



*Sixth Form*

**Sir Thomas Fremantle School  
Sixth Form Handbook**

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**Please read the enclosed information carefully!**

## **1. Expectations**

When they join our Sixth Form, students should understand that they are joining **a community which aims to allow each of its members to reach their full potential**. As a key part of Sir Thomas Fremantle School, the Sixth Form has a significant role to play within the school, both by **setting an example for younger students** and by **taking on responsibilities within the school community**.

Sixth Form students are expected to **take responsibility for their own learning**, to work alongside staff and to **continually demonstrate their commitment to learning**.

## **2. Aims**

We recognise that the next two years have the potential to influence the pathway a student decides to follow, whether it is university, an apprenticeship, employment or a gap year. We also have to take into account that access to these pathways is becoming increasingly difficult given the level of competition that is out there.

With this in mind, we aim to **give our students the edge they need** by providing a range of opportunities and experiences that will ultimately create **well-rounded individuals**.

The aims of the Sixth Form are reinforced through three main strands. We believe that if students give themselves fully to each area, they will grow into **well-rounded, well-educated, multi-talented and mature individuals who will truly stand out from the crowd**.

### **✓ Academic**

We will support **a culture of high academic standards and expectations**. Whatever qualifications you choose to take we will encourage you to strive for success that you can be proud of.

We positively encourage **a culture where academic effort and aspiration is a virtue**, where those who strive to achieve will be recognised and rewarded for their efforts.

### **✓ Community**

The concepts of **making a difference** and **giving back to the community** are fundamental elements of Sixth Form life. Students are expected to contribute both in school and in the wider community.

### **✓ Enrichment**

There is no disputing that **life in the Sixth Form is challenging, yet exciting**. The **Senior Student Leadership Team (SSLT)** will play an instrumental role in many events, both formal and social, throughout the year. Enrichment opportunities give students the chance to **stand out from the crowd** when applying to higher education or employment.

We place great emphasis on learning not directly associated with qualifications and you should expect to be challenged, and your time to be enhanced, with a variety of opportunities.

### **3. Life in the Sixth Form**

**Work must come first.** Students enter the Sixth Form with the purpose of completing a programme of study and their first priority must be to complete this work successfully.

Any course undertaken in the Sixth Form represents a step up from studying in Year 11. **All courses require the same amount of time spent outside of the lesson, as they do inside of the lesson.** If you are following a 3 A Level programme you will have 15 taught lessons a week. We then expect you to spend a minimum of five hours on extra study outside of lessons, per subject.

Students will also have some **independent study time**. This is a time when there are no timetabled lessons. All Sixth Form students will be set clear independent study time in which you will be expected to study privately, with **a minimum of 4 hours' timetabled supervised study sessions per week**.

Attendance (and work completion) will be monitored, though we would stress that the most obvious way of monitoring this will be through your work in lessons: an organised approach to independent learning will always be visible to your tutors and will lead to significant increases in overall attainment.



#### **THE SCHOOL DAY**

|                   | <b>START</b> | <b>FINISH</b> |
|-------------------|--------------|---------------|
| <b>Breakfast</b>  | 07:30        | 08:30         |
| <b>Tutor time</b> | 08:35        | 08:55         |
| <b>Period 1</b>   | 08:55        | 09:50         |
| <b>Period 2</b>   | 09:50        | 10:45         |
| <b>BREAK</b>      | 10:45        | 11:05         |
| <b>Period 3</b>   | 11:05        | 12:00         |
| <b>Period 4</b>   | 12:00        | 12:55         |
| <b>LUNCH</b>      | 12:55        | 13:40         |
| <b>Period 5</b>   | 13:40        | 14:35         |
| <b>Period 6</b>   | 14:35        | 15:30         |

There is a direct correlation between attendance and progress on courses. At STFS we monitor this closely in order to help each student attain their goals. **Attendance at all timetabled lessons, including supervised study, plus assemblies and enhancement days, is compulsory.**

Attendance figures are recorded electronically on each student's file and may be referred to when reference requests are made by future employers or educational institutions. Absenteeism, poor punctuality and truancy will be followed up. In the case of illness, we expect you or your parents/carers to contact the school by 8.30 am on each day of absence.

