



The
Appleton
School

Sixth Form Learning and Behaviour Policy

Adopted by the Governing Body on	
Signature Chair of Governors	
Next Review Date	

September 2023

1. Policy Statement

- 1.1 The Sixth Forms mission is to create a successful learning community and set high expectations for student learning and behaviour.
- 1.2 This policy reflects our Sixth Form's core principles. We believe in the following: "Success Tomorrow. Starts Today". We expect our students to demonstrate and pride themselves on the following characteristics:
- Excellence: students are to aim high and ensure they meet the expectations set within the Sixth Form to be the best version of themselves possible.
 - Independence: students are encouraged to be independent and promote a love of learning and passion for the subjects they have decided to study. They are expected to go above and beyond the realms of classroom learning and extend/practice their subject gathering necessary skills needed post 18.
 - Resilience: students are to understand that in life they will face adversities and challenges that they will need to face and overcome.
 - Respect: we value and care for all members of our community and understand the need for kindness. Therefore, our students will comply with the behaviour policy and the student code of conduct.

2. Scope

- 2.1 The policy applies to all students enrolled on a programme of study at The Appleton School Sixth Form.

3. Policy Summary

- 3.1 The policy outlines the principles which underpin how the Sixth Form supports student learning and encourages positive behaviours. It provides a framework for dealing consistently with issues relating to the student code of conduct. It informs all members of the Sixth Form community (students, staff, parents/carers and governors) about how the management of students is conducted. It establishes a consistency of approach to the management of students and ensures that our response to the behaviour of students reflects our values.
- 3.2 The policy aims to identify and address issues and concerns related to students' learning and behaviour at an early stage and assist students to stay on track so that they can succeed at our Sixth Form. It provides a clear framework which outlines the consequences for students who do not keep to the code of conduct and provides them with opportunities to improve their learning or behaviour where possible. It supports safeguarding in maintaining a safe and purposeful learning environment.

4. Policy Details

- 4.1 Our approach will be based on high expectations and will be:
- Consistent: staff must all have the same expectations and responses.
 - Positive: about students' strengths and progress and based on wanting to keep students on track so that they can succeed. This will link to our Sixth Form rewards policy.
 - Firm: setting and enforcing standards of attendance, punctuality, behaviour and work from the start. This is to install and promote the necessary life skills that students will need in their future.

5. How we achieve this

- 5.1 Induction into the Sixth Form will establish the expectations the Sixth Form has of students' learning and behaviour. Students are expected to prove themselves ready to learn in the first six weeks of their programme of study. Students will be provided with a copy of the student code of conduct which they will sign and agree too.

- 5.2 The Sixth Form offers a range of support services to help students who are finding it difficult to meet our expectations. Every attempt will be made to resolve difficulties at an early stage but also escalate through the policy, where necessary.
- 5.3 The Sixth Form will make all reasonable adjustments to support students with medical conditions, learning difficulties and disabilities. In the case of significant absence, our 'Fitness to Study' policy will be applied.
- 5.4 The Sixth Form works together with students to positively reinforce behaviours and recognise dedication, hard work and achievement. At Sixth Form we have a number of privileges which students may earn, these include; signing in and out rights, late starts and unsupervised study periods. If students are not meeting expectations, these rights may be withdrawn where necessary.

6. Overall Process

- 6.1 Students are responsible for abiding by and fulfilling the requirements placed on them by their Student Code of Conduct.
- 6.2 During the first six weeks of their programme of study, students must satisfy the Sixth Form's requirements with regards to their learning, attendance, punctuality and behaviour. If during this period students do not meet the requirements of the Sixth Form they may be excluded from the Sixth Form, in which case they will have the right of appeal to the Headteacher.
- 6.3 After the first six weeks, the student is confirmed as a member of the Sixth Form. Following this, any concerns about the student's learning, attendance, punctuality and behaviour will be dealt with following the stages of the formal disciplinary procedures. There will normally be a sequential progression through the stages. The final stage may be entered immediately in the event of alleged gross misbehaviour.
- 6.4 Students will not be allowed to progress to the second year of programmes of study or to a programme at a higher level where there are disciplinary concerns. If a warning has been given, then students must have met the conditions of their contract in order to progress within The Appleton School Sixth Form.
- 6.5 Suspension from Sixth Form means temporary exclusion. Suspension may be used following a serious incident or behaviour issue and where a student's continued attendance at Sixth Form may present a risk to students or staff, or to the student him/herself; where a student's continued presence in class will seriously affect other students' work; or where there has been significant damage to the college's reputation; or on the advice of the police; or where there has been a serious breakdown in trust between the Sixth Form and the student.
- 6.6 Permanent exclusion may be the final outcome of the disciplinary process in which case the students have the right of appeal to the Headteacher.
- 6.7 The Senior Leadership Team has responsibility for the management of students. Only the Senior Leadership Team can temporarily suspend students. Only the Headteacher can exclude students.
- 6.8 All staff have a responsibility to reinforce the high expectations we have of students and to assist in the management of students around the site, within classrooms and on sixth form-related activities.
- 6.9 All parents/carers have a responsibility to uphold the Sixth Form's discipline and authority, as we believe that students need to see unity and know boundaries. We expect all parents/carers to support students to be successful at The Appleton School Sixth Form by:
- Ensuring students' attendance is 95%+, they arrive on time and have the necessary books and equipment
 - Encouraging students to complete homework and coursework by the deadlines set
 - Expecting students to follow the Student Code of Conduct
 - Responding to communication from the Sixth Form (e.g. phone calls, emails and invitations to meet) when there are issues to resolve.

