

Behaviour Policy – Conduct & Behaviour for learning

6th Formers are expected to meet the behaviour expectations specific to the whole school. Please see behaviour policy S03 that can be found on the school website.

6th Form education is a choice and in making that choice, all students within the 6th Form are expected to adhere to the highest standards of conduct and behaviour for learning. These are further outlined below.

There are important things to remember. Everyone is in school to work and should help build a good working atmosphere. If you need help; with work or anything else, ask a member of staff. Teachers and other staff are there to assist you, but they need to know. If you treat other people with consideration and care, they will treat you in a similar way. In the same way, if you look after the buildings, so will other people, and everyone will have a more pleasant environment in which to work.

Behaviour in Lessons

- Attend all lessons
- Wear your ID Badge
- Arrive punctually
- Prepare fully for lessons
- Be fully equipped for lessons
- Use lesson time to work productively, engaging fully, and completing work of high standard.
- Follow all instructions given by staff, cooperating fully and communicating politely
- Complete all homework and assessment to deadline
- Complete all coursework and portfolio work to deadline
- Leave your work areas fit for others to use next lesson
- Mobile phones are not permitted in lessons. They must be switched off and placed in bags.

Behaviour at Break and Lunchtime

- Make use of the grounds
- Once you leave the school premises, please respect the property and privacy of our neighbours.
- No smoking in or around the school (see smoking policy)
- Ensure you are punctual at all lessons after break and lunchtime
- Make sure the building is tidy and ready for lessons
- You are permitted to use phones at break and lunchtime, however you are not permitted to photograph or film students or staff on the school premises under any circumstances.

The Formal Warning System

The Sixth Form operates a formal warning system, which is comprised of three stages. If a student receives three formal warnings, measures will be put into place whereby if the student fails to meet the criteria set out by the Director of Sixth Form within a stated period, the student could be excluded.

This will be discussed at a meeting between the Director of Sixth Form, the student and parents.

Formal Warnings will be issued as a result of:

- Failure to attend appropriately
- Failure to make and sustain progress academically
- A student committing several minor offences
- One serious offence, depending on the circumstances.

Notification will be sent home to parents. On receipt of a second warning, parents will be invited into school to discuss strategies for improvement. On the Final Warning students will meet with a member of the Senior Leadership Team and exclusion procedures may be instigated.

Sixth Form Attendance and Punctuality Policy

Success at A-Level requires complete dedication, and this includes attendance at all lessons. Students are expected to attend all timetabled lessons, tutor time and assembly. Students are expected to attend all of their lessons on time. Attending lessons late is unacceptable as it affects the progress of your peers.

GREEN	97 - 100%	Students will be monitored by tutors and will be rewarded and praised for continued excellent attendance.
AMBER	94 - 96.9%	Students will meet with tutors to discuss lower attendance and will be reminded of the expectation to meet 97%+. Parents will be informed.
RED	90 - 93.9% Or two lates in any half term.	Pastoral team will monitor students. All relevant stakeholders informed and concerns formalised by letter and added to student record. Improvement expected and students will be required to be in school until 4.30pm each day. Formal Warning Issued.

RED ACTION	Below 90% or more than 5 lates in any half term	Students will be monitored by HOY, daily reporting required. Parental meeting and formalised letter, improvement expected. Students will be required to be in school until 4.30pm each day and will be placed on a full academic timetable. Escalated Formal Warning Issued.
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Tracking Attendance

Attendance for Sixth Formers is full time, to include all lessons, assemblies, tutorials etc. Where students are unable to make this commitment formal intervention and warnings will commence.

- Absence should be reported by 8.30am and followed by a parental note unless previously cleared with the Head of Year.
- Requests for holidays during term time will not be authorised. Term time holidays will have an inevitable effect on progress at A Level and are discouraged.
- Medical and dental appointments should be made **outside of school hours**.
- Driving lessons should be made **outside of school hours**.
- School starts for ALL Sixth Form students at 8:30am each day. Students are expected to be in school for the full school day.
- For Year 12 students the period after AS exams marks the beginning of A Level courses. Full time attendance is required.