

Sixth Form Behaviour Policy

Guiding Principles

In The Totteridge Academy, we strive to provide a caring ethos where everyone in the school community feels safe, confident, valued and respected. Promoting an environment where everyone can work together in a supportive way enables all students to reach their full potential, emotionally, socially and intellectually. The primary aim of this behaviour policy is to help students achieve this objective. We have school rules, and the staff do not ignore unacceptable behaviour. Staff have high expectations, are good role models and praise pupils to promote positive behaviour. This policy is designed to reinforce this rather than merely deter antisocial behaviour.

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. They should 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 consistently. For the purpose of this policy, lateness to lessons, supervised study, and tutor time will be managed as unacceptable behaviour.

Recognitions and Consequences Recognition

Students at The Totteridge Academy understand that hard work and positive behaviour is the way in which they will achieve and get the most out of their education. Studies have shown that extrinsic rewards do not produce changes that are permanent. Our students will be praised and recognised when they display positive behaviour both inside and outside of the classroom. Members of staff will be in regular contact with parents and carers to ensure the communication between home and school is positive.

At the end of every week, all members of staff will issue a recognition which is recorded centrally onto Arbor. This will be to a student of their choice who they believe has displayed either remarkable behaviour or produced an outstanding piece of work. In addition, all staff who teach or are tutors with the Sixth Form will be encouraged to award a 'Student of the Month' award for their subject or form group.

The Principal will attend assembly and publicly read out any Sixth Form recognitions and 'Student of the Month' awards to praise the students who have been working hard and displayed positive behaviours.

The Director of Sixth Form will contact home to praise students who have consistently been receiving excellent feedback for their classwork and independent work through the Monthly Review scores submitted by teachers for Sixth Form students each month.

Structure of the day

The school day begins with tutor time at 8.40am. Students who have earned the privilege to study at home during their free periods can choose to either be in school when they do not have a lesson or can go home. If a student remains in school during a free period they should be in the Sixth Form area, unless a teacher has given them permission to work in their classroom. Students are free to leave school premises at lunchtime if they wish. Students who have no lessons at all can work from home, if a parent or carer has contacted the Attendance team and Head of Year in the morning to confirm this.

All the expectations and rules that apply to lessons apply to the study room during lesson times. If students are in Red Group academic intervention, students must ensure they are in the study room promptly at the start of the lesson and should seek permission from the supervising teacher to leave for the toilet or any other reason. All students should be productive in the study room, either doing silent independent work or working collaboratively with other students, if they are supporting each other with a task. If the supervising teacher deems a students' conduct to be off-task or distracting to other students, then they will be asked to work in silence or to leave the study room. Students who are not in Red Group may leave the study room as they wish, provided they are mindful of not distracting others unnecessarily. Students may use their phone for work purposes, as well as to listen to music, if it does not disturb others.

Section 1: Academic concerns

We expect students to take their academic work seriously and have various interventions that are used if a student's engagement with their academic work becomes a concern.

The first is compulsory prep, a daily after-school intervention, run by the Sixth Form team, to ensure that students stay on top of their academic work and do not risk falling behind. If students fail to attend a scheduled compulsory prep, it is deemed they are not taking responsibility for their learning, and a one-hour centralised Academy detention is issued.

The following work-related behaviours which result in the student being placed in compulsory prep:

- Absence from a lesson for any reason
- Negative attitude to learning
- Off task or passive behaviour
- Incomplete or poor standards in class or homework

The process for staff referring a child to compulsory prep is as follows:

- Teacher to tell the student verbally the date of the compulsory prep and which work they need to complete
- Teacher to log the student on compulsory prep on the appropriate date
- The member of the Sixth Form team supervising Compulsory Prep that date will

record the attendance of students, and issue detentions for any students who do not attend

Stage One Concerns: Red Group

Each month teachers score how well Sixth Form students have engaged with their classwork in lessons and independent learning in their subjects. This data is reviewed by the Head of Year and Director of Sixth Form. If students have been graded “Unacceptable” or given multiple “Disappointing” scores they may be assigned to the Red group academic intervention. Students will lose the ability to leave the school during free periods and must attend supervised study sessions during their free periods. The Head of Year meets with the student, to discuss the feedback and actions the student must agree with their subject teachers.