We understand that during the year, students may need to visit universities and institutions for open days and/or interviews. Please notify your tutor and teachers in advance and make sure you pick up any set work beforehand. **Students will be authorised to make up to three university visits.**

**Students should not arrange any inappropriate engagements in school time**, such as driving lessons, haircuts, dental appointments or medical appointments.

And while we're on the subject of driving lessons, we're sorry but there is limited space in our car park so **sixth form students cannot park on-site**. It's not possible to park just outside the gates either as work has now started on the new station. So if you're lucky enough to have your own car, you will need to use one of the car parks in town.

## **4. Your Studies**

Your main priority is your studies: this means **attending, participating and being appropriately prepared in all your lessons and supervised study periods, completing homework assignments, pursuing independent study and revision, using study periods wisely, meeting coursework deadlines, and revising for exams.**

**Students in years 12 and 13 students have at least four compulsory, timetabled supervised study sessions per week**, with the option to sign up for more if they wish. Quiet study sessions take place in Vaisey and are overseen by the Sixth Form Administrator.

In this and many other ways **we expect you to actively contribute to your own success**. A guiding principle of the STFS Sixth Form experience is that we will help you grow into an **independent and capable** adult who is **fully prepared for the next stage in life**. Managing your workload and completing all work to the very best of your ability is central to this.

### **Successful Sixth Form students will:**

- ✓ **Be well prepared for class** (*this means going over material from the previous lesson the night before, knowing what needs to be known, and feeling confident with skills that have been taught, being one step ahead in reading resources provided*)
- ✓ **Participate actively in lessons** (*ask questions, volunteer answers, listen to what others have to say, contribute to debates*)
- ✓ **Take good notes** (*be well organised by headings and subheadings according to the course syllabus, with enough detail to make sense when revising many months later*).
- ✓ **Have well organised folders** (*including your own notes and handouts from teachers*)
- ✓ **Use a diary to plan work and keep to deadlines.**
- ✓ **Have a copy of the course/exam syllabus** (*kept in the front of the subject folder*), **know what needs to be covered and check-off topics as they are completed in class**
- ✓ **Do at least five hours of independent study for each subject each week**

- ✓ **Use study time constructively** (*know which work you need to do each time you are in the Sixth Form study area and stay focused so you achieve it*) **and use the Sixth Form study area beyond the required hours for additional independent study**
- ✓ **Complete homework assignments properly and on time** (*having a clear schedule for work at home which isn't abandoned at the slightest social invitation or TV programme*)
- ✓ **Meet coursework deadlines** (*both interim and final - do not let a backlog of work build up*)
- ✓ **Revise for tests and exams** (*knowing when they are and planning a proper revision schedule, creating revision cards or notes, obtaining and attempting past paper questions, specifically seeking the teacher's help with areas of weakness, attending optional revision sessions*)
- ✓ **Take an interest in their chosen subjects** (*in practice this means reading a book or two or following up some topics out of interest – this is particularly important when it comes to writing your UCAS personal statement*)
- ✓ **Know their target grades and understand what they need to do to achieve them** (*make sure you have the grade criteria*) and regularly review how you are doing. You will be set target grades. Your teachers and mentor will help you by explaining what you need to do to achieve your target grades. However, in the end only you can do the work. If you need extra help, ask. You must take responsibility for your studies and for your academic progress.

In the Sixth Form you are expected to be **independent, self-motivated and to organise your own time**. However, we recognise that the transition from GCSE is not an easy one and you must not be afraid to ask for help.

## **5. Equipment**

You are expected to supply your own folders, paper, plastic wallets and file dividers and maintain your folders on a weekly basis. There will be subject-specific equipment requirements but all Sixth Form students must ensure that they have all of the above, in addition to a supply of pens, pencils, rulers, etc.

**Progressive technology is at the heart of what makes STFS special.** At Sixth Form level we operate a **bring your own device system**\*. Any device is permitted providing it has a full keyboard – e.g. iPad with peripheral keyboard or laptop, but *not* a Kindle or phone. You will have access to an e-portal and printer.

