

## **Beechen Cliff Sixth Form**

### **Code of Conduct**

*By accepting a place at Beechen Cliff Sixth Form, students and parents/carers are agreeing to uphold the following expectations, along with promoting the values and vision of the school.*

The conduct of Sixth Form students should promote high standards for themselves, ensuring they are learning good habits for the future while acting as role models to younger pupils. Parents/carers and school staff should work together to identify students who are struggling to uphold these standards and support them in overcoming any barriers. Communication about any concerns and sanctions are all done via the Arbor system, which allows teachers to record concerns and communicate actions to parents.

Our Sixth Form Code of Conduct sets out the expectations we have of our Sixth Form students (and appropriate actions where these are not met). Students who need additional support and intervention in achieving their academic potential will be placed on our Student Monitoring Report programme (see below).

#### **Attendance and Punctuality**

Expectation: Excellent attendance and punctuality to lessons and tutor time is a crucial part of ensuring the success of our students, as the holistic provision allows students to attain highly while having important knowledge about their futures. Students, staff and parents/carers all have a role to play in supporting high standards.

Please read the document attached on the attendance procedures:

 **Sixth Form Attendance Procedures 26-27**

*Action: Students who are absent from tutor sessions, PSHE, EPQ or subject lessons for an unauthorised reason (or no reason) will be issued with a school service sanction (e.g. litter picking). Students who are late to multiple sessions in a week will also be issued a school service sanction. Students may be escalated up the Student Monitoring report system if there are persistent concerns about attendance or punctuality.*

#### **Behaviour**

Expectation: The behaviour of Sixth Form students should be of the highest standard and in line with the School and Trust behaviour policies. Sixth Form students are included in the whole school behaviour policy, so sanctions will be logged and actioned as in other year groups.

*Action: Any behaviour concerns will be logged on Arbor and will result in an appropriate sanction – usually a detention (or in more serious cases, a suspension), and escalated if required in accordance with the whole school policy.*

### **Dress Code**

Expectation: Sixth Form students are expected to dress smartly in order to promote a professional learning environment. Please refer to the [Sixth Form dress code](#) for requirements. Financial support is available through the Bursary scheme if required. Students must wear their lanyard and ID card around their neck when on the school site (in and out of lessons).

*Action: If a student does not have their lanyard, they will be asked to get a temporary student sticker from the Sixth Form office in exchange for their mobile phone (which can be retrieved at the end of the day at 3.15pm). If a student is wearing inappropriate clothes, this will be logged on Arbor for parents to see. Hoodies or similar items will be confiscated until the end of the day. In rare cases, we may ask a student to go home to change.*

### **Mobile Phones**

Expectation: Sixth Form students are given the privilege of using mobile phones during the school day but only within designated 'Phone Friendly Areas': the Sixth Form Centre and the Open Learning Area. Students must not use their phones around the school site (including in the refectory, corridors and outside areas). Mobile phones must not be used during lessons and should be kept in bags. Students must not take photos or videos on the school site.

*Action: Students who are using their phones outside of the expectations outlined above will have their mobile phone confiscated and kept by a member of the Sixth Form team until the end of the day (3.15pm). This will be logged on Arbor. Students who repeatedly fail to comply with the phone policy will be asked to purchase a phone pouch (in line with Year 7-11 government policy).*

### **Independent Learning Tasks**

Expectation: There is an additional expectation in Sixth Form that students will be completing a greater amount of homework and independent study outside of their lessons. Students should be completing an hour outside the classroom for every hour inside the classroom. This time can consist of completing homework tasks (set on Google Classroom), but also independent learning tasks such as consolidation notes, revision, reading ahead or super-curricular work.

*Action: Teachers will log any missed homework deadlines on Arbor, and may issue detentions in their faculty area after school if issues persist. Teachers can utilise discretionary extensions for homework before issuing a detention. They will need to bring folders and notes to any detention, as they will be*

expected to complete an hour of independent work. Students who fail to meet independent learning expectations will be escalated up the Study Monitoring report system based on Arbor logging and teacher communications with the Head of Sixth Form.

### **STUDENT MONITORING REPORT SYSTEM**

| Stage                                                                                                                                                                   | Overview                                                        | Criteria                          | Action(s)                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Initial concern logged. Actioned internally e.g. detention with subject teacher, 'school service' or Head of Sixth detention (dependent on reason for sanction).</i> |                                                                 |                                   |                                                                                                                                                                                                                                         |
| 1                                                                                                                                                                       | <b>Cause for Concern</b>                                        | Multiple separate concerns logged | Stage 1 communication to parent/carer outlining concerns. Verbal warning and conversation with the student by their Tutor.                                                                                                              |
| 2                                                                                                                                                                       | <b>Ongoing Concern</b><br><i>(or significant first concern)</i> | No improvement in conduct         | Stage 2 communication to parent/carer. Report card for 2 weeks ('extended timetable' - free periods in ISR*) before review by Head of Sixth Form                                                                                        |
| 3                                                                                                                                                                       | <b>Serious Concern</b>                                          | No improvement in conduct         | Stage 3 communication to parent/carer. Report card for a term ('extended timetable' - free periods in ISR and/or additional lessons). Parent review meeting.                                                                            |
| 4                                                                                                                                                                       | <b>Final Warning</b>                                            | No improvement in conduct         | Final warning communicated to parent/carer<br>Indefinite 'extended timetable' - free periods in ISR with accompanying report card. Parent review meeting (termly)<br>Withdrawal of opportunities e.g. prom, sports teams, school trips. |
| <i>Exam entries and/or Sixth Form place withdrawn</i>                                                                                                                   |                                                                 |                                   |                                                                                                                                                                                                                                         |

\* Independent Study Room

**Pastoral and Inclusion Support**

We are aware that there is a link for some students between their poor behaviour and pastoral, school inclusion or wellbeing concerns. As such, it is extremely important that students and parents keep in regular contact with their Tutor, SENCo and/or their year group Pastoral Manager who will be able to share information with staff to enable everyone to support the student more effectively. It may be useful on occasion for the Pastoral Manager to attend review meetings with tutors and/or parents.

Kim Mather

Assistant Headteacher (Head of Sixth Form)