

# Behaviour and attendance support policies

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We want everyone's experience at The Marlowe Youth Company to be positive, enriching and help build a lifelong love of theatre.

The experience of the company off-stage and in each session is as important as the high standard of work we produce with all groups.

The Attendance and Behaviour Support Policies are designed to ensure that all members can engage and get the most out of each session, balancing the needs of the individual with those of the company.

## Attendance Support Policy

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In an ideal world, each young person would attend every session - but we understand that life happens.

Because of the collaborative nature of the programme, absences are highly discouraged.

When The Marlowe Youth Company is working towards our performance projects, weekly attendance is vital, not just for rehearsal, but for individual growth and enjoyment. We understand that during periods such as exam season, this may not always be possible. Which is why we have designed the programme to support that.

Irregular attendance may lead to the reassigning of a role that a young person had, to support the integrity of the preparation process for the entire group. Sharings and performances are a time to perform for friends and family and encompass many, if not all the learning each young person has experienced throughout the programme.

A record of attendance is kept by the Learning and Participation Administrator. The following action will be taken for any individual who:

- Is repeatedly late (unless discussed and agreed in advance)
- Has missed more than two sessions (without prior notice of a planned absence)
- Chooses to continually leave a session early (unless the L&P Administrator has been previously advised)
- Continually 'drops out' of a session or refuses to participate in any activity

### Step One

A discussion with the participant will look at what support we can offer. This will be discussed between the participant and the L & P Administrator and/or parents/guardians.

### Step Two

Please be aware that we cap our group sizes to 20, and we have an extensive waiting list. If attendance does not improve, a letter will be sent, outlining that their place in the group may be offered to someone else if their attendance record continues.

### Final Steps

The L & P department will contact parents/guardians to confirm that they have lost their place in the youth company. **No refunds will be issued.**

If the young person wishes to return at a later stage, they will be placed on the waiting list.

**To let us know of an absence in advance, please contact us as soon as you can.**

Absences are to be reported to [creativeclasses@marlowetheatre.com](mailto:creativeclasses@marlowetheatre.com).

In the case of emergencies or last-minute illnesses, please call 01227 935778 to speak to our Learning and Participation team or leave a message.

Signature of applicant (if over 18 years)

Signature of parent/guardian/carer  
(if applicant under 18 years)

## Behaviour Support Policy

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We aim to be as inclusive as possible, and to work with a wide-ranging demographic of participants and needs.

We appreciate that children learn differently and that many factors can affect the way a young person behaves in a workshop. However, the management of behaviour is essential to a creative session.

Our actions and steps in dealing with behaviour will be tailored to an individual, taking into consideration any extra support needs that the participant may have.

## Positive Behaviour Policy

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- All our workshop leaders and assistants encourage good behaviour through a system of praise.
- We ensure that lessons are varied and stimulating thus avoiding unacceptable behaviour through boredom.
- Workshop leaders and assistants do not use negative or derogatory techniques to control behaviour.

Safety is of paramount importance. Young people are expected to always act in a responsible manner, and abide by any safety regulations in place at The Kit or any off-site space we may work in.

### Unacceptable behaviour is:

- Physical and verbal abuse to others, and unacceptable language\* (including sexual references) either towards or in the presence of a child, young person or vulnerable adult.
- Drinking of alcohol or energy drinks, smoking of cigarettes or vaping, taking of any illegal substance while engaged in any activity with children, young people or vulnerable adults.
- Behaviour that could cause damage to any building, furniture, equipment, or personal belongings. Including chewing gum in our listed buildings.
- Ignoring or encouraging children, young people or vulnerable adults that are involved in any of the above behaviour is also unacceptable.

\*Our definition of 'unacceptable language' does not necessarily exclude the use of swearing. We encourage free speech and recognise the place swear words and slang have in current culture, including their appearance in play texts we sometimes use. We DO however promote an understanding of where and when such language should be used and encourage people using such language to be aware of its impact. We will only take disciplinary action over 'unacceptable language' if it is directed at another individual or used in a way to cause deliberate offence.

We require care, consideration and mutual respect when working with us, other participants and staff.

When dealing with behaviour that is disruptive or unacceptable in our space, we will ensure that we take into consideration the individual needs of a young person and that the below is tailored so that this reflects that.

If positive behaviour management does not improve a young person's behaviour, the next steps are as follows:

### Step One

- The behaviour will be brought to the attention of the individual (who may be unaware of it occurring) and an immediate verbal warning will be issued discreetly, asking for the behaviour to stop.
- The workshop assistant or L & P administrator could take the Young Person out of the workshop to a quiet area where they can discuss their behaviour.
- The unacceptable behaviour is made clear to the Young Person and the adult ensures that the Young Person understands.
- The Young Person is asked what they can do to improve the situation. An agreement is reached.
- They return to the workshop and the behaviour is monitored.
- Extra support to help the individual amend their behaviour can be given. This may include one-to-one assistance from workshop assistants.
- All verbal warnings will be reported back to our Learning and Participation team.
- If a verbal warning is given three times within a session, then we would need to move on to step two.

### Step Two (If the behaviour continues)

- The individual will be asked to step outside the room.
- At this point, the L & P administrator will step in and lead discussion with the individual (as above) and assist in deciding the next steps for them.
- This may be to take some time out, only returning to observe, giving an apology etc...
- Parent/carers will be contacted to meet and discuss behaviour that has reached this stage, to discuss the behaviour and ways of improving the situation.
- If behaviour does not improve in following sessions, then we would need to move on to step three.

### Step Three (If the behaviour continues or returns)

- A meeting will be set up between the Learning and Participation manager, participant, facilitator and parents/guardians.
- An agreement will be drawn up between The Marlowe and the participant (and their parent/carer if applicable), outlining clear guidelines for the Young Person to adhere to should they wish to continue with the group.
- This will also outline the actions that will be taken if the agreement is not adhered to.
- The agreement will be sent out in an email.

### Final Steps

Should the behaviour continue, then we would action what is outlined in the agreement (made when we met as per step three). This will be discussed with both the participant and parents/guardians before the action is taken.

In extreme cases we reserve the right to remove the Young Person from the course. This would only happen if a Young Person's behaviour was affecting the progression of a whole class. We would do everything in our power to encourage positive behaviour before this measure had to be taken. No refunds will be issued.

Signature of applicant (if over 18 years)

Signature of parent/guardian/carer  
(if applicant under 18 years)

Date