NORTHGATE
High School

Student Behaviour and Discipline Policy

Respect | Determination | Teamwork

Review period: Annual

Review by: Mr J Tunaley

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Next Review: March 2027

Student Behaviour and Discipline Policy

Northgate's behaviour culture is born out of raising aspirations and kindness, where students know it is the done thing to work hard, be rewarded for success and show respect for each other. Our positive behaviour culture is grounded in staff consistently recognising the strengths of all students and understanding the power of letting students know they are valued and that their efforts are seen.

1. The Northgate High School Aims

1.1 The behaviour and discipline policy plays a vital role in helping the school community achieve the five aims of the school which are.

1.2 **Teaching for Learning:** To encourage all students to maximise their potential by developing lively, enquiring minds, valuing achievement and enjoying learning.

1.3 **Inclusive Learning:** To continue to develop an inclusive learning ethos, seeking to remove barriers, maximise opportunities and help to fulfil the potential of all learners.

1.4 **Behaviour for Learning:** To celebrate success, show consideration for others and help foster self-discipline and respect.

1.5 **Learning Community:** To develop a strong school community that works in partnership with parents, the local community and other education providers.

1.6 **Learning Environment:** To provide a safe, healthy, stimulating learning environment for students and staff, ensuring that appropriate resources are available to support the learning process.

1.7 To create a positive behaviour culture it is expected that staff will endeavour to:

- Make sure students are welcomed to the room and given something that they will experience success with
- Ensure that the first behaviour we address in a lesson is a positive one when students are modelling the excellent behaviour we expect
- Use student names as often as possible and ensure students know that their staff have a real interest in them
- Ensure that learning experiences for students are well judged, engaging and appropriate
- Model respect, determination and teamwork
- Praise students for going above and beyond
- Praise publically and sanction discreetly whenever possible.

2. Rewards

2.1 As a school we understand the power of 'well done' and making sure that students know all of their efforts and positive behaviours are valued by staff and fully recognised.

2.2 Positive Behaviour Points

- We use Bromcom to record positive behaviour points. Students earn these points for:
- Demonstrating the school values of respect, determination and teamwork
- Attending extra-curricular clubs and study sessions
- Excellent or improving levels of attendance and punctuality
- Positive letter home
- Golden Ticket
- Students will be rewarded with bronze, silver and gold certificates when they reach the points threshold indicated below. These certificates will be given to students at the next half term celebration event.
  - Bronze 100, Silver 200, Gold 300

2.3 Celebration Events

- Head of Years will organise a celebration event each half term; these will be by invite only.
- Invites will be given for:
  - Excellent progress being made in lessons
  - Hard work and determination in lessons
  - Positive attributes on reports

2.4 Golden Ticket

- Our golden ticket rewards are organised by the pastoral team. These rewards are given in recognition of when a student has gone far above what might be expected of them and has shown the Northgate Values of respect, determination and teamwork. Examples of this include:
  - Helping someone when they had been having friendship issues
  - Supporting someone who has been injured or become ill
  - Showing fantastic determination to overcome difficulties
  - Sustained exemplary behaviour
- A very limited number are awarded each week
- Students issued with a golden ticket are allowed to choose a reward from the selection of treats that we have in the intervention centre. They also receive a gold star to wear on their uniform, a certificate and a call home from one of the Assistant Head of Years or Head of Year. They also receive 10 positive behaviour points.
- All staff are able to nominate students to be considered for a Golden Ticket via email to the Pastoral Team.

2.5 End of Year Reward Activity

- The Head of Year for each year group will organise an event at the end of the year to recognise and reward the students for their sustained hard work and demonstration of the school values. These events all vary and in Year 10 and 11 attendance at the end of year reward will depend upon having a positive behaviour points balance.
  - Year 7 – Colchester Zoo. Attendance is by invite only and requires a positive points balance.
  - Year 8 – Pleasurewood Hills. Attendance is by invite only and requires a positive points balance.
  - Year 9 – Chessington World of Adventures. Attendance is by invite only and requires a positive points balance.
  - Year 10 – Thorpe Park. Attendance is by invite only and requires a positive points balance.
  - Year 11 – Prom. Attendance is by invite only and requires a positive points balance.

