



Caerleon Comprehensive School Ysgol Gyfun Caerllion

Maximising Potential | Sicrhewch Ragoriaeth

Behaviour for Learning (6th Form)

(Note: elements are currently under review due to Covid 19)

In the Sixth Form we aim to create good relationships between staff and students and encourage positive behaviour and effort at all times. However, there are times when a student's behaviour, uniform and/or work fall short of our standards. In these circumstances, the following system will be used in conjunction with the whole school behaviour for learning policy. We hope this framework will allow for **consistency** without losing sight of **professional judgement** and a **student's individual circumstances**.

Behaviour Points

These points can be issued by subject teachers and / or the sixth form pastoral team. They incorporate sixth form specific issues (Yellow) as well as whole school issues (Green). **This is not an exhaustive list.**

Behaviours Sanctioned	Tariff Points	Explanation
B2 - Moved Seats	1	Due to continued poor behaviour student is moved seats. A warning (B1) is given before this.
B3 - Relocation to a different class	2	Escalated after a B2 if student persists
B4 - Removal from lesson	3	Students are asked to leave the lesson and study independently
6th form - Uniform 1st offence	0	First offence will be a warning - one chance only. Further offences will carry points
6th form - U2 - Persistent uniform issues	1	Incorrect uniform is worn -
6th form Late to lesson (warning)+	0	This will apply for first offence only and carries 0 points
6th form Persistent lateness*	1	This will apply after a warning has been applied
6th form Truancy - Missed Mentor Appointment	2	Wherever possible we plan bespoke support for individual students. Students who deliberately miss these sessions will incur behaviour points.
6th form Not equipped for lessons	1	Students preparation means they are not ready to learn
Defiance	2	Refusal to follow instructions e.g. failure to address uniform issues or hand over mobile phone
Insolence	2	Rude behaviour towards a member of staff e.g. making derogatory comments / swearing etc.
Mobile phone use in class	1	

Aggressive / Threatening Behaviour towards staff	3	
Verbal Abuse (Pupil)	1	Swearing etc towards a pupil
Verbal Abuse (Adult)	1	
6th form Missed deadline	1	Students who miss important deadlines set by departments e.g. coursework, past papers, homework tasks
Inadequate work	1	Lack of effort in a lesson, failure to engage during a lesson etc.
Inappropriate use of IT systems	1	Examples could be accessing inappropriate websites, using a VPN to circumvent school security, watching Netflix etc.
6th form Breaking common room ban	2	If a student is found in the common room by a member of staff or on CCTV whilst they have a common room ban they will face lunchtime detentions
6th form Missed Detention	2	
Missed after school detention	2	
In possession of drugs / alcohol	3	
In possession of cigarettes / e-cigarettes	2	
Smoking	2	
Item confiscated	1	Other than mobile phone
6th form Common room disrespect	1	Littering in common room, leaving plates / food wrappers etc on desks, damaging items
6th form ATL 3	2	3 progress checks are conducted each year. If a student receives an Attitude to Learning of 3 in a subject they will receive 2 points.

* Staff discretion and professional judgement will apply in some circumstances.

+ Late warnings will reset after every half term

Important points to remember:

Staff will inform the student when a point is issued, and be clear about what it is for. Mentors will also discuss this with students. Only one sanction should be issued per misdemeanour. The School gateway app will update you if a point is issued.

Referrals

A fair and transparent referral system will be used as set out below. These outcomes will be enforced for all students at these various stages. This is an integral part of the learning agreement that must be signed by parents and students on entry to Caerleon 6th form.

Stage	Issued for	Outcome
1	5 behaviour points	Student seen by mentor and informal warning given. Common room ban in place for 2 days.
2	10 behaviour points	Student seen by HOY. 1 lunchtime detention given, 3 day common room ban. Parents informed

3	15 behaviour points	Meeting with AAHT Sixth form - formal warning given and parents informed. 2 lunchtime detentions given, 1 week common room ban
4	5 further points	Meeting with AAHT Sixth form, HOY and parents. After school detention, private study time added to timetable and 2 week common room ban. Additional conditions added to the learning agreement. Mentored over 4 weeks by mentor. Conditions met - moved back to stage 3.
5	Conditions of stage 4 not met	Referred to the headteacher for possible fixed term / permanent exclusion

Important points to remember:

Consequences to sanctions are at the discretion of subject staff and the sixth form pastoral team. The staff will apply consequences based on the severity of the incident. Examples that could be used are based on the whole school BFL policy are:

