



KESGRAVE HIGH SCHOOL SIXTH FORM DISCIPLINE PROTOCOL

Kesgrave Sixth Form's expectations of students in terms of behaviour for learning are set out in the 'Partnership Agreement' and the Student Guide that were given to students at Enrolment and are available on the website. The following procedures will be used in response to breaches of those expectations. Inevitably, each case will need to be considered individually, and the responses will vary according to the particular circumstances.

However, a common understanding by staff, students and their parents/carers, of the process and of likely consequences should ensure fair treatment for students and support for staff in their dealings with students who are not meeting our expectations. An important aspect of the procedure is that, in addition to any formal action, we also set out the need to identify and provide appropriate support for students who find themselves in difficulty.

The procedures are both broad and simple and are primarily designed to support the student with their academic studies. **Serious breaches of behaviour and discipline will be dealt with in consultation with the Sixth Form Management Team.**

STUDENT SUPPORT STAGE 1

Examples of when a student would find themselves at this stage would include:

- Concerns about attendance and/or punctuality
- Serious concerns across **a range** of subjects— arising from subject teachers e.g. failure to submit a key piece of work or repeated failure to complete homework
- As a consequence of progress checks or reports
- Not meeting expectations as outlined in the Sixth Form 'Partnership Agreement'

The decision to place the student on Student Support 1 (SS1) is taken by the student's Tutor, and it is the Tutor's responsibility to monitor the student's progress.

This will include discussion with the student and the writing of an action plan. The student will be asked to sign into the folder in the LRA. This will form the first element of the action plan. The tutor is to ensure that a timetable is printed and placed in the folder indicating the sessions they are expected to be studying there. Once students have signed in, they need to work independently for that period. This will usually be the LRA or Meetings Room. The Tutor will inform Mrs Lankester or Mrs Smith who will log this on a centralised system. All teachers of the student will be informed that they are on Student Support Stage 1.

The Tutor will monitor the 'signing in' and the action plan. This will normally last approximately four school weeks.

Following an explicit discussion with the student regarding the failure to meet the terms of the Partnership Agreement, the Tutor will inform parents by letter/email/phone call and send a copy of the student's action plan home.

Outcomes

If there has been the required improvement, the process ends and the student is removed from Support Stage 1 by the Tutor.

If there has been some improvement but the issues are not yet fully resolved, the work with the tutor can be extended. If appropriate, the action plan will be amended and a letter sent home.

If there has been no improvement and the student is clearly not responding to the support provided, the student is referred on to Student Support 2 and the Head of Year is involved.

STUDENT SUPPORT STAGE 2

At this stage, students enter into a more formal and serious stage of support and monitoring.

The decision to place the student on Student Support 2 (SS2) should not be taken lightly and will be taken after consultation with the Head of Year.

Students can be placed on Stage 2 in one of three contexts:

- Failure to respond to Stage 1
- As a consequence of progress checks or reports
- Serious concerns with any other behavioural issues.

The Stage 2 process, which is dealt with by the Head of Year, will be as follows:

- **A formal meeting** with student, parents/carers and Head of Year will be convened where an action plan setting out the required improvements will be agreed. The action plan also serves as a written warning. The written warning will be issued to parents and the student. Parents will be made aware of where the student has failed to meet the terms of the Partnership Agreement.
- The HOY will need to ensure that the student will be given a new timetable which will indicate that every period now needs an attendance mark. This will be achieved by signing in to the Student Support Stage 2 folder in the LRA. This will form the first element of the action plan. **Students will have to spend every study period in the LRA in a designated seating area.**
- The HOY will inform teachers that the student is on Student Support Stage 2. The Head of Year will monitor the situation over a four-week period.

Outcomes

If, at the end of the four-week period, sufficient improvement has occurred the student is either moved back to Stage 1 or removed from the Support Procedure process altogether. Progress is then monitored in the usual way. A letter will be sent home confirming the outcome.

If there is some improvement, the Stage 2 process can be extended. A letter will be sent home confirming this.

If there has been no improvement, the student is referred to the Director of Sixth Form. In this case a letter is always sent home informing parents/carers.

STUDENT SUPPORT STAGE 3

At this stage concerns will be dealt with by the Director of Sixth Form and the Head of Year.