2.6 Progress Checks

- Following each progress check, data will be reviewed to identify how students are working across all of their subjects.
- Head of Years will generate certificates to recognise good progress, as appropriate for each stage, e.g. consistently good standards, or significant improvement.

2.7 Departments

- Department areas will plan their own rewards for students and these can include visits, extended projects, postcards, letter and calls.

3. Rules

3.1 It is not feasible to reproduce all school rules here. However, the Code of Conduct and rules regarding mobile telephones, as shown below, provide a general overview. In every classroom there is a poster outlining two basic rules **1. Behave respectfully**, and **2. Follow instructions**.

3.2 Code of Conduct – at Northgate we expect students will show consideration and respect for others. Rules should be fully observed. In particular, students are expected:

- To behave in a sensible and considerate way
- To be punctual and work hard
- To respect the school buildings and environment, for example, by keeping all the areas clear of graffiti, by placing all litter in bins and by not bringing chewing gum in to school
- To wear full school uniform in school, and on the way to and from school
- To have their hair within the natural spectrum of hair colour avoiding extreme styles
- Not to arrive on site before 8:30am, and to leave by 3:20pm unless involved in supervised activities
- Not to bring tobacco, e-cigarettes/vapes, alcohol, matches, lighters, knives or other dangerous items or illegal substances onto the school site
- To remain on the school site unless they have permission to leave
- To remain within their designated areas of the site at break and lunchtime unless they go home for lunch
- To mark all property clearly with their name

- To follow guidelines for cyclists on the site
- To keep ball games to designated areas
- Not to eat food in any buildings other than in the designated areas

4. Policy on the use of Mobile Telephones

4.1 As a school community we strongly encourage students to leave their mobile telephone devices at home. Whilst we recognise the importance that technology can play in modern life; we believe that student wellbeing could be improved by not having access to devices during the day.

4.2 We also recognise that many parents, carers and guardians will feel that they want students to have the ability to communicate with home whilst travelling to and from school. For this reason, mobile phones are not banned from school.

4.3 Our policy is very clear: on site, out of sight – better at home.

4.4 Before they arrive at school, students in years 7 to 11 must turn their phone off and place it in their bag only, not in their pocket. This also includes any wearable technology that can send and receive messages. The phone/device must remain in their school bag until leaving the school site at the end of their school day. Staff members will not ask students to work on their phones or use them to check timetables.

4.5 Sixth form students are expected to only use their mobile phones within the sixth form building and when paying for food in the dining room. Any sixth form student breaking the rules around mobile phones, risk losing the privilege of having a phone on site.

4.6 Any student found using a mobile phone or having one in their pocket will have the phone confiscated and kept until the end of the school day.

4.7 If they are found a second time the phone will be confiscated until a parent, carer or guardian is able to collect it for them.

4.8 A third occasion of breaching the mobile phone rule will result in the phone being confiscated and a meeting with a senior member of staff will be arranged.

4.9 Any refusal to hand over a phone for confiscation will be dealt with in accordance with the school's behaviour policy.

4.10 The Equality Act 2010 makes it clear that schools have a duty to ensure that our policies avoid substantially disadvantaging a disabled student. The Headteacher will consider requests for reasonable adjustments to the mobile phone policy for students with medical conditions that require mobile devices to keep them safe.

5. Jewellery, Make Up and Uniform

5.1 Jewellery should not be worn, apart from watches and a single pair of simple studs for pierced ears. Any excessive or additional jewellery will be confiscated for the period of one week. Students in Years 9, 10 and 11 may wear one discreet nose stud.