Stage Two Concerns: Head of Year Intervention

If a student does not make necessary improvements and remains in Red Group after the next Monthly Review, this will warrant an escalation. A meeting is held with the student and Head of year to identify reasons for work-related consequences, agree targets and provide support as required. The Head of Year may choose to create a more bespoke intervention plan, including changing or extending the arrangements of Red Group study sessions, if they feel it will be beneficial to the individual student. Additional feedback may be requested from subject teachers and parents/carers informed of the interventions in place and how they can support their child.

If students repeatedly fail to meet expectations within a specific subject/area or fails to meet expectations across multiple areas of school life this will warrant an escalation.

Stage Three Concerns: Director of Sixth Form Intervention

If a student fails to react positively to the supports put in place during stages one and two, or there are serious concerns raised following the midyear examinations, the student must meet with the Director of Sixth Form. This meeting will formally review the support and interventions that have been put in place to date and agree a set of actions moving forward. This support will be tailored to meet students’ needs and may involve a focus on organisation skills, counselling, additional compulsory prep or other appropriate interventions. Following a suitable period, a meeting will take place with the student to review progress and the support plan. Parents/carers will be invited to and expected to attend the meeting, but if they are unable to attend the meeting will take place in their absence. If the student is still struggling to meet expectations, the Director of Sixth Form will give a formal verbal warning to the student with their parent/guardian present and agree further targets, including a requirement for the student to investigate alternative post-16 pathways.

Stage Four Concerns: Deputy Headteacher Intervention

If there is insufficient improvement demonstrated during stage four, a meeting will be called which will be attended by the student, parent/carer, Director of Sixth Form, and Deputy Headteacher. During this meeting it will be emphasised that, failure to address the concerns raised, will result in a student failing or seriously underperforming in their A level exams.

Section 2: Other behaviour concerns

For all other non-academic related behaviours, the centralised Academy behaviour system applies. This includes consequences such as detentions, removal from lessons or study periods, and internal and external suspensions, if appropriate.

Examples of behaviours that would be issued a centralised consequence on Arbor may be:

- Inappropriate behaviour which disrupts learning for the student or others
- Inappropriate use of mobile phones around school (see further details on mobile phone policy below)
- Wearing earbuds/earphones outside the Sixth Form centre
- Refusal to follow instructions
- Rudeness to staff or peers
- Littering and lack of respect for the environment
- Chewing gum
- Failure to attend compulsory prep
- Inadequate school dress (see further details on dress code below)

Serious Behaviour Incidents:

Where a student has continued to display behaviour that is disruptive to their learning or the learning of others, or has engaged in behaviour that is highly anti-social, the member of staff who witnessed this will ask them to leave the session or call for a walkabout removal and write a serious incident report, cc'ing the Director of Sixth Form, the relevant Head of Year and the Assistant Head Teacher. A decision will be made as to consequence, including whether the student will be sent home. If this should happen, the student will only be allowed back on-site after a reintegration meeting takes place.

Internal Suspension:

If a student fails to attend the centralised academy detention, repeatedly fails to attend compulsory prep, truants or partakes in behaviour that is damaging to the expectations and environment of the TTA Sixth Form, the Director of Sixth Form can make the decision for that student to be placed in Internal Suspension. Subject teachers will provide work for that student to do during the day, and the student will be out of circulation, unable to access the study room or Sixth Form area and will spend break and lunch in isolation supervised by a member of staff. Following the successful completion of the day in correction, including the student undertaking suitable restorative activities, the student will be allowed back in lessons.

Suspensions:

There may be circumstances where a student is suspended, for a fixed term, from Sixth Form in line with the school 'Behaviour for Learning' Policy. Behaviour likely to lead to suspensions may include the following (although this list is not exhaustive):

- Threatening behaviour
- Rudeness to members of staff
- Violence
- Bullying
- Vandalism
- Racism
- Serious defiance
- Repeated disruption to the learning process
- Repeated refusal to follow instructions
- Behaviour deemed to undermine the good order of the school
- Breaches of data protection e.g. unauthorised recording of individuals
- Having banned items such as vapes or lighters on site

Following a suspension, parents/carers will be expected to attend a formal scheduled re-admission meeting. The student will only be allowed back onsite after a reintegration meeting takes place.

