount, therefore we must be courteous, co-operative and friendly with all staff at all times.

We value every person and celebrate diversity.

- By showing consideration for other people's feelings, needs and points of view.
- By being aware of and respecting other people's personal space.

Aspire

All students at E2A can display the value of aspire in some of the following ways:

We set high standards for ourselves; we are motivated and determined to succeed.

- By attending school every day and arriving on time for all lessons.
- By bringing all the equipment needed for lessons, exercise books, pencil case, pen, pencil, ruler, rubber, compass, protractor, scientific calculator, headphones and a charged iPad.

We use our gifts and talents to inspire those around us; we celebrate our successes.

- By always trying to do our best and take pride in our work.
- By taking part in extracurricular clubs, teams and activities.

We look forward to the future and are positive about what it holds.

- By being fully supportive the Student Leadership Team and their work within the school
- By completing all homework set by my teachers to the best of my ability.

We try our best and never give up, especially when it's difficult.

- By beginning each lesson as instructed by my teacher so that we are prepared to learn. We will get our equipment out however keep our iPads in our bags unless instructed to do otherwise waiting patiently for the teachers' instructions (which we will follow without question).
- By taking responsibility for our own learning including: learning to be resilient (never giving up), being resourceful (showing initiative and seeking new ways of learning), being reflective (asking ourselves 'is our work good enough and how can we improve it') and showing reciprocity (being able to work with others).

Integrit

All students at E2A can display value of integrity in the following ways:

We do the right thing when no one is looking.

- By taking care of other people's property.
- By valuing trust, honesty and respect; we understand that taking items which belong to others or the school without permission is theft and is not acceptable.
- We are honest and always tell the truth.
- By being anti-bullying, anti-racist and anti-discriminatory.
- By speaking up when we see injustice.

We are reliable and trustworthy.

- Mobile phones are not allowed to be used in any way once the students are on the school premises. This includes using a smart watch to interact with our mobile phones. and not wearing headphones during and when walking around the centre as it is dangerous, and impolite to walk around the centre with them in.
- By always being truthful and speaking up when we see something which is wrong.

We have the courage to make good decisions, even when it's hard.

- By not bringing any valuable item into school in case it is then stolen, lost or damaged; it will be the students and family responsibility and not that of the school.
- By not giving in to peer pressure when we know what is happening is wrong.

Communication

All students at E2A are given opportunity to learn clear and respectful, and honest communication in the following ways:

We are always kind in our words and our actions.

- By Being polite and well-mannered at all times; this includes on the journey to and from the centre. By moving around the centre safely and sensibly following and adhering to the rules for moving around the centre. We understand that pushing in the corridors is dangerous and is not appropriate nor acceptable. We will keep to any designated zones for our groups during break and lunch times.
- By not causing our peers physical or mental harm

We become better individuals and build meaningful relationships through communication.

- By not spending all our time on our iPads at break or lunch when we could be socialising with our peers.
- By understanding that bullying* in any form, be it physical, mental, digital or verbal will not be tolerated at E2A.

We understand that we have a duty to others to report any bullying that we see or become aware of.

We respect ourselves and believe in our own worth.

- By seeking support from an adult if we have any concerns or worry about ourselves or others.

*This includes but is not exclusive to racist, sexist, homophobic and other gender-based bullying. This applies to any form of bullying in the centre as well as outside the centre where it involves another student from this centre. Name calling and making unpleasant remarks about a student, their parents/family/friends is a hurtful form of bullying and is not acceptable in our programme. All information given will be treated with discretion and in a sensitive manner. Read alongside our Anti-bullying Policy.

We make a positive contribution to people's lives by actively helping those in need.

- By making it easy for others to achieve and being pleased when they do.
- By seeking support from an adult in school for those we know are in need.
- By warmly welcoming visitors to E2A and being polite and courteous, always speaking positively about E2A.

We put the needs of others before our own.

- By making sure we always give a good impression of the school.
- By being helpful and supporting others where we can.

Appearance / Haircuts

Students are expected to have a smart appearance at E2A, and extremes are to be avoided. E2A reserves the right to decide what constitutes "extreme".

Students must adhere to the dress code guidelines / dress code stated in this behaviour policy and it is published on our website. All students must be properly presented at all times.

Hair should be of a natural appropriate colour and lines shaved into students' hair/eyebrows are not allowed. Celebrating diversity is important to us and we acknowledge that certain hairstyles are an essential part of cultural, ethnic, racial, and religious identity.

Students must not excessive make-up, or any jewellery or nail varnish to school. The only exceptions are a medical bracelet or one matching gold/silver stud per ear lobe. In line with Surrey County Council guidelines no jewellery at all may be worn during PE lessons even if taped.

Any student whose haircut, hairstyle or general appearance, in the opinion of the Headteacher (or in their absence a member of staff) contravenes the guidelines may be required to be suspended until the issue has been resolved to the Headteachers satisfaction.

