



Nailsea School Sixth Form

# Behaviour Policy

Headteacher Mrs D. Elliott  
Head of Sixth Form Mr D. Truan



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## Student Behaviour Policy

### 1. INTRODUCTION

It is the right of every student to learn and develop without hindrance from other students, and the responsibility of every student to co-operate with staff and fellow students to ensure the best conditions for learning exist. The Sixth Form will strive to maintain an atmosphere in which all staff and students can work to the best of their ability and have a positive experience.

### 2. AIMS

- 2.1 To support student's development into successful and aspirational learners
- 2.2 To provide a well-disciplined working environment in which students can learn
- 2.3 To achieve the highest possible standards of behaviour across the Sixth Form
- 2.4 To promote self-discipline and respect for others among the student body

### 3. OBJECTIVES

- 3.1 To provide a safe and happy environment for students and staff
- 3.2 To establish clear systems and procedures for dealing with student behaviour
- 3.3 To enable all staff to consistently and fairly apply the Sixth Form's disciplinary procedures
- 3.4 To enable all staff to consistently reward students for their positive behaviour
- 3.5 To ensure good behaviour is recognised and celebrated
- 3.6 To work collaboratively with parents and all stakeholders to ensure positive behaviour

### 4. RESPONSIBILITIES

- 4.1 The behaviour of students at the Sixth Form is the responsibility of everyone; all staff should challenge students who they see contravening our rules. Students also have a responsibility to alert staff to inappropriate behaviour.
- 4.2 The behaviour of students in class is first and foremost the responsibility of the classroom teacher. Persistent poor behaviour should be referred to the Curriculum Leader or Head of Year in partnership with the behaviour for learning procedures. They should take appropriate steps to remedy the problem, including administering an appropriate sanction. Parents should be informed of any behaviour which gives cause for concern.
- 4.3 The Sixth Form team monitors behaviour trends following the application of appropriate and consistent responses to poor behaviour. Students who continue to persistently breach our behaviour policy may be placed on the disciplinary stage system.

4.4 In cases of extreme behaviour and a severe breach of our behaviour policy, Heads of Year, the Head of Sixth Form or other senior members of staff may be involved. If assistance is required, then members of staff may activate the 'on call' system and the 'on call' member of staff will attend.

4.5 The Governing Body will support the behaviour policy and work collaboratively with the Sixth Form to continually raise standards of behaviour, both within classrooms and the wider school community. The Governing Body will be asked to take part in the Stage 3 Review Panel and Permanent Exclusion Panel.

## 5. EXPECTATIONS AND STANDARDS

Excellent student behaviour for learning is, we believe, first and foremost the responsibility of our students. When students leave Sixth Form and venture into their post 18 pathways, we feel it's imperative that they can understand the consequences of their actions and the importance of high standards in everything that they do. By ensuring that students take responsibility for their behaviour throughout their post 16 studies, we believe that they will be well-prepared for their future.

### 5.1 Code of Conduct

We have high expectations of our students at Nailsea Sixth Form, and place great emphasis on them acting as role models for our younger students and making positive contributions to our learning community. We promote three rules which set out our expectations:

We expect you to:

Be ready

- By arriving at Sixth Form and to every lesson on time
- By meeting all set deadlines
- By bringing all the necessary equipment

Be respectful

- To your peers by showing kindness and empathy
- To staff by listening to instructions and engaging in learning activities
- To our environment by taking care of the Sixth Form and lower school site

Be responsible

- When in lessons by taking ownership of your learning
- When travelling around the school site by acting as a role model for younger students
- When in the local community by representing our Sixth Form with pride

This is the code of conduct that students and parents/carers are signing up to upon entry to the Sixth Form.

## 5.2 Home-School Agreement



The aim of the Sixth Form Home-School Agreement is to ensure that students achieve their best in their chosen courses and act as a positive role model at Nailsea School.