5.2 Make up and nail varnish should not be worn to school. Students will be required to remove make up/and or nail varnish that is clearly visible.

5.3 Refusal to hand over any item or remove jewellery/make up when requested will be dealt with in line with the sanctions section of this policy.

5.4 Students are expected to maintain high standards of uniform in line with the guidelines set out around uniform both online and in communication home at the start of the year. Uniform infringements will be picked up by form tutors in the first instance. Students will be reminded of the rules about uniform and asked to change in to the correct uniform. If this is not possible we have spare uniform available from the school office. Should a student refuse to change uniform we will contact home to ask for support with remedying the uniform issue.

6. Sanctions

6.1 Students and parents are expected to support the Northgate's Code of Conduct, policy regarding mobile telephones and other rules. For serious breaches one or more of the following sanctions will be applied.

6.2 **Paying for replacement**

When considering the financial penalties for causing damage the following principles will be applied:

- Accidental damage results in no charge
- Irresponsible behaviour or deliberate damage results in up to the full cost being charged and other appropriate sanctions being applied.

6.3 Detentions

Schools have a statutory right to use detention as a sanction both within the school day and after normal school hours. For infringements of school rules, students may be detained after school for up to 20 minutes by a teacher without prior notification. For more serious misdemeanours, a full detention is given; parents are usually given at least 24 hours notice via Bromcom, although this is not a legal requirement. The safe return home of a student after a detention remains the responsibility of the parent or carer.

6.4 The school operates lunchtime detentions as appropriate, while persistent or more serious offences result in an after school detention, for up to a maximum of one hour. Failure to attend detention is a breach of discipline. Initially the sanction will be rescheduled, albeit possibly for a longer period of time. However, repeated failure to turn up to detention is a serious breach of discipline and will result in a severe sanction, which could include suspension.

6.5 Intervention Report

An intervention report is used by the Pastoral teams to collate comments for every lesson and may be used to monitor work, behaviour, attendance or punctuality. In addition, Curriculum Areas may place students on a subject report. It is usual to inform parents/carers that their child is “on report”.

6.6 Northgate Intervention Centre

This provision exists to support staff in tackling persistent low level behaviour and provides staff with an alternative to suspension, where appropriate and commensurate with the misdemeanor. It will also support the school community through high quality restorative work.

6.7 The Northgate Intervention Centre is a facility where students will reflect on incidents at school, and work with support and restoration to avoid further poor behaviour. The Assistant Head of Years and intervention centre manager will make it a priority to facilitate restorative conversations between staff and students. Parents and carers will be informed if their child is sent to the intervention centre.

6.8 Students will be in the intervention centre because:

- They have been given a number of days in the intervention centre based around a serious breach of the school’s behaviour policy. This will be referred to as x number of days in the intervention centre. Examples of behaviour that can lead to time in the intervention centre include refusal to follow instructions and defiance towards members of staff.
- They have been removed from their lesson for persistent low level disruption (B4).

Organisation of intervention centre sanction:

- Students will report to reception and be collected to be taken to the intervention centre.
- Students remain in the centre until 4pm although for a high standard of work and behaviour the intervention centre manager may decide to release students at 3:30pm.
- Students will be given an opportunity to purchase food and drink prior to the start of the main school break and lunch periods.
- Work for these students will be set by class teachers and departments will ensure there are appropriate resources and work for students to complete.

Failure to remain in the intervention centre will result in suspension, this sanction will still be applied even if the student voluntarily returns later that day.

Organisation of the B4 behaviour sanction:

- Having been issued with a B4 the student must report to school reception, failure to promptly report to reception is a very serious breach of discipline and will result in an extended period of time in the intervention centre or possible suspension.
- An Assistant Head of Year will meet the student and begin restorative work with a focus on the student understanding the impact of their behaviour on the learning of others in the class. The student will then be invited in to the intervention centre student work room and remain there for the rest of the school day. If they have been sent during period 1, 2 and 3 they will remain after school until 3:30pm or 4pm, with the option of good work meaning they can leave earlier. Those sent during period 4 will remain until 4pm.
- Students will be given an opportunity to purchase food and drink prior to the start of the main school break and lunch periods.

