



SIXTH FORM CONDUCT POLICY

The Sixth Form at The Deanery

October 2023

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Author:	Assistant Head: Head of Sixth Form
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Issue to staff:	Y/N
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This document sits within the Behaviour Policy of The Deanery Church of England High School.

Aims

This policy aims to:

- Ensure that there is impeccable behaviour at The Deanery
- Ensure that all members of the school community are treated with respect, dignity and kindness
- Provide a consistent and fair approach to behaviour management
- Define what we consider to be unacceptable behaviour
- Summarise the roles and responsibilities of different people in school
- Outline our system of rewards and sanctions

The Sixth Form defines impeccable behaviour as:

- A calm, orderly environment in which students can learn and teachers can teach without disruption
- Respect for adult authority; school is run by adults, for children
- Positive social norms and expectations
- Universal routines that are precisely defined and consistent

Staff are responsible for:

- Implementing the Sixth Form Conduct Policy consistently
- Implementing the 'culture and routines' expectations
- Implementing Teaching and Learning strategies aimed to support behaviour
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents
- The Senior Leadership Team will
 - Uphold high standards of behaviour and discipline at all times
 - support staff in responding to behaviour incidents
 - be present at key points in the school day to support and model culture

The Sixth Form Learning Agreement

We have high expectations of all students. Students should behave as responsible young adults at all times, acting as role models for each other and lower school pupils.

All students should adhere to the following **Sixth Form Learning Agreement**:

As a member of the Sixth Form I will:

- Attend and be punctual to all tutorial sessions, individual meetings with my Progress Tutor, services at church, all sessions as indicated on my timetable, and any other organised Sixth Form activity
- Provide when requested any relevant medical evidence to support frequent/long term absences within a directed timescale
- Adhere to the expectations of standards and behaviour at all times
- Engage in the Work Experience Programme in Year 12
- Telephone or e-mail on each day of absence before 8.45am
- Book appointments, holidays and driving lessons outside Sixth Form time
- Use the biometric finger print system throughout the day when arriving/leaving
- Wear my ID badge at all times around the premises and during lessons
- Be ready to work with all relevant equipment and materials

To ensure academic success at Sixth Form I will;

- Not undertake part-time employment during Sixth Form hours, 8.45am-4.00pm. I will not allow a part time job to impact on my studies
- Meet deadlines for all coursework and assignments, ensuring all coursework submitted is my own work and to the best of my ability
- Keep up to date with work, particularly work missed through absence
- Make positive use of independent study time working in the Study Zone and other areas
- Plan and manage deadlines and revision on an ongoing basis

- Organise my independent study time carefully so that no time is wasted and set work is done thoroughly and submitted on time. I will be prepared to catch up on missed work or re-do work in directed sessions which may include after 3pm
- Complete work beyond that which is set (minimum of 5 hours per subject per week) so as to develop a wider understanding of the subject being studied
- Keep my folders up to date for each subject
- Allow others to work without distraction (including in the Study Zone)
- Check my emails daily for messages from staff including opportunities
- Take up any opportunities offered for further study and leadership
- Use ICT facilities in a responsible manner, and only for work. (Refer to the student ICT policy)
- Meet all examination board regulations including the avoidance of plagiarism

As part of the Sixth Form and Deanery community I will;

- Uphold the core values of Faith, Hope, Love, Wisdom, Courage, Integrity and respect the behaviour policy
- Treat all members of the Deanery community with respect
- Take an active part in the Sixth Form and school community and act as a role model for others in the school
- Conduct myself in a mature and sensible manner showing respect for all areas of the building and equipment
- Keep mobile phone use to the Sixth Form area and in lesson when permitted by the teacher. Mobile phones are not permitted anywhere else on the school premises. The refusal to hand in a mobile phone when requested by a member of staff will be considered a serious breach of discipline
- Use the one-way system when moving around school sensibly
- Dress in an acceptable manner and appropriate to courses of study. (Refer to the student dress code)
- Remove outdoor coats in classrooms and hoods
- Treat the Sixth Form facilities with respect. This includes clearing away any rubbish, cups and plates and returning them to the canteen
- Eat or drink only in the common room and the school canteen
- Not smoke or vape on the premises as these are non-smoking areas and I must respect our neighbours by smoking away from residential areas. This includes electronic cigarettes
- Not use offensive or other unacceptable forms of language such as swearing
- Return or pay for all laptops, books and equipment loaned for my study

The above code of conduct extends to any occasion when students are representing the Sixth Form including work placements, work experience and trips.

Students may be asked to leave if the above conditions are not met. Students' entry to public examinations is also dependant on them meeting the expectations set out above.

Parental Agreement

In addition to supporting your son/daughter in upholding the above, we expect parents to:

- accept and support the Sixth Form aims, ethos and Christian values
- support Sixth Form with our attendance & behavioural expectations
- provide when requested any relevant medical evidence to support frequent/long term absences within a directed timescale
- encourage a positive work ethic and attitude to study
- celebrate your son/daughter's achievements but also to support Sixth Form should sanctions for behaviour be issued
- attend parents' evenings and information evenings and any meeting as requested
- notify us of any changes in circumstances or concerns you have about your son/daughter's education or wellbeing
- support the Sixth Form in the teaching of safe and secure internet and technology use at home
- discuss with your son/daughter their progress in their subjects and independent learning

Sixth Form Agreement

We at the Sixth Form promise to:

- Keep students and parents/guardians informed of their progress through verbal and written reports
- Set appropriate work regularly

- Deliver a curriculum with nationally recognised qualifications
- Provide a caring and supportive environment
- Offer opportunities for students to experience responsibility in the Sixth Form
- Deliver guidance meetings with Progress Tutors
- Organise Higher Education and careers advice

The above code of conduct extends to any occasion when students are representing the Sixth Form including work placements, work experience and trips.

