

Coombe Sixth Form Behaviour Policy 2006 - 2007

It is our intention that all students enjoy their time at Coombe and are successful. The Sixth Form Behaviour Policy is designed to enable students to understand expectations for behaviour clearly in order that we can maintain a positive and enjoyable working environment for students and staff.

This policy is a development of the main school Behaviour Management Policy and the guidelines detailed below apply throughout the school. The numbered sanctions indicate the stages of process that will apply if a situation continues unresolved, although in all cases the school may move directly to the most serious sanction if a situation merits this action

<p>Poor punctuality and attendance at lessons, mentor meetings or tutorial sessions. (Students in excess of 5 minutes late after the teacher has started the session will be marked as late and may be excluded from the lesson)</p> <p>Students whose attendance falls below 85% in a subject may be asked to pay their own exam fees.</p> <p>EMA students payments may also be affected</p>	<ol style="list-style-type: none"> 1. Discussion with subject teacher and Head of department to rectify problem. May be put on Subject Report. 2. Discussion with Mentor, then Head of Year - possibly also full report. Parents may be contacted. 3. Meeting with Head of Year and parents to decide further action. 4. Students may be permanently excluded if the situation is not resolved.
<p>Inappropriate level of effort in lessons / failure to complete work set appropriately.</p>	<ol style="list-style-type: none"> 1. Discussion with subject teacher and Head of Department. Possible subject report. Parents may be contacted. 2. Discussion with Mentor, then Head of Year if the situation is not resolved. May be put on Sixth Form Report. Parents may be contacted. 3. Meeting with Head of Year and parents to decide further action. 4. Student may be permanently excluded if situation does not improve.
<p>Rudeness or disrespect to members of staff. (This includes LRC, caretaking and canteen and all support staff)</p>	<ol style="list-style-type: none"> 1. Discussion with Mentor or Head of Department or Head of Year to rectify problem. 2. Meeting between Head of Year, parents and student to decide further action in serious circumstances. 3. Student may receive a fixed term or permanent exclusion.
<p>Inappropriate relations with pupils in the lower school.</p>	<ol style="list-style-type: none"> 1. Discussion with Mentor about appropriacy of behaviour. 2. Meeting between Mentor, Head of Year, parents and student. 3. Students may receive a fixed-term or permanent exclusion if the situation does not improve.
<p>Facilitating non-Coombe students being on or around the school premises without prior permission. Failing to alert staff to the presence of a non – Coombe person.</p>	<ol style="list-style-type: none"> 1. Students will receive a formal, fixed – term exclusion. 2. Further instances may result in permanent exclusion.
<p>Behaviour which fails to observe the school as a serious study environment and / or disturbs others' learning.</p> <p>Please note that high levels of noise around the sixth form centre and on the tennis courts can seriously affect lessons in the vicinity</p>	<ol style="list-style-type: none"> 1 Discussion with Mentor or Head of Department or Head of Year to rectify problem. 2. Meeting between Head of Year, parents and student to decide further action in serious circumstances 3. Student may receive a fixed term or permanent exclusion.
<p>Disrespect for school property / vandalism.</p>	<ol style="list-style-type: none"> 1. In some circumstances students will be given the opportunity to rectify / pay for damage caused. 2. In more serious circumstances, parents will be informed and students may receive a fixed-term or permanent exclusion.
<p>Theft of school or others' personal property. Please note that all student property is brought onto the school site at their own risk.</p>	<ol style="list-style-type: none"> 1. Instances of theft will be dealt with initially by the police. 3. Depending on the circumstances students may receive a fixed-term or permanent exclusion. 2. Decisions about whether a student is able to remain at Coombe will be at the discretion of the headteacher.