6.9 The Headteacher, Deputy or Assistant Headteachers, Head of Years, Assistant Head of Years and the Intervention Centre Manager have the authority to impose this sanction for single or multiple days. On the first day in the intervention centre, the student will be delivered by said member of staff who will clearly explain the reason for the sanction to the student.

6.10 Suspension and Permanent Exclusion

The School follows the legal guidelines. Suspensions and permanent exclusions are used in response to serious breaches of school rules or the law, including failure to satisfactorily complete less severe sanctions. Only the Headteacher, or a Deputy acting directly on their behalf, may suspend or permanently exclude a student.

6.11 A student may be suspended for the following: gross disobedience; threatening behaviour; bullying/cyberbullying (including on the basis of religion, ethnicity, disability, gender or sexuality) swearing at or use of offensive language to a member of staff; persistent failure to follow school rules; physical violence; sexual violence/harassment; serious deliberate damage to property, fabric of the school, etc.; possession of intoxicating or dangerous items including illegal substances on or near the school premises; behaviour that causes disruption to the learning of others; leaving the site during the school day against the express instruction of a member of staff; maliciously creating and sharing AI produced images or videos; and/ or any other misdemeanour which the Headteacher deems to warrant suspension. The decision to exclude a student permanently will only happen in response to a serious breach or persistent breaches of the school's behaviour policy and where allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

6.12 Examples of serious offences that could lead to immediate Permanent Exclusion include publicly using, supplying drugs or having the intention to supply drugs on or near to the school premises; being under the influence of illegal drugs, legal highs or alcohol during school time sexual abuse or assault; physical violence towards a member of staff; serious physical violence resulting in significant injury to another student; sexual violence/harassment; bringing an offensive weapon such as a knife into school to intimidate or injure; theft of multiple or high value items; malicious disruption or hacking of the school's network; maliciously creating and sharing AI produced images or videos; making a false, malicious accusation against school staff and/or any other wrong doing which the Headteacher deems of a serious enough nature to justify immediate permanent exclusion.

6.13 Examples of repeated incidents that could result in permanent exclusion include a second offence of stealing property from the school or other students; a second offence of being in possession of or under the influence of illegal drugs, legal highs or alcohol during school time; a second offence of physical violence against other students; persistent instances of a range of offences that individually attract a suspension, including defiant behaviour towards members of staff and behaviour detrimental to other students' learning and/or welfare.

6.14 Parents/Carers are informed by letter of the reasons for a suspension, and its length, which will be related to the seriousness of the misdemeanour and the student's previous record. In some cases of suspension and in all cases of permanent exclusion parents have the right to make representations to the Governing Body's Discipline Committee. Work will be provided by the school for collection and, if the suspension is more than five days in one block, then other educational provision will be made. The school will also communicate to the relevant virtual school head and social workers. Students will be given the opportunity to express their views on the suspension or permanent exclusion. An advocate will be sought if appropriate.

6.15 Students being re-admitted following an suspension should meet, accompanied by a parent or carer, with the appropriate Head of Year before the student comes back to school. In addition, suspensions will normally be followed by a period (usually a day) in the intervention centre to allow for restorative work to be carried out. The student will have to successfully complete this reintegration before being allowed back into normal lessons.

6.16 Students at risk of repeated suspension may be issued a Suffolk Pastoral Support Framework plan. This will involve consultation with the parent and student, and will set individual targets for and by the student, and lay out strategies to support the student to overcome their behavioural issues. Where, despite this support, there is little change in the student's behaviour, a referral to the County's 'In Year Fair Access Panel' will be made so that alternative provision for the student can be brokered.

