

Bury Tuition Centre – Behaviour & Code of Conduct Policy

1. Policy Statement

At **Bury Tuition Centre**, we are committed to maintaining a safe, respectful, and focused learning environment where all students can achieve their full potential.

We believe that positive behaviour, mutual respect, and clear expectations are essential for effective learning. Every student has the right to feel safe and supported, and every tutor has the right to teach without disruption.

This policy outlines the standards of behaviour expected from students, the role of parents/guardians, and how the Centre responds when behaviour falls below expectations.

Safeguarding concerns are managed in line with the Centre’s safeguarding procedures and overseen by the Designated Safeguarding Lead (DSL).

2. Aims

This policy aims to:

- Create a safe, structured, and inclusive environment for all students and staff
 - Establish clear and consistent expectations of behaviour
 - Promote self-discipline, responsibility, and respect
 - Ensure that any inappropriate behaviour is addressed promptly, fairly, and consistently
 - Support students in developing positive attitudes towards learning
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3. Student Code of Conduct

Students attending **Bury Tuition Centre** are expected to:

- Arrive **on time**, at least 5 minutes before their lesson
- Attend regularly and engage fully in all sessions
- Bring all required equipment (pen, pencil, ruler, notebook, calculator where required)
- Complete homework and assigned work to the best of their ability
- Listen carefully and follow instructions from tutors
- Speak respectfully to staff and other students at all times
- Treat the learning environment and resources with care
- Remain in designated areas and follow Centre procedures for safety

Students must not:

- Disrupt lessons or prevent others from learning
 - Use inappropriate or offensive language
 - Engage in any form of bullying, harassment, or discrimination
 - Use mobile phones or devices inappropriately during sessions
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4. Parent/Guardian Responsibilities

Parents/guardians play an important role in supporting positive behaviour.

You are expected to:

- Support the Centre in reinforcing behaviour expectations
 - Ensure your child attends punctually and is prepared for lessons
 - Work in partnership with staff where behaviour concerns arise
 - Inform the Centre of any circumstances that may affect your child's behaviour or wellbeing
 - Treat all staff and tutors with courtesy and respect
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5. Promoting Positive Behaviour

At **Bury Tuition Centre**, we actively promote positive behaviour through:

- Recognition and praise for effort, progress, and achievement
 - Clear communication with parents regarding student progress
 - Encouraging responsibility, independence, and self-motivation
 - Providing early support where behaviour concerns begin to emerge
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6. Managing Behaviour Concerns

Where behaviour falls below expectations, staff will respond in a clear and consistent manner:

- A reminder of expectations will be given
- A warning will be issued if behaviour continues
- The incident may be recorded where appropriate
- Parents/guardians may be informed if concerns persist

Where required, further action may include:

- Temporary removal from part of a lesson
 - A meeting with parents/guardians
 - Behaviour monitoring or support plan
 - Suspension or removal from the Centre in more serious cases
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7. Serious Breaches of Conduct

The following behaviours are considered serious and may result in immediate action, including suspension or permanent removal:

- Physical aggression or violence
 - Threatening, abusive, or discriminatory behaviour
 - Bullying or harassment (including online behaviour)
 - Damage to property or resources
 - Refusal to follow reasonable instructions from staff
 - Any behaviour that compromises the safety or wellbeing of others
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8. Recording & Safeguarding

- Significant behaviour incidents will be recorded and monitored
- Senior staff will review records to ensure consistency and identify patterns
- Where behaviour raises safeguarding concerns, this will be managed in line with the Centre's safeguarding procedures

Designated Safeguarding Lead (DSL):

- **Name:** Shazia Tahir
 - **Contact:** Safeguarding@northwesteducationhub.co.uk
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9. Review

This policy is reviewed regularly to ensure it remains effective and aligned with current guidance and best practice.

10. Legal Entity

Bury Tuition Centre is a trading name of North West Education Hub Ltd.

Policy Information

- **Policy Owner:** Nazia Younis (Director)
- **Policy Reviewed:** April 2026
- **Next Review Due:** April 2027
- **Version:** 1.0