

St. Christopher's Sixth Form

Sixth Form Behaviour for Learning Policy

May 2020

'Blessed is the one who does not walk in step with the wicked or stand in the way sinners take or sit in the company of mockers, but whose delight is in the law of the Lord, and who meditates on his law day and night. That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither – whatever they do prospers.' Psalm 1: 1-3

1. Introduction

- 1.1 This policy has been drafted to ensure that all students in our Sixth Form community, who may be subject to behavioural procedures, are treated in a fair and equitable manner. It is designed to promote an environment where everyone feels happy, safe and secure so that all, from whatever background, may prosper in our Church Sixth Form.
- 1.2 It is appropriate in any educational institution to set high standards of behaviour, to operate rules which promote order and fairness, and facilitate the development of students' abilities and skills. Such standards should be readily understood by both students and staff.
- 1.3 Students within the Sixth Form are considered young adults who should set a model of good behaviour for students in younger years. As such, they are considered to be able to make informed choices about their conduct.
- 1.4 A student who does not meet the required standards of behaviour or academic performance makes him/herself liable to disciplinary action, suspension or exclusion in sufficiently serious cases. However, in the case of students who have difficulty in meeting acceptable standards of academic performance, normal good practice requires that support for the individual will be provided.
- 1.5 Wherever *behaviour for learning* action under these procedures is undertaken, all stages of the procedures should be effected as speedily as possible, whilst allowing time for an investigation where necessary.
- 1.6 It is recognised that for minor behavioural breaches, (such as issues related to one-off incidences, such as classroom behaviour, submission of work etc.) a less formal arrangement should exist whereby a member of the Sixth Form staff will discuss the matter with the student concerned in order to resolve the issue.

2. Scope

- 2.1 This policy applies to students of the Sixth Form when they are at the School and Sixth Form, in the vicinity of the Sixth Form, e.g. neighbourhood, and when they are travelling to

and from the Sixth Form on school transport, or on a Sixth Form or school organised trip, placement or event e.g. a Sixth Form social evening. They also apply when behaviour outside of the school or Sixth Form has a detrimental impact on others in the Sixth Form community e.g. cyber-bullying or misuse of social media.

- 2.2 This behavioural policy should be used in conjunction with other related sixth form documents, including the Student Handbook, the Sixth Form Dress Code, U6 Privileges; and the school's health and safety policy and safeguarding policy.

3. Purpose

- 3.1 To help and encourage students to achieve and maintain acceptable standards of conduct and academic performance.
- 3.2 To ensure consistent and fair treatment in relation to behavioural action taken in response to allegations of unacceptable conduct or performance.
- 3.3 At the heart of the policy is a desire to help each and every student to show Christian respect towards themselves, to other student members of the Sixth Form, and to the staff and wider members of the school community. Each individual case should be treated on its own merits with the aim of nurturing and developing each student to become a responsible young adult and a witness to the Gospel message. At times this may call for a supportive pastoral approach; at other times a 'tough love' attitude might prove to be a more productive way to help a student understand the consequences of his or her actions and the implications they may have on others.

4. Sixth Form Behaviour Expectations

- 4.1 In our Church Sixth Form students are expected to be polite and show consideration towards each other and towards all Sixth Form and school staff. Students are invited to make a contribution to determining Sixth Form behaviour-management policy through representation to the Sixth Form Council.
- 4.2 The 'Sixth Form Student Contract' and 'Student Handbook' detail the behavioural expectations of each student attending the Sixth Form (see also Appendix 1). These include:
- Treating both staff and fellow students with respect.
 - Accepting responsibility for own learning and demonstrating a willingness to work independently.
 - Attending all lessons, tutor periods, assemblies, and enrichment opportunities promptly and with a positive attitude.
 - Endeavouring to work at all times within one grade of agreed target grades.
 - Meeting all deadlines for work.

