**Agreement**

**Learner Code of Conduct**

**Ad Astra** is committed to providing a safe, caring and inclusive learning environment by promoting respect, responsible citizenship and academic excellence. A positive climate exists when all members of our community feel safe, comfortable and accepted.

All student are to sign the agreement (Appendix 1)

If a student breaks an Ad Astra rule the approaches described in the rest of this policy will apply;

* If you do something that requires us to involve Social Care or the Police then we would have to involve your parents and make the appropriate referral;
* We never want to send you away from Ad Astra. However, a fixed term exclusion or an inclusion day at your school instead of attending Ad Astra are sanctions that we sometimes use if you are excessively rude, unkind or aggressive to others. This will be agreed with your school if we think it is necessary. Either of these sanctions will be followed by a reintegration meeting;
* If your behaviour is physically aggressive or threatens the safety of anyone else then the staff will work as a team to prevent you hurting yourself or anyone else. All exclusions are dealt with on a case by case system and previous attendance, behaviour (both positive and negative), actions during/after a reintegration meeting will be considered.

Students who do not comply with Ad Astra’s student code of conduct repeatedly may be taken off enrolment following investigations. In these cases a meeting will be arranged within 21 working days.

If a student causes harm to any member of staff/student/visitor, the responsible person of the child will be contacted and the student will be taken home at the earliest convenience, Ad Astra reserve the right to refuse transporting the student home if safety is a concern. A reintegration meeting will be arranged within 21 working days with the school / parent /carer and a formal decision will be decided upon. Ad Astra has the right to cancel a student’s registration/reintegration if the deem a risk to any member of the team / public.

**Fixed term exclusions**

A fixed term exclusion or an inclusion day are sanctions that we sometimes use if students are rude or aggressive to staff or students or break any of the Learner Code of Conduct (Appendix 1). Parents will be contacted at the earliest convenience either by telephone, email or letter to confirm our decision and the reasons why. The length of a fixed term exclusion will be dependant on the following:

1. Current attendance to all lessons
2. Behaviour and attitude to staff
3. Actions prior leading up to the FTE

**The process of a reintegration meeting:**

These sanctions will be followed by a reintegration meeting; a reintegration meeting is an opportunity for the parents/students to reflect on their actions which led to a FTE or time between the FTE and the reintegration meeting. Ad Astra chair all reintegration meetings. This is an opportunity for restorative conversations to happen.

1. Parents and students will be invited to attend a reintegration meeting within 7 working days. If parents cannot attend the meeting, the provision will provide 3 alternative dates. If these dates cannot be met, the provision will hold a reintegration meeting and contact the parents on our final decision.
2. Students must attend a reintegration meeting, if a student does not attend a reintegration meeting, there must be valid reason (safeguarding concern). If a student does not attend a reintegration meeting without prior knowledge to the provision, the provision has the right to suspend any further reintegration meeting and the meeting will not commence.
3. Reintegration meetings are not an opportunity to voice further complaints about the FTE and or the actions that led up to it. Any concern by parents/students should have been made prior to the meeting.
4. Students may be asked to sign an updated code of conduct dependant on the reasons for the FTE
5. If restorative meetings are required (between students or staff), Ad Astra will arrange these. If the FTE student refuses to take part in any restorative meetings, Ad Astra have the right to refuse the re-entry of the student to Ad Astra for safeguarding reasons.
6. If any external investigations are being conducted (police, local authority etc), Ad Astra have the right to wait until these investigations are dealt with before arranging a reintegration meeting.
7. In some cases, a reintegration meeting may result in a student not returning to Ad Astra and we reserve the right to refuse re-entry should we feel the student and/or parents have not responded appropriately during the FTE or reintegration meeting.
8. Schools and Local Authorities are made aware of any reintegration meetings and have the right to attend such meetings.

Appendix 1

**CODE OF CONDUCT (TO BE SIGNED BY STUDENT)**

As a member of Ad Astra, I understand and agree to abide by the following behaviour standards to ensure a positive and respectful learning environment for myself and others:

**Respect:** I will treat all members of the school community with respect, regardless of differences in background, beliefs, or opinions.

**Responsibility:** I will take responsibility for my actions and their consequences, both academically and behaviourally.

**Attendance:** I will attend all classes regularly and punctually, understanding that consistent attendance is crucial for my academic success.

**Participation:** I will actively engage in classroom activities, discussions, and assignments to contribute to a collaborative learning environment.

**Honesty:** I will uphold academic integrity by submitting only my original work and giving proper credit to others’ ideas and contributions.

**Safety:** I will prioritise the safety and well-being of myself and others by adhering to all safety guidelines and procedures.

**Health and Safety:** I will not smoke or vape anywhere in the building. I understand that I can only smoke or vape in the designated area and only when I am on a break. I understand the consequences of vaping/smoking in the building

**Respect for Property:** I will respect school property, including facilities, equipment, and materials, and refrain from any actions that may cause damage or disruption. I understand I will be liable for any intentional damage I cause

**Conflict Resolution:** I will seek constructive ways to resolve conflicts or disagreements with peers or staff, promoting open communication and understanding.

**Digital Citizenship:** I will use technology responsibly and ethically, following school policies regarding internet usage, social media, and online interactions.

**Positive Attitude:** I will maintain a positive attitude towards learning, embracing challenges as opportunities for growth and improvement.

**By signing below, I acknowledge that I have read and understand the expectations outlined in this Learner Code of Conduct. I commit to upholding these standards and contributing positively to the Provision community and understand the consequences of what will happen if I do not uphold my agreement.**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**