### STUDENT

A) As a member of a subject group I will:

- Take an active and positive role in my learning
- Work hard to achieve at least my target grades
- Attend and be punctual for all my lessons
- Hand in assignments/coursework/homework by set deadlines and to the highest possible standard
- Use the ICT network only to support my learning
- Ask staff for help when necessary, to gain the maximum benefit from the support available

B) As a member of a tutor group I will:

- Attend and be punctual for registration and other appointments with my Tutor
- Make best use of Supervised Study periods
- Attend assembly for my year group
- Ensure that my parent(s)/carers(s) follow the school's absence reporting system if I am absent from school
- Inform my Tutor of any issues affecting my learning
- Take an active part in the life of the Sixth Form and Tutor Group activities

C) As a member of Nailsea School Sixth Form I will:

- Behave in a courteous and polite manner towards every person in the school
- Treat all areas of the school with respect and take responsibility for my actions
- Follow the Sixth Form dress code at all times - including during exam periods
- Wear my lanyard at all times whilst on school site
- Aim for 96% attendance record to all Sixth Form sessions
- Ensure that I do not exceed 10 hours paid part time work per week

D) I understand that failure to adhere to these expectations may result in some or all the following:

- My parent(s)/carer(s) will be contacted
- I may be placed on a conduct or attendance stage which may finally result in termination of study/permanent exclusion
- I may be sent home by the Assistant Headteacher in charge of Sixth Form
- I may be removed from lessons and placed under supervision by the Assistant Headteacher in charge of Sixth Form
- I may be given a Fixed Period Suspension

- I may be given further sanctions as enforced by the Assistant Headteacher in charge of Sixth Form

#### PARENT/CARER

A) To fully support the Sixth Form student, parents/carers are expected to:

- Follow the school's absence reporting system to notify any absence
- Limit the student's number of hours paid outside work to 10 per week
- Attend parent/carer meetings
- Ensure that attendance is between 90% and 100%
- Ensure that the student attends registration, assemblies and enrichment activities
- Ensure that the student leaves home dressed in line with the dress code and with their lanyard

#### SCHOOL

A) Your subject teachers will:

- Provide you with information about your courses
- Give you feedback on your progress
- Inform your Tutor/HOY/Head of Sixth Form of any concerns
- Contact your parents/carers as required
- Monitor your attendance to their subject
- Welcome your views about their subject as part of student voice

B) Your Tutor will:

- Monitor your overall progress
- Take the register daily and monitor your attendance to all lessons
- Provide advice and guidance on a range of issues
- Guide you with UCAS applications and other progression routes
- Contact your parents/carers as required
- Pass on important messages

C) You can expect from the Sixth Form:

- Staff to be polite and to treat you courteously
- A well-equipped study area to assist you with your studies
- A stimulating working environment and good social facilities
- Advice, guidance and support on a range of issues
- Parents/Carers to be contacted if there are any concerns regarding your conduct or attendance
- A Sixth Form Council to represent your views and opinions

This is the home-school agreement that students and parents/carers are signing up to upon entry to the Sixth Form.

### 5.3 Learning Agreement



- In choosing my courses I have taken into account my previous qualifications and experience, my particular interests and (where appropriate) my career aspirations
- As part of my course, I may expect to take part in visits, fieldwork, or conferences at a non-profit making cost
- I understand that the school has a Bursary Support Fund which I may be eligible to apply for
- I understand that the school provides a system of pastoral and academic support, which I may use whilst I am a student
- I understand that Progress Reviews, Tutorials, Assembly, Enrichment and allocated Supervised Study Sessions are compulsory components of my full-time programme which I will be required to attend
- If I am to be absent from school, I will follow the attendance procedures
- I understand that a minimum of 90% attendance is required for the school to enter me for my examinations and that if my attendance falls below that I will be liable for the fees for entry. I am also aware that if my attendance is less than 75% I may not be entered for any examinations unless there are exceptional circumstances. I am aware that attendance at tutor and enrichment will form part of my attendance figures
- I understand that a minimum of 35 hours per week academic work is expected of students and that additional independent learning outside of subject lessons is essential for my success
- I understand that I need to arrive at lessons on time with the correct equipment, textbooks and relevant preparation for study, including a subject folder and delivery of homework on or before the deadline given
- I accept that I must take responsibility for the Sixth Form environment and will ensure that I leave the social and study areas neat and tidy
- I understand that I am in a school environment and need to be a positive role model for younger students
- I understand that I need to adhere to the school dress code and dress appropriately whilst on the school site, including wearing my lanyard
- I understand that I have a responsibility for my own learning and will complete all tasks provided by my teachers

