



————— *Sixth Form* —————

***Behaviour & Ethos***

————— *Policy & Procedures* —————

**August 2016**

“Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it's the only thing that ever has.”

Margaret Mead

“Never look down on anybody unless you're helping him up.”

Jesse Jackson

## **ARK ACADEMY SIXTH FORM MISSION STATEMENT**

**Ark Academy Sixth Form offers the highest quality education to allow our students to pursue the university pathway and career of their choice with confidence in a changing and challenging global community. Learning is at our core, we offer a first class education with a drive towards academic excellence and a desire to create independent learners ready to face university life. We believe in extending and enriching our students, both academically and socially, developing young community leaders with a passion for social action. Our students will develop as role models for those who follow them, they themselves inspiring future year groups of Ark academy Sixth Form. We work tirelessly to ensure our students are world ready, armed with the relevant skills, experiences and achievements to make them stand out from the crowd on application for university and future careers of their choice.**

### **We will:**

- Deliver a first class learning environment based on outstanding teaching and facilities
- Provide all students with every opportunity to extend themselves and their thinking of the world in which they live; building a portfolio that will allow them to progress into top flight universities
- Challenge students to do better than good and always accept that there is always room for improvement
- Develop our students as young leaders and role models to act as inspiration for younger members of our community
- Welcome, value and respect all who come to the school
- Hold true to our 4 core values and strive to display them in all that we do
  - Excellence
  - Participation
  - Persistence
  - Civitas

## Introduction

All members of the Ark Academy Sixth Form are encouraged to make positive choices that benefit themselves, our Academy and that found in the wider community. We want our Sixth Formers to not only behave in ways that demonstrate their eagerness to learn, but also exemplify their desire to be good people who think of others' needs and not just their own. In short, we want them to embody our notion of *civitas* and thereby become the solutions, rather than the symptoms of the disadvantage found locally and beyond.

Our Core Values at Ark Academy are Excellence, Participation, Persistence and of course, Civitas. These values provide the foundation of all our interactions and behaviour be it that of a Sixth Former or a member of staff. It is expected that the characters of every Sixth Former should be shaped and moulded by these values.

We expect all members of the Sixth Form to behave courteously and respectfully towards one another in person, on paper, and when communicating electronically. We expect all Sixth Formers and staff to care actively for other members of our community and to contribute to their well-being and success. We will respect ourselves and one another. Where Sixth Formers fall short of our high expectations, they will be challenged by their teachers to change and grow. We are firm in the belief that every young person's mind and character can and will flourish and grow and that mistakes are a necessary party of this process. Given this, poor choices regarding behaviour will be met with clear and specific advice about how one should improve and mature.

## Aims of the policy

The policy seeks to help Ark Academy Sixth Form become and remain a disciplined and supportive community in which all members, irrespective of ethnic or religious background, appearance, sexuality or ability, can learn and feel safe and encouraged. It should be read in conjunction with the whole Academy Behaviour Policy.

The objectives of this policy are:

- to ensure that all members of the Ark Academy Sixth form - Sixth Formers, staff, parents, carers and Governors - understand their role in contributing to the creation of a safe, stimulating, encouraging and rewarding atmosphere;
- to make clear the standards of behaviour and commitment that Ark Academy expects from Sixth Formers;
- to outline how Sixth Formers will be praised and rewarded when they reach these standards and demonstrate one of our core values;
- to give a clear outline of consequences where Sixth Formers fail to meet expectations;
- to give clear guidance on how the characters and minds of our Sixth Formers can be nourished and helped to develop and grow;

- to help develop proactive young citizens who give a positive impression of Ark Academy to the wider community and who have an understanding and respect for the behaviours needed to live in a multi-cultural, tolerant and well-ordered society.

## **Discipline Policy and Rewards**

**As Sixth Form Sixth Formers you have certain rights and privileges that younger pupils in the Academy do not have. Our Sixth Formers will have the following privileges:**

- access to the Sixth Form building with specialist teaching rooms
- the opportunity to wear professional dress
- be allowed off site at lunch time
- be allowed to organise their use of study periods
- have their own study centre with laptops are available for independent study
- have their own cafeteria which is accessible at times outside of break and lunch
- be allowed to bring mobile phones into the academy and use them responsibly in specific designated areas
- lead and organise societies and enrichments