(\*If supplying your own device is not financially viable for you, please speak to Mr. Pike in confidence.)

## **6. Uniform**

At Sir Thomas Fremantle School, students are expected to wear '**smart dress**'. We have modified standard uniform to take into account the seniority of our Sixth Form students, but we expect nonetheless adherence to a **clear dress code**, which consists of:

### **Girls:**

Blazer – choice of blue, black or grey  
 Shirt or blouse (or shirt and tie if desired)

### **Boys:**

Blazer – choice of blue, black, grey or beige  
 Shirt and tie (STFS school tie or a smart alternative)

Tailored skirt, trousers or dress

Tailored trousers or chinos

Jumpers – smart, no logo, in wool or similar.

Sixth Form students **may wear coats to school** if they wish, **but are not permitted to wear them around the school site.**

## **7. Progress Reporting**

We use a system of 'yellow sheet' marking which ensures that students receive **detailed feedback in each subject at least twice per half term.** We believe that our feedback forms give far more detail than a rather bland and relatively meaningless grade without further explanation.

Whilst we currently still use grades for some half term tests, we are increasingly moving away from them so students' folders will contain a pack of yellow feedback sheets for each subject to enable both students and parents/carers to **monitor progress throughout the year.**

We will write home in July of Y12 and January of Y13 with mock examination results. We will also supply a written report twice across Sixth Form, once in Y12 and once in Y13: these currently appear in April of Y12 and March of Y13.

## **8. Parents' evenings**

In addition to the informal communication which takes place throughout the year, your parents/carers will be invited to a **Meet the Tutor Evening** early in the autumn term of year 12, and then a formal **Parents' Evening** during the spring term, at which there will be an opportunity to meet with subject teachers and discuss your progress in more detail.

Parents/carers can be invited in throughout the year as needed, and we would encourage them to contact the school promptly to raise any concerns they may have.

## **9. Attendance & Punctuality**

We want each of our students to reach their full potential. **Each student is therefore expected to achieve at least 95% attendance,** with authorised absence (e.g. illness, medical appointments which cannot be arranged out of school hours) kept to a minimum.

It should be noted that a relatively low absence rate of 5% would still result in a student on a three A Level programme losing around 30 hours of valuable teaching time. **We therefore expect students to demonstrate how seriously they are taking their studies by maintaining excellent levels of attendance and punctuality.**

Both attendance and punctuality are recorded at morning and afternoon registration and at each lesson throughout the day. Attendance data is tracked on a weekly basis and reported on to parents/carers, where necessary, on a monthly, half termly and termly basis.

**Students must attend all lessons, supervised study sessions and other Sixth Form events** unless an acceptable reason is provided. Reasons for absence must be given in advance if at all possible, and at the very least by 9.00am on the morning of each day of absence.

**Your place in Sixth Form may be jeopardised if your attendance and punctuality do not, at the very least, meet the expected standards.** Repeated instances of non-attendance or concerns about punctuality would trigger the first stage of our Sixth Form Behavioural Warning System.

*For more details of the way in which we monitor behaviour in Sixth Form on a day-to-day basis, please see Appendix 1.*

## **10. Disciplinary Procedure**

**High standards of behaviour and dress** are expected at all times both during the school day and whilst travelling between home and school and while representing the school, for example when taking part in trips and visits. Students' behaviour, both positive and negative, is recorded using our ClassCharts system: this creates a summary record of all contributions to the school community, along with any concerns raised.

The Sixth Form will follow the Sir Thomas Fremantle School *Climate for Learning (Behaviour) Policy* and the consequences associated with poor behaviour. Sixth Formers will be subject to the following disciplinary procedure:

**Stage 1: Verbal warning from subject teacher or tutor.** This will trigger a 'subject report' and the subject teacher concerned (or tutor if not subject-related) will contact home. A subject-specific report card may be issued if appropriate, or targets may be set relating to conduct within the Sixth Form as a whole. You will be given a two-week review period during which you will be expected to improve in the areas of concern identified. This will be recorded on file & the Sixth Form Leadership Team will be notified.