This is the learning agreement that students and parents/carers are signing up to upon entry to the Sixth Form.

### 6. VALUES

We are aspirational learners by:

- Exploring subject content beyond the curriculum through Aim Higher tasks
- Actively engaging in the Aspire and/or HE+ Programmes to support applications to competitive institutions
- Researching ambitious work experience opportunities to further develop career related skills and attributes

We are independent thinkers by:

- Enhancing our study skills and A level mindset through the VESPA Programme and Supervised Study
- Actively using Personal Learning Checklists to review our progress against subject specific content
- Attending university and apprenticeship fairs and open days to make well informed decision regarding our futures

We are community ambassadors by:

- Taking responsibility to model positive learning behaviours at all times
- Organising the whole-school council and making positive change for our community
- Volunteering and engaging in enrichment activities within the wider school and local communities

## 7. MOBILE PHONES/OTHER ELECTRICAL DEVICES

7.1 During the social spaces within Nailsea Sixth Form, students are permitted to using their mobile phones and other electrical devices appropriately. If permitted by members of staff, they may also use these in lessons when directly linked to a learning task.

7.2 The wider school is a mobile free zone as part of our safeguarding and participation agenda, and therefore this also applies to our Sixth Form students.

7.3 Where a student is seen using a mobile phone or electrical device outside of the designated Sixth Form areas then they will receive a negative conduct point. If there are repeated incidents, then students may move onto a conduct stage.

7.4 The Sixth Form does not accept any financial responsibility if students mislay items or if valuable items they have chosen to bring on site are stolen.

7.5 Students must not, under any circumstances, use their mobile phones or devices to take photographs or video footage of other students and/or staff in school, on their way to and from school or whilst on a school trip without permission.

## 8. PUNCTUALITY

8.1 Being punctual is an important life skill to prepare a young person for further education or the world of work. Students who arrive late will marked accordingly on the register and will be given a negative conduct point on ClassCharts.

8.2 Students are expected to arrive at tutor time within 5 minutes of the movement bell at 08:35am (except on Tuesday due to our extended tutor time in the afternoon for enrichment). Students arriving after the second bell at 08:40am will be late.

8.3 Reasonable adjustments are made on a case by case basis depending on student circumstance, and medical evidence may be required.



## 9. ATTENDANCE

9.1 Excellent attendance is expected at Nailsea Sixth Form, and we set an attendance target of 96% or higher for our students. The correlation between high attendance and academic outcomes is widely published, therefore we support and challenge our students to achieve the highest attendance possible.

9.2 If we have concerns over a student's attendance, they will be placed on an attendance stage which could lead to paying for examination entries, being removed from examinations or termination of study.

9.3 Reasonable adjustments are made on a case by case basis depending on student circumstance, and medical evidence may be required.

## 10. USE OF THE ICT NETWORK

10.1 Students must use the computers and internet servers responsibly. Inappropriate online behaviour will not be tolerated.

10.2 Students should respect the school's ICT equipment and always report any issues to a member of staff.

10.3 The school can sanction online misbehaviour where it poses threat or causes harm to another student or member of staff, it could have repercussions for the orderly running of the school, it adversely affects the reputation of the school, or the student is identifiable as a member of the school.

## 11. OFF SITE

11.1 While travelling to and from Sixth Form (using school, public or own transport, or walking) students should recognise that they are representing the school and the community and that orderly, cooperative behaviour is expected at all times.