6.17 Other interventions that can be used to avoid further suspensions are but not exhaustively:

- Referral to CISS (County Inclusion Support Service) via the traded offer that the school buy to support behaviour
- Mentoring or youth support work via the school well-being offer
- Diversion referral through the school liaison officer where there is some risk of criminality if repeated out of school counselling
- Thrive referral and school counselling

6.18 Students with an Education, Health and Care Plan, looked after children and previously looked after children are expected to follow the school's behaviour policy. Northgate recognise that these students, like others, may have experienced adverse life experiences and how these can create significant barriers to learning. We consider what appropriate adjustments can be made when implementing sanctions from the behaviour policy. Where behaviour is incurring a risk of suspension, appropriate support agencies will be contacted and every reasonable step will be made to ensure the needs of the student are being supported.

6.19 The Power to Discipline

All teaching staff, cover supervisors, teaching assistants, and other support staff have the authority of the Headteacher to exercise discipline with students e.g. by reprimanding them for unacceptable behaviour, setting detentions, giving extra work, removing students from the lesson, using a B4 or contacting parents. Assistant Head of Years, Head of Years, Assistant Headteachers, Deputies and the Headteacher may place students in the intervention centre. Only the Headteacher, or a designated representative in their absence, may issue a suspension or permanent exclusion.

6.20 Searching Students

School staff can search students with their consent for any item that it is considered inappropriate to have in school, or which may not belong to the student concerned. In addition, the Safeguarding Manager, the Intervention Centre Manager, Assistant Head of Years, Head of Years, Assistant Headteachers, Deputies and the Headteacher have the power to search students or their possessions, without consent, if it is considered not searching would put the student or others in immediate risk. Wherever possible, the search will be conducted by a staff member of the same gender as the student being searched, with a second staff member present as a witness, the exception being when any delay in searching might lead to potential significant harm for the student or others. Please see our Northgate Searching, Screening and Confiscation policy for further details.

6.21 Risk Management (see also Health and Safety Policy)

As part of our school Behaviour and Discipline Policy, Northgate also has a Risk Management Strategy. Where there is deemed to be a risk to the health and safety of any individual in the school, staff will do the following:

- Identify hazards
- Identify who is at risk
- Evaluate and assess the level of risk
- Put in place measures to control the hazards and risk

The school will regularly review and monitor the procedures for dealing with incidents where people may be at risk. In the light of the above, a student who is deemed to be a risk to him/herself or others may be placed on an Intervention Report, or may have their timetable adapted.

6.22 The Use of Reasonable Force (This section should be read alongside the Use of Reasonable Force policy)

Linked to the Risk Management Strategy is the application of the Use of Reasonable Force. Teachers and support staff are trained in de-escalation techniques which will help potentially challenging situations to be managed without the use of reasonable force. However, by law, teachers and other staff who are responsible for students in schools may use reasonable force to prevent the following:

- The committing of a crime
- Students causing injury or damage to themselves or others
- Students causing damage to property
- Students causing severe disruption that includes behaviour deemed prejudicial to maintaining good order and discipline in the school

All incidents requiring the use of restraint will be recorded on the school's safeguarding software, CPOMS, and parents/carers will be informed of any such incidents involving their children.

6.23 The Power To Discipline Beyond The School Gate

The school reserves the right to impose disciplinary action for behaviour outside the school premises where a student is taking part in any school organised or school related activity, is travelling to or from school, is wearing school uniform or can in some other way be identifiable as a student at the school.

In addition, the school has the right to impose disciplinary action for misbehaviour at any time that could have repercussions for the orderly running of the school, poses a threat to another member of the school community or member of the public, or could have an adverse effect on the reputation of the school.

The judgement of the school will be based on the evidence available at the time. In these circumstances the school will also consider whether to notify the police, and will always notify the police if there has been a criminal act or a serious threat has been posed to a member of the public.

If the behaviour is likely to be linked to the student suffering significant harm the school's safeguarding procedures will be followed.