Health and Safety

We all have a duty of care to all students at E2A. It is important to understand that some anti-social habits are dangerous and that:

- Smoking and vaping are forbidden at E2A, or on the journey to and from school, or elsewhere when representing the school.
- Bringing illegal drugs into school is forbidden and students may be permanently excluded if they do so.
- Bringing tobacco or any sort of nicotine product, vape pens, lighters, matches, fireworks, laser pens, knives and any other items which are likely to cause offence or create danger is forbidden, and students may be permanently excluded if they do so.
- If I cycle into school, I must wear a suitable cycle helmet for protection and understand that, if I fail to do so, then I may be stopped from cycling in the future and my bike may be confiscated. I must secure my cycle in the designated stands using an appropriate lock. I also accept that the school cannot accept any responsibility for any student cycles left on the site at any time. I understand that I should not be cycling on the pavements as doing so puts myself and other pedestrians at risk.
- Leaving the premises without permission from staff or signing out with parental permission is not acceptable as it could put me at risk. I can be suspended, and not allow to return till a meeting is held by Headteacher or Senior member of staff and they are satisfied that I will no longer put myself, others or and the school at risk.

Environment

We all have a duty to look after our environment. Students will play their part by recycling where possible, putting all rubbish in the bins provided and looking after the school buildings and equipment, which are there for the benefit of all. Graffiti and vandalism are unacceptable and should be reported immediately. Students may be expected to undertake some form of community service within the school in order to make amends for their actions.

Students must be aware of the mess that chewing gum and permanent marker pens can make and must not bring these into school

If a student accidentally damage schools' property or equipment, they must report it immediately; likewise, if they see someone else damaging equipment or property (be it accidentally or otherwise). Care should be taken with all school property. Any person found deliberately damaging school property will be asked to cover the repair costs.

Mobile Phones

If mobile phones were allowed to be used or seen in school, it is inevitable that lessons would be disrupted on a regular basis, with phones ringing and pupils communicating with each other.

All mobile phones will be expected to be turned off on arrival, not silence or muted. If possible, left at home, especially if your child does not need it for travel.

We are aiming to teach engagement, community cooperation and less dependent a virtual world. We know in this we will have the parents' full cooperation.

If a mobile phone rings or is seen under any circumstances by a member of staff during the school day, it will be confiscated by the teacher. The behaviour incident will be reported to the Headteacher and noted on students' behavioural file.

- If it is your first offence – your parents will be able to collect the phone in person. Parents should contact E2A via email to arrange a suitable appointment for collection.
- For any further offences – Parents will be able to collect the phone, not return it to school until a behavioural contact is signed and phone will need to be handed in on arrival daily.
- Listening to personal music is not permitted at all for students. Listening to music is at the discretion of the teacher; students should not actively ask to listen to music, if the teacher deems it to be appropriate, they will notify the students.

iPads / Computers

To ensure that all students have opportunities to develop interpersonal skills with each other before school, break, lunch and after school, I understand that:

iPads / Computers should only be used during lesson time and should not be used before school, break, lunch or after school unless instructed otherwise by a member of staff.

If iPads are seen outside lesson time, I will also be asked to put the iPad away. Continuing to use iPads / computers outside of lesson times without permission will result in my iPads / computers being taken by staff and returned only during lesson times.

Reward & Sanctions

Students who work and behave well may receive one or more of the following:

- A word of praise from any member of staff.
- A Nomination for exceptional work/behaviour awarded.
- A letter/telephone call/email home to parents.
- A postcard home through the letter box.
- Certificates for effort, achievement, improvement, attendance and punctuality.
- A written comment on the work that clearly picks out specific points or ideas where praise is due.
- **A department accolade such as 'Subject of the Moment'.**
- Their work displayed in the classroom, corridor or on one of the school's social media channels.
- Be recognised at awards evening.

Where the behaviour of a student falls below that expected they may:

- Receive a reprimand / warning
- Be required to have a conversation with their Teacher, Senior Staff, or Headteacher regarding their behaviour.
- Be set a written task such as an account of their behaviour
- Parents being asked to attend a meeting for students' failure to complete work to an appropriate standard or for failing to hand work in at the appropriate time. Students will be expected to complete the work to the appropriate standard before returning to school following the meeting.
- Be given a *Suspension* if behaviour doesn't change following a reprimand / warning being issued.
- Be given a *Suspension* for any other inappropriate forms of behaviour by any member of staff.
- Be Suspended or Excluded, for any warranted inappropriate behaviour.
- Be placed on report and/or a letter/email sent home or telephone call home.
- Be suspended**. A student may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year).
- Be banned from school trips and other activities, at the discretion of the Headteacher or Senior Staff.
- Be permanently excluded***, i.e. a student will lose their place at the school.

