

Ormiston Bolingbroke Academy

Behaviour Policy & Procedures

Sixth Form Students



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## Purpose

- To generate a positive approach to the Academy and maintenance of the Sixth Form Expectations (Appendix Sixth Form Expectations) and to foster an ethos which supports the development of the personal, social and learning skills of all learners.
- To encourage positive and cooperative behaviour and attitudes in all learners.
- To provide clear guidelines to staff, learners, parents, carers and employers on the disciplinary procedures to be adopted when the Sixth Form Expectations are not adhered to.

## Policy statement

The Sixth Form Student Behaviour Policy forms part of a group of related policies which set out:

- What the student can expect from the Sixth Form and what we expect from both the students and parents (the Home Academy Agreement).
- What the Sixth Form expects of its students with regards to behaviour and attitude (the Sixth Form Expectations).
- What the Sixth Form expects of its students with regards to attendance (Attendance Policy)
- What the Sixth Form expects of its students with regards to dress code (Sixth Form Dress Code).
- The action to be taken in the event of a breach of the Sixth Form Expectations, Dress Code and Attendance Policy.

## Implementation of policy

The implementation of this policy will need to consider:

- Current legislation.
- The role of parents/carers/employers.
- The age and other factors and circumstances relating to the learner.
- Our equality duties as a public body (for example considering disabilities or emotional/learning difficulties or social circumstances which may affect learners' behaviour and cultural differences that may impact on understanding and compliance).
- Each case must be considered on its own merits.

The Sixth Form is committed to providing a fair and just hearing for all students. As part of the contracted arrangement made at the point of joining the Sixth Form, students (and, where appropriate, parents, carers and employers) will be directed to the Sixth Form Policies.

The behaviour of a student whilst studying at Sixth Form forms part of their behaviour record and is held as such. The scope of the policy also includes inappropriate behaviour on transport, in the Academy or whilst on external visits and activities. Information relating to disciplinary actions may be disclosed to parents, employers (prospective or existing), support agencies, where appropriate, or in the form of a reference where requested to appropriate organisations. In the case of more

serious offences, the Sixth Form will fully cooperate with the relevant authorities. The sharing of this information will always be in line with any UK data sharing protocols or laws.

## Negative Behaviour

As a matter of the policy, other than for incidents of serious misconduct each student is entitled to go through each of the behaviour policy. There are no requirements to move through each stage and if required the student can enter the behaviour policy at any point depending on behaviour displayed.

There are normally four stages of the policy:

1. First Warning
2. Second Warning
3. Final Warning/Contract
4. Fixed Term Exclusion

### STAGE 1 – First Warning

- Issued to the student in a private meeting by Form Tutor
- Student will be made fully aware that this is the first stage of the process and that there is a time limit to improve their behaviour.
- Student will agree to the plan including targets against they can be reviewed.
- The warning is recorded on the intervention log for that student.
- Parents and carers will be informed.

### STAGE 2 – Second Warning

- If behaviour deteriorates further or has not improved based on targets within the time period set from the First Warning, a Second Warning will be issued.
- This warning will include a formal letter sent to parents/carers and student outlining the behaviour concerns and time frame at which the student needs to improve with appropriate targets.
- There will be a formal meeting with the student, Pastoral Manager and Assistant Head of Sixth Form.
- The warning is recorded on the intervention log for that student.
- This stage can have no more than two occurrences before progressing on to Final Warning/Contract.

### STAGE 3 – Final Written Warning/Contract

- If, following the issue of the written warning, and allowing a reasonable period for agreed actions to be carried out, a student fails to make the required improvements, then a contract will normally be given out by the Assistant Principal – Head of Sixth Form, with the Assistant Head of Sixth Form or Pastoral present. A contract can be issued **without** a prior verbal warning, or a written warning being given, where it is judged that the poor/unacceptable behaviour warrants it.
- This stage will include a formal letter sent to parents/carers and student outlining the behaviour concerns and time frame at which the student needs to improve with appropriate targets. This will also include a parental meeting date and time.

### STAGE 4 – Serious Misconduct

In an incident of serious misconduct including such cases where the safety and wellbeing of others on the premises or on transport or on authorised Sixth Form activity off site is deemed to be at risk,

and where urgent and immediate action is required, the normal stages of the procedure are overridden and the following procedure applies.

If deemed necessary and if practicable the student must be removed immediately from the premises, vehicle or off site venue and given verbal notice of Fixed Term Exclusion. Fixed Term Exclusion can be authorised only by an Assistant Principal or Principal of the Academy and assistance sought if necessary, from other staff, to remove the student from the premises. In all cases the staff member suspending the learner must notify the relevant staff within the Sixth Form Team, the Vice Principal as well as notifying parents.

### Permanent Exclusion Decision

In the case of learners previously issued with a final written warning/contract where the required improvements have not been met, or in the case of serious misconduct, a Permanent Exclusion Decision normally follows. This procedure will be led by the Assistant Principal – Head of Sixth Form as well as either the Vice Principal or The Principal.

In the event of Permanent Exclusion, the student has the right to appeal in written form to the Assistant Principal – Head of Sixth Form as well as either the Vice Principal or The Principal. The Sixth Form will endeavour to support the students in moving on to another post 16 setting, employment or training where possible.

<b>OBA Sixth Form Behaviour Policy</b>			
<b>Stages</b>	<b>Who?</b>	<b>Where?</b>	<b>Comments</b>
<b>Informal</b>	Form Tutors, Teachers & Curriculum Leads	Logged on intervention log with follow up activity and review.  Parental contact made.	Form Tutors and teachers to use judgement but understand that if this is a repeat occurrence then the next stage should be taken.  CLs to make judgement on whether subject contract is required.
<b>Stage 1 First Warning</b>	Form Tutor & Pastoral Manager	Logged on intervention log with follow up activity and review.  Formal interview with student.  Parental contact made.	Students given appropriate time to improve.
<b>Stage 2 Second Warning</b>	Pastoral Manager and Assistant Head of Sixth Form	Logged on intervention log with follow up activity and review.  Formal interview with students and parents/carers.	If no improvement this stage can occur twice only then move to next stage.
<b>Stage 3 Final Written Warning/Contract</b>	Assistant Principal – Head of Sixth Form, with the Assistant Head of Sixth Form or Pastoral	Logged on intervention log with follow up activity and review.  Formal interview with students and parents/carers.	If no improvement this stage can occur twice only then move to next stage.
<b>Stage 4 Serious Misconduct</b>	Assistant Principal, Vice Principal or Principal	Logged on intervention log with follow up activity and review.  Formal interview with students and parents/carers.  Work packs sent home to students.	If no improvement this stage then students are at risk of permanent exclusion.

