

# Sixth Form Learning, Behaviour and Conduct Policy



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William Hulme's places great emphasis on the importance of good conduct and committed learning behaviour of all its Sixth Form students.

The successful study of A-Levels requires an interest in the subjects chosen and full commitment on the part of the learner. Furthermore, Sixth Form students are required to act as role models for the rest of the school. They should expect to be treated with respect and treat staff and fellow students in the same manner. In this way, it is hoped that all Sixth Form students can fulfil their academic potential with the support and collaboration of staff in the school.

## Sixth Form Behaviour Expectations

- 96% attendance
- 100% attendance to lessons when in school
- Punctuality to registration and lessons
- Responsible behaviour in and around the school
- Adherence to the expectations for Sixth Form students
- Respect for all within the school community and the school buildings
- The completion of all academic work on time

## Sixth Form Intervention

Persistent failure to meet the expectations of Sixth Form students will trigger a number of interventions being put in place. These will include:

- Support interview a with member of staff
- Practical support to improve learning behaviour
- Supervised private study
- Withdrawal of privileges
- Concern letter/email sent home
- Contact with parents/carers
- Meeting with parents/carers
- Personal Support Plan
- Meeting with the Principal

## Interventions

Concerns regarding lesson attendance and punctuality will be noted on Arbor by subject teachers. In addition, the Head of Year (HoY) will also monitor lesson attendance each day. If a student misses a lesson whilst present in school parents will be notified. Students will be monitored and if lesson attendance and punctuality is of a concern, students will be placed on a report card and home notified.

Also, subject teachers can refer students to the Sixth Form Team where there are academic concerns or concerns about learning behaviour and interventions will be put in place.

In addition, students will be monitored at each data capture and interventions will be put in place for any student whose approach to learning is a serious cause for concern.

## Academic Interventions

Students who are below target by one grade in two subjects or more will require Sixth Form intervention in conjunction with the appropriate subjects. Students who are below target in one subject will require subject level intervention.

## Progress Interventions

Academic progress is reviewed every six weeks, if a student is below target in two subjects or more, they will be placed on a supportive, progress intervention. This includes being set targets to guide students and meeting a personal progress lead teacher every two weeks. This intervention also includes timetabled private study periods in the school day, which your child will choose. If your child is placed on progress intervention, you will receive a letter to notify you. The intervention lasts the next half term and is reviewed at the next data capture. When a child is back on target, they are removed from the intervention.

### Process:

- Step 1: Report given to student and sent home to parents.
- Step 2: Letter sent home to notify parents/ carers child is on progress intervention.
- Step 3: Child attends progress meeting with a member of the Sixth Form Team and is given 3 SMART targets from each subject below target in. Child is given a progress contract to sign and to take home, which must be signed by parents/ carers. Child selects 50% of their free periods to spend in supervised study.
- Step 4: Subject teachers update Sixth Form Team every two weeks on child's progress in meeting targets. Child meets with progress lead every two weeks to ensure targets are being met. Lesson attendance and attendance to supervised study sessions are also checked in this meeting.
- Step 5: Impact is measured at the next data capture and a child continues with intervention or is removed, if academic progress has improved.

## Fixed Term Exclusions

There may be exceptional circumstances where a student is excluded, for a fixed term, from the Sixth Form. Behaviour likely to lead to fixed term exclusion may include:

- Failure to meet PSP targets
- Threatening behaviour
- Rudeness to members of staff
- Violence
- Bullying
- Vandalism
- Racism
- Deliberate disobedience
- Repeated disruption to the learning process
- Behaviour deemed to undermine the good order of the school.

## Permanent Exclusion

The Principal may take the decision to permanently exclude or withdraw a place where necessary because of a serious breach of the school rules. These might include:

- All other steps to encourage the student to follow the school rules / meet standards have failed OR
- Allowing the student to remain in school would be seriously detrimental to the education or welfare of others in the school

- Persistent and defiant behaviour include homophobic, sexist or racist bullying
- Serious actual or threatened violence against a student or member of staff
- Sexual misconduct
- Supply or possession of an illegal drug
- Carrying an offensive weapon

For a full list of reasons for permanent or fixed term exclusion, please see Appendix 1.

