



HAYDON SCHOOL

Wiltshire Lane
Pinner
HA5 2LX
Tel: 020 8429 0005
Fax: 020 8868 8213

SIXTH FORM
BEHAVIOUR POLICY
2016

SIXTH FORM BEHAVIOUR POLICY

1. Entry to the Sixth Form

1.1 Students will be offered a place in the Sixth Form subject to the following conditions:

1. That an appropriate course is available for the student
2. That the student has achieved the entry requirement for the course chosen
3. The student has shown a commitment to learning, attendance, and punctuality
4. The student has a good behaviour record in Year 11

The Sixth Form Admissions Policy contains full details.

1.2 If a student has failed on criteria 3 or 4 a conditional place may be made. Continued entry to the Sixth Form will be dependent on the conditions of the place being met and will be reviewed on a half-termly basis.

1.3 Any conditional place will require a contract to be drawn up and agreed by the school, student and parent. This will form the basis of the half-termly review. If the student fails to meet the agreed academic, behaviour, attendance or punctuality targets they may lose the right to their place in the sixth form.

2. Sixth Form Behaviour Expectations

1. 96% or more attendance at all lessons
2. Punctuality to registration and lessons
3. Responsible behaviour in and around the school
4. Adherence to the expectations for Sixth Form including dress code
5. Respect for all within the school community
6. Active support for the behaviour code for younger students in and around the school
7. The completion of all classwork/homework on time
8. Year 12 will complete the requirement for Community Leadership
9. All students are expected to attend their timetabled study sessions

2.1 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.

2.2 The following are considered prohibited items (DfE 2013):

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers/cigarettes
- fireworks
- pornographic images

- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student)

2.3 The Headteacher and authorised staff: Leadership Team, Year Leaders and Home School Liaison Officer can search for any item banned by the school rules.

- lighters
- legal highs
- electronic cigarettes
- DVD's and games age inappropriate
- BB guns
- Folding pocket knives
- Air rifles
- Matches
- Laser pens
- Imitation weapons
- Any item regarded as drug related paraphernalia
- Any item considered harmful or detrimental to school discipline

The lists in 2.2 and 2.3 are not exhaustive. The Headteacher and authorised staff reserve the right to add items as seems fit to the health and safety of Haydon School community.

3. **Sixth Form Sanctions**

3.1 Failure to meet the expectations of sixth form students will result in a 50 minute after school detention. Detentions are to be served in the Sixth Form study room. Detentions, to be served on the day, or the day after they are given, will be issued for:

- Non completion of or inadequate homework/classwork
- Truancy
- Poor behaviour outside lessons
- Inappropriately dressed (refer to dress code – appendix 1)
- Poor behaviour in lessons – one warning issued followed by detention on the second occasion
- Use of mobile phones or headphones in the corridors or anywhere outside the sixth form area outside the common room
- Not wearing ID cards
- Poor punctuality

3.2 Detentions will be held in the study room to be staffed by sixth form team (50 minutes). Students will work during detentions and will be interviewed regarding the reason for their detentions.

4. **Monitoring and Support**

Students within Haydon School Sixth Form are closely monitored for success. Some students will need additional support to ensure they are meeting the academic requirements of their courses and adapting to the demands of being a sixth form student.

To ensure students fully understand the expectations placed upon a sixth form student in terms of attendance, punctuality, completion of work and behaviour the following stages will be adhered to.

If a student continually fails to meet deadlines, is consistently late, truants timetabled sessions, and/or fails to adhere to the Sixth Form Behaviour Policy, he/she will be placed on the monitoring and support programme below.

- Stage One:** The Year Leader will initially meet with the student and the form tutor to advise the student of the situation.
Targets will be agreed and be put in writing in the form of a report to the form tutor.
Loss of report will mean failure of this stage and the student will progress to stage two.
The Year Leader will phone home to ensure parental awareness and support of this stage.
The student must show improvement over a period of two weeks.
A follow-up meeting must be scheduled at this stage with the student, form tutor, and Year Leader.
If the student has shown improvement no further action is needed.
- Stage Two:** If no improvement was made in stage one then a further meeting will be arranged with the student, the parent/carer, the Year Leader and the Assistant Headteacher for Sixth Form.
Targets will be agreed and put in writing to the student in the form of a report to the Assistant Headteacher.
Loss of report will mean failure of this stage and the student will progress to stage three.
The student must show improvement over a period of two weeks.
A follow-up meeting must be scheduled at this stage with the student, the parents/carers, the Year Leader, and the Assistant Headteacher.
If the student has shown improvement no further action is needed.
- Stage Three:** If no improvement was made in stage two then a further meeting will be arranged with the student, the parents/carers, the Year Leader, and the Assistant Headteacher.
A fixed term exclusion may be an outcome of this meeting.
Targets will be agreed and put in to writing in the form of a report to the Assistant Headteacher.