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.
- The student has seriously breached the behaviour policy in such a way that it warrants exclusion

Section 3 - Other policies and consequences**Dress-code:**

Our dress code is smart and gives students the opportunity to express themselves, whilst still looking professional. Students should come to school wearing the clothes they would wear if they had been invited to an interview for a highly competitive graduate job.

Please see the Dress Code on the TTA Sixth Form website for more details

Consequences for inadequate dress:

If a student chooses to come to school in unsuitable attire contrary to the dress code they may be sent home and asked to come back with the correct clothing. This will be logged on Arbor by the student's form tutor or a member of the Sixth Form team, whoever sees the student first. If a student fails to meet dress code expectations again, they will be entered for the one-hour centralised Academy detention after school on the same day.

The only exception to the consequences above is where a student arrives at school with a written note from their parent/carer which clearly explains a valid reason for the lack of suitable dress. This decision will be at the Director of Sixth Form/ Deputy Head Teacher's discretion.

Mobile Phones:

Use of mobile phones, including earphones, are prohibited across the Academy, except in the instances below. If any member of staff witnesses a student using their phone or earphones contrary to the behaviour policy the course of action is the same as whole school policy

When can students use phones?

- When explicitly asked to do so by a teacher e.g. to check Satchel One, for research purposes in a lesson etc.
- In the study room, students are permitted to use their phones if they are using it for work-related purposes or to listen to a podcast/music whilst doing independent study
- The use of phones for social media or other reasons is strictly reserved for break or lunchtimes and only within the confines of the Sixth Form areas
- Airpods and earphones must not be used anywhere outside the Sixth Form centre
- If students abuse their privilege to use their phones in the Common Room by not meeting expectations then this privilege may be taken away

Chewing Gum:

Chewing gum is strictly prohibited on the Academy grounds. Any student caught chewing gum will be entered into a 1-hour centralised detention at the end of the day as per the whole school behaviour policy.

Attendance:

There is a strong correlation between attendance in school and achievement. A Levels are demanding and students cannot afford to miss lessons. However, we understand that there are occasions where absences are unavoidable. Once every week the Heads of Year will meet with the Attendance Officer to discuss the students who have absences. The Heads of Year will work with form tutors to understand the causes for poor attendance. Please see the Attendance Policy for details of the systems in place to support good attendance in the Sixth Form.

Planned Absences:

In the case of a planned absence (e.g. unavoidable medical appointment), the student must complete an Absence Request form at least two days in advance. This must be signed by the student and a parent/ carer, then sent to the Head of Year or Director of Sixth Form. Absences are not guaranteed to be approved. On a case-by-case basis, students with good attendance are likely to have at least one day approved for a term-time university open day

which cannot be attended on a weekend. Students should ensure they have informed their teachers in advance of their absence, and that they have caught up all missed work before the following lesson. The default is for teachers to assign students to Compulsory Prep if they have missed a lesson for any reason, to ensure they have caught up with the work fully.

Unplanned Absences (Sickness):

In the case of a student being unable to attend school, for example due to illness, the following process must be followed:

Day 1: Parent/ carer must email attendance@tta.org.uk and the Head of Year notifying them of their absence with a valid reason explained. The student is also expected to email subject teachers as soon as possible, requesting for any work to be sent to them if possible.

Day 2: Parent/Carer must email again with valid reason

Day 3: Medical evidence of the illness must be provided (e.g. a picture of a GP/hospital appointment card or screenshot of a text from the GP)

Leaving School During the Day:

Sixth Formers are prohibited from leaving the Academy for any reason during the school day, unless they have formally been granted the privilege of working from home by the Director of Sixth Form. If a student is feeling unwell, they must see the Director of Sixth Form or their Head of Year at break or lunchtime to request to leave. They can only leave if permission is granted. Any student who leaves the school premises without permission or fails to attend a lesson without prior approval will be truanting and may be issued with a 2-hour detention or internal suspension.

Review Date: July 2026