- Monitoring report - A report that will have pre agreed targets for each lesson and sessions. These must be signed by staff in every lesson and returned to the HOY / Mr Meredith or Mrs Cumner at the end of every day.
- Common room ban - A student is banned from using the common room and must use the Library annex to study. Anyone caught breaking this sanction will face escalated consequences. CCTV can be used to enforce this.
- Staff lunchtime detention - Subject teachers and heads of department can give these for any indiscretion in the BfL policy
- Placement in whole school isolation - Actioned by Head of Sixth Form in certain circumstances
- Placement in whole school lunchtime detention - Actioned by HOY or Head of Sixth Form
- Placement in after school detention - Actioned by HOY or Head of Sixth Form
- Internal compulsory sixth form study periods - Actioned by HOY or Head of Sixth Form
- Fixed term exclusion - Actioned by Headteacher

Rewards

Caerleon Comprehensive School is an inclusive community that aims to celebrate the success of all its students in all areas of school life, and to ensure that personal effort, commitment and achievement are routinely recognised, recorded and celebrated through the school's clear and fair rewards system.

Reward points are given for the following. However this is not an exhaustive list, staff are encouraged to use professional judgement to reward students wherever they feel this is necessary. The sixth form pastoral team will award points for attendance, positive participation in the wider school community, consistently displaying behaviours as a role model, Attitude to Learning (from progress checks) and significant progress shown in ALPS data. (This is not an exhaustive list.)

Rewards	Points
6th form - ATL 1 (From Progress Checks)	3
6th form - ATL 2 (From Progress Checks)	1
6th form - Half Termly 100%	3
6th form - Termly 100%	5
6th form - Wider school participation	5

6th form - Worked with independence & Initiative	2
6th form - Outstanding effort	1
6th form - Outstanding work	1
6th form -Significant progress	1
6th form -Other (discretion)	
6th form - Attending Prefect Duty	2

Reward Success

In Caerleon Comprehensive School we are keen to reward and celebrate success. We will do this in a number of ways.

We will seek to reward achievement in a variety of ways:

Students will be rewarded for:

1. 100% Attendance: At each reward point in the year students who have 100% attendance will be rewarded during an assembly.
2. Effort: This will be based on students receiving an average engagement score of 1 on their progress reports at each termly point in line with the issuing of these reports.
3. Positive Approach to the wider life of the Sixth Form and the Academy: students will be nominated by their tutors/subject teachers in order to receive this award during the three points during the year. It can include criteria such as being actively involved in the mentoring programme, running committees, maintaining high standards such as dress code etc, being involved in lower school assemblies etc.
4. Progress : This will be based on students' progress report data at each termly point in line with the issuing of these reports.

Rewards Students will receive:

100% Attendance: Students will receive a certificate during the first two reward points of the year (Christmas/Easter). Those that maintain 100% attendance across the year will go into a draw for a voucher and will receive a Head of Sixth Form Letter acknowledging their hard work.

2. Effort: Students will receive a personalised email home during the three reward points. Those that maintain this across the year will go into a draw for a voucher and will receive a Head of Sixth Form Letter acknowledging their hard work.

3. Positive Approach to the wider life of the Sixth Form: Students will receive a certificate during the first two reward points of the year (Christmas/Easter). Those who consistently go above and beyond within the Sixth Form all year will go into a draw for a voucher and will receive a Head of Sixth Form Letter acknowledging their hard work.

4. Consistently on or above target: Students will receive a personalised email home during the three reward points. Those that maintain this across the year will go into a draw for a voucher and will receive a Head of Sixth Form Letter acknowledging their hard work.

Mobile Phone Use in Lessons (2020 - Under Review due to Covid-19)

As a school we recognise the value of digital learning and the benefits it can bring to teaching and learning. However it can also be a significant barrier to effective teaching and learning. All too often students are 'distracted' from the lesson through checking notifications and using the phone for non-academic purposes. This can lead to poor progression in lessons and is often a source of confrontation between the student and the teacher which again leads to poor progress in that lesson.

In line with the whole school policy teachers at their **discretion** can request that students place their phone on silent in a special container at the start of the lesson. The phone will then be returned to the student on exit from the lesson. This has already been trialled with some classes in Key Stage 4 and has proven very successful. The policy has significantly reduced negative confrontation between the teacher and students and this has allowed for much more productive lessons. Students have also seen the benefit as they have admitted that they do not have the temptation to check their phones for notifications, thus allowing them to fully concentrate on the lesson. ***Students who refuse to adhere to the request from the teacher to place the phone in the container and are then caught using their phone will be subject to sanctions outlined in this document. Currently suspended due to Covid-19 protocols. Students should keep their phones in their bags or pockets.***

Parents might have concerns over the inability to contact students in an emergency. However school policy states that parents should ring reception (01633 420106) who will arrange for a member of staff to collect the student if this should occur.

