

SIXTH FORM COLLEGE POLICY



SIXTH FORM COLLEGE BEHAVIOUR POLICY AND PASTORAL HANDBOOK

Reviewed by:	Pupil Development, Wellbeing and Safeguarding Committee
Signed (Governing Body):	
Date:	May 2025
Next Review due:	May 2026

Produced by Turton School

SIXTH FORM COLLEGE BEHAVIOUR POLICY AND PASTORAL HANDBOOK

Turton School is led by a strong ethos which is combined with a firm foundation in academic studies. We are relentless in our focus to keep education moving forward, relevant and up to date for our young people. Our aim is to fully prepare students for their futures, personally and academically through a strong sense of personal accountability. Therefore, we constantly challenge our thinking, searching for the fine balance between deeply caring for and nurturing our students, developing good character and promoting high academic achievement.

Our ethos is underpinned by our values and a culture for teaching that centre around the Trivium, where the tradition of grammar and knowledge form the foundations for questioning, reasoning, communicating and learning.

Turton College seeks to promote the highest standards of behaviour within college and recognises our students are role models for the rest of school.

Supporting our students

At Turton, we are committed to supporting and nurturing our young people to enable them to become good citizens with a strong moral compass. Where pupils make decisions that compromise their safety, their relationships or their progress, staff will use a range of strategies and interventions to ensure pupils learn from their mistakes. We may do this by:

- The Form Tutor monitoring and tracking progress, well-being, punctuality and attendance.
- The Head of Year will co-ordinate any necessary pastoral support by liaising with a range of staff in school to support our young people.
- Involving external agencies for additional support when appropriate.

The Hive Switch

The Sixth Form in line with the rest of school promotes positive behavior and student responsibility. This includes:

- No phones out in lesson unless directed by the teacher
- Excellent punctuality and correct equipment for lessons
- A responsible approach to class and homework with a high level of personal accountability.
- Students to use study time sensibly
- Stick to deadlines
- No eating or drinking in class
- Make revision notes and review them regularly
- Regular use of silent study in lessons
- All independent study work to be completed outside lessons
- Students must wear their lanyards at all times in college and main school.

Support in the Sixth Form:

Overview

The Sixth Form Pastoral Leads work to provide support to students in a variety of forms depending upon the need of the individual or a group of students. If the Sixth Form team believe that it would benefit a student to work with a mentor, then they will recommend that student to them. Sixth Form team (and in some cases teaching staff) to gather information and advice, in order to plan appropriate strategies specific to the individual. The HoY endeavour to establish good working relationships with parents and carers through regular communication and inclusion in decisions regarding their son/daughter.

Current Provision

Short Term Strategies

HoY develop a personalised programme which may include amongst others:

- weekly tutorial sessions
- drop in sessions for students in crisis
- restorative meetings
- direction to drug intervention programmes organised by outside agencies
- a wellbeing week every October and March.

Long Term Strategies

- mentoring, both academic and pastoral
- support for students with poor attendance
- referrals to outside agencies.

Support for teaching staff

- observe lessons
- provide alternative strategies for staff working with students who display dis-engaged behaviour
- mediate between staff and students
- attend meetings to share good practice
- contribute to inset training.
- Intervention following data drops

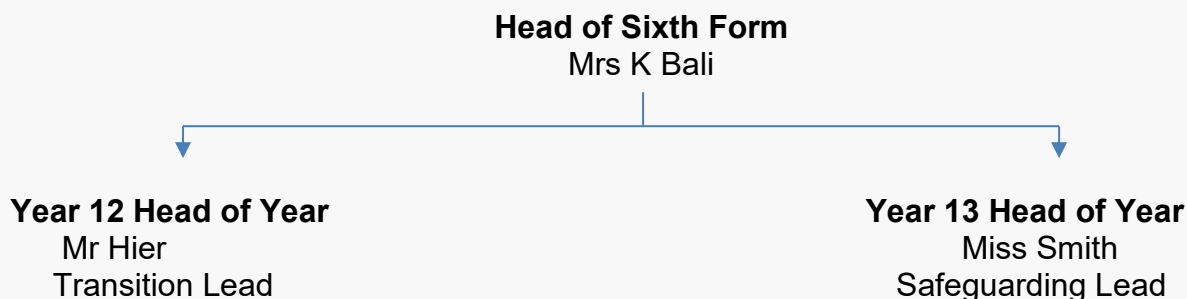
Communication with staff

- briefings
- strategy meetings
- regular liaison (both verbal and written)
- intervention recorded on central database.