4.1 We expect our Sixth Form to provide a role model for the rest of the school, both in terms of conduct and academic achievement. These sanctions will help ensure that the minority of students who undermine these goals will improve.

Exclusion Ladder

	Consequence
1 st Occasion	Warning (on report/contract)
2 nd Occasion	2 Day Exclusion
3 rd Occasion	5 Day Exclusion
4 th Occasion	10 Day Exclusion
5 th Occasion	Permanent Exclusion

4.2 Behaviour that will lead to fixed term exclusion will include:

- not following expectations surrounding attendance, punctuality, and behaviour (as outlined in the stages above)
- maliciously setting off the fire alarm
- threatening behaviour
- swearing
- rudeness to staff
- violence
- bullying
- repeated disruption to the learning process (disrespect to other students)
- behaviour deemed to undermine the good order of the school
- deliberate disobedience
- vandalism
- racism
- inappropriate use of social media to the detriment of the school community
- any misbehaviour when the student is:
 - taking part in any school-organised or school-related activity or
 - travelling to or from school or
 - in some other way identifiable as a student at the school
- or misbehaviour at any time, whether or not the conditions above apply, that:
 - could have repercussions for the orderly running of the school or
 - poses a threat to another student or member of the public or
 - could adversely affect the reputation of the school.

4.3 A student may be excluded from school for serious or repeated offences. Parents/carers will be expected to attend the formal readmission interview following a period of exclusion.

5. Extreme Clause

5.1 The Headteacher will invoke an extreme clause where staff or students safety is put at risk or the student's anti-social behaviour is so extreme that the school has no other alternative. A physical assault or threat of physical assault on a member of staff will not be tolerated and will lead to permanent exclusion from school.

5.2 In these circumstances, the Headteacher will decide on the appropriate punishment, regardless of where a student may be on the Exclusion Ladder.

6. Permanent Exclusion

The Headteacher may decide that permanent exclusion is necessary because:

- All other steps to encourage the student to obey the school rules have failed, or
- Allowing the student to remain in school would be seriously detrimental to the education or welfare of others in the school
- Persistent and defiant behaviour. This would encompass bullying including homophobic, sexist or racist bullying
- Serious actual or threatened violence against a student or member of staff
- Sexual misconduct
- Supply or possession of an illegal drug, or the severe examples of misuse of an illegal drug. Please see the Drug Education Policy for further guidance
- Carrying an offensive weapon

- Bringing or accessing pornography on site.

Appendix 1**HAYDON SCHOOL SIXTH FORM DRESS CODE**

As a member of the Sixth Form you have the privilege of wearing your own clothes. As senior students within the school you are expected to provide a good example to younger students. You will be expected to dress appropriately for the working day and to take pride in your appearance. Hence we ask that you do not wear extremes of fashion, have unnaturally coloured hair and that you do not wear any visible body piercing except for small earrings if you wish.

Students will be sent home to change and return to school if they do not conform to the dress code. Parents/carers will be contacted on the first occasion a student is required to be sent home in relation to dress code violation, any subsequent digression from the dress code the student will be sent home to change, but no contact will be made with parents/carers.

It is beyond the scope of the policy to provide guidance on every eventuality. In the event of queries, the Assistant Headteacher for Sixth Form (or his/her representative), will act as the arbiter. If you fail to comply with these guidelines you will be dealt with in line with the Sixth Form Discipline Structure.

ID badges must be worn at all times**Male**

Smart shirt

Smart suit style trousers/suit

Smart shoes (no canvas shoe, plimsolls, rubber soled shoes, or any other shoe not deemed appropriate for business dress)

Female

Smart suit style trousers, skirt or dress (must be at least knee length)

Smart tops with minimum of cap sleeves – must not reveal straps, midriff or the décolletage.

Smart shoes (no canvas shoe, plimsolls, rubber soled shoes, Ugg style boots, or any other shoe not deemed appropriate for business dress)

Not permitted

Denim (not any colour of denim in any form of clothing)

Hats

Trainers

Logos

Sports wear

Shorts

Appendix 2 Haydon School Sixth Form Monitoring and Support Report



Haydon School Sixth Form

Monitoring and Support Form

Student Name: _____

On report to: _____

Date: _____

Stage of monitoring and support: 1 / 2 / 3

Which week is it in this stage of monitoring and support: 1 / 2

Monitoring and Support (School Policy)

Students within Haydon School Sixth Form are closely monitored for success. Some students will need additional support to ensure they are meeting the academic requirements of their courses and adapting to the demands of being a sixth form student.