**Stage 2:** If you fail to improve after the subject report stage (above) or trigger repeated subject reports, further action is then required. You and your parents/carers will receive **a letter from the Head of Sixth Form outlining the misconduct and the requirement for improvement.** This will be divided into three warning stages, with a time-frame of no less than two weeks agreed for each stage and a report card issued for all subjects. This report card must be signed by subject teachers and tutors to indicate compliance or highlight concerns. If issues are resolved, then no further action will be taken.

**Stage 3:** Continued non-compliance will result in a **meeting with parents/carers and the Head of Sixth Form** to discuss issues of non-compliance and failure to meet the required standard. A final two-week warning will be issued.

**Stage 4:** Following consultation and a review panel with the Headmaster, **the student will be asked to leave the Sixth Form.**

## **11. Rewards**

We will make extra efforts to **celebrate the achievements of students**, both in terms of their effort, their contribution to the community and their academic achievement.

The Senior Student Leadership Team will be instrumental in planning social events to celebrate Sixth Form success across the year.

## **12. Opportunities for Enrichment**

Now that you are the most senior students at Sir Thomas Fremantle School, you have a great opportunity to **make a significant contribution to our community**. Whether you realise it or not, you will be regarded as role models by younger students and you come with an enormous array of talents.

This is your chance to **exercise leadership** and to **give something back to the community** that has supported you until now. If you are new to, Sir Thomas Fremantle School we would welcome the opportunity to share the experiences you have gained elsewhere.

There are many different areas in which you can contribute. You can choose to apply to join the **Senior Student Leadership Team (SSLT)** (described in section 13 below). You can become a **mentor to younger students**, supporting their learning in lessons and taking part in the mentoring programme where you can support less confident students. We also intend that alongside a unique enrichment offer for Sixth Form, there will be the expectation that you can **support enrichment activities for younger students** and **engage in community work**.

The best reasons for taking part in these sorts of activities are the benefits you will be bringing to others and the enjoyment and satisfaction you will gain yourself from taking part, but you will only reap the benefits if you become involved.

## **13. The Senior Student Leadership Team (SSLT)**

The SSLT is an important part of Sir Thomas Fremantle School. Under the direction of the **Head Boy** and **Head Girl**, they will be **involved with decision-making about the direction of the Sixth Form** and will have **responsibility for organising a range of activities and functions** across the year. **Sixth Form leaders will report to the Governors** and bring issues of relevance or concern to the attention of the Governors as appropriate.

**Year 12 students will have the opportunity to apply for positions on the SSLT towards the end of the academic year.** Applicants are then interviewed by the Headmaster and Head of Sixth Form. Members of staff are also asked for comments on the students who have applied. The final decision is put to the vote, with the whole school (staff and students) being given the opportunity to decide who joins the SSLT.

## **14. Study Leave**

**Study leave** is offered in Y13 once examinations have begun. Some students may apply for extended study leave during non-contact periods, in instances where they have demonstrated sustained and effective approaches to independent study.

## **15. Financial Support**

The Sixth Form Bursary Fund is designed to support students who face financial barriers to them participating in education. The student bursary is used to fund the cost of transport, school books or equipment. The Bursary Policy is available to download from our website ([www.sirthomasfremantle.org](http://www.sirthomasfremantle.org)). Bursary Application Forms and details of eligibility criteria will be contained in the Sixth Form Registration Pack.

Students must meet set criteria in order to qualify for bursary support. If you think you may be eligible, please discuss this in confidence with Mr. Pike.

## **16. Contact List for Parents/Carers**

**Your child's form tutor will be your main point of contact** and will be able to answer most queries about your child's welfare and progress so please make him/her your first port of call.