- Devoting sufficient time to private study (at least six hours per A-level subject per week), preparation for examinations and the completion of coursework assignments.
- Acting in a manner which upholds the reputation of the school and sets a good example to younger pupils.
- Complying with guidelines for the Sixth Form, including those relating to behaviour, academic endeavour, uniform and attendance.
- Respecting the school environment and other people's property.
- With support from school, arranging suitable and appropriate work experience.
- Restricting the amount of paid employment during term time to no more than seven hours a week outside of the school day.
- Avoiding requesting holidays and appointments in term-time. If absolutely necessary and unavoidable for genuine reasons, ensure a request is made in writing at least a month in advance for holidays and 48 hours' notice for appointments. All holidays will be treated as an unauthorised absence (unless permission is granted by the head teacher for 'exceptional circumstances' and at his discretion cf. appendix one below) as they have a significant impact on achievement.

4.3 Students are also expected to adhere to the Sixth Form uniform policy, which is outlined in a separate document entitled 'Dress Code'.

4.4 Students who have difficulty in meeting acceptable standards of academic performance may be subject to the conditions of academic behavioural monitoring, outlined in a separate form, 'Progressing with Conditions Form'.

4.5 PREVENT Strategy: in line with our Mission Statement, racist or extremist behaviour will not be tolerated at St. Christopher's Sixth Form. Any such incidents will be reported to the Heads of Year via Synergy and will be dealt with according to this behaviour policy. Any racist/extremist incidents will be shared with the Governing Body, SMT and Heads of Year. Any incidents which may suggest that student is at risk of radicalisation will be dealt with through St. Christopher's Safeguarding Policy.

4.6 In implementing this policy, due consideration will be given to those students with special educational needs and any other special circumstance that affects that student.

5. Guidance on Rewards

5.1 To encourage and maintain an appropriate work ethic, and to recognise the work and effort of those students who are 'yielding fruit' it is the policy of the Sixth Form to recognise, acknowledge and reward individual student achievements. The following are examples of areas considered to be worthy of individual recognition:

- Consistently improved standards of work.
- Good or outstanding pieces of work.

- Effort in class and/or for independent work.
- Outstanding effort for achievement in extracurricular activities.
- Service to the school or local community.
- Consistently improved attendance and punctuality.

5.2 Small rewards maybe awarded to students in Sixth Form assemblies throughout the term to celebrate achievement and outstanding effort.

5.3 At our annual Prize Giving we celebrate and reward achievement for the academic year. Subject prizes are awarded at all key stages. At Key Stages 5 subject prizes are awarded for both attainment and progress.

5.4 In Year 12 students are welcome to submit an application for the various senior positions of responsibility and these positions are awarded to students who show positive contributions to school life and are inspirational ambassadors.

6. Sanctions and General Principles

6.1 Emanating from our Foundation Scripture, the Sixth form recognises the need for a positive learning environment where it is hoped that all students will be fully involved in their learning, so that each person will become *'like a tree planted by streams of water, which yields it fruit in season and whose leaf does not wither - whatever they do prospers.'* We have high expectations of our students' behaviour with the emphasis on self-discipline and personal responsibility. Occasionally, when a student has failed to meet the required expectations, the Sixth Form has clear sanctions to tackle the unacceptable behaviour which will, we hope, in the long term, guide them back on the path to prosperity.

6.2 No behaviour for learning action will be taken against a student until the circumstances have been investigated. Ordinarily - especially for those students under the age of 18 - parents will be informed of any incidents that have arisen.

6.3 If appropriate, the Headmaster (or staff acting with the authority of the Headmaster) may suspend a student in the first instance whilst an investigation is being undertaken. Parents will be notified of any intention to suspend.

6.4 At every stage a student has the right to be advised of the reason for formal behavioural meetings, to hear the evidence against him/her and to state his/her case. Parents will be invited to take part in this process.

6.5 If a student fails, without good reason, to attend a behaviour for learning meeting which he/she has been instructed to attend, the meeting can take place and a decision made in his/her absence. Ordinarily, parents will be kept informed.

6.6 A student has the right to appeal against any penalty imposed from the *final* formal warning stage and against any decision to expel. A student has the right to be accompanied to an appeal hearing by a parent/carer.