To ensure students fully understand the expectations placed upon a sixth form student in terms of attendance, punctuality, completion of work and behaviour the following stages will be adhered to.

If a student continually fails to meet deadlines, is consistently late, truants timetabled sessions, and/or fails to adhere to the Sixth Form Behaviour Policy, he/she may be issued with a warning to terminate his/her place within Haydon School Sixth Form.

- Stage One:** The Year Leader will initially meet with the student and the form tutor to advise the student of the situation.
Targets will be agreed and be put in writing in the form of a report to the form tutor.
Loss of report will mean failure of this stage and the student will progress to stage two.
The Year Leader will phone home to ensure parental awareness and support of this stage.
The student must show improvement over a period of two weeks.
A follow-up meeting must be scheduled at this stage with the student, form tutor, and Year Leader.
If the student has shown improvement no further action is needed.
- Stage Two:** If no improvement was made in stage one then a further meeting will be arranged with the student, the parent/carer, the Year Leader and the Assistant Headteacher for Sixth Form.
Targets will be agreed and put in writing to the student in the form of a report to the Assistant Headteacher.
Loss of report will mean failure of this stage and the student will progress to stage three.
The student must show improvement over a period of two weeks.
A follow-up meeting must be scheduled at this stage with the student, the parents/carers, the Year Leader, and the Assistant Headteacher.
If the student has shown improvement no further action is needed.
- Stage Three:** If no improvement was made in stage two then a further meeting will be arranged with the student, the parents/carers, the Year Leader, and the Assistant Headteacher.
A fixed term exclusion may be an outcome of this meeting.
Targets will be agreed and put in to writing in the form of a report to the Assistant Headteacher

We expect our Sixth Form to provide a role model for the rest of the school, both in terms of conduct and academic achievement. These sanctions will help ensure that the minority of students who undermine these goals will improve.

Exclusion Ladder

	Consequence
1 st Occasion	Warning (on report/contract)
2 nd Occasion	2 Day Exclusion
3 rd Occasion	5 Day Exclusion
4 th Occasion	10 Day Exclusion
5 th Occasion	Permanent Exclusion

Student targets for this stage:

1. _____
2. _____
3. _____

Day: _____ Date: _____		
Period	Comment	Staff Name
1	Subject: _____	
2	Subject: _____	
3	Subject: _____	
4	Subject: _____	
Form Tutor Comment	Subject: _____	
5	Subject: _____	
Day: _____ Date: _____		

Period	Comment	Staff Name
1	Subject: _____	
2	Subject: _____	
3	Subject: _____	
4	Subject: _____	
Form Tutor Comment	Subject: _____	
5	Subject: _____	
Day: _____ Date: _____		

Period	Comment	Staff Name
1	Subject: _____	
2	Subject: _____	
3	Subject: _____	
4	Subject: _____	
Form Tutor Comment	Subject: _____	
5	Subject: _____	
Day: _____ Date: _____		

Period	Comment	Staff Name
1	Subject: _____	
2	Subject: _____	
3	Subject: _____	
4	Subject: _____	
Form Tutor Comment	Subject: _____	
5	Subject: _____	
Day: _____ Date: _____		

Period	Comment	Staff Name
1	Subject: _____	
2	Subject: _____	
3	Subject: _____	
4	Subject: _____	
Form Tutor Comment	Subject: _____	
5	Subject: _____	

Document History

Date	Issue	Status	Comments
March 06	1	Current	
March 08	2	Updated	
March 11	3	Updated	To FGB 17.03.11 – Approved
Feb 12	4	Updated	To FGB 23.02.12 - Approved
Feb 13	5	Updated	To Student Committee – 27.02.13 Approved
March 13	5	Updated	To FGB 07.03.13 – Accepted
Sept 2013	5	Updated	To Student Committee 14.10.13 Accepted – To FGB 05.12.13 – accepted
Sept 2014	5	Updated	Front Page only. To Student Committee 08.10.14 Approved. To FGB for ratification 01.12.14 – Accepted
October 2016	6	Updated	To Student Committee 10.10.16 – Approved. To FGB for ratification 05.12.16 – Approved-AHJ