PASTORAL CARE

Students in each group are supported by a team of staff whose primary concern is their overall well-being and ensuring that they reach the highest level of education of which they are capable. Staff are skilled in offering care and guidance to all students in their year group.

The Sixth Form leadership team and group tutors offer support to parents and students and are the main point of contact for parental concerns. Any parent with a concern regarding their son or daughter's progress or development should contact the Group Tutor in the first instance.



ATTENDANCE

Attendance in the Sixth Form is **full-time**. If a student is ill, a parent or guardian should inform school before 10am. Students are responsible for informing their form tutor and subject staff if they know in advance that they will be absent. If a student feel unwell during the school day they should report to reception and sign out. Holidays should not be arranged during term time. Dental/Doctors' appointments and driving lessons should be arranged outside of school hours where possible. An absence form should be completed for these appointments.

1. All Sixth Form students must be in school by **08:50**. Students should arrive on time for all lessons. Attendance of Sixth Form Tutorial is compulsory.
2. All Sixth Form students must attend registration. Students who are repeatedly late - home will be contacted and your place may be in jeopardy.
- 3. Holidays during term time**
4. Permission must be gained from the Head of Sixth Form if a student is to be absent for holiday or other activity during term time. We ask that they put this request in writing. Under normal circumstances, no holidays may be taken during term time.
- 5. Absence from college**
6. Students must complete an absence form, available from the Sixth Form office, when they have any planned or unexpected absences.

Attendance Monitoring:

1. Automatic e mail home if a student is not in form requesting contact to explain absence.
2. Group tutor to monitor and contact home with initial concerns
3. Passed onto HoY if concerns continue.

4. Subject staff to contact the office to call home if an N in the register to chase up.
5. If Concerns continue, meeting with student and parents in college. Information from subject staff provided to assess the impact this is having on progress. KB and CB informed and shown attendance contract before the meeting.
6. Minutes taken at parental meeting.
7. No improvement pass onto CB to intervene and decide on place in college.

WORKING WITH PARENTS

Aims

For college to offer productive and creative support to parents, enabling them to play a larger role in college life and the college community.

To enable the relationships between parent and student to be supportive, encouraging and accommodating, allowing more constructive relationships between both parent and student and college staff and parents.

INITIATIVES

Mediation

Mediation would be offered via the relevant Sixth Form Leadership team member. Primarily, this support would be offered when the need arises, parents being invited into school if considered necessary. The mediation would take the form of strategic meetings between parent, student and staff, if appropriate, offering different approaches and methods to overcome difficulties.

Behaviour Policy

Behaviour contract for students

1. You must meet deadlines for assignments and do further reading and revision for all subjects.
2. Sixth Form students are expected to set a good example to the rest of the school. Smoking/Vaping is not allowed in or near the school. There is a **zero tolerance** policy on drugs and alcohol. Any student deemed 'unfit' for school will be sent home.
3. Students have the use of the Sixth Form Common Room as a privilege. It should be kept clean and tidy and you should behave appropriately within it.
4. Sixth Form students may use their own vehicle to attend school, but this is reliant on them driving safely on site, parking sensibly as directed and registering their car with the Sixth Form Team.
5. Sixth Form students are permitted to leave the school site during free periods however, you must ensure that you sign out and signing back in on your return.
6. If a student's work falls below standard, they will be placed on subject report. Failure to complete these satisfactorily would jeopardise a student's place in Sixth Form.

