



Behaviour and Discipline Policy

The aim of the Blessed Thomas Holford Catholic College Sixth Form Behaviour and Discipline Policy is to ensure all our students enjoy their experience and thrive in our Sixth Form. To guarantee this we rely on the close partnership between the Sixth Form, the community and the home. This policy should be viewed in conjunction with the College's Pastoral Policy

- A strength of Blessed Thomas Holford Catholic College is its good reputation within the community, which is gained through the good behaviour of the majority of our students
- Our expectation is that students will behave well and co-operate with staff, fellow students, pupils and the community
- Poor behaviour is to be seen as something unusual and parents and students need to be informed of such matters
- We believe in a positive approach, which seeks to reward those who behave with respect and who are responsible members of the school community

Behaviour in the classroom

- The class teacher should initially address any issues. If the issue is not resolved the course leader and or the Head of Department will intervene. If the issue is still not resolved the Sixth Form Tutor and Head of Sixth Form should be informed of action taken and they will intervene
- Every member of staff is to be consistent in working to the Sixth Form's guidelines
- Students should be warned when they are behaving inappropriately. They should be told, that their behaviour is not acceptable, that they are preventing others from learning and if they continue they will be removed from the lesson
- The main College SMT system whereby a member of Senior Management is called for to remove a student for extremely poor and unacceptable behaviour would be used if necessary. The member of staff should call for SMT via the Sims system.
- The student must meet with the teacher and the course leader and / or Head of Department. Where the teacher is the course leader or Head of Department, the Sixth Form Tutor should attend the meeting at the end of the Sixth Form day. If the Sixth Form Tutor is unavailable the Head of Sixth Form should be present
- If necessary, a sanction should be issued to the student to reinforce the unacceptable nature of their conduct



- If it is necessary to remove a student from a lesson, this is sufficiently serious for parents to be informed. A letter will be sent home where appropriate. If this continues to occur the student's parents will be asked to come into College to discuss the incident

Missed Homework/Failure To Bring Correct Equipment

- The class teacher will record any incident of a student failing to produce homework on time
- A discussion should take place between the student and the class teacher as to the reason for the missing work and a realistic target set for when this work will be handed in
- A 'Reminder' sticker should be issued to the student and logged on SIMS with the new deadline stated clearly and an explanation that if this extended deadline is missed they will be issued a formal 'Supervised Self-Study' time after the usual Sixth Form day finishes.
- If the student fails to produce the work after being issued with a 'Reminder' they will be issued with a formal 'Supervised Self-Study' time after the usual Sixth Form day finishes. This would be a one-hour session with the subject tutor, where the subject tutor supervises the work being done (students are not to be unsupervised at this time i.e. should work in the subject tutors classroom rather than the Study Centre). Again this should be logged on SIMS
- If the student fails to attend the 'Supervised Self-Study' session with the subject tutor they will be issued with a 2 hour SMT detention and the Sixth Form Tutor and Head of Sixth Form should be informed
- The class teacher must inform the Course Leader and the relevant Sixth Form Tutor of any missing work and the Sixth Form Tutor should also follow up with a discussion with the student
- If a pattern emerges across several subjects the Sixth Form Tutor should inform the Head of Sixth Form
- The class teacher, Sixth Form Tutor and Head of Sixth Form will advise parents of the consequences of their child's lack of work in terms of her achievement at A' level and encourage parental involvement in addressing any issues at various stages throughout the year
- If the student lacks the ability to organise their own homework timetable the class teacher, Course Leader and/or Sixth Form Tutor should establish a more formal routine, which may include personalised study time after the Sixth Form day finishes

Reminder/Supervised self-study/Detentions



- Reminder/Supervised self-study/Detentions are the responsibility of the individual teacher or department
- All reminder/Supervised self-study/detentions are to be recorded in homework diaries for the attention of parents
- All reminders/Supervised self-study/detentions are to be recorded on SIMS and copied to the Course Leader, Sixth Form Tutor and the Head of Sixth Form

Communication with Parents

- Staff may contact parents via telephone, email or written letter. All contact with parents should be recorded for future reference via SIMS if the contact regards a student's poor behaviour

Lateness

- The procedures are outlined in the document "Role Of The Sixth Form Tutor" i.e. record a late in the register
- The Sixth Form Tutor should inform the Head of Sixth Form in the case of persistently poor or declining punctuality. Extremely poor punctuality will trigger the involvement of the Educational Welfare Officer (EWO). The EWO will interview the student and she may decide to send a letter home and visit the parents at home