**Year 12 form tutors:** Iñigo Sanchez ([inigo.sanchez@sirthomasfremantle.org](mailto:inigo.sanchez@sirthomasfremantle.org))  
Harriet Coughtrey ([harriet.coughtrey@sirthomasfremantle.org](mailto:harriet.coughtrey@sirthomasfremantle.org))  
Fiona Ell ([fiona.ell@sirthomasfremantle.org](mailto:fiona.ell@sirthomasfremantle.org))  
Sue Bass ([susan.moharrer@sirthomasfremantle.org](mailto:susan.moharrer@sirthomasfremantle.org))

**Year 13 form tutors:** Anthony Smith ([anthony.smith@sirthomasfremantle.org](mailto:anthony.smith@sirthomasfremantle.org))  
Gary Matthews ([gary.matthews@sirthomasfremantle.org](mailto:gary.matthews@sirthomasfremantle.org))  
Stuart Day ([stuart.day@sirthomasfremantle.org](mailto:stuart.day@sirthomasfremantle.org))  
Rebecca Willison ([rebecca.willison@sirthomasfremantle.org](mailto:rebecca.willison@sirthomasfremantle.org))

If you raise an issue with your child's form tutor and they are unable to resolve it themselves, they will escalate the matter to the Head of Sixth Form. In addition, the Sixth Form Administrator supports the Head of Sixth Form with the day-to-day administration of the Sixth Form and also oversees students' quiet study sessions.

**Head of Sixth Form:** Matthew Pike ([matthew.pike@sirthomasfremantle.org](mailto:matthew.pike@sirthomasfremantle.org))  
**Sixth Form Administrator:** Louise Wetherall ([louise.wetherall@sirthomasfremantle.org](mailto:louise.wetherall@sirthomasfremantle.org))

In the unlikely event that the Head of Sixth form cannot resolve the issue, it will be referred upwards to the Senior Leadership Team:

**Headmaster:** Neale Pledger ([neale.pledger@sirthomasfremantle.org](mailto:neale.pledger@sirthomasfremantle.org))  
**Senior Assistant Head:** Leah Martindale ([leah.martindale@sirthomasfremantle.org](mailto:leah.martindale@sirthomasfremantle.org))  
**Business Manager:** Emma Windsor ([emma.windsor@sirthomasfremantle.org](mailto:emma.windsor@sirthomasfremantle.org))  
**Head of Sixth Form:** Matthew Pike ([matthew.pike@sirthomasfremantle.org](mailto:matthew.pike@sirthomasfremantle.org))  
**Assistant Head:** Nick O'Connell ([nick.oconnell@sirthomasfremantle.org](mailto:nick.oconnell@sirthomasfremantle.org))  
**Assistant Head:** Kayleigh Shaw ([kayleigh.shaw@sirthomasfremantle.org](mailto:kayleigh.shaw@sirthomasfremantle.org))  
**Assistant Head:** Andrew Simpson ([andrew.simpson@sirthomasfremantle.org](mailto:andrew.simpson@sirthomasfremantle.org))  
**SENDCo:** Kate Owens ([katie.owens@sirthomasfremantle.org](mailto:katie.owens@sirthomasfremantle.org))

Any parties wishing to contact the school's **Governing Body** must do so in writing, at the school's address. It is not possible to contact the Governing Body direct.

### **Contacting other members of staff:**

Your child's teachers will generally be teaching throughout the day. Even when not actually teaching, teachers may be running clubs, working with students or involved in planned meetings with parents/carers.

You are welcome to telephone reception and leave a message for your child's form tutor or subject teacher, who will return your call at their earliest opportunity. **Our aim will always be to return a telephone call to a parent within 24 hours.** Please note that return calls may be made by someone other than the person to whom the original call was made, should this be felt more appropriate.

**Please do not ask our reception team to arrange 'instant' meetings with teaching staff.** As outlined above, teachers will often be fully occupied until the end of the school day and beyond – and to be fair, they too have a home to go to at the end of the day!

**The quickest and most effective way in which to contact a member of teaching staff is by email.** All staff email addresses are listed on the 'staff list' page of the school website.

### **Reporting absence:**

**If your child is too unwell to attend school, you will need to inform reception by 8.30am.** You can do this by telephone (01296 711853) or email ([receptionist@sirthomasfremantle.org](mailto:receptionist@sirthomasfremantle.org)).

If your child is absent for more than one day, **you will need to contact reception by 8.30am each day.** We will never make assumptions about your child's whereabouts so we will be in touch if we do not hear from you.