*** Due to the nature of our services, and the limitations it would put on the running of the centre, we are unable to offer in-school detentions, suspension, isolation or any other sort of in-school disciplines. All suspension, or behavioural disciplines, students will be asked to remain at home until invited back, following a meeting with the Headteacher or Senior Staff. ***

Students will generally be given 24 hours' notice of any suspensions, however, due to the type of learning environments we reserve the right to issue a same day suspension if deemed necessary.

**Suspension – when a pupil is removed from the programme for a fixed period. This was previously referred to as a 'fixed-term exclusion'.

***Permanent exclusion – when a pupil is removed from the programme permanently and taken off roll. This is sometimes referred to as an 'exclusion'.

Reasonable Adjustments

At E2A every child is valued and treated as an individual and supported appropriately. We will always take into consideration the SEND needs of a child when implementing the behaviour policy and make reasonable adjustments to account for the SEND needs of a child, whilst maintaining equally high standards and expectations at all times and keeping in mind the safeguarding of other students attending the centre.

Removal from classrooms

Where a student's behaviour is unacceptable, and they refuse to comply with the expectations of the school, they will be removed from the classroom, due to the nature of our services we are unable to offer isolation. As a result, the student's parents will be asked to collect the student for the remaining of the day and the Headteacher or Senior Staff will contact the parents to decide a return date. We consider this a serious sanction. The length of time a student is removed from the centre will depend on the severity of the incident. It will usually be 1 to 5 days but could be up to 15 days. Parents will be informed

A student may be removed from the classroom for any incident or series of incidents deemed serious and significant enough by the Headteacher or Senior Staff. This includes but is not limited to:

A breach of the dress code, serious disruption, smoking or vaping in school or enroute to school, bringing vape or vape paraphernalia into school, tobacco or any form of tobacco products, or nicotine products, carrying offensive items, being under the influence of alcohol or illegal drugs, minor theft and vandalism, physical aggression and bullying, including physical, mental, digital, verbal, racist, sexist, homophobic and other gender-based bullying. This includes offensive or intimidating behaviour, language or actions, or verbal abuse to a member of staff or student. It also includes deliberately being rude to a teacher or ignoring the instructions (defiance) of a teacher, member of staff. Deliberate or reckless conduct posing a threat to safety of an individual or group of staff or students. Behaviour that leads to major disruption of the centre site. Behaviour that leads to disruption of the centre site, any behaviour which calls into question the good name of the centre, or other serious incidents/behaviour which, in the opinion of the Headteacher, or other members of staff, requires removal from the classroom (isolation from peers).

Suspensions

Where a student persists in unacceptable behaviour or refuses to comply with the expectations of the school they may be suspended. When they return to school from a suspension they must be accompanied by their parents for a re-integration meeting. Usually, their behaviour will be monitored and a Behavioural Contract with a review date will be issued. Should the student break any of the rules set out in the Behavioural Contract whilst on the contract they could be Suspended or Permanently Excluded. Behavioural Contracts can be extended at the discretion of the Headteacher, or Senior staff. As part of their reintegration to school students will be required to complete a reflective task linked to their behaviour. This will take place before students return to lessons. On returning to class, they will be expected to work in line with the E2A Charter and behaviour policy and maintain exemplary behaviour both in and out of lessons.

A student may be suspended for:

A breach of the dress code, serious disruption, smoking or vaping in school or enroute to school, bringing vape or vape paraphernalia into school, tobacco or any form of tobacco products, or nicotine products, carrying offensive items, being under the influence of alcohol or illegal drugs, minor theft and vandalism, physical aggression and bullying, including physical, mental, digital, verbal, racist, sexist, homophobic and other gender-based bullying. This includes offensive or intimidating behaviour, language or actions, or verbal abuse to a member of staff or student. It also includes deliberately being rude to a teacher or ignoring the instructions (defiance) of a teacher, member of staff. Deliberate or reckless conduct posing a threat to safety of an individual or group of staff or students. Behaviour that leads to major disruption of the centre site. Any behaviour which calls into question the good name of the centre, or other serious incidents/behaviour which, in the opinion of the Headteacher requires a suspension.

Suspensions are normally regarded as 'spent' after 12 months on file, but this is at the discretion of the Headteacher.

Students who are suspended on three occasions (and normally taking into account spent suspensions) may be issued a final warning will be issued and any further serious incidents may result in permanent exclusion.

Permanent exclusions

In response to very serious or persistent breaches of the school's behaviour policy, and if allowing the student to remain in school would seriously harm the education or welfare of others, then the Headteacher may issue a permanent exclusion. This decision will not be taken lightly and will always be a last resort.

Most students at E2A rarely need to be sanctioned and when they do it is for relatively minor reasons. However, where necessary we aim to be as consistent as possible in our application of sanctions. We do understand that each student has their individual needs and requirements.

Our focus is always on restorative justice; we aim in all circumstances to deal with any issues swiftly and fairly. This is to ensure that all parties can move forward with the best possible learning attitude.