11.2 The highest standards of behaviour are also expected from all students participating in visits and activities arranged by the Sixth Form during and outside hours. Although all such trips will be supervised by staff, students may be given considerable freedom at times when they will be expected to take responsibility for their own behaviour; any abuse of this will be viewed extremely seriously.

11.3 All Sixth Form students are permitted to leave site at morning break, lunchtimes or during free periods unless specifically requested to be on site; during these times students are expected to conduct themselves in the same manner that they would do whilst in Sixth Form.

## 12. BULLYING / HARRASSMENT

12.1 The Sixth Form is committed to providing a caring, friendly and safe environment for all our students. We are a telling school. Bullying or child on child abuse of any kind is unacceptable within our Sixth Form and wider school. If bullying does occur, all students should be able to tell staff and know that incidents will be dealt with promptly and effectively.

12.2 The Sixth Form safeguards the welfare of students whilst in the school, through positive measures to address bullying which include the delivery of our EVOLVE Programme, maintaining high expectations of student behaviour and having vigilant staff.

12.3 Sixth Form students have a responsibility to quickly report any incident of bullying or harassment to a member of staff to maintain our positive learning environment.

### 13. SERIOUS BEHAVIOUR BREACHES

13.1 Smoking/vaping and drinking alcohol on or near the school site, or whilst participating in any activity arranged by the Sixth Form, is forbidden. Students found smoking/vaping or drinking, or in the company of smokers or those drinking alcohol on or near the school site, may also be issued with a serious sanction.

13.2 The Wessex Learning Trust has a Drugs Policy found on their website outlining the steps that will be taken when dealing with drug-related incidents. Possession, misuse or supply of illegal drugs will likely result in permanent exclusion.

13.3 If we have concerns or have been given any information that suggest that a student may have possession of any paraphernalia, we will search a student's belongings and may inform the police where necessary.

13.4 Other severe breaches include physical violence and threatening behaviour, sexual misconduct or assault (including sexting, verbal, up-skirting, inappropriate and unwelcomed physical contact), damage to property, promotion of or partaking in knife crime (including possession of an object that could be used as a weapon or replicates a weapon), and sexist, racist, homophobic or transphobic behaviour.

13.5 Where offences have taken place, an investigation will be carried out by the Sixth Form leadership team and decisions will be made on the consequences for the perpetrators.

13.6 If a student is suspected of criminal behaviour, the Sixth Form will make an assessment on whether to report the incident to the police. If a decision is made to report the matter to the police, the school will not interfere with any police action taken, however the Sixth Form may continue to carry out its own investigation procedure and enforce sanctions.

### 14. SEARCHING AND CONFISCATION

14.1 Searching and screening students is conducted in line with the Department for Education guidance, where authorised staff have statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item, including weapons, alcohol, illegal drugs, stolen items, smoking paraphernalia or pornographic images.

14.2 School staff can confiscate any item, which is either prohibited or considered harmful or detrimental to school discipline found as a result of the search. Staff will conduct searches in pairs and confiscated items will either be disposed of, returned to parents/carers or given to the police in accordance with the law.

### 15. REWARDS

15.1 It is important that we recognise the achievements of all students and celebrate their success. Rewarding students is important in encouraging a positive ethos within the Sixth Form and in motivating students in their learning. Rewards can be gained for achievement and/or progress in academic work, demonstrating values, services to the community and good attendance.

15.2 Sixth Form uses a range of strategies to celebrate students' successes, including verbal praise, communication home, positive conduct points on ClassCharts, recognition within the Sixth Form, students of the term, celebration within the newsletter and invitation to reward events.

## 16. SANCTIONS

16.1 The Sixth Form procedures strive to intervene with negative behaviour quickly, calmly and at minimal disruption to other students' learning. The sanctions implemented will be appropriate to the behaviour or behaviour trends identified.

16.2 Sanctions may include but are not limited to; verbal warning, communication home, conduct point issued on ClassCharts, loss of social time, compulsory catch up session, conduct report, conduct stage, withdrawal from lessons, removal of free periods or additional supervised study periods, fixed term suspension, Governor Review Panel, permanent exclusion.

