



**Rivers Sixth Form
Code of Conduct &
Procedures**

Code of Conduct & Procedures

Rivers Sixth Form students are expected to conduct themselves at all times as responsible and mature young adults and work to achieve their target grades. Should they fail to meet the standard expected of them, the following disciplinary procedures may be used.

Code of Conduct - Unacceptable Behaviour

The following are examples of behaviour, which fall below the expected standard and may result in disciplinary action:

- Failure to comply with the Code of Conduct, Policies and Procedures
- Refusal or failure to follow a legitimate instruction
- Wilful disruption of Academy activities, including disruption in class through poor behaviour
- Inappropriate behaviour or abuse of authority towards a colleague or member of the public or person in the care of the Academy
- Physical, sexual or verbal abuse (to include racial), or threat of abuse directed at a member of staff, student or any visitor to the Academy
- Sexual offences (including serious misuse of the internet)
- Conduct at the Academy which is likely to offend decency
- Any form of harassment or intimidation
- Conduct which could bring the Academy into disrepute
- Other offences which threaten the security of the students, members of the public, employees or property or which damages public confidence in the Academy
- Continual failure to comply with attendance and time-keeping requirements, including failure to sign in and out
- Breaches of Sixth Form fire and health and safety regulations, including, failure to sign in and out, failure to comply promptly with evacuation procedures and interference with safety notices and equipment
- Unauthorised entry to the Academy
- Refusing to leave the Academy premises when instructed to do so
- Misuse of facilities
- Unauthorised removal of property from the Academy
- Stealing from the Academy, its governors, its employees or the public and other offences of dishonesty which could bring the Academy into disrepute
- Theft or attempted theft of personal or Academy property

- All forms of dishonesty, including cheating, plagiarism and knowingly giving false information to the Academy
- Wilful damage or defacement of personal or school property, including threatening to damage or deface
- Possessing, selling, using or distributing any controlled substances
- Using or trading in alcohol on Academy premises
- Unauthorised trading on Academy premises
- Deliberate misuse of data protection information and/or deliberate interference with computerised information
- Accessing, handling, downloading, distributing any unacceptable material eg pornographic or racist either in electronic or paper form
- Breaches of the non smoking policy
- Gambling on the Academy premises

Code of Conduct - Academic Performance

Where a student's academic performance becomes a cause for concern, they may face disciplinary procedures. This includes where a student is:

- Failing to attend a lesson without a valid reason
- Failing to complete set homework and/or independent study work
- Failing to meet a deadline for coursework and/or BTEC assignments
- Failing to work at an acceptable level in class
- Failing to meet their target grade(s)

Code of Conduct - Beyond the school gate

In addition to the following informal and formal procedures, and in accordance with Department for Education Guidelines regarding discipline beyond the school grounds, the Academy may discipline a sixth form student for:

- Any misbehaviour when a student is: taking part in any Academy organised or Academy related activity; or; travelling to and from the Academy; or; wearing the school uniform; or; in some other way identifiable as a student of the Academy;
- Or; misbehaviour at any time, whether or not the above conditions apply, that: could have repercussions for the orderly running of the Academy; or; poses a threat to any student or member of the public; or; could adversely affect the reputation of the Academy.

Should any of the above apply, the Academy will determine the nature and severity of the offence and may invoke either the informal or formal stage(s) of the procedure as considered appropriate.

Procedures

These procedures apply to both behaviour and academic issues. Rivers Sixth form will usually try to deal with unacceptable behaviour, attendance and academic issues by mentoring and will only use The Disciplinary Procedure when mentoring proves unsuccessful or is inappropriate in the circumstances.

Rivers Sixth Form Behaviour Referral System

Stage 1 Referral

Who is responsible: Teacher/Sixth Form Mentor

Actions: Teachers will contact home and have a conversation with parents and log this on Sims as Stage 1. Mentor will have a conversation with the student also this discussion will offer support and detail the consequences of inaction

What for:

- Students who repeatedly miss deadlines
- Student misses lessons or is late repeatedly without any reason given
- Student does not give their best efforts in class
- Student does not complete independent study/home learning tasks repeatedly

Stage 2 Referral

Who is responsible: Teacher and Head of Department

Actions: Head of Department will place the student on a 4 week report card for the subject of concern and log this on Sims. A discussion will take place of what support will be offered and what the consequences are. Mentors and parents/carers will check the card daily. Mentors will also check the weekly parent/carer signature. The student will be placed on Supervised Study either in the teacher's classroom or another designated area and will be required to register each time for a number of their 'free's', this will be on Sims and attendance tracked. Co-Heads of Sixth Form will issue parents/carers and the student a Stage 2 referral warning letter on behalf of the Head of Department.

What for:

- Student continues to repeatedly miss deadlines
- Student continues to miss lessons or is late repeatedly without any reason given
- Student's grades are dropping
- Student does not complete independent study/home learning tasks repeatedly

Stage 3 Referral

Who is responsible: Co-Heads of Sixth Form

Actions: A Co-Head of Sixth Form and the subject teacher will meet with parents/carers and place the student on a 'Sixth Form 4 Week Report Card'. A discussion will take place of what support will be offered and what the consequences are, such as the school not entering or paying for the student's examinations. This will be monitored daily by a Co-Head of Sixth Form every morning at 9:05am. The

Sixth Form team will log this on Sims. Parents/carers will check this each evening and sign each week, which will be monitored by the Co-Heads of Sixth Form. The student will be placed on supported study either in the Co-Heads of Sixth Form's office, the mentor's classroom, the teacher's classroom, or another designated area in the school and will be registered each time. Students will also be placed on Supervised Study every Period 6, except Fridays, until 4.20 in Sixth Form silent study, with Head of Department, teacher, or Co-Head of Sixth Form and the attendance will be registered on Sims. COH will issue parents/carers and the student a stage 3 referral warning letter.

The meeting with SLT Head of Behaviour will be held if you are at Risk of Permanent Exclusion. This will happen when...

What for:

- Student continues to repeatedly miss deadlines and does not complete independent study/home learning tasks repeatedly or to expected standard.
- There is a real concern that they will not achieve their target grade.
- Behaviour in and around school is unacceptable and breaches this code.

Stage 4 Referral

At Risk of Losing their place at Rivers Sixth Form

Who is responsible: Assistant Principal, Co-Heads of Sixth Form and Head of Department/Teacher

Actions: Students are placed on a Final report card and required to be in school until 4.20pm each day and all periods without timetabled lessons will be Supervised Study. The Student reports directly to Co-Heads of Sixth Form every morning at 9:05am and 4.15pm.

An interview with our careers advisor, Mrs Louise Brazier will take place to help research colleges, pathways, careers. Parents will be invited in for this.

Parents are invited to a meeting with Assistant Principal and Head of Departments/Co-Heads of Sixth Form and the final stage 4 letter is issued. A discussion will take place of what support will be offered and what the consequences are. The student is advised to reflect on whether leaving the Sixth Form by choice is the best option or a swift turnaround. The Student is advised they will be excluded and no positive reference can be issued in this circumstance for the next pathway.

Students will be referred for Permanent Exclusion if they fail to meet the terms of their final report card.

What for:

- Students that do not react positively to Stage 3 and fail to meet expectations as explained in the Sixth Form Code of Conduct.
- This stage could lead to Permanent Exclusion by the Principal.