- 6.7 If at any stage of the behavioural procedures a student receives a warning about unacceptable behaviour or unsatisfactory academic performance, guidance and support will be offered, as necessary, to help him/her reach the required standards.
- 6.8 Special consideration will be given to students whose behaviour might be the consequence of a recognised learning difficulty or disability e.g. Asperger's.
- 6.9 Behavioural warnings will normally remain on a student's Sixth Form internal record for two years. Heads of Year will keep a record of the numbers of students who receive formal warnings and the reason for the behaviour for learning action whilst they remain a student at the Sixth Form.

7. Stages of the Behaviour for Learning Procedures

- 7.1 Normally the procedures will be followed in the order of the stages set out in Section 8 below. However, offences of a serious nature may be brought into the procedure at any stage if any earlier stage would not be sufficiently severe or appropriate to deal with it. E.g. there may be occasions when a certain behaviour is considered to be so serious as to justify a final formal warning or even a fixed or permanent exclusion.
- 7.2 Minor lapses from acceptable standards of behaviour or academic performance may be dealt with by the student's teacher or Personal Tutor giving informal cautions, guidance and/or monitoring.
- 7.3 If a student's behaviour falls short in the following areas further action may be required:
- If a student is persistently late to class.
 - If a student regularly leaves the premises without signing out/alerting staff.
 - If set deadlines are regularly missed or subject expectations are not upheld.
 - Regularly failing to hand in work.
 - Unauthorised absence from Supervised Study sessions.
 - Failure to inform the school in the event of an absence.
 - If a student is caught smoking (including e-cigs) anywhere in or around the building.
 - If a student is not demonstrating professional and mannerly behaviour in class and around the building.
 - Persistent minor misbehaviour.
 - Plagiarism.
 - Rudeness to staff.
 - Serious swearing causing harassment, alarm or distress.
 - Persistently wearing the incorrect uniform.
 - Deliberately missing a lesson (truanting).
 - Persistent unexplained absences.

7.4 Some of the following sanctions may be applied if a teacher feels a student is failing to modify inappropriate behaviour as in the examples given above:

- Referral to a Head of Year to be placed on monitoring card/progression with conditions monitoring
- Placed in Supervised Study on a Friday afternoon at the end of the Sixth Form day.
- The Sixth Form can withdraw a privilege as a sanction for poor behaviour/work, for example, not being able to access late starts or early finishes in Year 13.
- Any member of staff may phone a parent or carer to discuss any student's behaviour or the quality of their work, having first consulted the appropriate Head of Year.
- Where there is persistent poor behaviour, parents will be invited into the Sixth Form to meet with the Head of Year and/or Head of Sixth Form and relevant members of staff.

7.5 If the matter is more serious or if the student repeatedly ignores informal cautions/guidance or consistently fails to achieve the target set by teachers, the following formal procedures will be used.

8. The Formal Warning Procedures

8.1 The behaviour for learning procedures are the direct responsibility of the Headmaster but the operation of the procedures is delegated to Head of Sixth Form or Heads of Year.

8.2 First Formal Warning

- (i) If a student's behaviour or academic performance does not meet the required standards, the student will normally be given a **first stage formal warning**.
- (ii) Parents/carers of students will be informed and invited to discuss the reasons for the first stage prior to its implementation.
- (iii) If the first stage is warranted, a written copy of the reasons for the warning, the targets set for improvement, any time limits will be given to the student and a copy kept in the student's records for the duration of their time at the Sixth Form.

8.3 Second Formal Warning

- (i) If a student who has received a first formal warning fails to meet the set targets or the school's standards in other aspects of his/her behaviour or academic performance, he/she will normally be given a **second stage formal warning**.
- (ii) A second formal warning may also be given if a student commits a serious behavioural offence which warrants more than a first stage formal warning.
- (iii) A written copy of the reasons for the warning, the targets set for improvement and any time limits will be given to the student and a copy kept in the student's records.
- (iv) Parents/carers of students will be informed in writing of the process and warning.