The student will now be in a very serious position. They will be made aware that their position at Kesgrave Sixth Form is in jeopardy. A Behaviour Contract will be given. Stage 3 may be brought about as the result of one of two contexts:

1. **Academic Engagement Issues.** Failure to respond to interventions by their Tutor and Head of Year to bring about improvements as detailed at Stage 2 (e.g. continuing attendance issues, failure to address subject issues, behavioural issues.)
2. **Behaviour Issues.** Very serious issue or issues with behaviour. For example: possession of or use of illegal drugs, offensive or intimidating behaviour, illegal or improper activity (including on-line behaviour) that has a detrimental impact on the school and its students or brings the school into disrepute. The process will be as follows:

Context (1)

The student will be dealt with by the Director of Sixth Form or Head of Year.

If it is confirmed that there has been persistent failure to respond to previous stages a meeting will be called with parents/carers and the student will be given a final written warning.

Plans for an alternative curriculum may need to be established (such as replacing a subject with work experience). These decisions will be made following the results of internal Year 12 exams and any subsequent mandatory retakes. U grades in internal Year 12 exams indicate that it may not be suitable for the student to progress with that particular subject into Year 13.

At this stage, both the student and parents/carers will be aware that failure to make improvements will put the place on a course of study, or the place at the Kesgrave Sixth Form, in jeopardy.

The Head of Year will monitor the situation and will inform subject teachers.

Outcomes

If, at the end of the four-week period, sufficient improvement has occurred the student is either moved back to Stage 2 or removed from the Support Procedure process altogether. Progress is then monitored in the usual way. A letter will be sent home confirming the outcome.

If there is some improvement, the Stage 3 process can be extended. A letter will be sent home confirming this.

If there is insufficient improvement, a recommendation of proposed action will be given by the Head of Year to the Director of Sixth Form.

The Director of Sixth Form will then consider whether to terminate the course of study or the place at Kesgrave Sixth Form.

Context (b)

The student will be dealt with by the Director of Sixth Form who will instigate an investigation and inform parents.

An immediate temporary suspension may be issued while an investigation takes place.

At this stage, both the student and parents will be made aware that the place at the Kesgrave Sixth Form is in jeopardy.

Outcomes

If the result of the investigation clears the student there will be no further action. Otherwise, there may be a further period of suspension or permanent exclusion.

See points 4 and 5 below.

4. Use of the Suspension Period

The Director of Sixth Form has the power to suspend a student for serious breach of discipline while an investigation occurs. A member of the Sixth Form Team will be responsible for liaising with the suspended student and parents/carers. Every effort will be made to speak to a parent/carer before a student is sent home and explain the reason for suspension. All relevant staff will be notified that the student is absent. The Director of Sixth Form shall at the earliest opportunity inform the student and parents/carers of the result of the investigation.

Parents will be invited to a re-integration interview. A final warning will be given. Any other action for the remainder of the school year at this level will result in permanent exclusion. Headteacher and Chair of Governors informed.

In the case of a suspension period, the Director of Sixth Form may exclude a student for up to 45 days in any one school year. For exclusions in excess of 5 days, students must be given access to education. This will normally be used only as a last resort when a range of other strategies has been exhausted.

Reintegration

A re-integration meeting following the expiry of the suspension period will be arranged by the school prior to a student returning. The meeting will be with the student and parents/carers. The meeting will establish expectations, targets and, where appropriate, a risk assessment of the student will be actioned. Identification of the resources needed to provide the necessary support to the student will be made.

5. Permanent Exclusion

The power to permanently exclude a student lies with the Headteacher. The Governors will be called upon to review that decision. There is then the right to an independent appeal.

Dependent on the circumstances, the decision to permanently exclude may be made for a first or one-off offence. This might include:

- Serious actual or threatened violence against another student or member of the school community
- Sexual abuse, assault or misconduct
- Supplying and/or in possession of an illegal drug
- Carrying an offensive weapon
- Arson
- Substance or alcohol abuse
- Prejudice-related attack
- Serious bullying
- Serious vandalism
- Any other offence the Director of Sixth Form or Head Teacher deems serious enough

When a student is excluded, the senior member of Sixth Form staff should make sure the student is notified immediately, ideally in person. This should be followed by a letter. A copy of the letter should be sent to anyone with parental responsibility for the student. Exclusion normally begins immediately.