Truancy

- If a suspected unauthorised absence from lessons occurs, the class teacher will notify the person on Senior Management Team (SMT) duty immediately. If the absence transpires to be truancy the relevant Sixth Form Tutor and Head of Sixth Form will be informed. The Sixth Form Tutor and Head of Sixth Form will deal with the student and the lesson(s) time missed will be made up after Sixth Form

Behaviour around the Sixth Form

- All staff to have a responsibility to tackle issues immediately
- Staff must remind students of appropriate and safe behaviour, noise levels and use of language. If students are not behaving sensibly they may lose certain privileges



- In the case of more serious incidents e.g. fighting, dangerous contact, bullying, aggressive behaviour, the member of staff should remove the students from situation and take to the Sixth Form Tutor or if unavailable, the Head of Sixth Form
- If a student refuses to co-operate with staff requests, send for the member of the staff on SMT duty or the Head of Sixth Form

Behaviour towards staff

- Inappropriate behaviour is unacceptable and the student will be referred to their Sixth Form Tutor, Head of Sixth Form or another member of the Leadership Team
- In the case of more serious incidents of inappropriate behaviour the Sixth Form Tutor or the Head of Sixth Form will occasionally keep students in school on non-student days/early close days, or withdraw students from activities like Charity events, trips etc.
- Parents are to be requested to come into school to discuss their child's behaviour and the Sixth Form's standards and expectations, if and when the need arises

All Parents Are Expected To:

- Encourage a positive attitude of their child towards Sixth Form and a high standard of behaviour
- Ensure their child attends school regularly and punctually ready to learn
- Ensure their child has the correct equipment and dress code for this Sixth Form
- Take an interest and monitor their child's progress at Sixth Form
- Inform the Sixth Form if they are concerned about their child's education or performance



Dress code Policy

Blessed Thomas Holford Sixth Form recognise that part of Sixth Form life is preparing students for the world of work, so smart appearance is paramount for all students in our Sixth Form. As such we expect all our students to follow the Dress Code Policy.

Female Dress code

- Black, Grey or Navy suit with the option of pinstripe including:
 - Single breasted jacket
 - Full length trousers fitted to the waist
 - Skirt of a suitable length, just above or just below the knee
- A shirt or smart top of any subtle colour
- Flesh-coloured, Black or dark navy tights with skirts – patterned or fashion tights are not permitted
- Dark shoes or dark ankle boots with trousers – no pumps, trainers or walking boots such as UGG boots are permitted. For health and safety reasons we ask that heels are no higher than 3 inches.
- Dark coat – no denim, ‘hoodies’ or jackets with large logos are permitted
- Discreet jewellery with and one pair of earrings – excessive jewellery and any other visible piercings are not permitted
- Discreet use of makeup and appropriate hairstyles and colour are expected
- No visible tattoos are permitted

Male Dress code:

- Black, Grey or Navy suit with the option of pinstripe including:
 - Single breasted jacket
 - Full length trousers fitted to the waist
 - A shirt of any subtle colour
 - A tie of any subtle colour and or pattern
- Dark shoes or dark ankle boots with trousers – no pumps, trainers or walking boots such as UGG boots are permitted
- Dark coat – no denim, ‘hoodies’ or jackets with large logos are permitted
- Discreet jewellery with and one pair of earrings – excessive jewellery and any other visible piercings are not permitted
- Appropriate hairstyles are expected which includes natural hair colour and hair length no shorter than a number 2

- No visible tattoos are permitted



The dress code is in place to ensure all our students are ready for the world of work. We want our students to be proud of their professional appearance and cooperate with the dress code, which will ensure this. If any student chooses not to adhere to this dress code they will face sanctions, which will include missing valuable lesson time. We do not want this to happen and appreciate all students' cooperation with this policy.