Parking or driving motor vehicles on the school premises.	It is not possible to accommodate student parking on the school site and there is also a risk to younger children. In some circumstances, vehicles such as scooters may be left after prior permission from Mr Goble.
Driving carelessly or inappropriately on or around the school premises.	Students should be aware that the school is a busy environment with a large number of children, students and staff using local roads and access areas. Any instance of use of a motor vehicle which does not take account of this situation is likely to involve the police and discussions between the student, Head of Year and their parents.
Inappropriate dress for school	Students should be aware that the school is the equivalent of a professional work environment and should dress accordingly. Particular concerns are T - shirts with logos that may be offensive to younger children, low slung jeans and overly casual dress in the summer – especially overly revealing tops. Students may be requested to go home and change.
Inappropriate behaviour on school visits. Note that expectations for behaviour on school visits are exactly the same as if the student were in school. This policy also applies in its entirety to all school visits.	<ol style="list-style-type: none"> 1. Discussion with Mentor, Head of Department or Head of Year about appropriacy of behaviour. 2. Meeting between Head of Department or Head of Year, parents and student. 3. Students may be barred from attending further visits and might receive a fixed-term or permanent exclusion depending on the seriousness of the incident.
Possession, consumption, supply or intent to supply, or being under the influence of controlled drugs in school. For school purposes, cannabis is considered to be a controlled drug.	<ol style="list-style-type: none"> 1. Involvement with controlled drugs in school is likely to involve the police, parents and Head of Year. Students are likely to be excluded for a fixed term or permanently. 2. Supply of drugs to others will always be a matter for the police and will result in a permanent exclusion.
Parking of bicycles on the school premises	Students are requested not to lock cycles to the railings at the front of the school as this can be hazardous for lower school pupils. Cycles can be left in the designated cycle sheds.
Inappropriate intimacy in school.	Students should be aware that the school is a public environment. Young children and other students may find such behaviour offensive and it is inappropriate. Students will be involved in discussion with their mentor or Head of Year and parents may be contacted if necessary. A permanent exclusion could result if behaviour if the behaviour warrants this.
Behaviour off the school site or out of school hours which is damaging to the school's reputation.	<ol style="list-style-type: none"> 1. Discussion with Mentor or Head of Department or Head of Year to rectify problem. 2. Meeting between Head of Year, parents and student to decide further action in serious circumstances 3. Student may receive a fixed term or permanent exclusion.
Possession or distribution of images or text that may be considered offensive – either as paper copies or electronically.	<p>Instances of possession of offensive material may be dealt with initially by the police. A fixed term or permanent exclusion may follow.</p> <p>Decisions about whether a student is able to remain at Coombe will be at the discretion of the headteacher.</p>
Use of inappropriate language in school.	Students should always be aware that they are in a school environment with a large number of younger children present. Use of inappropriate language will be regarded in the same way as 'rudeness or disrespect to staff...'
Use of mobile telephones and / or MP3 players outside the sixth form area – in school corridors, lessons or the LRC.	<ol style="list-style-type: none"> 1. Students will be requested to switch off their 'phone immediately. 2. Further problems will necessitate the involvement of parents and the withdrawal of permission to have a 'phone in school
Violence, bullying – verbally or physically threatening behaviour towards other students or staff.	Depending on the seriousness of the incident, students maybe involved in a discussion with their parents, Mentor and Head of Year and possibly the police. In more serious incidents, or after an accumulation of incidents, students may be given a fixed-term or permanent exclusion.
Racist, sexist, homophobic behaviour of any kind.	Depending on the seriousness of the incident, students may be involved in a discussion with their parents, Mentor and Head of Year. In more serious incidents, or after an accumulation of incidents, students may be given a fixed-term or permanent exclusion.

<p>Smoking anywhere beyond the outdoor space at the rear of the sixth form.</p>	<p>Students should be aware that smoking is not approved of by the school. Under no circumstances should smoking or unlit cigarettes be visible beyond the designated space. Students may be given a fixed term exclusion.</p>
<p>Consumption or being under the influence of alcohol in school – except in circumstances condoned by the school</p>	<ol style="list-style-type: none"> 1. Students will be asked to leave the premises immediately. 2. Readmission to the school will involve an interview with the parents, Head of Year and student. 3. In some circumstances, students may be given a fixed-term or permanent exclusion.
<p>Possession of offensive weapons</p>	<ol style="list-style-type: none"> 1. Instances of possession of offensive weapons will be dealt with initially by the police. A fixed term or permanent exclusion may follow. 2. Decisions about whether a student is able to remain at Coombe will be at the discretion of the headteacher.
<p>Guidelines for use of the LRC</p> <p>(Please note that the section ‘Rudeness or disrespect to members of staff’ applies in the LRC as it does anywhere else in the school)</p> <ul style="list-style-type: none"> • During lesson times the LRC is a quiet working area at all times – apart from during break or lunchtimes or when a lower school class group is using the LRC for whole – class research work. A notice will be posted to say that this is the case. • Mobile telephones are not to be used in the LRC. (See section ‘Use of Mobile telephones...’) • Students are expected to return loan items on time. 	<ul style="list-style-type: none"> • If a student's behaviour is unacceptable, he / she will be asked to leave the LRC. The Mentor and Head of Year will be informed in writing. • Use of the LRC may be restricted for a given period. • Fines will be charged on overdue items. Borrowing rights may also be restricted or withdrawn.
<p>Guidelines for the operation of Coombe identity cards.</p> <p>Students’ identity cards should be visible at all times when they are on the school premises</p>	<ul style="list-style-type: none"> • Students without a visible Coombe Identity Card will be asked to leave the school premises. • Initial cards are supplied by the school. Replacement cards cost £5.00.