

Guilsborough Academy Sixth Form

Positive Behaviour Management Annex: how our policy is enacted in practice within the Sixth Form

Date Ratified	Review Date
March 2025	March 2027

Our behaviour expectations remain as usual and are based around our values of **Respect**, **Responsibility** and **Equality**. At this time, the emphasis for each of these values will be on students:

Respect	Following all instructions immediately. Using appropriate language at all times.
Responsibility	Acting to ensure our own and everyone else's health and safety comes first.
Equality	Ensuring the learning of myself and others is not disrupted in any way.

As part of these values, we continue to require all students to follow our 4 key expectations at all times:

- i. Be on time and attend all lessons.
- ii. Use appropriate language at all times.
- iii. To always follow the Sixth Form Dress Code
- iv. Have correct equipment for all lessons.

Positive Behaviour Management

Praise and rewards remain a crucial aspect of promoting positive behaviour and achievement.

- Positive Attitude to Learning scores should be logged on our electronic system by tutors, class teachers and support staff when a student shows an exemplary behaviour or attitude towards learning and others.
- Heads of Department acknowledge and celebrate students' sustained efforts over a period of time.
- The Director of Sixth Form recognises students' sustained engagement, attendance and progress and rewards these via celebration assemblies where students are recognised.
- Sixth Form students who continually maintain high standards of dress, attendance, punctuality, progress and conduct may be eligible for Home Study in Y13. This decision is at the discretion of the Director of Sixth Form and is reviewed termly.
- The Principal and the Senior Leadership Team recognise achievements and successes at the whole school level.
- Extra Super Me – Rewards system. 4 categories are regularly recognised and reviewed and equate to points. These work to Bronze, Silver and Gold and have a variation of prizes at the end.

For students not meeting our 4 key expectations (given above), this is logged on our electronic system. The Sixth Form Team (including tutors) will work with students and their families to remove any barriers to students meeting these 4 key expectations.

After each Data Point the Sixth Form Team will triangulate conduct, engagement and progress. A staged intervention process will occur as set out below.

Key Stage 5 Intervention and Actions

Intervention Code	Intervention/Action Description	Example Criteria
PL	Letter of praise sent home to parents advising them of the positive approach being taken to sixth form study	Average engagement of 1.33 or better Attendance of 97% or higher 0 behaviour points Good progress/attitude to learning
T	Tutor/subject teacher to contact home to discuss concerns	Poor Engagement in one subject Poor punctuality Attendance below 96% 5 or more behaviour points SSP Level 1
L	Letter of concern sent home from Head of Sixth Form/Second in Sixth Form outlining exact nature of concern and possible further consequences	No improvement following tutor intervention U grade in 1 or more subjects Attendance below 94% Poor Engagement in 2 subjects Poor attitude during study periods 10 or more behaviour points
M1	Stage 1 meeting with the 2 nd in Sixth Form and/or Head of Sixth Form Meeting <u>minuted</u> and all parties sign. Student given clear targets and responsibilities. Support required is clearly indicated. Review date agreed. Information disseminated.	No improvement following letter Attendance below 90% VA of -1 or lower U grade in 2 or more subjects 15 or more behaviour points SSP Level 2
M2	Stage 2 Meeting with the Head of Sixth Form and parents. As above	No improvement following stage 1 meeting A pattern of unauthorised absence/truancy Misconduct and/or failure to comply with school policies SSP Level 3
M3	Stage 3 Meeting with the Head of Sixth Form and SLT Link	No improvement following stage 2 meeting Repeated failure to comply with school policies
M4	Stage 4 meeting with Principal and Governor Link	No improvement following stage 3 meeting Grave misconduct (physical abuse, harassment, drugs, alcohol, damaging reputation of the school)

Persistent failure to meet Sixth Form expectations will escalate to the Vice Principal and may result in an internal or Fixed Term Exclusion if issues continue for a sustained period of time.

We do not expect to use our Warn, Move, Remove system with sixth form students however should this be necessary it will be implemented. Should a sixth form student require removal from a lesson This will be logged on the system as for lower school and consequences in place. Contact home here is key and liaison with Sixth Form team to support if necessary. Class teachers should hold students responsible in the first instance and implement detentions if necessary.

Consequence will vary dependent upon the severity and consistency of poor behaviour but may involve the following:

- Class teacher detention
- Sixth Form Team Detention
- After School Detention
- In extreme cases – Re Engagement Room

Attendance, Punctuality and Truancy

Sixth Form students are expected to attend all sessions and to be punctual. This includes tutor time, lessons, and study periods. Any reasons for absence must be provided by and confirmed by the parent/carer and not the student. Driving lessons and private tutoring should not be arranged during school hours and will not be agreed/authorised absences. Part time work should be limited to 10 hours per week and should not take place during school hours.