Behaviour outside Sixth Form

- Behaviour outside Sixth Form, whilst on trips or when representing the Sixth Form will be covered by the school's standards of behaviour. Behaviour, which is considered to be unacceptable, will be dealt with as if it had taken place in the Sixth Form
- If it is deemed serious by the Head of Sixth Form and Headteacher, it could result in the student being excluded from school
- Unacceptable behaviour related to illegal practices such as drug or race related offences will be informed by the legislation and policies dealing with these specific issues.
- If it is the case that a student is thought to be selling drugs, or similarly serious offence, then the student should be isolated from the group and escorted back to Sixth Form or home. The Headteacher should then read all the witness statements before deciding how to proceed. Such unacceptable behaviour could result in exclusion procedures being followed
- The Headteacher can still exclude a student if the student was outside school and not on school business, if there is a clear link between that behaviour and maintaining good behaviour and discipline amongst the Sixth Form body as a whole



Mobile Technology Policy

Blessed Thomas Holford Catholic College Sixth Form recognise that students in the twenty-first century want and need to be accustomed to using all forms of mobile technology. This is an important skill that we want all our students to familiar with. This policy seeks to provide guidelines for staff and students in how to use such technologies effectively whilst maintaining order and excellent behaviour at the Sixth Form.

Mobile technology includes, but are not restricted to, such devices as:

- Mobile telephones
- MP3 players
- Laptops
- iPads or the equivalent device
- Hand-held gaming devices

Internet access

- The Sixth Form building will have wireless access to the Internet and Main School Network for use of all students and staff
- There will be areas of 'hard-wiring' where devices may be directly connected to the Internet and Main School Network, providing the device has been checked for any potential virus(es) which may be harmful to the Network

Use of Mobile Technology

- All Sixth Form Students have the privilege of being allowed to use any form of mobile technology, listed above or approved by the Head of Sixth Form, within the café area of the Sixth Form building during non-lesson time
- This use is restricted to the café area on the ground floor, not on corridors, the Study Centre or any classroom, laboratory or suite
- No Sixth Form student should use any form of mobile technology outside of the Sixth Form building, including on the playground or Main College building
- Failure to comply with these conditions may result in sanctions being imposed upon the student



- Persistent breach of these conditions may result in the confiscation of the mobile technology for a 1 week period, as happens in the main College
- The Head of Sixth Form reserves the right to withdraw the privilege of using mobile technology within the Sixth Form café at any time if it is deemed that it is being abused



Smoking Policy

Blessed Thomas Holford Catholic College Sixth Form endeavours to safeguard all its students against the harmful results of smoking. This policy, alongside the Substance Misuse Policy, seeks to deter Sixth Form Students from smoking and places sanctions upon any student who is smoking either on Blessed Thomas Holford Catholic College grounds **or** outside Blessed Thomas Holford Catholic College grounds during the Sixth Form day (8.55am until 4.00pm) **or** travelling to/from the Sixth Form. Blessed Thomas Holford Catholic College Sixth Form recognises and upholds the Health Act 2006, which bans smoking in all public places.

Smoking is well documented to have a severe detrimental impact upon the health of the smoker and those who are subjected to passive smoking. The NHS website (<http://smokefree.nhs.uk/advice-and-information/faqs/>) states the following:

'Smoking causes many serious and fatal diseases including lung cancer, heart disease, bronchitis and emphysema. It also causes many other cancers; respiratory diseases, strokes and can affect fertility.'

- In the event that a Sixth Form Student is found to be smoking on Blessed Thomas Holford Catholic College grounds they will be issued with a Fixed Term Exclusion of at least 3 days

- In the event that a Sixth Form Student is found to be smoking on Blessed Thomas Holford grounds **or** outside Blessed Thomas Holford grounds during the Sixth Form day (8.55 a.m. until 4.00 p.m.) **or** travelling to/from the Sixth Form they will be issued with a 2hr Senior Management Team Detention and this misdemeanour will be recorded on their SIMS record and may be referred to in any future references which the Sixth Form writes on their behalf.

- Parents of repeat offenders with two or more recorded incidents of smoking (on Blessed Thomas Holford Catholic College grounds **or** outside Blessed Thomas Holford Catholic College grounds during the Sixth Form day (8.55 a.m. until 4.00 p.m.) **or** travelling to/from the Sixth Form) will be invited in for a meeting with the Head of Sixth Form and the Assistant Head Pastoral where an action plan will be agreed to by the student and a Code of Conduct Contract signed

- If a further incident of smoking occurs with the repeat offending student they will be invited, along with parents to a meeting with the Chair of the Governors Pupil Welfare Committee where a Final Code of Conduct Contract will be signed and failure to comply



will result in a permanent exclusion from Blessed Thomas Holford Catholic College Sixth Form.



