



## Sixth Form Behaviour Policy

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## Introduction

- 1 This procedure should be used in conjunction with the Alderbrook Behaviour Policy linked [here](#)
- 2 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.
- 3 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 consequences that can and will be implemented. For students, parents / carers, staff and other stakeholders this guidance document outlines Post 16 rewards, consequences and discipline.

## Sixth Form Behaviour Expectations

- 4 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, independent study and all lessons
  - Responsible behaviour in and around the school
  - The completion of all academic work on time
  - A responsible and productive approach to independent study periods
  - Adherence to the Sixth Form dress code
  - Respect for all within the school community
  - To ensure mobile phones are not used outside of the Sixth Form areas
- 5 Upon entering the Sixth Form in Year 12 all students and parents / carers will sign a Learner Agreement which they must uphold during their two years in the Sixth Form (see Appendix A).

## Smart phone usage

- 6 Alderbrook School is a Smart Phone free site at all times of the school day. Students in the Sixth Form are able to use their phones in the Sixth form area during break and lunch time only.
- 7 If a student is seen or heard with a smart phone or electronic device, outside the designated areas and / or times, the smartphone will be confiscated and handed to the 6th Form Team with no argument. Sixth Form staff will monitor confiscations, speak to students and get parents to collect the Smart Phone on the third and subsequent occasions.
- 8 1st Offence – Phone confiscated. Student will receive a debit; parents will be notified.
- 9 2nd Offence – Phone confiscated. Student will have a 30-minute detention after school, parents notified.
- 10 3rd Offence – Phone confiscated. Student will have a 60-minute detention after school. Parents will have to collect the phone from Pupil Reception at the end of the school day.

- 11 4th Offence - Parents will have to collect the phone from Pupil Reception after having a meeting with a member of the Sixth Form Team and moving forward will hand their phone in at the start of each day for remainder of that half term.

## Sixth Form Rewards

- 12 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.
- 13 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. 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
- 14 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 Christmas event, 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 banches 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 Consequences/ Intervention

- 15 Persistent failure to meet the expectations of a sixth form student (as described in Section 3 and detailed in the Learner Agreement) may lead to intervention strategies put in place by Subject area, Tutor, Sixth Form Learning and Wellbeing Manager, Head of Year or the Director of Sixth Form. These can include:
- Debits
  - Break or 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
  - Decision to withdraw and/or reduce A Level courses studied by a student
  - Warning letter of potential loss of Sixth Form place

## Behaviour Intervention Procedure

### Stage One

- 16 Concerns should be raised within subject areas with the Head of Department or Faculty, and the Tutor should be notified. If the concern regards a wider Sixth Form element eg: Attendance, Independent Study or Enrichment, the concern should be raised with the appropriate member of the Sixth Form Team. 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. An after-school detention with the Director of Sixth Form can be issued in cases where a student has persistently failed to meet expectations, deadlines or failed to attend a shorter subject detention. Parents / carers will be notified via email in advance of all after school detentions.

### Stage Two

- 17 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 Learning & Wellbeing Manager 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

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

### Stage Four

- 19 The student will attend a formal review 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.

### Stage Five

- 20 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.

## Suspensions

- 21 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 and / or Sixth Form. Following a fixed term exclusion, parents or carers will be expected to attend a formal readmission meeting.

## Permanent Exclusion

- 22 The Head teacher may decide that permanent exclusion 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.
- 23 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.

## Academic Intervention Procedure

### Identification Stage

- 24 A student may be identified as underachieving in one or more subject area on the basis of:
- Data from SISRA (after each data capture)
  - Head of Year / Curriculum Leader meetings
  - Staff referrals
- 25 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 Head of Year who is accountable for student attainment and progress.

### Stage 1

- 26 The student will meet with their Head of Year and be placed on an academic mentoring report.. 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

- 27 A review meeting will be held with the Head of Year 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 Head of Year arranges a meeting with parents if no improvement has been made and a verbal warning is issued (Stage 3 automatically activated)

### Stage 3

- 28 The student continues on report after the meeting and meets with the Head of Year 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

- 29 If improvement is not significant after four weeks, the Head of Year 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.

## Appendix A: The Alderbrook Sixth Form Learner Agreement

This agreement must be signed before entry into the Sixth Form.

### **We expect a Sixth Form student to:**

- Maintain an attendance record above 95% and be in school every day by 8.25am. Be in lessons, independent study periods and tutor time promptly every day.
- Take advantage of the school's teaching and learning opportunities through developing and maintaining high personal standards in work, attendance, punctuality, dress and behaviour.
- Respond to academic and pastoral advice in a positive way which demonstrates maturity and a want to improve.
- Take part in enrichment, super-curricular and other activities to support students' future plans and develop a well-rounded, individual character.
- Give back to the school community through attending events, raising money for charity, helping staff with extra-curricular, mentoring younger students etc.
- Involve him or herself in the programme of Careers Education and Guidance in order to take responsibility for, and make informed choices about, the future.
- Take responsibility for your learning and liaise with Sixth Form teachers and leaders regarding any issues or concerns.
- Commit to completing all subjects chosen at the start of the academic year. Students will not be allowed to drop or change subjects after the XX September 20XX.

For students who persistently fail to meet the above expectations and who do not respond adequately to the intervention strategies applied, we reserve the right to ask them to leave the Sixth Form.

Signed: \_\_\_\_\_ (Student)

Signed: \_\_\_\_\_ (Parent)