

Expectation of Learners Policy

INTRODUCTION

Positive and effective teaching and learning can only take place in a well-ordered and structured environment. Promoting positive behaviour requires the commitment of all staff and learners and consistency of practice is needed across the organisation to ensure that learners know the standards that are expected of them.

This document offers a strong foundation for our successful learner management at Anglia Professional Training (APT).

OUR POLICY STATEMENT

- APT will communicate the expectation of learners policy to all new and existing learners through the induction process, prospectus, learner notice board, learner newsletters, learner forums, website and within the curriculum wherever relevant.
- APT will seek to ensure that the policy and any associated procedures are accessible to employers and learners by providing these in appropriate languages and formats where requested.
- APT will ensure that all staff are consulted regularly about the policy and its implementation.
- APT has communicated the expectations policy to all staff by providing copies of the policy and through the staff training programme.

Behaviour

- APT defines acceptable behaviour as that which promotes courtesy, respect, successful learning, a pleasant atmosphere, co-operation and consideration from all learners in their relationships with other learners, staff, visitors and other persons within and outside APT's premises.
- APT has identified unacceptable behaviour as that which includes
 - disruption of learning,
 - failure to follow staff instructions
 - failure to complete appropriate work
 - name calling,
 - verbal abuse,
 - misuse of internet and / or computer equipment and software
 - threatening language or behaviour,
 - intimidation, aggression
 - physical abuse,
 - violence, abuse or disruption of learners
 - bullying and harassment, including internet - or phone- bullying
 - racist, sexist or homophobic abuse and abuse aimed at people with protected characteristics
 - the taking or selling of illegal drugs on APT's premises
 - bringing alcohol into APT's premises or being in APT's premises under the influence of alcohol
 - bringing weapons into APT's premises

This list is not exhaustive

Attendance

In order to raise levels of learner achievement by ensuring the highest possible levels of attendance, punctuality and involvement in the centre, APT will:

- Keep an accurate and up to date record of each learner's attendance

- Inform employers of learner attendance and punctuality issues (for apprentices)
- Identify causes of learner non-attendance and take necessary and appropriate action
- Support learners to improve their attendance

APT’s Responsibilities:

- Implement the Expectations of Learners Policy
- Review Expectations of Learners Policy annually
- Set and monitor learner attendance targets
- Ensure good attendance remains a priority at any communication with employers and learners
- Meet with employers to discuss attendance problems as soon as they are identified
- Involve appropriate body or individual where learner is under 18 where necessary
- Look for patterns of absences and consider impact of curriculum upon attendance
- Take prompt action where learners are late or absent without explanation by contacting the learner and employer and/or guardian as soon as possible
- Record attendance accurately and appropriately.

Learners Responsibilities:

- Be punctual for lessons
- Contact APT at least one hour prior to your lesson beginning where you have an unplanned absence
- Inform APT if you are having any problems attending
- Inform APT in advance where you have a planned absence.
- If you are an apprentice, taking an unplanned absence, you must inform your employer that you will be absent.
- Take responsibility for developing a positive behaviour culture within APT.

Recording Attendance

When recording attendance on a learner register, a learner’s attendance must be recorded using the following key:

Present /	Late L	Authorised A / S / H	Unauthorised U	No Class Scheduled C
Learner is present and punctual for the lesson	Learner arrives for lesson more than 10 mins after start time	Sickness (S) Pre-informed holiday (H) Remaining at work Sitting an exam (A) Not required to attend (A)	Unexplained absence or Uninformed Holiday	Class cancelled or Change of timetabled session

Persistent Absence procedure

Where a learner’s attendance falls below **90%**, APT will contact the learner to establish reasons and check if any support is required.

For apprentices, employers will be informed if a learner’s attendance falls below the expectation of **90%**, should this be appropriate.

When attendance falls below **85%**, APT will arrange a meeting with the learner and employer (if an apprentice). This meeting will discuss patterns of absence and potential reasons and agree an action plan to improve attendance as quickly as possible.

Employer involvement

- APT will ensure that employers are informed promptly of any concerns regarding their employee and are given the opportunity to be involved in responding to their needs.
- APT provides opportunities to encourage employer involvement and support for the expectations policy.

Training and development for all APT staff

- APT will provides opportunities for staff to develop their knowledge and skills in relation to:
 - implementing APT's expectations of students policy;
 - tackling and recording of incidents;
 - positive classroom management;
 - learner learning styles;
 - equality and diversity and anti-discrimination;
 - safeguarding and prevent
 - anti-bullying awareness

APT will undertake annual reviews of the Expectation of Learners policy.

This policy has been approved and authorised by:

Name: Balwinder Gill

Position: Director of Business