8.4 Final Formal Warning

- (i) A final stage formal warning will normally be given to a student by the Head of Sixth Form in the presence of the appropriate Head of Year if:
- The student fails to meet the targets or comply with the conditions set by a second formal warning.
 - Despite having been given a second formal warning as a result of unacceptable behaviour or unsatisfactory academic performance, the student commits a further behavioural offence or his/her academic performance continues to be unsatisfactory.
 - A student commits a serious behavioural offence which warrants more than a first or second stage formal warning; examples of such offences include:
 - Cases of bullying or harassment
 - Fighting or violent behaviour
 - Verbal abuse towards another student or member of staff
 - Persistent refusal to comply with a reasonable request by a member of staff
 - Wilful damage to property or theft thereof.
 - Plagiarism on more than one occasion.
 - Being under the influence of alcohol, legal highs or drugs, or dealing in the same.
 - Sexist, racist, homophobic/transphobic abuse, harassment or other discriminatory action.
 - Significant misuse of the school's internet.
 - A student making a malicious accusation against a staff member.
 - Conduct which could threaten the health and safety of others.
- (ii) A final stage formal warning will give details of the reason for the warning, the improvement required and the time limits within which such improvements must be made.
- (iii) The student will be advised that failure to comply with the terms of the final warning will normally result in exclusion, either fixed-term or permanent.
- (iv) A written copy of the reasons for the warning, the targets set for improvement and any time limits will be given to the student and a copy kept in the student's records.
- (v) The student will be advised that this is the final stage of the formal behavioural procedure and that he/she has the right to appeal in accordance with the Appeals Procedure (given below).
- (vi) Parents/carers of students will be informed of the final stage process at its initiation and will receive in writing a copy of the warning. They will be sent a copy of the School's Sixth Form Behaviour for Learning Policy.

8.5 Suspension Procedure

- (i) A student may be suspended, fixed-term or permanent, if:

the student commits an offence which is regarded as so serious that there are grounds for immediate suspension and may lead to exclusion; examples of such offences include the following:

- Violent, dangerous or intimidating conduct
- Violation of the school's Sixth Form rules and procedures regarding health and safety
- Sexual, racial or other harassment of another student or member of staff
- Abusive behaviour towards another student or member of staff
- Theft or unauthorised possession of any property or facilities belonging to a student, the school/Sixth Form, or any employee of the school
- Wilful damage to school/sixth form property or to the property of another member of the Sixth Form community.
- Persistent refusal to comply with reasonable instructions of a member of staff or to comply with school/sixth form rules
- Use of or dealing in illegal drugs
- Incapability as a result of being intoxicated by reason of alcohol or illegal drugs.
- Carrying an offensive weapon.
- Commission of a criminal offence, whilst a student, which may adversely affect the school's reputation.
- Actions which undermine the reputation of St Christopher's CE School

The above examples are not exhaustive or exclusive and offences of a similar nature fall under the remit of this procedure.

- (ii) Suspensions will be ordinarily undertaken by the Headmaster or Head of Sixth Form.
- (iii) A suspended student will ordinarily be required to leave the school's premises immediately, as far as is practically possible, keeping in mind the safeguarding of the student. The Sixth Form will give the student the opportunity to arrange transport home or, where this is not possible until the end of the school day, will arrange a place of isolation where the student shall remain until the day's end.
- (iv) A suspended student will be advised that he/she is excluded from the Sixth Form during the period of suspension and that any attempt to enter the school during this period will be regarded as a serious breach of the Sixth Form's policy.
- (v) The parents/carers of students will normally be informed of the suspension as soon as practicable.
- (vi) A written copy of the reasons for the suspension will be given to the student and a copy kept in the student's records. A copy will be sent to the parents/carers of the student together with a copy of the School's Sixth Form Behaviour for Learning Policy.
- (vii) A *Behaviour for Learning* meeting will ordinarily be arranged within five working days of the suspension. The student will be informed of the date, time and place of

the meeting and of the case against him/her. If the student requests extra time to prepare his/her case, the hearing may be put back for a period not longer than three working days.

- (viii) At a behavioural hearing following suspension, a student may be accompanied by a parent/carer.
- (ix) A student will normally be informed in writing of the outcome of the meeting within five working days. A copy will be also sent to the parents/carer of student.
- (x) A student has the right of appeal under the Appeals Procedure against the outcome of a behaviour for learning meeting following a suspension.

