



## Sixth Form Behaviour Policy

<b>Author</b>	Anna Allen
<b>Date</b>	April 2019
<b>Version</b>	2
<b>Approved Date</b>	12.4.19
<b>Review Date</b>	April 2020

## Introduction

- 1 It is a primary aim at Alderbrook School and Sixth Form that every member of the community feels valued and respected, and that each person is treated fairly and well. The Behaviour Policy is therefore designed to promote an environment where everyone feels happy, safe and secure.
- 2 Every member of the community is expected to behave in a considerate way towards others. It is hoped that all students who have chosen to extend their education with us will conduct themselves appropriately and have a positive work ethic. However, for students who do not meet the high expectations we share, there are sanctions that can and will be implemented. For students, parents / carers, staff and other stakeholders this guidance document outlines Post 16 rewards, sanctions and discipline.

## Sixth Form Behaviour Expectations

- 3 Students within the Sixth Form are considered to be young adults. They should set standards of good behaviour for the rest of the school and be able to make informed choices about their conduct. These should include:
  - Excellent attendance in school and in A Level lessons as a basic condition (above 95%)
  - Punctuality to tutor time and all lessons
  - Responsible behaviour in and around the school
  - Adherence to the Sixth Form dress code
  - Respect for all within the school community
  - The completion of all academic work on time

## Sixth Form Rewards

- 4 The School recognises that students in the Sixth Form have chosen to continue their studies and will therefore be well motivated and a credit to the school in their conduct and attitude. As such we aim to reward students who consistently meet or exceed the expectations set for them.
- 5 Many departments have their own ways of praising students, including achievement points but Sixth Form students can also be rewarded by receiving a handwritten Positive Postcard home. These can be sent for a variety of reasons including:
  - Excellent work rate and progress
  - Excellent contribution in class
  - Outstanding contribution to Sixth Form and school community
- 6 Reward assemblies are held at the end of each term where students can be entered into a draw to receive Amazon vouchers based on attendance, achievement points and Approach to Learning or Behaviour for Learning grades. All students also benefit from an end of year Summer Ball, and biannual Christmas Ball, for which the criteria listed above (3) will be used as a basis for issuing invitations. Prize Giving is an annual occasion to reward excellent attitude, progress and academic attainment. Prize winners receive a £10 Amazon voucher along with their certificates. Reward bunches are also organised at tutor time, following reporting cycles each

term, for those students who are recognised by staff as achieving excellence across both their Approach to Learning (L4) and Behaviour for Learning (B4).

## Sixth Form Sanctions / Intervention

- 7 Persistent failure to meet the expectations of a sixth form student (as described in Section 3) may lead to intervention strategies put in place by Subject area, Tutor, Head of Year or the Director of Sixth Form. These can include:
- Department Debits
  - Department lunchtime detentions
  - After school detention by department or Friday detention with Director of Sixth Form
  - Withdrawal of privileges
  - Contact with parents/carers through, either or all, phone call/letter/email
  - Meeting with parents/carers
  - Student put on Pastoral Report monitored by Tutor and Head of Year
  - Withdrawal and/or reduction of A Level Courses studied
  - Warning letter of potential loss of Sixth Form place

## Behaviour Intervention Procedure

### Stage One

- 8 Concerns should be raised within subject areas with the Head of Department or Faculty, and the Tutor should be notified. The Tutor will then speak to the student, and may pass any concerns to the Head of Year 12 or 13 for further discussion with the student. The student's behaviour will then be monitored. A Friday after school detention with the Director of Sixth Form can be issued in cases where a student has persistently failed to meet deadlines or failed to attend a subject detention. The member of staff should clearly identify what actions they have taken prior to the after school detention being issued. Parents / carers will be notified via email in advance of all after school detentions.

### Stage Two

- 9 Support will be offered to the student. The support will be tailored to both the circumstances and the individual student and may involve:
- Meetings with the Sixth Form team to discuss an action plan
  - Withdrawal of privileges such as Wednesday afternoons / early afternoon finish. Parents / carers will be fully informed to alert them to concerns.

### Stage Three

- 10 The student will attend a formal meeting with parents / carers and the Director of Sixth Form, and will be given a verbal warning. The student will be placed on a Pastoral Report card.

### Stage Four

- 11 The student will attend a formal meeting with the Director of Sixth Form and either a Deputy Headteacher or the Headteacher and receive a written warning. Parents / carers will be asked to attend the meeting, and the action plan will be reviewed.

## Stage Five

- 12 The Headteacher will review the case with the Director of Sixth Form. If no improvement has followed Stage Four, the student may be permanently excluded from Alderbrook Sixth Form.

## Fixed Term Exclusions

- 13 There may be exceptional circumstances in which a student can be excluded from Sixth Form for a fixed term. Behaviour likely to lead to fixed term exclusion may include:
- Threatening behaviour;
  - Rudeness to members of staff;
  - Violence;
  - Bullying;
  - Vandalism;
  - Racism;
  - Deliberate disobedience;
  - Repeated disruption to the learning process;
  - Behaviour deemed to undermine the good order of the rest of the school. Following a fixed term exclusion, parents or carers will be expected to attend a formal readmission meeting.

## Permanent Exclusion

- 14 The Head teacher may decide that permanent exclusion / withdrawal of place is necessary for any of the following reasons:
- Allowing the student to remain in the Sixth Form would be seriously detrimental to the education or welfare of others in the school;
  - Persistent and defiant behaviour include homophobic, sexist or racist bullying;
  - Serious actual or threatened violence against a student or member of staff;
  - Sexual misconduct;
  - Supply or possession of an illegal drug;
  - Carrying an offensive weapon;
  - All other steps to encourage the student to obey the required Sixth Form rules / meet our behaviour expectations have failed.
- 15 Exclusion or withdrawal of a Sixth Form place may occur at any time for a single serious incident without recourse to the early stages of the student Behaviour Intervention procedure. Individual circumstances will be considered at all stages.

## Sixth Form Academic Intervention Procedure

### Identification Stage

- 16 A student may be identified as underachieving in one or more subject area on the basis of:
- Data from SISRA (after each data capture)
  - Termly Head of Year / Head of Subject meetings

- Staff referrals

17 Individual subjects will monitor student performance and contact parents / carers where necessary if the underachievement is in a single subject. This will be supported by the Assistant Director of Sixth Form who is accountable for student attainment and progress.

#### Stage 1

18 The student will meet with Assistant Director of Sixth Form and be placed on an academic mentoring report for three weeks. The report will include behaviour, attitude to learning, homework, independent study and attainment. A letter will be sent to parents / carers to inform them of this decision and invite them to attend the meeting.

#### Stage 2

19 A review meeting will be held with the Assistant Director of Sixth Form to review progress. A decision will be made during the meeting on which course of action to follow:

- The student comes off report if a significant improvement has been made
- The student remains on report for a further three weeks if necessary
- The Assistant Director of Sixth Form arranges a meeting with parents if no improvement has been made and a verbal warning is issued (Stage 3 automatically activated)

#### Stage 3

20 The student continues on report after the meeting and meets with the Assistant Director of Sixth Form once a week for four weeks. A letter will be sent to parents / carers informing them that failure to improve may result in the loss of the Sixth Form place.

#### Stage 4

21 If improvement is not significant after four weeks, the Assistant Director of Sixth Form will arrange a meeting with parents / carers and the Director of Sixth Form to discuss future options. A formal written warning is issued which may result in loss of place at Alderbrook Sixth Form.