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Kings Norton Sixth Form Behaviour for Learning Policy

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PURPOSE

The purpose of this policy is to provide clear guidance to students, staff, parents/carers and other stakeholders about the expectations of the School with regard to behaviour management and the strategies used to maintain and promote an effective learning environment within lessons, around school and whilst participating in offsite sporting activities or educational visits

Kings Norton Girls' School and Sixth Form believes that effective behaviour management is at the heart of a successful and thriving school. Good behaviour creates a learning environment in which students and staff can flourish; it also provides an environment where students and staff feel safe, respected and valued by other members of the learning community and are free from fear, bullying and harassment. Our core values are that at Kings Norton Girls' School & Sixth Form we open a world of opportunities by showing courage and respect in order to flourish. Strong relationships of trust are at the heart of our school community and the purpose of our behaviour for learning policy is to ensure the upholding of our values.

Sixth Form Behaviour Expectations

Students within the Sixth Form are considered young adults who should set a model of good behaviour for students in younger years. As such, they are considered to be able to make informed choices about their conduct and meet all sixth form expectations. A student may lose their place in the sixth form if expected standards of behaviour attendance or punctuality are not met.

For the purpose of this policy lateness to lessons and tutor time will be managed as unacceptable behaviour.

Kings Norton Sixth Form Behaviour for Learning procedures

Stage One

Tutor and/or Subject Teacher(s)

Behaviour logs 1-3

- The member of staff identifying the issue manages the behaviour and logs it.
- Where home work is not completed as student may be asked to leave the lesson and complete work, returning to the class on completion.
- If all the logs are from the same subject then the teacher will meet with the student; a focussed discussion on improving behaviour will take place.
- If the logs are from a range of subjects or reasons then form tutor will meet with the student; a focused discussion on improving behaviour will take place.
- Where a student is repeatedly late to lessons or tutor time: The teacher or form tutor will meet with the student and give the student a warning about their punctuality, discussing reasons and offering support, they will ensure the parent/carer is aware of the situation by logging in SIMS. .

Stage Two

Tutor, teacher(s), Subject/Faculty Leader, Head of Sixth Form

Behaviour logs 4 - 6

- Subject/Faculty leader conversation with student if 4 or more of the logs are in a single subject. Subject/Faculty Leader should issue a two-week subject report and monitor it with the teacher. Parents/carers will be informed by the Subject/Faculty Leader.
- If the logs are from a range of subjects or reasons then the form tutor will meet with the student to identify reasons for work related logs and provide support as required. A two-week behaviour report will be issued by the Head of Sixth Form and monitored daily by the form tutor.

Stage Three

Faculty Leader, Head of Sixth Form

Behaviour logs 7 – 9

Head of 6th form will

- Issue a letter to parents/carers to alert them to concerns and detail the improvement plan (the letter/plan will be linked to SIMS).
- Tailor support to meet student's needs, e.g. study skills, organisation skills, time management, counselling, attendance at period 6 or other appropriate intervention
- place students on a further two-week report and monitor it. Following a two week period a formal review will take place with the student and a decision made to remain on Stage 3 or move to stage 4.
- Remove the privilege to leave school during the school day.
- If all or most of the logs are for a single subject, the Head of Sixth Form will work with the relevant Faculty Leader on the improvement plan and communication with parents/carers.

Disciplinary Stage

Stage Four (first disciplinary)

Logs >10 or no improvement following stage 3

- The student will attend a formal meeting with the Head of Sixth Form, in which they will be given a verbal warning that improvement is required.
- Parents/carers will be invited to and expected to attend the meeting, if they are unable to attend the meeting will take place in their absence.
- Parents/carers will be provided with a letter detailing that this is the first stage of disciplinary procedures
- The student will remain on report; monitoring will take place over three weeks by the Head of Sixth Form and be reviewed at the end of this period.

Stage Five (second disciplinary)

Failure to meet targets identified on the report:

If there is no improvement the student will attend a second formal meeting with the Head of Sixth Form and a member of SLT. Parents/carers will be invited and expected to attend the meeting. Parents/carers and student will be told that this is the second disciplinary meeting and that no improvement could result in a permanent exclusion. A letter detailing this will be provided. The student will remain on report and monitoring will take place over four weeks.

Stage Six (Third disciplinary)

If there is insufficient improvement, a third meeting will be called which will be attended by the student, parent/carer, Head of Sixth Form and the Headteacher. A final written warning will be issued following this meeting stating that should improvements not be seen immediately the student will be likely to lose their place at the school. The student will remain on report for a further two-weeks.

Stage Seven (Final disciplinary hearing. Governor panel)

Within 2 weeks of stage six, if there has been insufficient improvement a final meeting will be held. A governor disciplinary panel will hear the school case for exclusion and the student's case. A decision will be made on permanent exclusion.

Work related logs may be given for:

- Negative attitude to learning
- Off task or passive behaviour
- Incomplete or poor standards in class or home work
- Failure to catch up work and homework following absence
- Inappropriate behaviour which disrupts learning for the student or others.
- Lateness to class.

Behaviour logs may be given for:

- Inappropriate use of Mobile phones (use only allowed in the common room or sixth form block) which will be confiscated and given to Head of Sixth Form (or the Sixth Form Administrator).
- Failure to adhere to the dress code
- Refusal to follow instructions
- Littering and lack of respect for the environment
- Lateness to tutor time.

Serious breaches of conduct.

Serious breaches of conduct may result in either fixed term or permanent exclusion, Such incidents would be managed at any of stages five to six of this policy.

Fixed Term Exclusions

There may be circumstances where a student is excluded, for a fixed term, from Sixth Form in line with the school's 'Behaviour for Learning' Policy.

Behaviour likely to lead to fixed term exclusion may include:

- Threatening behaviour
- Rudeness to members of staff
- Violence
- Bullying
- Vandalism
- Racism or any other discriminatory behaviour
- Deliberate disobedience and refusal to follow instructions
- Repeated disruption to the learning process
- Behaviour deemed to undermine the good order or reputation of the school
- Breaches of data protection eg unauthorised recording of individuals

Following fixed term exclusion, parents/carers will be expected to attend a formal scheduled re-admission meeting.

Permanent Exclusion

The Headteacher may decide that permanent exclusion is necessary because:-

- All stages in the Behaviour Policy have been exhausted
- Allowing the student to remain in school would be seriously detrimental to the education or welfare of others in the school.

Immediate Permanent exclusion

This follows for:-

- Serious actual or threatened violence against a student or member of staff;
- Sexual misconduct;
- Supply or possession of an illegal drug in school;
- Bringing an offensive weapon into school.