7. A student's place in the Sixth Form is subject to compliance with the Sixth Form Contract and co-operation with staff and fellow students. This contract runs in conjunction with our whole school policies on such things as bullying and attendance, which can be found on our website.
8. When on the main school site Sixth Form students are subject to the same rules as the rest of the student body with regards to mobile phones and head phones. There should be no eating and drinking in classrooms.
9. Students are asked to dress appropriately for a working college environment.
10. Students are asked to come prepared to learn. You must have the equipment and books necessary for your lessons. Equally, study periods should be used for study and to complete wider reading.
11. Students should not congregate in groups in the toilets. Any issues might see toilets locked by the caretakers.

Behaviour/ progress monitoring:

1. Subject staff will let HoY know of any issues and how they have dealt with them and the follow up with parents.
2. HOY will monitor student and communicate with staff about the expectations in place. If the student complies and the issue is a one off then the process ends at this point.
3. For persistent behaviour concerns, parents' will be invited in for a meeting to discuss the issues and set out a period of monitoring using either a report or contract depending on the severity. KB and CB informed. Minutes to be taken and CB invited.

Contract: Severe behaviour concerns which are putting the students place in Sixth Form at risk. The contract will be signed by the student, parent and HOY. There will be targets given which have to be met and the contract reviewed within 3 weeks. Copy to KB and CB before given to student.

4. If stage 3 is a success the student will be taken off the report or contact, but will still be monitored to prevent any further issues.
5. If unsuccessful on the contract, parents' will be asked to attend a second meeting in which the students will possibly be taken off role. CB to lead.

Sixth Form Progress Policy- Students at risk of losing their place in college

PK Monitoring and intervention:

At each data drop we collect current and predicted grades from staff, having encouraged standardisation and moderation activities to have taken place.

Support provided for students who are failing any subjects or are at risk of failure. It is rare that students are predicted to fail a subject at a data drop without us already knowing and having intervened by working with subject staff, HOD and parents.

Here, HOY and group tutors lead on the intervention, offering support and guidance for our students who often encounter generic issues about managing their time/workload. Where the issues are more academic in nature.

If a student is struggling in one subject only then we consider this to be a department issue, flag this up with the relevant HOD and ask them to consider what intervention they are putting into place at the department level. We ask for line management support with this process as part of SLT work done with HODS.

This work is summarised at each data drop by a written summary that is shared within the sixth form team and then to Carole as our line manager. After this an adjusted version is shared with HODS to help them

Students who are significantly underachieving:

Students who are at risk of failing are identified by HoDs. They will provide a written outline of their concerns and include intervention with the student and contact with parents. This is passed onto HoY and SLT line manager.

HoY to speak to the student and contact home to discuss concerns and strategies to improve. All written up on CPOMS and KB/ CB informed. HoY to monitor student and liaise with HoD.

No improvements- passed onto KB/ PK and CB notified.

Meeting with parents arranged. Formal letter sent home. Meeting to include HoDs of subjects and KB/ PK. CB to consider if she needs to attend. Minutes taken and formal contract with targets set. Signed by staff, parents and student.

Reviewed after two weeks. Improvement sees students go back to HoY and HoD monitoring

No improvements passed onto CB to review, and if serious concerns remain decision by SG regarding their pace with us

OFF-SITE BEHAVIOUR

As one of their basic entitlements, students have a right to a clean environment. In order to achieve this, both students and the college have the responsibility to do what they can to look after their surroundings. Therefore, college retains responsibility for students' behaviour outside school when they are;

- on trips and visits, including the journey to and from the visit
- attending any meeting or event arranged by the college
- behaving in a way that impacts on the well-being of other students in college.

In addition, it is our view that the behaviour of any student, who is out and about in the local community, is a reflection on the college and as such we aim to develop in all students the skills to become responsible and respectful citizens.

Responsibilities include driving sensibly, having consideration and respect for our neighbours and local community and avoiding smoking on public transport and in public places.