7. Sixth Form Behaviour Intervention Process

- 7.1 Our intervention process has been designed to take into account workplace practices. It aims to mirror the disciplinary procedure that students will be exposed to in their future.
- 7.2 **Stage One** – Teachers are expected to monitor and intervene in any low-level behaviours, along with any subject concerns e.g. lack of effort in subjects, failure to meet deadlines, poor attitude and conduct in lessons, punctuality to lessons etc. Before escalating to stage two of the behaviour intervention process, there should be evidence that the following has taken place: a student discussion and a parental call. This needs to be recorded on a central spreadsheet in order for tracking and monitoring to take place. *This would be monitored over 4-6 weeks.*
- 7.3 **Stage Two** – If there is no improvement in the student's behaviour, the subject teacher (or relevant member of staff) will make the Head of Sixth Form aware. The Head of Sixth Form will conduct a 'Round Robin' to gather feedback from all subject areas and will hold a discussion with the student. A phone call home by the Head of Sixth Form will be made. This is recorded as a **verbal warning**. *This section and 7.4 would be monitored over 2-4 weeks.*
- 7.4 Based on student discussions and parental conversations, if necessary, the student will be given the opportunity to engage with the 'academic mentoring programme' or will be offered 'pastoral and attendance support', or both.
- 7.5 **Stage Three** – A **written warning** will be provided to both students and parents informing them of the next steps. Withdrawal of Sixth Form privileges. *Following a written warning, this will be reviewed for two weeks by the Head of Sixth Form.*
- 7.6 **Stage Four** – If there is still no improvement, a parental meeting will be called with the student and Head of Sixth Form present. The student will be placed on a behaviour contract and a **formal warning** will be provided. *The behaviour contract would be reviewed every two weeks, in the form of a meeting as detailed in Stage Five.*
- 7.7 **Stage Five** – A review meeting will be held in which the Head of Sixth Form, student, parent and, if necessary, the Deputy Headteacher will be expected to attend. Behaviour will be reviewed and depending on the student's progress, the behaviour contract will have been successful or will need to be extended. *If after 3 meetings there is no improvement in behaviour, or if there is a dramatic decline in behaviour, then the student will be escalated to Stage Six.*
- 7.8 **Stage Six – Dismissal** - Permanent exclusion may be the final outcome of the disciplinary process in which case the students have the right of appeal to the Headteacher.

8. Monitoring and Review

- 8.1 The effectiveness of the policy will be monitored by the Head of Sixth Form.
- 8.2 This policy will be reviewed every three years. Where necessary, the review will be more frequent to ensure compliance with current legislation.

9. Related Documents

- Whole School Behaviour Policy
- Fitness to Study Policy
- Sixth Form Student Code of Conduct

- Sixth Form Rewards Policy
- Sixth Form Attendance Policy

Appendix I

The following are some examples of what we consider to be unacceptable behaviour, however, the list is not exhaustive:

- Swearing
- Damage to property
- Rudeness
- Not following teacher instructions
- Distracting others
- Not completing classwork, coursework or homework
- Bullying, including cyber bullying and hate crime
- Discriminatory language such as homophobic language
- Lateness to lessons
- Truancy from lessons
- Inappropriate use of study periods
- Abuse of the college email or ICT network
- Inappropriate use of social media and ICT
- Disrespecting members of the college community
- Breaches of the College's Student Code of Conduct (below)

Some behaviour is highly unacceptable and is therefore highly likely to lead to permanent exclusion. This includes, but is not limited to, the following:

- Threats and/or assaults on staff or students
- Malicious allegations against staff or students
- Possession of an offensive weapon such as a knife
- Possession of drugs and drug related items or intent to supply
- Theft or fraud
- Sexual violence or sexual harassment
- Breaches of health and safety
- Bringing the Sixth Form into disrepute
- Possession of prohibited or banned items

Prohibited and banned items

knives and weapons, or objects that have been adapted for use as a weapon	illegal drugs and drug affiliated items
alcohol	fireworks
stolen items	pornographic material
nitrous oxide	extremist material
tobacco and cigarette papers (any associated smoking paraphernalia i.e. vaping devices or oils)	
Any article or substance (such as fuels or acid) that a member of staff suspects has been or could be used to commit an offence or cause personal injury or damage to property of any person (including the student).	
From time to time, certain items not listed here may be deemed to be banned by the Principal if they reasonably pose a threat to the safety and wellbeing of students or the good order of the college.	

Students can be disciplined for misbehaviour outside of the Sixth Form premises if it could have repercussions for the orderly running of the Sixth Form or poses a threat to another student or could adversely affect the reputation of the Sixth Form.

Some forms of misbehaviour are illegal and will be reported to the police e.g. possession of a weapon.

Appendix II – Student Code of Conduct

As a member of The Appleton School Sixth Form you are required to follow the below expectations to not only ensure academic success but also to ensure that you act as the responsible young adults and role models we know you are. By selecting this Sixth Form you are also choosing to abide by the rules and regulations set out below.

Code of Conduct - Behavioural Expectations

In order to be successful within our Sixth Form you will be expected to follow the below student behavioural code of conduct:

- You must treat all stakeholders with the utmost courtesy and respect.
- Must wear your lanyard with your ID visible at all times.
- Remember you are a role model both inside and outside the Sixth Form Block and therefore we expect you to act as mature adults, using appropriate language, being respectful and behaving in a responsible manner.
- Are responsible for all books and equipment that are issued to them, and are returned in good condition as requested by the teaching staff.
- Communicate any concerns, issues, problems etc in the correct and most professional way e.g. emailing teachers, speaking to Head of Sixth Form.

Code of Conduct - Academic Expectations

In order to be successful within our Sixth Form you will be expected to follow the below student academic code of conduct:

- You are expected to perform on or above your target grade throughout your time at Sixth Form. If at any time you are underperforming, speak to your subject teachers regarding an intervention plan that can be put in place to support you which you must fully engage with.
- You must ensure all classwork and homework is completed to a high standard and that it is submitted by the deadlines provided by your subject teacher.
- You are responsible for your learning and ensuring that you catch up on any missed work and notes.
- Must be well prepared with the correct books and equipment ready to make a worthwhile and valuable contribution in all lessons.

Code of Conduct - Study Periods/ Use of Study Room Expectations

In order to be successful within our Sixth Form you will be expected to follow the below student study period code of conduct:

- Be fully responsible and proactive for your own independent study e.g. have work ready to do, or go and ask for further direction from your teachers if required. This could include summarising your notes, reading before the lesson the relevant topic, re-reading the text after the lesson, creating revision cards, completing past papers and undertaking additional reading.
- Ensure the use of study rooms are used for independent study. Must work quietly in the Sixth Form Study Centre and other designated study rooms.
- Respect other peoples' rights to private study and therefore need to bear this in mind when using laptops, desktops, and mobile phones.
- Only use computers for educational purposes relating to their studies. Failure to comply may result in a ban.

Code of Conduct - Uniform Expectations

You are expected to be role models within The Appleton community but also follow a dress code such as that within a professional working environment. In order to be successful within our Sixth Form you will be expected to follow the below student dress code of conduct:

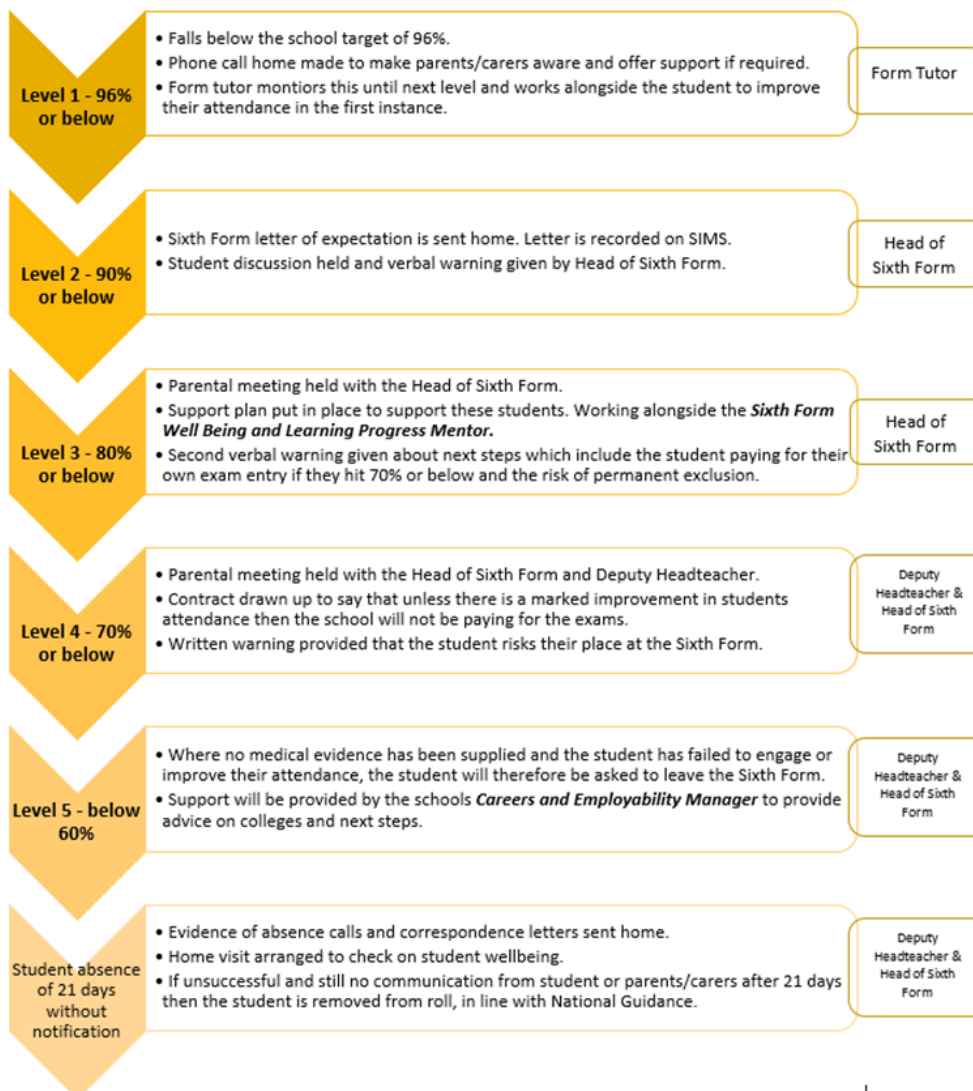
- Lanyards visible at all times.

- Complete fulfilment in the Sixth Form dress code (blazers, tie, white shirt, formal trousers, appropriate skirt, black jumper and leather shoes).
- No facial piercings and excessive jewellery.
- No visible tattoos.
- No heavy makeup.
- You could be sent home to change if the dress code is not being followed.

Code of Conduct - Attendance and Punctuality Expectations

In order to be successful within our Sixth Form you will be expected to follow the below student attendance and punctuality code of conduct:

- Maintain attendance of 96% and above. Failure to do so will result in being placed on an attendance intervention plan (see below).
- Ensure you sign in and out upon arrival and departure to the school building.
- To attend form between 8:30-8:45. This is vital as a number of enrichment activities, assemblies and notices will be delivered within this time.
- Attendance to **ALL** lessons are **compulsory** and it is expected that you catch up on any missed work.
- Holidays **should not** be taken during term times and work should not interfere with your studies.
- Punctuality to lessons affects everyone else's learning plus the flow of the delivery to the lessons. Teachers will be expected to report any punctuality issues to the Head of Sixth Form where this will be recorded and passed on to future universities and employers if the implementation of a punctuality improvement plan does not prove to be effective.



Code of Conduct - Transfer to Year 13

We look forward to you continuing your educational journey into Year 13, however, you need to understand that this is not an automatic right. In order to be successful with your transfer into Year 13 you must achieve the following:

- Good attendance and punctuality
 - Outstanding behaviour record and code of conduct
 - Above a Grade U – otherwise we may need to review your provision to check you are on the right pathway and offer necessary support.
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Student Agreement

As a member of the Sixth Form I can confirm I have read, understand and agree to conduct myself in relation to the following expectations:

- Behavioural
- Academic
- Use of Study Periods/ Rooms
- Uniform
- Attendance and punctuality
- Transfer to Year 13

You must respect the decisions made by your subject teachers, the Sixth Form Team and your Head of Sixth Form.

Signature: _____ Date: _____

Name: _____ Form Group: _____