7. Child on Child Abuse including Bullying

7.1 Bullying will not be tolerated by any member of our school community. We aim to nurture learners who understand the difference between right and wrong and what it means to respect all those around you. Where incidents of bullying take place we will act promptly and firmly to support both the victim and perpetrator along with sanctions in line with section 6 of this policy.

7.2 The behaviour policy should be read alongside the school's anti-bullying policy.

8 Sexual Violence and Sexual Harassment between children

8.1 This section of the behaviour policy should be read alongside the safeguarding policy.

8.2 At Northgate we recognise that individuals or groups of children can be victims of sexual violence or sexual harassment. We also recognise the perpetrators can either be individuals or act as part of a group. All forms of sexual violence and sexual harassment are unacceptable anywhere in society and our school community is no different.

8.3 We recognise that girls are most likely to be victims of sexual assault and harassment but we will take seriously all reports from all students.

8.4 Sexual violence and sexual harassment will never be seen as an acceptable part of growing up or 'banter' or 'just having a laugh'. We will challenge all examples of sexist language or stereotypes along with behaviour such as grabbing breasts, bottoms and genitalia. This also includes examples of up-skirting as per Keeping Children Safe in Education 2024.

8.5 At Northgate we recognise that sexual harassment can also occur online and can include unwanted sexual comments and messages, sexualised online bullying, coercion and threats.

8.6 All students at Northgate receive RSE lessons which help educate our students around healthy and respectful relationships and make it very clear that sexual violence and sexual harassment is unacceptable.

8.7 All reports of sexual violence and sexual harassment will be treated seriously and brought to the attention of the Designated Safeguarding Lead. This report will be investigated where appropriate to enable relevant referrals to be made to children's social services and/or a direct report to the police. We will communicate with the parents of all involved unless doing so would put a young person at an increased risk of abuse. All reports will be recorded centrally on the school's safeguarding software, CPOMS. All of the steps we take will be guided by the guidance set out in Keeping Children Safe in Education 2024.

8.8 All reports of sexual violence and sexual harassment will be dealt with on a case by case basis to ensure that we have a tailored response that best protects the students involved. We will need to consider the safety of the student/s making the report and also the safety of the wider school population when deciding on what sanctions are required to be put in place. If the victim and the perpetrator share a class we will organise for the perpetrator to not be a risk to the victim in that situation. We will also use a risk assessment to assess the level of risk during break, lunch and movement around the school. Any identified risks will be mitigated so that all students are safe on the school site.

8.9 Any perpetrators will be dealt with in line with the sanctions set out in the schools behaviour policy, these include time in the intervention centre, suspension or permanent exclusion. It may be that the sexual violence or harassment occurred outside of the school day and premises. In this case we will liaise with the police around the most appropriate course of action for keeping all of the parties involved safe without making any judgement about guilt. If a young person is convicted or receives a caution of a sexual offence we will consider the steps required to ensure the safety of the victim and other students in the school. If the perpetrator remains on the school roll the risk assessment will need to demonstrate how we are mitigating the risk of further incidents and the impact upon the victim.

APPENDIX A – Code of Conduct/Home School Agreement

A Partnership

We understand that every parent and student has expectations of school and in the same way the school has expectations of parents and students. We believe that the most effective educational experience for students can be achieved when parents, students and professionals form a partnership.

At Northgate we aim to:

- provide a caring environment where the student can feel happy and secure
- ensure that the curriculum meets the needs of each individual student
- provide a challenging programme of teaching and extra-curricular experience
- communicate regularly on progress
- respect and value cultural and religious differences
- foster a culture of mutual support and respect.

In turn we expect students to:

- be regular and punctual in attendance
- support the code of conduct and discipline of the school
- support the school ethos and the role of the teachers
- extend work done in class by completing homework
- wear the school uniform
- take part in the community of the school.

