

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. 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 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

Pupils 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 pupils 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 in order to praise the students who have been working hard and displayed positive behaviours.

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 must be in the study room. Students are free to leave school premises at lunchtime if they wish.

All the expectations and rules that apply to lessons apply to sessions in the study room. You must arrive on time, you must complete school work, and you must remain quiet at all times. You may work quietly with another student if you are supporting each other with a task, and if you have been given permission by the supervising teacher. If the supervising teacher deems your conduct to be off-task or distracting to other students then you will be asked to work in silence. Students are allowed to go to the toilet during study periods, but they must have their planners signed and it works on a one in, one out basis. Students may also use their phone for work purposes, as well as to listen to music, as long as it does not disturb others.

Section 1: A Sixth Form 'Consequence' may be given for the following work related behaviours which result in the student being placed in 'Catch Up'*:

- Negative attitude to learning
- Off task or passive behaviour
- Incomplete or poor standards in class or homework
- Failure to catch up work and homework following absence

The process for referring a child to catch-up is as follows:

- Write in the child's planner 'Catch-up room 104'.
- Email the child clear instructions of the work you want to be completed cc'ing Mr Abiola so he can monitor the child's progress.
- Mr Abiola will ensure that the child completes the work.

*Catch-up work should generally be no longer than 30 minutes and only after Department interventions have been used. If the work set will take a child longer than this to complete, set part of it for silent study.

Stage One Initial Concerns: Tutor and Subject Teacher

- Where one of the above consequences occur, teachers will place the student in 'catch-up', a supervised session which will take place at the end of that day and is designed to support students and improve their academic progress.
- The class teacher will log the incident on Arbor and email the student with clear instructions of the work that is to be completed, cc'ing both the Director of Sixth Form, Deputy Head of Sixth Form and Form-Tutor. Form-Tutors may also use this option if work such as personal statement drafts or reading logs for UCAS are incomplete.

Stage Two: Deputy Director of Sixth Form Escalation

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

- A meeting is held with the student and the relevant subject teacher with the Deputy Head of Sixth Form to identify reasons for work related consequences, agree targets, and provide support as required
- A subject report card will be issued in order to monitor progress against these targets over a suitable period
- Parent/carer will be informed and a copy of the behaviour policy will be sent home.
- A review meeting will be held after this period to ascertain whether further support/monitoring is required or if the student has shown positive changes consistent with the expectations of a student of the TTA Sixth Form

Stage Three: Director of Sixth Form escalation

If a student fails to react positively following the support put in place during stages one and two, the Deputy Head of Sixth Form will:

- Contact parents/carers to alert them of these concerns and invite them for a formal review meeting with the Director of Sixth Form
- Identify appropriate support for the student and draw up an intervention profile and targets. Support will be tailored to meet students needs, e.g. study skills, organisation skills, time management, counselling, attendance at compulsory catch-ups or other appropriate intervention
- Director of Sixth Form will monitor pastoral/behaviour report
- Following a suitable period, a formal meeting will take place with the student and parent/guardian to review progress and the support plan
- 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
- The student then has two weeks to demonstrate to the Director of Sixth Form that they have made improvements against these targets
- If insufficient progress is made, the student will move to stage four.

Stage Four: Written Warning Escalation (Director of Sixth Form)

- The student will attend a formal meeting with the Head of Sixth Form, in which they will be given a written warning that improvement is required.
- 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.
- Parents/carers will be provided with a written notification that this is the first stage of leaving the TTA Sixth Form
- The student will remain on report; monitoring will take place over three weeks by the Head of Sixth Form
- At this stage, alternative pathways for the student may be discussed

Stage Five: Deputy Headteacher Escalation

- If there is insufficient improvement during Stage four, a meeting will be called which

will be attended by the student, parent/carer, Head of Sixth Form, and Deputy Headteacher.

- A final written warning is likely to 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. The student will be helped finding alternative pathways

Stage Six: Permanent Exclusion - Headteacher

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 2: Consequences for non-work related behaviour leading to Centralised Academy Detention

This form of 'Consequence' on Arbor may be given for:

- 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 Catch-up
- Inadequate school dress (see further details on dress code below)

Where a student has exhibited one of the above poor behaviours that are contrary to expectations of a student within the TTA Sixth Form:

- The student will be asked to leave the session that they were partaking in (if relevant).
- The behaviour will be logged on Arbor and a 1-hour Centralised Academy detention will be issued for that same day, where the teacher is expected to meet with the student and have a restorative conversation and reiterate expectations as per the whole school behaviour policy.
- For minor infractions, such as speaking out of turn, the member of staff may give a verbal warning and log the incident on Arbor so Form-Tutors and the Sixth Form team can track this. The teacher will remind the student of their expectations and the behaviour policy. For more serious incidents (e.g. rudeness to staff) see 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 (if relevant) and write a serious incident report, cc'ing the Director of Sixth Form, The Deputy Head of Sixth Form and the Deputy Head Teacher (Ms Aitken)
- A decision will be made as to 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. Alternatively, depending on the severity of the action, a 1 hour after school detention may be issued during which time the subject teacher will discuss the behaviour with the support of the Deputy Head of Sixth Form if needed.

Correction

If a student fails to attend the Centralised Academy Detention, repeatedly fails to attend Catch-Up, truants or partakes in behaviour that is damaging to the expectations and environment of the TTA Sixth Form, the Head of Sixth Form can make the decision for that student to be placed in 'Correction'. 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 Common Room, 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 (this list is not exhaustive):

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

Section 3 - Other policies and consequences

Dress-code:

Our dress code is smart and our students look fantastic. You should come to school wearing the clothes you would wear if you 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, and the student will be entered for the 1 hour Centralised Academy detention after school on the same day. Parents will be informed if a student fails to meet expectations again.

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 earbuds/earphones are prohibited across the Academy, except in the instances below. If any member of staff witnesses a student using their phone (wearing earbuds/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 SMHW, for research purposes in a lesson etc
- In the silent study room students are only permitted to use their phone if they are using it to complete school work or checking emails from teachers.
- The use of phones for social media is strictly reserved for break or lunchtimes and only within the confines of the Common Room. As soon as break or lunch ends, your phone must be put away.
- 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 two weeks the Deputy Head of Sixth Form will meet with the Attendance Officer to discuss the students who have attendance below 90%. The Deputy Head of Sixth Form will work with form tutors to understand the causes for poor attendance. Parents/Guardians will be invited for meetings as part of this process. If poor attendance persists, the matter will be dealt with using the escalation process as per the behaviour policy.

Planned Absences

In the case of a planned absence where a student has a scheduled appointment (e.g. medical appointment etc), the student must complete an Absence Request form at least two days before the planned absence. Copies will be available in the Sixth Form centre or from any member of the Sixth Form team. The process works as follows:

- Student ensures Deputy or Head of Sixth Form signs the letter
- This will take this to the attendance officer
- Student will be expected to email their subject teachers on the day to catch-up on any missing work

Unplanned Absences e.g. Sickness

In the case of a student being unable to attend school e.g. due to illness the following process must be followed

- Day 1: Parent/ Carer must email attendance@tta.org.uk 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 before the end of the school day/ Truancy

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, Deputy Head of Sixth Form or Deputy Headteacher (Ms Aitken) 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. This will be dealt with on a case by case basis.