## Policy Information and Review

<b>Designated Lead Person/s</b>	Miss E J Kaufman, Head of Sixth Form
<b>Created/Reviewed</b>	July 2023
<b>Date of last review and by whom</b>	July 2023 / Miss E Kaufman
<b>Link Governor (if applicable)</b>	
<b>Ratification by Local Governing Body</b>	
<b>Next Review Date</b>	July 2024



## Reasons for Permanent or Fixed Term Exclusion

DCSF Code	Descriptor	DCSF Code	Descriptor
<b>Primary Reason</b>			
<b>PP</b>	Physical Assault against Pupil	<b>DM</b>	Damage
<b>PA</b>	Physical Assault against Adult	<b>SM</b>	Sexual Misconduct
<b>VP</b>	Verbal Abuse/Threatening Behaviour Pupil	<b>RA</b>	Racist Abuse
<b>VA</b>	Verbal Abuse/Threatened Behaviour Adult	<b>DA</b>	Drug and Alcohol Related
<b>BU</b>	Bullying	<b>DB</b>	Persistent Disruptive Behaviour
<b>TH</b>	Theft		
<b>Secondary Reason</b>			
<b>FHT</b>	Fighting	<b>ARN</b>	Arson
<b>VLB</b>	Violent behaviour	<b>GRF</b>	Graffiti
<b>SPT</b>	Spitting	<b>SAB</b>	Sexual abuse
<b>WND</b>	Wounding	<b>SAS</b>	Sexual assault
<b>TOP</b>	Throwing object at pupil	<b>SHR</b>	Sexual harassment
<b>TOA</b>	Throwing object at adult	<b>LWD</b>	Lewd behaviour
<b>DIB</b>	Disruptive behaviour	<b>SBU</b>	Sexual bullying
<b>THV</b>	Threatened violence	<b>SGF</b>	Sexual graffiti
<b>AGB</b>	Aggressive behaviour	<b>DRS</b>	Derogatory racist statements
<b>SWR</b>	Swearing	<b>SAR</b>	Swearing attributed to racist characteristics
<b>HAH</b>	Homophobic abuse and harassment	<b>RGF</b>	Racist graffiti
<b>PIT</b>	Physical intimidation	<b>PID</b>	Possession of illegal drugs
<b>VIT</b>	Verbal intimidation	<b>IPD</b>	Inappropriate use of prescribed drugs
<b>OFFW</b>	Possession of an offensive weapon	<b>DDL</b>	Drug dealing/distribution
<b>VRB</b>	Verbal bullying	<b>SMK</b>	Smoking
<b>PHY</b>	Physical bullying	<b>ALA</b>	Alcohol abuse
<b>HPB</b>	Homophobic bullying	<b>SBA</b>	Substance abuse
<b>RAB</b>	Racist bullying	<b>CHB</b>	Challenging behaviour
<b>CYB</b>	Cyber bullying by text/internet	<b>RFR</b>	Refusal to follow school rules
<b>SSP</b>	Stealing school property	<b>PVR</b>	Persistent violation of school rules
<b>SRP</b>	Stealing personal property	<b>IMP</b>	Inappropriate use of mobile phone
<b>SLS</b>	Stealing from local shops/whilst on school business	<b>IUT</b>	Inappropriate use of ICT
<b>SDP</b>	Selling and dealing in stolen property	<b>ABS</b>	Absconding
<b>VND</b>	Vandalism	<b>GMB</b>	Gambling



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**Our Ref:** PM/LH/

**Date:**

**Name:**

**DOB:**

**Form:**

Address of Parent/Student

Dear

I am writing to inform you of my decision to exclude for a fixed period of LENGTH OF TIME. This means that will not be allowed in school for this period. The exclusion begins on DATE OF EXCLUSION and ends on DATE. The Chairman of the Local Governing Body has been informed of this decision.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude NAME OF STUDENT has not been taken lightly. has been excluded for this fixed period for REASON.

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion on DATE unless there is reasonable justification for this.

We will set work for to complete on the date specified in the previous paragraph, if this is completed please inform the school and more will be provided. Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to make written representations about this decision to the governing body. If you wish to make representations please contact Jane Carter ([jane.carter@whgs-academy.org](mailto:jane.carter@whgs-academy.org)), Clerk to the Governing Body at the school address as soon as possible.

Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record. Excluded pupils should be enabled and encouraged to participate at all stages of the exclusion process, taking in to account their age and understanding.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to make a claim to the First-tier Tribunal.

[www.justice.gov.uk/tribunals/send/appeals](http://www.justice.gov.uk/tribunals/send/appeals)

Following the period of exclusion, will be expected to come into reception on DATE AND TIME to meet a member of the YEAR Pastoral Team. will spend part of the day with our mentor team for therapeutic support before returning to lessons.

You also have the right to see a copy of school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of NAME OF STUDENT school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

Further guidance on the exclusions process can be found at:

<https://www.education.gov.uk/publications/standard/AllPublicationsNoRsg/Page6/DFE-00042-2012>

NAME OF STUDENT exclusion expires on DATE and we look forward to seeing NAME OF STUDENT on DATE AND TIME.

Yours sincerely

P Mulholland  
Principal

Enc: ULT Exclusions Policy

CC: Chair of Local Governing Body Behaviour Committee



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**Our Ref:**

**Date:**

**Dear**

I am writing to inform you of my decision to exclude **X** for a fixed period of 5 days for being in possession of an offensive weapon in school. This means that **X** will not be allowed in school for this period. The exclusion begins on **X** and ends on **X**. The Chairman of the Local Governing Body has been informed of this decision.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **X** has not been taken lightly. **X** has been excluded for this fixed period to allow investigation into the above incident and this may result in permanent exclusion.

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion on unless there is reasonable justification for this.

You have the right to make written representations about this decision to the governing body. If you wish to make representations please contact Jane Carter ([jane.carter@whgs-academy.org](mailto:jane.carter@whgs-academy.org)), Clerk to the Governing Body at the school address as soon as possible.

Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record. Excluded pupils should be enabled and encouraged to participate at all stages of the exclusion process, taking in to account their age and understanding.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to make a claim to the First-tier Tribunal.

[www.justice.gov.uk/tribunals/send/appeals](http://www.justice.gov.uk/tribunals/send/appeals)

You also have the right to see a copy of **X** school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of **X** school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

Further guidance on the exclusions process can be found at:

<https://www.education.gov.uk/publications/standard/AllPublicationsNoRsg/Page6/DFE-00042-2012>

Yours sincerely

P Mulholland  
Principal

Enc: ULT Exclusions Policy, February 2013

CC: Chair of Local Governing Body Behaviour Committee

**Minutes of Exclusion Meeting**  
with *Name of Parent* regarding *Name of Student Form*  
*Held in location*



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**Held:**

**Present:**

**Minutes:**

**Circulation:** PM, KK, MRA  
Chairman of Governors  
Behaviour Committee (J Andrews, K Platts, B Collier) / Exclusions File / Pupil File

## Sixth Form Personal Support Plan



## Head of Year

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<b>Name:</b>	«Forename» «Surname»		<b>Form:</b>	«Reg»
<b>Date:</b>	Monday 21 May 2018	<b>Review Date:</b>	Friday 22 June 2018	
<b>Concerns:</b>	<b>Targets for the monitoring period:</b>		Met	
<b>Attendance:</b>	95%		Y / N	
<b>Lesson attendance when in school:</b>	100%		Y / N	
<b>Lesson punctuality:</b>	No more than 4 lesson lates		Y / N	
<b>Deadlines:</b>	No more than 4 missed deadlines		Y / N	
<b>Have all the targets been met:</b>	Y / N	<b>Pass / Fail</b>		

To help you meet your targets, the Sixth Form Team will:

- Monitor your attendance, lesson attendance and deadlines
- Provide you with supervised private study
- Provide you with a mentor if appropriate
- Contact home if concerns persist

Subject teachers will:

- Provide academic support in identified areas for development
- Set homework on a regular basis
- Record concerns regarding lesson attendance/punctuality and deadline on SIMS
- Contact home if concerns persist

You will:

- Attend school unless there are genuine reasons for absence
- Attend all lessons punctually whilst in school
- Attend all private study session
- Submit all work on time
- Collect and catch up on missing work
- Fully engage in lessons and seek help when required
- Ensure all assessed work reaches target grade standard
- Bring your file to each lesson
- Use your diary to record set work and deadlines

Additional support identified during meeting:

Staff Signature: ..... Date: .....

Student Signature: ..... Date: .....