Substance Misuse Policy

Blessed Thomas Holford Catholic College Sixth Form is committed to the health and safety of its students and acknowledges the importance of its pastoral role in the welfare of young people. The Sixth Form has a duty to inform and educate young people on the consequences of substance use and misuse. The Sixth Form believes in the principle of sharing the responsibility for the education of young people with parents and aims to keep them informed and involved. The Sixth Form aims to provide all those working with students with a clear framework to enable effective handling of substance misuse-related issues

Whilst recognising the increased use of illegal / legal highs and other substances among young people, the Sixth Form will not condone the use among students of such substances, including alcohol and tobacco, while they are on the premises or whenever they represent the Sixth Form on Sixth Form trips or residential visits.

Tutorial Time –Substance Misuse Education:

During weekly Tutorial sessions, students learn about a whole range of issues. These sessions are usually lead by the Sixth Form Tutor, although where necessary may combine groups to host a group presentation or speaker.

Part of the Tutorial time will include the effects of Substance Misuse. The purpose of this is to:

- Provide information about substances, both legal and illegal, and health that gives accurate and up-to-date coverage of the effects of substance misuse, effects, risks and legal aspects of and recent data on substance misuse;
- Provide opportunities for students to develop their abilities to communicate, assert themselves and take responsible decisions, identify risks, and help others, thereby enhancing their competence and self-esteem;
- Encourage an understanding of those experiencing or likely to experience substance misuse;
- Focus on substances of particular significance to students such as alcohol, tobacco, cannabis and volatile substances;
- Widen understanding about related health and social issues e.g. HIV and AIDS, crime, sex and sexuality;
- Seek to minimise the risks that users and potential users face;



- Enable young people to identify sources of appropriate personal support
- The Sixth Form's Substance Misuse Education is developmental and appropriate to the age, maturity and ability of students. This programme aims to give young people the knowledge, skills and attitudes to make their own informed decisions both now and in their future lives.

Managing Substance Misuse-Related Incidents

- The Sixth Form condones neither the misuse of substances nor the illegal supply of substances / legal highs.
- Any student who brings an illegal substance into Sixth Form for the use of a third party will be permanently excluded.
- Any student found in possession of illegal substances / legal highs can also expect to be permanently excluded.
- Procedures will be followed as listed in Blessed Thomas Holford Catholic College Sixth Form Exclusions Policy

Chain of Responsibility in Sixth Form

- Member of staff - Sixth Form Tutor - Head of Sixth Form – Head of Pastoral Care - Head Teacher
- The Head Teacher will ensure that parents are informed and will decide on the involvement of the police. Governors will also need to be informed

Incidents Involving Tobacco and Alcohol

- Although (dependent on the age of the student) the consumption of alcohol and the smoking of tobacco are not illegal, the health risks are well documented
- Sixth Form Students are ambassadors and representatives of Blessed Thomas Holford Catholic College Sixth Form and their exemplary behaviour is crucial to maintain this. No Blessed Thomas Holford Catholic College Sixth Form student should be seen smoking travelling to or from the Sixth Form or during usual Sixth Form hours
- Students found smoking, in possession of tobacco, or in possession of alcohol or under the influence of alcohol will be dealt with appropriately and parents will be informed
- We now have a no-smoking policy on all Blessed Thomas Holford Catholic College and Sixth Form premises



Confidentiality and Disclosure

- It should be made clear to students that confidentiality cannot be guaranteed. Students should be made aware that information will be passed on through the appropriate channels

Talking to Students

- Staff will respond positively to students wishing to discuss a substance misuse-related problem but the discussion may need to be deferred to a more appropriate time and setting
- Ground rules for confidentiality must be clarified from the start, ensuring the student is made aware that the member of staff cannot guarantee confidentiality before they disclose any information
- If the member of staff feels uncomfortable s/he should advise the student the possibility of talking to another member of staff or of another member of staff also being present at the discussion
- After the discussion s/he will establish whether the student will need further counselling or support and pass on information through the appropriate channels
- If students are found to be in possession of an illegal substance / legal highs the Sixth Form will make a thorough investigation and consider a range of responses that could include permanent exclusion. The procedures to be followed are to be found in the Sixth Form's Exclusions Policy

Rumour

- If a member of staff hears a rumour, it should be referred immediately to the Head of Sixth Form, the Assistant Head Teacher Pastoral or the Head Teacher who will make every effort to investigate thoroughly before confronting the student and acting on

information. The Head of Sixth Form, the Assistant Head Teacher Pastoral or the Head Teacher will need to check the accuracy of the information, even if offence is caused