We work in partnership with parents/carers/police and the local community to monitor and guide students towards positive behaviours for citizenship.

Should an incident of anti-social behaviour arise, the school may employ use of its formal sanctions: - loss of privileges, including being banned from buses.

In all cases the student will be dealt with in partnership with parents/carers and where appropriate other agencies such as the police, British Transport Police and the Environmental Enforcement Officer.

CONFISCATION

The Headteacher designates the power of confiscation to all staff, under circumstances where an item in a student's possession may cause harm to another person or is a threat to the safety and well-being of others in school.

Examples of such incidents include:-

- a cigarette lighter used on site
- a mobile phone being mis-used, i.e. cyber bullying
- illegal substances, and vapes if used on college/school site
- any item that could be classed as a weapon or imitation firearm, e.g., penknives, BB guns.

Where such an item is confiscated, the item will be kept in the school safe for parents to collect, unless the Headteacher decides the item should be passed to the police, or disposed of safely.

The Headteacher designates the power of confiscation to all Pastoral Staff and Group Tutors where an item in a student's possession is in breach of the college's Code of Conduct.

Where such an item is confiscated, in most cases, it will be stored safely for the student to collect at an agreed time. In rare circumstances the member of staff may ask the parent to collect the item, or dispose of the item, where appropriate.

EXCLUSIONS

All students in college benefit when behaviour is good. High standards of behaviour are important in helping students to feel safe and learn well.

At Turton Sixth Form College we promote an inclusive environment, focusing on promoting positive behaviours. Helping students to develop behaviours for learning is an essential part of our curriculum.

On occasion when behavior is below the acted standards, informal exclusion may take place. Students will be sent home and parents contacted.

Alongside extensive support for students at risk of exclusion, there are occasions when the Headteacher may decide to use exclusion as a sanction, although this would be a last resort.

A serious breach of the student code of conduct will result in a formal warning or exclusion issued by the Head of Sixth Form, or their representative. Parents and students will both receive a copy of the formal warning or exclusion letter, which will detail the expected restorative actions. Students will be supported to help them meet the expected outcomes. Review meetings will take place with the student within two weeks. Continued or further breaches of the student code of conduct will result in permanent exclusion to be overseen by SG.

Smoking

Turton is a no smoking site. Smoking anywhere on the school premises is not allowed. Any student caught smoking on the school premises will be asked to leave the school premises. This includes the use of e-cigarettes.

All discussions over discipline will “respect the dignity of the young person”.

STUDENT/SIXTH FORM AGREEMENT

In deciding to continue your education at Turton Sixth Form you are opting for academic work related to your subjects and a programme of supplementary work.

It is our intention to make the two years you spend in the Sixth Form as successful as possible and we will make every effort to:

- ensure consistent, high-quality tuition in lessons
- provide a pleasant and friendly environment in which to study
- provide opportunities for personal and social development
- monitor the progress of students and give review interviews
- arrange suitable and relevant work experience where appropriate
- provide help and assistance when problems arise
- give the opportunity for careers guidance
- give extensive support and advice for those applying for Higher Education.

Provide independent study work to support student learning and progress.

We will expect students to:

- take responsibility for their own learning and complete set independent work
- participate in activities related to their subjects
- maintain socially acceptable standards of behaviour
- complete work required by the agreed deadlines
- Meet the threshold of 90% attendance as a minimum
- Attend form daily on time
- attend all timetabled lessons, including tutorial punctually including complementary activities, and those lessons that are scheduled outside normal school hours
- Attend morning registration and tutorial
- Wear your lanyard
- respect the fabric of the building and the Study Area as a quiet working environment
- ask for help when they need it
- Part-time employment in should be no more than 10 hours a week
- telephone on the morning of any absence
- use ICT facilities for studying and career research only

Head of Year _____

Student

(signature)

(print)

Parent/Guardian

(signature)

(print)

Student's mobile number _____