Students may be asked to leave the Sixth Form if the above conditions are not met. Students' entry to public examinations is also dependant on them meeting the expectations set out above.

Rewards

Our rewards system recognises the achievements of our students in subject areas and their wider college life. We encourage all students to be ambassadors for our Sixth Form and display high standards of behaviour and attitudes.

- Star of the week
- Study Star of the Week
- Termly celebration assembly; including Subject Student of the Term Awards and Attendance Award
- Letters / telephone calls home
- Head Teacher Postcards
- Student of the Year Award

Achievement points are issued and recorded on Synergy for the following:

- Excellence in subject areas
- Wider college achievements
- Commitment to the ethos of the college

Misconduct

Sixth Form sanctions will be issued and recorded on Synergy for failure to adhere to any points listed in the Learning Agreement including the following;

- Poor/unkind behaviour/disruption in or out of lesson
- Defiance; Failure to follow a reasonable request from a member of staff
- Non-attendance/poor punctuality to lesson, tutorial, assembly or designated study time
- Not working to potential
- Missing work and/or failure to complete work
- Use of mobile phone outside of designated areas and/or inappropriate use of mobile phone
- Failure to attend placement or notify placement of absence (any work placement or work experience)
- Failure to wear ID badge
- Missing equipment
- Failure to comply with the dress code

Where students are failing to meet expectations, including the above, in subject areas (such as work rate/attendance/attitude), the student will be dealt within department in the first instance before being referred to the Sixth Form Team.

Based on seriousness of incident, students can be placed on any stage of the procedure and may be removed to internal exclusion in the first instance.

At every appropriate stage, information will be recorded on Synergy. This is also the case for the outcome of any sanctions, including meetings.

Stage Procedures

Stage 1 - Subject Teacher

Subject teacher may use one or more of the following sanctions in response to unacceptable behaviour;

- Verbal warning
- Removal from lesson
- Teacher mandatory session (break or lunch time)
- Sixth Form mandatory session (3-4pm)
- Parental contact (Telephone call)

Stage 2 – Curriculum Leader

Where students have failed to respond to Stage 1, Stage 2 will be utilised within the curriculum area.

Curriculum Leader action will result in one or more of the following;

- Parental contact (Telephone call)
- Subject concerns letter home
- Compulsory study periods
- Sixth Form mandatory session (3-4pm)
- Referral to Welfare and Guidance Officer

Stage 3 - Sixth Form Welfare and Guidance Officer

Where students have failed to respond to Stages 1 and 2, Stage 3 will be utilised by the Sixth Form Welfare and Guidance Officer.

Referrals to the Welfare and Guidance Officer may result in;

- Meeting with student
- Subject(s) concern letter home
- Compulsory study periods

Stage 4 – Assistant Head of Sixth Form

If there has been no improvement after Stage 3, Stage 4 will be utilised by the Assistant Head of Sixth Form.

Referrals to the Assistant Head of Sixth Form may result in;

- Parental meeting
- Action plan agreement
- Letter confirming details of the action plan

A student who is placed on stage 4 must be aware that their position at the Sixth Form is at serious risk. Should the student not meet the targets of the action plan set then it may be in their interest to leave the Sixth Form.

Stage 5 – Head of Sixth Form

If there has been no improvement after Stage 4 intervention, Stage 5 will be utilised by the Head of Sixth Form. At this stage a student can be asked to leave due to failure to engage successfully with the previous stages.

Referral to the Head of Sixth Form may also be appropriate for a serious incident. At this point, further parental meetings and exclusions may be utilised as appropriate.

Fixed Term Exclusion

A fixed term exclusion may be used. Parents will be notified in writing, including the period of exclusion, reasons for it and the date of a reintegration meeting. Prior to sending a student home, we will make contact with a parent/carer to inform them of the exclusion. Following the fixed term exclusion, parents/carers will be expected to attend a formal scheduled reintegration meeting. The student will be unable to return to Sixth Form until the reintegration meeting has occurred.

Serious Breach of Discipline

A serious breach of discipline may include:

- Persistent disruption and defiance, including bullying (which would include racist or homophobic/transphobic bullying). This action would be following the use of a wide range of other strategies and is an acknowledgment that all available strategies have been exhausted
- An offence which is not listed but is, in the opinion of the Headteacher, so serious that it will have a detrimental effect on the discipline and well-being of the school community
- Serious actual or threatened physical assault against another student or a member of staff
- Supplying, possession and/or use of an illegal drug or associated paraphernalia on school premises
- Sexual abuse or assault
- Carrying an offensive weapon or items judged by the Headteacher to be carried with the intention to inflict injury on another individual
- Making a malicious, serious, false accusation against a member of staff
- Potentially placing students, staff and members of the public in significant danger or at risk of significant harm
- Arson
- Criminal offences committed on the School site, whilst representing the school/Sixth Form or whilst on the way to or from the school/Sixth Form

Permanent exclusion may be the result of very serious breaches of discipline.

ID Badges

ID badges are to be worn at all times around the premises and within lessons. This is an essential safeguarding measure which allows staff to identify students.

Mobile Phones

Keep mobile phone use to the Sixth Form area and in lesson when permitted by the teacher. Mobile phones are not permitted anywhere else on the school premises.

Mobile phones used anywhere other stated above will be confiscated by any member of staff. They will be given to the Welfare and Guidance Officer to be returned to the student at the end of the day. Mobile phones will be stored in a secure, lockable cupboard.

The refusal to hand in a mobile phone when requested by a member of staff when in breach of the mobile phone policy will be considered a serious breach of discipline.

Repeated use of a mobile phone outside of the designated areas, will result in the student having to submit their phone to the Sixth Form Office on entry into college and collected when leaving for the day.