Informing and Involving Parents

- If a student is found in possession of illegal substances / legal highs or is suspected of supplying them, the Head of Sixth Form, the Head of Pastoral Care or the Headteacher will



seek to inform parents quickly and invite them into Sixth Form to discuss the problem except, very exceptionally, where this might put the student at risk

- Parents will always be informed in a medical emergency or if the police are involved
- The Sixth Form will seek to promote substance misuse awareness by inviting parents to attend information or training sessions

Informing the Police

- There is no legal obligation to inform on students using or supplying illegal substances / legal highs on the premises, but following the recommendation, the Headteacher may inform the police to avoid liability as a 'manager or occupier of premises'.
- As the law (Misuse of Drugs Act) requires, the Sixth Form "will take 'reasonable action' to stop the use, supply or cultivation of controlled drugs". This would also apply to residential trips
- If we become aware of criminal activity outside Sixth Form, the Sixth Form will inform the police in the interests of health and safety e.g. supply of illegal drugs / legal highs; shopkeepers selling alcohol or solvents

Confiscation of Illegal Substances / legal highs and Recording of Incidents

- There must be a witness to any hand-over of any illegal substance / legal highs from a student to a member of staff
- The substance will be confiscated and could then be destroyed, with the student present and two members of staff as witnesses, following consultation with the police. Obviously, once substances are destroyed, they cannot be used in evidence in a judicial hearing
- A record of confiscation and disposal must be kept
- All incidents of substance misuse will be recorded in a separate file and kept centrally

Incidents Occurring on Non-Residential Sixth Form Trips

- If a student is found in possession of tobacco, alcohol or illegal substances / legal highs whilst on a Sixth Form trip, an accompanying member of staff will inform the Head of Sixth Form, the Head of Pastoral Care or the Headteacher as quickly as possible
- The Sixth Form will then inform the parents



- If the Sixth Form is closed the member of staff in charge of the group will contact the parents directly
- The parents will be asked to collect the student from the venue
- With parental permission, the student may be sent home by public transport
- The substance will be confiscated and a full investigation will take place on the next Sixth Form day and appropriate sanctions will be imposed

Incidents Occurring on Residential Trips or en route

- If a student is found in possession of an illegal substance / legal highs while on or en route to / from a residential trip in this country, an accompanying member of staff will inform the Head of Sixth Form, the Head of Pastoral Care or the Headteacher as quickly as possible
- A member of staff then inform the parents
- The parents will be asked to collect the student
- Alternatively, the student will be sent home by public transport with the agreement of the parents
- The substance will be confiscated and destroyed as quickly as possible
- If a student is found in possession of an illegal substance / legal highs while on a trip abroad or en route, the substance will be confiscated and destroyed at the earliest opportunity
- The student will remain with the Sixth Form party
- The Headteacher will be informed as soon as possible by telephone
- The Headteacher will inform the parents of the action taken
- Every effort will be made to ensure that the student returns home immediately
- If the Headteacher, Head of Sixth Form or Head of Pastoral Care are not available in the holidays, then a member of staff accompanying the trip will contact the parents and tell them what has happened and say that the Sixth Form will be contacting them to discuss the matter as soon as possible after the return of the party
- Possession of an illegal substance / legal highs whilst on a Sixth Form trip will lead to a permanent exclusion



- Any student who becomes intoxicated and endangers herself and others will also be sent home
- The leader of the Sixth Form trip must contact the Headteacher, Head of Sixth Form or Head of Pastoral Care as soon as possible

Outside Support Agencies

- The advice and support of outside agencies may be helpful to students, parents and the Sixth Form when dealing with incidents of substance misuse. The Sixth Form will make use of such agencies, if it is felt appropriate, and will put parents and students in contact with them if desired
- Any student found in possession or using illegal substances / legal highs / or illegal highs where we feel it will be beneficial, will be referred to the nominated Trafford organisation for support and guidance.

Medical Emergency

- If a student is found in a state of collapse or apparently intoxicated, he or she should be put in the recovery position. The guidelines on accidents and emergencies should be followed

Staff Training

- Training for key members of staff in the understanding of substance misuse and in dealing with substance misuse-related incidents and medical emergencies will be provided

Responding to the Media

- If approached, members of staff will invite enquiries to be directed to the Headteacher
- Staff should not be drawn to comment
- The Headteacher or a governor will take responsibility for liaison with the media
- Trafford Local Education Authority will be informed as soon as possible