**Responsibilities - it is expected that all Sixth Formers must:**

- complete all assignments to the very best of their ability and meet all deadlines set
- come to all lessons, assemblies, tutorials and registrations on time, all the time and every day
- be fully equipped with all relevant material required for learning
- never distract or prevent others from learning
- listen carefully and follow staff instructions at the first time of asking
- speak and act kindly and respectfully to others at all times
- carry their identification cards at all times as they will not be allowed into the academy without this. This is important as we need to be sure that we know who is being allowed on to the school site for the safety of all academy members.
- keep their mobile phone hidden and turned off at all times, except when in the specific designated areas
- always wear smart and professional dress as detailed in the Sixth Form handbook
- respect and care for our academy building and all property belonging to the academy and that of others
- act as a role model in all that they say and do so that the good name of Ark Academy is upheld and maintained
- participate in a range of activities beyond the classroom
- model good behaviour at all times to other pupils within the academy
- not park cars or mopeds on the academy site
- only ever eat food in designated areas

## **Sixth Form Rewards**

We recognise that praise and reward for those Sixth Formers who demonstrate our core values can only encourage them to do more of the same. We are also clear that minds and characters can always grow and this is made more likely where we praise Sixth Formers efforts, progress and achievements. As their teachers we will always endeavour to offer specific verbal praise and recognition.

Ark Academy Sixth Form will seek to praise and reward Sixth Formers for their:

- **Attainment**
- **Progress**
- **Attendance**
- **Civitas behaviour**
- **Participation and contribution to enrichment**
- **Contribution to the development of the wider local community**
- **Leadership**

Sixth Former investment in and involvement with activities and opportunities available at Ark Academy will be encouraged and supported. Sixth former led clubs and societies are formed and supported, consistent with our belief in the value of learning beyond the classroom, and the pursuit of healthy and enriching interests and hobbies.

Sixth Formers whose behaviour and interaction with others proves to be exceptional over time will be considered for positions of responsibility and leadership within the Sixth Form, their Houses and beyond.

### **Sixth Form Assembly and Sixth Form Briefing**

These will provide opportunities to praise and reward the achievements of our Sixth Formers. There will be weekly 'shout-outs' for those students who have best exemplified:

- Civitas
- Persistence
- Participation
- Excellence

These can be nominated to tutors by teachers and other Sixth Formers.

### **Attendance and punctuality Awards**

- ½ termly prize draw of 100% attendance and punctuality with certificate
- Yearly prize draw of 100% attendance and punctuality with certificate

### **Civitas and Core Value Awards**

- Termly awards for civitas
- Termly awards for community outreach
- Yearly award for each Core Value

#### Subject Awards

- Termly subject awards for achievement and progress.

#### Sports and performance Awards

- Termly awards for Sport
- Termly awards for performance, music and drama

In addition, we shall seek to reward students at unexpected times throughout the year for demonstrating behaviours which are consistent with our core values and set good examples for all students of Ark Academy i.e. e.g. Wembley tickets for students with good attendance or engagement with the Ark Diploma.

## **Sixth Form Disciplinary Process**

In the first instance, low level Sixth Form learning, behaviour, attendance and punctuality issues will be dealt with by the class teacher and will often involve a conversation between the teacher and student or a telephone conversation or meeting with the parent or guardian.

Where a student is repeatedly failing to meet the Home School Commitment within a specific subject a concern will be raised with the Head of Department for their support in resolving the concern and ensuring that the Sixth Former meets his or her commitments.

If the intervention of the Head of Department does not resolve the situation the Sixth Former student's Tutor will be informed. At this point the student will then be placed on the first stage of the **Sixth Form Disciplinary Process** which is shown on the next page.

The Sixth Form Disciplinary Process is a clear, tiered approach which aims to support students to make good choices regarding their behaviour and learning. The process escalates from Stage 1 Tutor Monitoring to Stage 10 where a student may be asked to leave the Sixth Form if they have continually failed to meet the commitments as laid out in the Home School Commitment. The process ensures all relevant parties are involved including students, parents or guardians and staff.

