



# Sixth Form Behaviour for Learning Policy 2010 - 2011

## Culture and Ethos

The Sixth Form Behaviour for Learning policy is based on the school's Culture and Ethos Policy in general and the Sixth Form Charter in particular. It is designed to reflect the growing maturity of Sixth Form students and the greater freedom and responsibility available in the Sixth Form relative to the rest of the school. The aim is not to 'punish' students by giving detentions, but to discuss expectations and allow opportunities for resolutions.

Common areas of misbehaviour in the Sixth Form

- Low level disruption of learning
- Failure to submit homework on time
- Poor attendance, including lateness and truancy
- Poor standards of uniform

This policy defines 'misbehaviour' in such a way as to include all of the above as actions that are in direct contravention of the Sixth Form Charter.

## Dealing with misbehaviour

### Stage 1

Responsibility for dealing with poor behaviour lies first and foremost with subject teachers. It is incumbent upon subject teachers to make their expectations clear to students and to set out exactly how these expectations are not being met. At this level, conversations concerning misbehaviour will be respectful and mature, reflecting the status of the student. Students will be given an opportunity to amend their misdemeanours within a reasonable time frame. They will also be warned of the consequences of further incidents. Conversations will always end in a resolution on the student's behalf regarding future conduct.

### Stage 2

Any student who persists in misbehaving will be asked to leave the class for the duration. This will be entered into SIMS either using the drop down menu or as a written comment. Students will be asked to meet after school or at a mutually convenient time during which a more formal conversation will take place. This will address issues like the cause of misbehaviour and will aim to get the student to recognise how their behaviour is inappropriate. It will end with a formal assurance by the student to amend their misdemeanours. Failure to attend a meeting of this kind will be treated very seriously and the Head of Year will be immediately notified. Conversations will always be calm and respectful; the aim is to ameliorate behaviour in a mature manner, not promote confrontation. **Form Tutors** and Subject Leaders will always be informed by the subject

teacher (by email or by private conversation) when a meeting takes place. Subject teachers will also at this point contact parents to let them know their concerns. Once again Form Tutors will be informed of this communication and may choose to be involved. If tutors receive notification of three stage 2 alerts from subject teachers, they will immediately move to Stage 3.

### **Stage 3 - Formal Verbal Warning**

If, despite this procedure, students persistently misbehave, they will receive a **Formal Verbal Warning**. This triggers a meeting with the **Head of Year** and **Form Tutor**. During this meeting strategies for improvement will be discussed and put in writing. A timetable for improvement will be established and monitored by the Form Tutor. A letter will be sent home outlining to parents the seriousness of the offence and the consequences of future misdemeanours. The Head of Year will contact parents by phone to discuss the issue. Colleagues will be informed at Monday Briefing who is currently on a Formal Verbal Warning.

### **Stage 4 - First Formal Written Warning**

At this stage, the student in question enters formal disciplinary procedures. This begins with a **First Formal Written Warning**. Parents will be invited to attend a meeting with the Head of Year and Head of Sixth Form. The written warning will be hand delivered to parents at this meeting. Parents and students must be advised at this point of the formal disciplinary procedure and the consequences of further misbehaviour. This meeting must result in a resolution on the student's behalf. This should be written up and signed by the student and Head of Sixth Form. Copies of the letter and resolution will be kept in the student's permanent record.

Actions deemed of a particularly serious nature, including acts of serious disrespect to staff, destruction of school property, use of drugs or actions that bring the school into disrepute in the wider community will be automatically dealt with at this level.

### **Stage 5: Second Formal Written Warning**

Failure to meet the requirements of the student's resolution will trigger a **Second Formal Written Warning**. This is the penultimate step before permanent exclusion. The same procedures as Stage 4 should be followed. The Deputy Headteacher or Headteacher may wish to attend the meeting with parents.

### **Stage 6: Permanent Exclusion**

Failure to amend behaviour by stage 6 should be considered a clear refusal of willingness to observe the terms of the Sixth Form Charter and, as such, refusal to accept the terms regarding ongoing membership of the Sixth Form. At this stage, students and parents will meet with the Head of Sixth Form and Headteacher to discuss arrangements for moving to another school.

Adopted by Full Governing Body on 10th November 2010