Students are permitted to use their phones during breaks, lunch and free periods in the common room. Mobiles should be silent in quiet study areas.

Finally.....

It is very rare that we need to implement features of this policy, however as with the rest of the school we need a clear set of guidelines that staff, parents and students are fully aware of. We hope that this policy makes it clear what our expectations are and how poor behaviour will be sanctioned and how positive behaviour will be rewarded. It is our expectation that students who elect to return to 6th form are motivated to do well and show maturity when complying with these high standards we set.

Appendix 1 - Examples of behaviours that will be sanctioned

Behaviours	Example (Not exhaustive list)
Incorrect Uniform	Blazer not worn, blazer placed in bag after form time, wearing jumper / cardigan as replacement for blazer. No tie, wearing jeans, incorrect footwear, inappropriate jewellery
Late to form or lesson *	Arriving to form after 8:45 am or to a lesson after the register is taken or so late that learning is impacted. Extenuating circumstances such as buses being late or traffic issues will be taken into account
Late to form or lesson (warning)	Discretion of teacher - log of late is placed into our database, no point is awarded
Disruptive behaviour in lesson	Talking in lesson, not listening, talking during teacher instruction, being argumentative with the teacher, swearing in lessons
Defiance / insolence / refusal to follow instructions	Refusal to put mobile phone away, refusal to hand over inappropriate uniforms such as hoodie, refusal to follow instruction

	such as seating plan in a lesson
Unauthorised absence	Absent from any timetabled lesson(s) without parental / carer permission. Tutorial and enrichment are included.
Mobile phone use in lesson	Mobile phones can ONLY be used in lessons with permission from the class teacher. Whole school policy allows for teachers to collect phones in at the start of the lesson.
ATL 3 on progress check	There are 3 points every year where staff assign ATL (Attitude to Learning). ATL 3 is poor and will carry sanction points
Bullying	Any incident that when fully investigated results in proof of bullying
Poor behaviour in school and community	6th form students behaviour around school and in the community is expected to be exemplary. Examples are littering, proven driving complaints, swearing, pushing in corridors etc.
Missed important deadline	Meeting deadlines is a key skill for university and the world of work. Missing key deadlines for homework, past papers and coursework tasks will result in sanction points and consequences.
Failure to attend meeting *	Important meetings will be allocated throughout the 2 years to students. Failure to not attend without a valid reason will result in a sanction.
Other (discretion)	This can be used at the discretion of the sixth form pastoral team for anything not covered
Persistent lateness	Students continually late to timetabled sessions will face a sanction from HoY
Missed mentor session *	Support sessions for learners will be placed on the timetable throughout the year. Failure to not attend without a valid reason will result in a sanction.
Late work (warning)	Subject teachers can record late work that has no sanction point
Lack of effort	Discretion of the subject teacher and could be poor attitude in lesson, work not complete etc.
Breach of ICT policy	Examples could be accessing inappropriate websites, using a VPN to circumvent school security,
Breaking Common room Ban	If a student is found in the common room by a member of staff or on CCTV whilst they have a common room ban they will face lunchtime detentions
Food / Hot Drinks outside of common room and in lessons	It is becoming increasingly common place for students to bring food and attempt to eat meals in lessons. This is not acceptable and will carry a consequence.

Appendix 2 - Examples of behaviours that will be rewarded

Rewards	Points
ATL 1 (From Progress Checks)	This is the top category for Attitude to Learning on the progress checks
ATL 2 (From Progress Checks)	This is the middle category on the progress checks
Dept student of the month (Nomination)	Departments will be asked to nominate a student every month with a reason based around effort, progress, contribution to extra curricular and outcomes.
Weekly attendance 100%	Students with 100% attendance to all sessions* and lessons in a

	week will be rewarded
Half Termly 100%	Students with 100% attendance to all sessions* and lessons in a half-term will be rewarded
Termly 100%	Students with 100% attendance to all sessions* and lessons in a term will be rewarded
Wider school participation	Examples could be to volunteer to help with whole school events, organise charity events, acts of kindness, positive role models, mentoring programmes etc
Outstanding effort	Awarded by subject teachers
Outstanding work	Awarded by subject teachers
Significant progress	Awarded based on progress data across a term and by subject teachers
Other (discretion)	
Attending Prefect Duty	Appointed prefects who turn up for duty

**Sessions include assembly, form registration, tutorials, enrichment.*

**Lessons include collab lessons in Llanwern if applicable and WBQ*