# SIXTH FORM DISCIPLINARY PROCESS

<b>Stage 1</b>	<p><b><u>Tutor monitoring</u></b> Absence, punctuality, behaviour homework, <u>CfCs</u>, truancy – <i>discussions &amp; CCC</i></p>	Tutor (feedback to RAL/TSA)	1. Email to RAL/TSA detailing discussion
Tutor led with evidence		Learning missed as a result of truancy from lessons, lateness or failure to complete HW will be caught up in CCC. This will be issued by RAL/TSA.	
<b>Stage 2</b>	<b>Green Report (min 2 weeks)</b>	Tutor (agreed with RAL/TSA)	<b>Green</b> 1. Letter to parent on 2. Report monitored 3. Escalate/ come off back to start 4. Letter to parent off
<b>Stage 3</b>	Review meeting with student, Tutor and AP		
<b>Stage 4</b>	<b>Orange Report (min 2 weeks)</b>	RAL/TSA (agreed with TKE)	<b>Orange</b> 1. Phone call and letter to parent on 2. Report monitored 3. Escalate/ come off back to start 4. Phone call and letter to parent off
<b>Stage 5</b>	Parent meeting with RAL/TSA		
<b>Stage 6</b>	<b>Red Report (min 2 weeks)</b>	TKE (agreed with TDA)	
<b>Stage 7</b>	Parent Review Meeting (& contract if required) – will remain on red	TKE (agreed with DAS & TDA)	1. Letter to parent to invite in 2. Letter of invite to disciplinary and contract issued at meeting
<b>Stage 8</b>	<b>Red Report for 3 weeks</b>	TKE (agreed with TDA)	1. Report monitored for evidence
<b>Stage 9</b>	<b>Disciplinary Meeting</b>	DAS, TDA & Panel	1. All evidence provided for meeting
<b>Stage 10</b>	<b>Letter with decision</b>	TDA (agreed with DAS)	1. Removal from Sixth Form 2. Stay in Sixth Form with conditions

**Straight to Red Report at next stage of cycle**

In some situations, an incident may be deemed 'serious' and the Sixth Form Disciplinary Process may require to be circumvented. 'Serious incidents' can lead to Sixth formers facing:

- SLT disciplinary panel
- Being asked to sign a 'Behaviour and learning contract'
- Governors' disciplinary panel
- Exclusion
- Permanent exclusion from the Sixth Form

Where a serious incident occurs the member of staff involved will complete an incident report as soon as possible so that an investigation can be undertaken by the relevant members of the Sixth Form SLT.

## **Serious incidents**

1. Persistent and continued disruption
2. Outright defiance
3. Serious and/ or continued bullying
4. Fighting
5. Violence or assault
6. Sexually inappropriate behaviour
7. Using or being under the influence drugs or alcohol
8. Smoking on site
9. Being in possession of drugs or alcohol
10. Supplying drugs
11. Bringing or being found in possession an offensive weapon or illegal substances
12. Bringing 'outsiders' onto Academy property in order to threaten or create conflict
13. Threatening or aggressive behaviour: physical or verbal
14. Racist, homophobic, Sexist or discriminatory language or behaviour
15. Deliberate involvement in or instigation of conflict
16. Verbal abuse towards a peer or adult
17. Stealing
18. Possessing stolen property
19. Vandalism and the destruction of property
20. Cheating in a test or exam
21. Wearing, displaying or graffiting 'gang' affiliated items and phrases

## **Use of Drugs and Alcohol**

- Drugs, alcohol and smoking are strictly forbidden on site
- Should any member of staff suspect that a student is under the influence of an illegal substance or legal high (drowsiness, inability to concentrate, violent mood swings, rolling eyes, smell of alcohol or cannabis on their clothes/breath) the student should be referred immediately to the Senior Leadership Team member on duty who will corroborate the judgement of the member of staff and remove the student to the designated first aider or student reception
- After being assessed by a first aider, parents will be informed by telephone and the student accompanied home
- Should the student be found abusing an illegal substance on the school site, the academy policy is to exclude
- Sixth Formers selling or encouraging others to abuse illegal substances will face permanent exclusion from Ark Academy

# Equipment, Clothes and Appearance

## Equipment:

Sixth Formers are expected to model the correct behaviours and appearance to the younger pupils in the Academy. This means that they are expected to have the right equipment for learning including a bag, a pencil case, and appropriate storage folders.

## Sixth Form Dress Code

The intention of the Sixth Form Dress Code is to help maintain the smart appearance encouraged in Years 7-11 whilst allowing a degree of flexibility, in acknowledgement of the role of Sixth Form and their progression towards the world of employment.

A member of the Sixth Form should be able to leave Ark Academy and immediately attend a formal interview without having to enhance their appearance in any way.

The information below outlines the key aspects of the dress code policy. These guidelines cannot be completely exhaustive and deal with every possible alternative but instead represent a guideline to the meaning of **business dress**. We hope that the spirit and tone of these expectations are followed. If in any doubt, a member of the Sixth Form Senior Leadership Team should be contacted prior to any purchase to confirm the suitability of any items.

