



SIXTH FORM REWARDS & BEHAVIOUR POLICY

**The Deanery Church of England High School
and Sixth Form College**

October 2022

Next review date:	October 2023
Author:	Head of Sixth Form
Reviewed by:	Pastoral & Worship Committee
Issue to staff:	Y/ N
Website:	Y/ N

This document sits within the behaviour policy of The Deanery Church of England High School & Sixth Form College.

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 **College Learning Agreement**:

As a member of the Deanery Sixth Form I will:

- Attend and be punctual to all assemblies, all Progress Tutor Group sessions, meetings with my Progress Tutor, services at church, all sessions as indicated on my timetable, PSHE days and any other organised college activity aiming for a minimum attendance of 95%
- Provide when requested any relevant medical evidence to support frequent/long term absences within a directed timescale
- Adhere to the college expectations of standards and behaviour at all times
- Engage in the college 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 college time
- Use the swipe card system throughout the day when arriving/leaving college
- 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;

- 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 college sessions which may include after the college day
- 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
- Not undertake part-time employment during college hours, 8.45am-4.00pm. I will not allow a part time job to impact on my studies
- Take up any opportunities offered for further study and leadership
- Use ICT facilities in a responsible manner, and only for college 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 the College (Faith, Hope, Love, Wisdom, Courage, Integrity) and respect the College's 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 around the school and college, showing respect for all areas of the building and equipment
- Use the one-way system when moving around school sensibly
- Dress in a manner acceptable to the college and appropriate to courses of study. (Refer to the student dress code)
- Remove outdoor coats in lessons
- 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
- 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 on school/college 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.

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
- Termly celebration assembly
 - Student of the Term Awards for subjects
 - Attendance Award
- Rising stars awards
- Letters / Phone 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

Sanctions

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

- Poor behaviour in lesson, in the study zone and/or common room.
- Poor behaviour outside of lesson
- Defiance; Failure to follow a reasonable request from a member of staff
- Missed lesson, tutorial, assembly or designated study time
- Lateness to lesson, tutorial, assembly or designated study time
- 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 wear ID badge
- Failure to comply with the dress code
- Failure to attend placement or notify placement of absence (any work placement or work experience)

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

Where students fail to attend compulsory sessions such as Form/Assembly/1:1 Tutor Meetings/Study Periods or PSHE days, then an initial concern letter will be sent home prior to entering onto the intervention stages.

At every stage of intervention/concerns, information will be recorded on Synergy. This is also the case for the outcome of any interventions, including meetings. Students may be placed on a higher stage intervention for serious instances or persistent breaches of the College Learning Agreement (for example, students may be placed on Stage 3 intervention, without having progressed through Stages 1 and 2).

Stage 1 - Primary Intervention

Primary intervention may result in:

- Conversation with the student about the issue
- SMART targets established to enable the student to see progress
- Direct students to appropriate revision support sessions and/or materials
- Extra independent learning set and monitored/logged (to be completed in Study Zone)

- Compulsory catch up sessions at break, lunchtime or after college
- Amended seating plans – students are moved accordingly
- Parental contact – both to recognise improvement and to challenge persistent underperformance
- 1:1 demonstration of work/expectations on a lesson by lesson basis

Stage 2 – Secondary Intervention

Where students have failed to respond to Stage 1 interventions that have been utilised, Stage 2 interventions will be utilised.

Secondary intervention may result in:

- Contact with the student's Progress Tutor, to make them aware of the issues
- Subject Concerns Letter home
- Parental contact (phone call/email regarding ongoing issues)
- Referral to HOF for 'learning contract' which parent is also made aware of
- Missed work to be followed up and checked by the teacher
- Extra independent learning set and monitored/logged (to be completed in Study Zone)

Stage 3 - Sixth Form Guidance Intervention

If actions at Stage 1 and Stage 2 have been ineffective, the student will then be referred to The Guidance and Welfare Officer. There will be a written email voicing concerns in relation to the student, including a list of the intervention strategies that the student has failed to engage with, enabling emphasis on the opportunities that have already been given to the student to engage/achieve.

Referrals to the Guidance and Welfare Officer may result in:

- Collection of information from all subject teachers
- Subjects concern letter home
- Meeting with Guidance and Welfare Officer
- Where concerns are in one subject only – meeting held with student, subject teacher, Welfare & Guidance Officer

Stage 4 – Assistant Head of Sixth Form Intervention

If there has been no improvement after Stage 3 intervention, the student will be referred to the Assistant Head of Sixth Form.

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

- Student removed from lessons and placed in RTI
- The student being placed on the Assistant Head of Sixth Form College contract
- A meeting being held with parents and student

A student who is placed on Assistant Head of Sixth Form College contract must be aware that their position at the Sixth Form is at serious risk. Should the student not meet the short-term targets set then it may be in their interest to leave the Sixth Form.

Stage 5 – Head of Sixth Form Intervention

If there has been no improvement after Stage 4 intervention, the student will be referred to the Head of Sixth Form. At this stage a student can be asked to leave due to failure of the previous intervention.

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.

Suspension

A suspension may be given. Parents will be notified in writing, including the period of suspension, 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 suspension. Following the suspension, 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 a
- 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/college or whilst on the way to or from the school/college

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 Guidance and Welfare 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.