As parents you can support the school and your child by:

- taking responsibility for getting your child to school regularly and on time
- informing the school on the day if possible of the reason for non-attendance
- communicating any problems early
- giving recognition to the professional view about educational issues
- support working both at school and at home
- attending Parents' Evenings and other relevant events
- Monitoring Bromcom for information around attendance and behaviour.

A copy of this was sent to you with the admission form earlier in the year.

APPENDIX B – Expectations of Sixth Form students

This addendum to the School Behaviour and Discipline Policy identifies the expectations of Sixth Form students during their time at Northgate. It highlights some of the key points from the School Behaviour and Discipline Policy and other documents such as the Drugs Policy and the Anti-Bullying Policy. The expectation that Sixth Form students will set a model of good behaviour is higher, they are considered to be young adults and as such expected to make informed choices about their conduct.

There is an expectation that Sixth form students will adhere to the following:

- Attendance at all lessons
- Punctuality at all lessons
- Adhere to the expectations of Sixth Form
- Behave respectfully and follow instruction
- Respecting all within the school community
- Dress appropriately for a work environment
- Completion of all schoolwork set
- Behave responsibly in and around the school
- Fully participate in all enrichment activities chosen

Initial reports of low level sixth form learning, punctuality and attendance issues will be dealt with by the form tutor or class teacher. This will often involve a conversation between the teacher and student or a telephone conversation with the parent or guardian.

Where a student repeatedly fails to meet the expectations above the issue will be highlighted to the Assistant Head of Sixth Form for support in resolving the concern. If this intervention does not work, then the Head of Sixth Form will be informed.

Sixth Form Behaviour Intervention Process

Stage One

If there is a behaviour issue, it should be addressed as soon as is practical. The member of staff should speak with the student involved and remind them of the behaviour policy. The conversation and outcome should be written up and emailed to the relevant Assistant Head of Sixth Form and Pastoral Officer. This behaviour will then be monitored.

Stage Two

If there is no improvement in behaviour, appropriate intervention will be put in place:

- A meeting with the Sixth Form team to discuss issues with progress
- Being put on a tutor report to monitor attendance or learning progress
- Parents will be contacted by telephone to advise them of the concerns

Stage Three

If the behaviour does not improve the student will be required to attend a formal meeting with the relevant Assistant Head of Sixth Form at which a warning will be given and the student will be placed on an Assistant Head of Sixth Form report. A letter will be sent home outlining the concerns and action taken.

Stage Four

A review of behaviour will take place and if the student has failed to make improvements a meeting will take place between the student, parent/carer and the Assistant Head of Sixth Form at which they will be placed on a contract for learning and behaviour which could include all or any of the following that they will be expected to adhere to

- Attend and be punctual to all lessons and registration sessions
- Keep up to date with all work set
- Show a positive attitude to learning
- Engage with the help offered
- Show a respectful attitude to staff and students
- Have no unauthorised absences from registration or individual lessons
- Maintain 90% attendance overall, which will be checked on a monthly basis

Stage Five

Withdrawal of Sixth Form Place

As detailed in the Schools Behaviour and Incident Policy and Drugs Policy If a serious incident occurs it may be decided that a suspension or permanent exclusion may be necessary.

Serious incidents include:

- All other steps to encourage the student to follow school rules and instruction have failed:
- Persistent and defiant behaviour including homophobic, sexist or racist bullying
- Sexual misconduct
- Using or being under the influence of drugs or alcohol
- Supply or possession of an illegal drug or alcohol
- Bringing in/carrying an offensive weapon or illegal substance
- Verbal abuse against a student or member of staff.
- Serious actual or threatened violence against a student or member of staff.
- Fighting
- Smoking or vaping, on or near the school Site
- Serious and/or continued bullying
- Cheating in a test or exam
- Stealing or possession of stolen property
- Vandalism or the destruction of property
- Racist, homophobic, sexist or discriminatory language or behaviour
- Deliberate involvement in or instigation of conflict
- Bringing non-students onto site for the purpose of instigating conflict