Attendance will be monitored regularly and contact made with parents where there are causes for concern.

Where attendance to lessons falls below 96% students may not be eligible for Home Study.

Students who truant lessons will be required to make up the missed time during their social time or after school.

Students may not leave site during the school day except for lunch times when they must sign out and should return on time for their afternoon sessions. Students who are repeatedly late after leaving site will have this privilege removed.

Students must not leave site without signing out; this constitutes a safeguarding breach and will be dealt with by the Director of Sixth Form. Parents will be contacted, and students may lose privileges (leaving site, Home Study).

Students may only study at home where Home Study has been prior agreed with the Director of Sixth Form and parental permission has been given. This applies to Y13 students only.

Late minutes are logged, and time is paid back at the end of a term.

Significant Incidents

Where students engage in serious or extreme behaviours, this will escalate to the Director of Sixth Form/Vice Principal immediately. We continue to consider the following behaviour issues as serious and significant and will consider the use of Fixed Term Exclusions and, in extreme cases, Permanent Exclusion where appropriate (this list is not exhaustive):

- Bullying
- Extreme defiance
- Violent conduct
- Racism/homophobia
- Sexual Harassment
- Deliberately or wilfully putting the health and safety of staff and students at risk (eg spitting, deliberate coughing or sneezing towards another person or repeated defiance of social distancing expectations)
- Smoking or Vaping on site
- Consuming alcohol on site/being on site intoxicated
- Swearing directly at staff
- Any persistent behaviour deemed not conducive to a Sixth Form environment

Additional Information for Students

Transport to and from school

- Students transport to school may include a school bus, public buses, being driven in or walking.
- Sixth Form students wishing to drive themselves must apply for a permit and must provide vehicle registration details as well as evidence of valid insurance. The site team will conduct period checks on students arriving in the car park and turn away those without a permit.
- Car park spaces for Sixth Form are limited and students are therefore encouraged to arrive early as spaces each day are first come, first served.
- Where students have not secured a parking space and need to park elsewhere, they should do so in a way that is mindful of the law and of the local community.
- Students must not park in staff spaces.
- When arriving and leaving site by car students should do so in a safe manner. Similarly, students should not partake in any activities deemed anti-social in the Sixth Form car park.
- The Sixth Form Team reserves the right to revoke parking permits for those in breach of the above.

Food and drink

- Water fountains will be available for filling up water bottles only so students should ensure they have a bottle with them.
- Any food brought from home should be wrapped.

- The Sixth Form kitchen is available for student use during break and lunch time. Hot drinks may be made during study periods at the start of the session only.
- High standards of hygiene must be maintained and the cleaning materials provided used after each use.

Dress Code

- Students should abide by the Sixth Form Dress Code at all times, including the wearing of lanyards.
- The Sixth Form Team reserves the right to require students to go home to change where their dress is inappropriate and/or does not meet the expectations of the Dress Code.

Study Periods

Students are expected to use their study periods wisely. If students are found not working appropriately or behaving poorly the following will apply during study periods:

- **First warning- Warned and added to system**
- **Second warning- Requirement to study in S8 for that period**
- **Third warning- Requirement to study in S8 during supervised study for the next 5 school days and contact home**
- **Fourth warning- Requirement to study in S8 during supervised study for the next two school weeks (total of 10 days) and contact home.**

Use of IT and Mobile Phones

- The rules regarding the use of the school's IT systems, mobile phones and 'bring your own' devices are covered by our Acceptable Use and Mobile Phone policies. These must be followed by all students at all times.
- Sixth Form students may use their phones in lessons for study purposes where permission has been granted by the teacher
- Students are able to use their phones during break and lunch
- Students may use phones and devices in designated areas of the Sixth Form for study periods only. The Sixth Form Team will remove phones from students where it is clear their study is being impacted.
- Phones are currently permitted for Sixth Form in designated areas only. S block, Sixth Form Café and SF Block. Not whilst moving around the school – including headphones.
- They are permitted for educational purposes only. If found on games or social media, as an example, the following will happen:
 - First Offence – Confiscated for the day. Returned at the end of the day (supervision to buy food if this is your method of payment – will not be allowed to take out of school for this)
 - Second Offence – Confiscated for the day. Contact home make aware of final warning
 - Third Offence – Confiscated for the day. Phone to be handed in for a full week
 - Fourth Offence – Confiscated for the day. Parents to have to collect and phone to be handed in for two weeks

Remote Learning

- The school IT Acceptable Use policy continues to apply to all students when using school IT systems remotely (eg TEAMS or email).
- Teachers will report any misuse of school IT systems to the relevant Director of Sixth Form and these will be dealt with as per the policy.
- Students should ensure they do not leave devices logged into school systems unattended.
- Students must follow the instructions given on how to access remote learning.