8.6 The Exclusion Procedure

- (i) A student may be excluded if:
 - The student fails to comply with a final formal stage warning or
 - Despite having been given previous warnings as the result of either unacceptable behaviour or unsatisfactory academic performance, the student commits a further offence of indiscipline or his/her academic performance continues to be unsatisfactory.
 - The student commits an offence which is so serious that permanent exclusion from the Sixth Form is the most appropriate course of action. Examples of such offences are listed in 8.5 (i) though the list is not exhaustive of all serious offences which could result in expulsion.
- (ii) A student who falls within the categories described in 8.5 (i) and who is facing possible expulsion will normally be suspended until a behavioural meeting is held. In this case the Suspension Procedure described in 8.5 will be followed.
- (iii) A *Behaviour for Learning* meeting will normally be arranged within 5 working days. The student will be informed of the date, time and place of meeting and of the case against her/him. If the student requests extra time to prepare his/her case, the hearing may be put back for a period not longer than 5 working days.
- (iv) At the meeting a student may be accompanied by a parent/carer.
- (v) At the meeting the Head of Sixth Form or Head of Year will explain the reasons for the suspension first. Then the student will have the opportunity to present his/her case and any supporting evidence and to challenge the case against him/her.
- (vi) A student will normally be informed in writing of the outcome of the behavioural meeting within 5 working days. A copy will be sent to the parents/carers.

- (vii) A student has the right of appeal against the outcome of the Behaviour for Learning meeting.

9. The Appeals Procedure

- 9.1 A student has the right to appeal against a Final Stage Warning or against a decision to expel and will be informed of this right.

9.2 Appeals against Final Stage Warnings

- (i) If a student wishes to appeal against a final stage warning, he/she must do so in writing to the Headmaster within five working days of the notification of the warning.
- (ii) An appeal hearing will normally be held within five working days of receipt of a request. The appeal will normally be heard by the Headmaster.
- (iii) A student has the right to be accompanied to the appeal hearing by a parent/carer.
- (iv) A student will be informed in writing of the outcome of his/her appeal within five working days of the appeal hearing. A copy of the letter will be also sent to the parents/carers.

9.3 Appeals against Exclusion

- (i) If a student wishes to appeal against a decision to expel him/her, he/she must do so in writing to the Governors' Disciplinary Panel within five working days of notification of exclusion.
- (ii) An appeal hearing will normally be held within ten working days of receipt of the request. The student will be informed in writing of the date, time and place of the appeal hearing and for the reasons for his/her expulsion. The student will be given a copy of the Sixth Form Behaviour for Learning policy.
- (iii) An appeal against exclusion will normally be heard by the Disciplinary Panel.
- (iv) A student may be accompanied by a parent/carer.
- (v) At the appeal hearing, the Head of Sixth Form or Head of Year will explain the reason for the exclusion first. The student will have the opportunity to present his/her case and any supporting evidence and to challenge the reasons for his/her exclusion.
- (vi) A student will normally be informed in writing of the outcome of the appeal hearing within five working days. A copy of the letter will also be sent to the parents/carers.

- (vii) If the student's appeal is unsuccessful, he/she will be informed in writing of his/her right to refer the matter to the Governor's disciplinary body.

- (viii) The student will be suspended for up to 28 working days during which time the governors will endeavour to finish the appeal process.

10. Confiscation of inappropriate items

10.1 Staff have the power to search without consent for the following prohibited items.

A staff witness will be present in this instance.

- knives and weapons
- alcohol
- illegal drugs/ legal highs
- psychoactive substances
- stolen items
- tobacco, lighters, e-cigarettes and cigarette papers
- pornographic images
- fireworks
- mobile phones:
 - if they contain pornographic images or indecent images of a child
 - if they contain evidence of cyber-bullying
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

Weapons/knives, child pornography and illegal drugs will always be handed over to the police.

11. Power to use reasonable force

- 11.1 Members of staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in classroom.

- 11.2 In the event of physical restraint it is important that only the minimum amount is used in order to prevent the student from causing injury to themselves, others or property.

APPENDIX ONE

Rules and Procedures of the Sixth Form

To ensure the smooth running of the Sixth Form and to encourage mature and personally responsible behaviour, there are certain rules and procedures which students should understand and follow. A number of these procedures can also be found in *The Student Handbook*, *The Student Contract* and the student *Dress Code*.

