



BIG CREATIVE  
EDUCATION  
APPRENTICESHIPS  
TRAINING  
ACADEMY

BIG CREATIVE TRAINING  
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## BCT Behaviour Policy – A Guide for Learners and Parents

At BCT, our aim is to **Develop Talent, Transform Lives, and Create Careers**. We want every learner to leave college with the skills, confidence, and integrity to succeed in life and work.

This guide explains how we support learners to thrive, what we expect from them, and how we deal with any behaviour issues in a fair and restorative way.

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### 1. Our Values and Approach

We want BCT to be a safe, inclusive, and positive place to learn. Our values are:

- **Kindness** – treating each other with care and support.
- **Respect** – for yourself, others, and the environment.
- **Resilience** – not giving up when things get tough.
- **Independence** – taking responsibility for your learning and actions.
- **Integrity** – being honest and doing the right thing.

We celebrate good behaviour, progress, and effort through **positive points, certificates, awards, and events**. Staff also use a **restorative approach**, which means helping learners reflect on their behaviour, repair harm, and rebuild relationships.

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### 2. Attendance and Punctuality

Coming to college every day and on time is vital. Employers and universities expect the same.

- **Attendance** – You must attend all lessons, enrichment activities, English/maths, and work experience.
  - If you're absent, call or email before 9:20am with your **name, course, and reason**.
  - If attendance falls below **70%**, you may be put "at risk" and supported through extra meetings and catch-up sessions.
  - **Bursary payments** may be reduced if you are absent or late.
  - **Punctuality** – Be in class and ready at the start of every lesson. If you are more than 20 minutes late, you will need to wait outside until the teacher can speak with you. Persistent lateness will lead to interventions.
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### 3. Behaviour Expectations

We expect learners to act professionally – as if they were at work. This applies in class, around campus, on trips, and online.

#### Do:

- ✓ Wear your **ID card** at all times.
- ✓ Be polite, respectful, and inclusive.
- ✓ Take care of college property.
- ✓ Join in lessons, clubs, and events.
- ✓ Represent yourself and BCT positively on trips and with guests.

#### Don't:

- ✗ Use mobile phones in lessons (unless the tutor allows it for learning).
- ✗ Wear hoods, balaclavas, or inappropriate clothing (midriff tops, sagging trousers, ripped clothing, etc.).
- ✗ Use offensive language, bullying, or discriminatory behaviour.
- ✗ Smoke or vape except in designated areas.
- ✗ Bring in banned items such as weapons, alcohol, drugs, fireworks, or illegal vapes.

Any coursework, performances, or media content must also avoid **offensive, violent, discriminatory, or explicit references**.

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#### 4. Rewards and Celebrations

At BCT, we want to recognise and celebrate your success. This includes:

- **Positive behaviour points** recorded on Arbor.
  - **Certificates and vouchers** for “Outstanding” and “Most Improved” learners each term.
  - **Jack Petchey Award** – nominated and voted for by the college community.
  - **Assemblies and showcases** where learners’ achievements are highlighted.
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#### 5. Disciplinary Process

If behaviour does not meet expectations, we use a step-by-step process. At each stage, learners are supported to improve, and parents/carers are kept informed.

**Stages:**

1. **Verbal Warnings** – Recorded on Arbor (two chances).
2. **Special Measures Contract (SMC1 & SMC2)** – Meeting with tutor, SMART targets set, reviewed weekly.
3. **Final Measures Contract (FMC)** – Meeting with curriculum manager and parents.
4. **Suspension** – Meeting with deputy director; temporary removal from college.
5. **Exclusion** – If behaviour is very serious or no improvement is shown, permanent exclusion may follow.

**Examples of behaviour that may lead to warnings:**

- Missing lessons or being late.
- Not following instructions.
- Using offensive language.

**Serious misconduct (may lead to suspension):**

- Bullying or harassment.
- Unsafe behaviour.
- Being under the influence of drugs/alcohol.
- Misuse of social media that harms others or the college.

**Gross misconduct (likely exclusion):**

- Violence or threats.
- Theft or serious damage.
- Possession of weapons or drugs.
- Persistent bullying or harassment.

Learners with **Education, Health and Care Plans (EHCPs)** will have reasonable adjustments and extra support during the process.

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#### 6. Restorative Practice

Instead of just punishment, BCT focuses on repairing harm and rebuilding trust. Learners are encouraged to reflect on questions like:

- What happened?
- Who was affected and how?
- What needs to be done to make things right?
- How can this be avoided in the future?

This helps learners take responsibility and grow from mistakes.

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#### 7. Final Notes for Parents and Learners

- We expect learners to treat college like the workplace: professional, respectful, and committed.
  - Staff, security, and student services are here to support wellbeing as well as learning.
  - Parents/carers will always be kept informed of concerns, meetings, or serious incidents.
  - Together, we want every learner to succeed – academically, socially, and personally.
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✨ At BCT, positive behaviour = positive futures. ✨



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**VERBAL WARNING  
VW 1/ VW 2**

- Recorded on Arbor (2 strikes)
- Text & Email sent to parents/carers

2

**SPECIAL MEASURES CONTRACT  
SMC 1/ SMC 2**

- Meeting with tutor
- SMART targets set & reviewed weekly

3

**FINAL MEASURES CONTRACT**

- Meeting with CM & Parents/Carers
- SMART targets set & reviewed weekly

4

**SUSPENSION**

- Meeting with Deputy Director
- Temporary removal from college

5

**EXCLUSION**

If behaviour is very serious/no improvement is shown, permanent exclusion may follow



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# STUDENT RULES

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**Please have college ID visible at all times**

**Please take off hoods and balaclavas**

**Please walk and be quiet in the corridors**

**Mobile phones must be in the  
in-class storage**

**Only enter rooms when you have permission**

**Only water allowed in classrooms**

**No eating in classrooms**

**No glass bottles allowed**

**Please respect staff and students by being  
kind and speaking nicely to each other**

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