## 17. DISCIPLINARY STAGES

17.1 Students who persistently breach or are involved in a serious breach of our behaviour policy will be placed onto our disciplinary stage system.

Stage 1 – Sixth Form Tutors monitor and support students on a weekly basis following an increasing trend of behaviour breaches.

Stage 2 – Heads of Year have weekly review meetings with the student, following a Stage 2 meeting with parents/carers, due to persistent breaches or a series breach of our behaviour policy.

Stage 3 – The Head of Sixth Form oversees the initial Stage 3 meeting and subsequent termly review meetings, following continued persistent breaches or a serious breach of our behaviour policy. If the student is at risk of permanent exclusion, then a Governor Review Panel will be arranged as part of the Stage 3 intervention.

17.2 Please note that the points outlined above at each stage are for guidance only and decisions regarding behaviour stages are decided on a case by case basis and at the discretion of the Head of Sixth Form.

## 18. SUSPENSION

18.1 The Headteacher can decide to exclude a student from Sixth Form for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently exclude, for persistent breaches or serious breaches of the school's behaviour policy. If the Headteacher is absent from school the person deputising for the Headteacher can make the decision.

18.2 Written notification of the suspension will be sent to the parents/carers email and/or home address that we have on record for confirmation.

18.3 A reintegration meeting will be organised with parents/carers and the student following a fixed period suspension. During this meeting the incident(s) will be discussed, all stakeholders will have an opportunity to voice their opinions, and interventions reviewed to reduce the likelihood of further breaches of the behaviour policy.

## 19. PERMANENT EXCLUSION

19.1 The decision to permanently exclude a student is recommended by the Headteacher and authorised by a panel of Governors from the Governing Body.

19.2 Permanent exclusion may be for persistent breaches or serious breaches of the behaviour policy, or in significant circumstances a one-off serious incident.

## 20. RECORD KEEPING

20.1 All behaviour incidents involving students should be recorded using our school systems in sufficient detail. These include ClassCharts, Main School Files, Provision Map or Safeguard My School.

## 21. INTERVENTION AND SUPPORT

21.1 Vulnerable learners, including those with Special Educational Needs and Disability or an Educational, Health and Care Plan, may find aspects of this policy more challenging and require reasonable adjustments that sit outside of this framework. Where this is the case, we will support the student to meet their responsibilities.

21.2 If the Sixth Form has a concern about the behaviour of a student with an EHC plan, we will contact the local authority to discuss and arrange an emergency review meeting.

21.3 Our home-school agreement is a valuable part of the enrolment process to signify the importance of parents/carer in supporting our standards and expectations in the best interests of their child. Parents/carers will be invited into school for a meeting if we have ongoing behaviour concerns to review the current situation and consider strategies to support a positive behaviour change. We encourage parents/carers to download the ClassCharts App on any mobile device to monitor their child's behaviour and attendance.

21.4 All students will be placed in a tutor group once they enrol into Sixth Form. Their Tutor will see them up to four times per week and will have the primary pastoral oversight of their tutees and should be the first point of contact for parents/carers.

21.5 Every student will fall under the pastoral care of a Head of Year, who coordinates their team of tutors and has overall responsibility for the conduct and attendance of students in their year group. Heads of Year will communicate with parents/carers when there are persistent breaches or serious breaches of our behaviour policy.

21.6 Our Learning Mentor carries out intervention sessions with Sixth Form students who are a progress concern to focus on study and revision skills that will most benefit their preparation for non-examined assessment or examinations.

21.7 In some cases, it may be necessary to modify a student's timetable to provide them with additional short or long term support for future success. This may include the removal of a level 3 course or the reduction or increase of additional learning hours such as supervised study periods or enrichment activities.

21.8 In situations where the behaviour of a student continues to be a cause for concern a referral may be made to an external agency for advice and/or intervention in coordination with relevant members of staff.

**Author:** Mr D Truan

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