## **Appropriate dress:**

- Male Sixth Formers are expected to wear a shirt, a tie, and either a **suit** or a **jacket** and trousers of conventional style and material with plain black, navy or brown polished leather or 'leather' look shoes.
- Female sixth formers are expected to be formally dressed in a skirt (not too short) or tailored trousers, blouse or top and a **formal jacket** or cardigan.

Some examples of appropriate dress include:



The following items are **not acceptable**:

- Casual clothing such as , T shirts, sports shirts, sweatshirts
- Jeans, leggings, jeggings, jogging trousers, track suits or any hooded tops
- Short skirts
- “Skinny” trousers
- Stomach and cleavage should be covered
- Trainers, canvass shoes, or steel capped work boots
- Flip flops, sandals or Ugg boots
- Garments carrying large designs or logos
- Leather or imitation leather garments (apart from shoes or bags)
- Earrings other than small studs
- Any other facial or visible piercings
- Tattoos

**Sixth Form Dress Code** X



**Hair**

Extreme bleaches, highlights or dyes that are in blatant contrast to the hair's natural colour are not permitted. It is also not acceptable to have styles where lines and/or shapers are cut into the hair.

**Sixth Formers who do not follow the dress code will be asked to make amendments or sent home to change. Sixth Formers will not be allowed into lessons until these expectations are met.**

## Home School Commitment

At Ark Academy we expect every sixth former to strive for academic excellence and to experience and enjoy a range of enriching opportunities in a diversity of areas such as music, sport, performance and community liaison. We want to support our young people so that they may become independent thinkers who have the knowledge, skills, character and interests that will enable them to go on to university and secure the career of their choice.

Our Core Values at Ark Academy Sixth Form are Civitas, Excellence, Participation and Persistence

### **The core commitments of Ark Academy sixth formers**

- I will strive for excellence in all I do
- I will complete all assignments to the very best of my ability and meet all deadlines set
- I will engage with my learning at all times
- I will take risks when studying as I understand that mistakes are integral to learning
- I will come to all lessons, assemblies, tutorials and registrations on time, all the time and every day
- I will be fully equipped and prepared to learn in every lesson
- I will never distract or prevent myself or others from learning
- I will listen carefully and follow the instructions of staff at the first time of asking
- I will speak and act kindly and respectfully to others at all times
- I will carry my identity card at all times
- I will keep my mobile phone hidden and turned off at all times when on site
- I will always wear smart and professional dress as detailed in the sixth form handbook
- I will respect and care for our academy building and all property belonging to the academy and that of others
- I will act as a role model in all that I say and do so that the good name of Ark Academy is upheld and maintained
- I will commit to participate in a range of activities beyond the classroom
- I will accept and act on all feedback with a view to always improve and master my subjects and develop my character

### **The core commitments of parents and carers of Ark Academy sixth formers**

- We will fully support Ark Academy's ethos and vision, in particular the expectation that my child will make informed and aspirational life choices;
- We will ensure that our child attends school every day, is punctual and is equipped and prepared for learning and achieves a minimum of 95% attendance;
- We will fully support Ark Academy's expectations of Sixth formers' dress and appearance;
- We will fully support fully our child to complete all assignments to their very best of their ability and meet all deadlines set;
- We will inform Ark Academy about reasons for absence every time they occur and never take holidays in term time;
- We will keep Ark Academy informed about any pastoral or academic matters, issues or concerns;
- We will attend all parents' evenings and other appointments
- We will always be respectful to the teachers of Ark Academy and all other members of our community
- We will act as role models for our children and demonstrate the need to persist and remain patient

### The core commitments of Ark Academy staff for our sixth formers

- We will create a well-ordered and safe environment where learning can take place
- We will never label any student and always maintain the highest of expectations for all
- We will plan and teach stimulating and challenging lessons which help every student secure the very highest grades
- We will regularly set and mark assignments and assessment
- We will provide purposeful and constructive feedback which helps you redraft and improve
- We will keep sixth formers regularly informed regularly about their progress
- We will praise and reward all achievement and effort
- We will meet and plan for the individual needs of every sixth former
- We will keep parents and carers regularly informed regularly about their child's progress;
- We will offer a wide range of opportunities to participate in activities beyond the curriculum
- We will guide and advise you on your career and university plans so that you can make considered and aspirational choices about your futures
- We will welcome and respond to any feedback and involvement from sixth formers and parents or carers
- We will act as role models who demonstrate the patience and persistence required of successful people
- We will always be respectful to both sixth formers and their parents or carers.

	<b>Signature</b>	<b>Name (please print)</b>	<b>Date</b>
<b>Sixth former</b>			
<b>Parent / Carer</b>			
<b>Member of SLT</b>			