Attendance

Attendance at Sixth Form is key to a successful Sixth Form career and beyond. Naturally, there is a clear correlation between absence and examination performance. Prolonged absence, irregular attendance and lateness can all lead to underachievement and long-term disadvantage.

Attendance protocol for Year 12 students:

- Year 12 students are expected to attend the Sixth Form every day and on time for their Personal Tutor session or their weekly assembly at 8.45am.
- Year 12 students must remain on site until 3.15pm Monday to Thursday, and until 2.15pm on a Friday. Students may leave the Sixth Form building during lunchtimes.

Attendance protocol for Year 13 students:

- When students in Year 13 have completed and sent their applications for university, apprenticeships or the workplace, and they are on track in their studies, they are not required to remain on site during free periods. (cf. the document '*U6 Privileges*' for further detail).

Students in the Sixth Form (both Year 12 and 13) are required to sign-in and out at the Sixth Form Reception whenever they enter or leave the Sixth Form building in accord with health and safety.

Abuse of this system may result in a student's privileges being revoked.

Ultimately, unsatisfactory attendance and/or punctuality may result in a student being withdrawn from the public examinations and may put his/her place in the Sixth Form into jeopardy.

Late Procedure

Punctuality is a life skill and persistent lateness is not acceptable. On arrival at school in the morning, if a student is late, (s)he must sign-in at Reception and then attend the Personal Tutor session. Persistent 'lates' will result in an alert or letter/email home.

Absences

Students will be set an attendance target of 100%. St Christopher's prides itself in having the highest rate of attendance of any school in Lancashire and this is a record we expect to see repeated in the Sixth Form.

If a student knows that (s)he is going to be absent (s)he should bring in a letter from parents/guardians explaining the foreseen absence. It is the student's responsibility to talk to teachers about missed work and how best to catch up. Acceptable foreseen absences include:

- Hospital and dental appointments that cannot be scheduled for out-of-school hours. Evidence of appointment required.
- Significant family events such as marriage, bereavement, or graduation ceremonies
- Absence related to religious observance
- Participation in sporting, drama, or music events (usually at a high level)
- University open days and interviews (students are allowed to attend three visits in addition to those organised by the Sixth Form).

A Green Absence Form (available in reception) should be completed for these events.

Holidays during term time

In line with Government policy permission will not be granted for any holiday taken during term time. Any holiday taken at this time will be classified as an unauthorised absence.

(In very 'exceptional circumstances' the head teacher may grant a holiday during term time but the application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a student can be away. If permission is not granted but the holiday is still taken, or the holiday is longer than was agreed, the absence is unauthorised and will be recorded as such. DfE 'School Attendance' July 2019)

Students who take unauthorised holidays will lose their free periods on their return so that they can catch up on missed work.

Unforeseen absences due to, for example, ill health or family bereavement, should be reported by parents before 9.30am on the first day of the absence. We will contact parents directly if we have not heard from them by this time. If a student is absent for more than five days (s)he must provide a doctor's note. On return to the Sixth Form it is the student's responsibility to complete missed work.

If a student is taken ill during the day, ordinarily the student must inform the Head of Year or Head of Sixth Form before calling home or leaving the building. This will allow us to ascertain whether or not a student requires medical attention and can make his/her way home in safety.

Smoking

St Christopher's Sixth Form is a non-smoking institution. Students must not smoke anywhere on or near the Sixth Form or school premises. Students may only leave the building during lunch breaks or during free periods in Year 13. **We do not encourage our students to smoke.** However, if a student needs to, (s)he must ensure (s)he is well away from the vicinity of the school building, away from the front of other people's houses, or near local schools, and should not be seen by school pupils or staff. *E-Cigarettes or vapes are not allowed to be used anywhere on the school premises.*

Drug and Alcohol Misuse

St Christopher's is a strictly drug and alcohol free environment. Any student found in possession of any non-prescribed substance will be automatically suspended pending further investigation. Banned substances include new psychoactive substances (legal highs). Once the investigation is concluded the student might be excluded permanently. Anyone found supplying drugs will be excluded and the police will be informed.