



# Post-16 Behaviour Code

## College Governance Status

This policy was re-issued in September 2014 and adopted by the Governing Body on 25 September 2014. It will be reviewed every two years, or sooner if felt necessary by the Governing Body.

Review dates	By Whom	Approval date
June 2016	Staff, Students and Governors	23.06.16
June 2018	Staff, Students and Governors	25.09.18
October 2020	Staff, Students and Governors	19.11.20
October 2022		

Signed by the Chair of Governors:

*Pen Cruz*

## KEY STAGE 5 BEHAVIOUR CODE

	CONDUCT	OUTCOME
<b>STAGE 1</b>	<p><b>Student</b></p> <ul style="list-style-type: none"> <li>• Misses 1 lesson unauthorised</li> <li>• Not following the signing in/out procedure</li> <li>• Not attending intervention sessions</li> <li>• Referred via Progresso for coursework/homework issues</li> </ul> <p><b>Student exhibits misconduct which might include for example:</b></p> <ul style="list-style-type: none"> <li>• Damage to equipment and buildings/other property as a result of inappropriate behaviour</li> <li>• Inappropriate use of College facilities, i.e. car parking, ICT etc</li> <li>• Abusive behaviour to staff or other students</li> </ul>	<p>Phone call home to parent/carer.</p> <p>A member of the KS5 team to speak to student.</p>
<b>STAGE 2</b>	<p><b>Student</b></p> <ul style="list-style-type: none"> <li>• A further breach of the behaviour code criteria outlined in Stage 1</li> </ul>	<p>Phone call and letter sent home to parent/carer by Head of Year. Pastoral Manager to speak to student. Student to sign into and out of Sixth Form office at 8.50am and 3.40pm for <b>5 days</b>. Student to remain on WSF site, attend all lessons and continue to complete self-study card during this time.</p>
<b>STAGE 3</b>	<p><b>Student</b></p> <ul style="list-style-type: none"> <li>• A further breach of Code of Conduct criteria outlined in Stage 1</li> <li>• <b>Immediate default due to serious concern</b></li> </ul>	<p>Phone call and letter sent home to parent/carer. Snapshot report requested from all subject teachers. Sixth Form Director of Learning to meet with student. Student to sign into and out of Sixth Form office at 8.50am and 3.40pm for <b>10 days</b>.</p>
<b>STAGE 4</b>	<p><b>CONTRACT</b></p> <p>Parent/carer invited in for a meeting with Ms Boyd. Student to sign contract giving clear targets and responsibilities with time scale for change. Student to sign into and out of Sixth Form office at 8.50am and 3.40pm for <b>20 days</b>. Student to remain on WSF site.</p>	
	<p><b>REVIEW</b></p> <p>Students who successfully complete Stage 2-4 are held at Stage 2. Any further issuing of behaviour codes lead immediately to Stage 3 and meeting with the Sixth Form Director of Learning.</p>	
<b>STAGE 5</b>	<p><b>FINAL CONTRACT</b></p> <p>Parent/carer invited in for a meeting with Ms Boyd. Student placed on final contract. Student to sign in and out of the Sixth Form office at 9.850am and 3.40am for <b>30 days</b>. Student to remain on WSF site.</p> <p>When a student fails to meet the terms of the Stage 5 Final Contract, Ms Boyd will offer the student the opportunity to leave voluntarily or will recommend to the Principal that the student is removed from roll.</p>	

***Serious concerns or misconduct may result in a student being placed directly on a higher stage of the Behaviour Code.***