### **You may also wish to contact:**

**Reception** (general queries, e.g. uniform, school trips, meals): 01296 711853 or [receptionist@sirthomasfremantle.org](mailto:receptionist@sirthomasfremantle.org).

**School nurse:** Julie Smith ([julie.smith@sirthomasfremantle.org](mailto:julie.smith@sirthomasfremantle.org)).

**Safeguarding:** please get in touch with one of our Designated Safeguarding Leads:

- ✓ **Headmaster (Neale Pledger):** [neale.pledger@sirthomasfremantle.org](mailto:neale.pledger@sirthomasfremantle.org)
- ✓ **Senior Assistant Head (Leah Martindale):** [leah.day@sirthomasfremantle.org](mailto:leah.day@sirthomasfremantle.org)

**SENDCo (Special Educational Needs):** Kate Owens ([katie.owens@sirthomasfremantle.org](mailto:katie.owens@sirthomasfremantle.org))

- ✓ **Admissions (both lower and upper schools):** [admissions@sirthomasfremantle.org](mailto:admissions@sirthomasfremantle.org) or [emma.smith@sirthomasfremantle.org](mailto:emma.smith@sirthomasfremantle.org)
- ✓ **CCF (Steve Elcock, CCF Contingent Commander):** [steven.elcock@sirthomasfremantle.org](mailto:steven.elcock@sirthomasfremantle.org)
- ✓ **Examinations Officer (Chloe Little):** [exams@sirthomasfremantle.org](mailto:exams@sirthomasfremantle.org)
- ✓ **Office Manager (Emma Smith):** [emma.smith@sirthomasfremantle.org](mailto:emma.smith@sirthomasfremantle.org)
- ✓ **ParentPay (Cye Green):** [cye.green@sirthomasfremantle.org](mailto:cye.green@sirthomasfremantle.org)

## **17. Links**

### **Higher Education**

[www.unifrog.org](http://www.unifrog.org) – an online platform to which the school subscribes to support student applications to university/apprenticeships.

[www.ucas.com](http://www.ucas.com) – Info on HE courses

[www.scit.wlv.ac.uk/uk](http://www.scit.wlv.ac.uk/uk) – Info and maps all Universities

[www.qca.org.uk](http://www.qca.org.uk) – All about qualifications  
[www.educationguardian.co.uk](http://www.educationguardian.co.uk) – League Tables  
[www.opendays.com](http://www.opendays.com) – Open Days  
[www.push.co.uk](http://www.push.co.uk) – Finding the right university  
[www.unistats.co.uk](http://www.unistats.co.uk) – Student opinions

### **Finance/Student Life**

[www.nusonline.co.uk](http://www.nusonline.co.uk) – National Union of Students  
[www.studentzone.org.uk](http://www.studentzone.org.uk) – Student life  
[www.studentunion.co.uk](http://www.studentunion.co.uk) – Student life  
[www.dfes.gov.uk/studentssupport](http://www.dfes.gov.uk/studentssupport) – Financial Support  
[www.slc.co.uk](http://www.slc.co.uk) – Student Loan Company  
[www.bu7nk.com](http://www.bu7nk.com) – Student Accommodation

### **Employment/Careers**

[www.monster.co.uk](http://www.monster.co.uk) – Vacancies  
[www.doctorjob.com](http://www.doctorjob.com)  
[www.prospects.ac.uk](http://www.prospects.ac.uk) – Graduate careers  
[www.realworkrealpay.info](http://www.realworkrealpay.info) – Modern apprenticeships

### **Gap Year**

[www.bunac.org.uk](http://www.bunac.org.uk) – Gap year with BUNAC (USA)  
[www.yini.org.uk](http://www.yini.org.uk) – Year in Industry  
[www.csv.org.uk](http://www.csv.org.uk) – Volunteering opportunities  
[www.gapyear.com](http://www.gapyear.com) – Year out ideas  
[www.gap.org.uk](http://www.gap.org.uk) – Planning a gap year  
[www.worldwidevolunteering.org.uk](http://www.worldwidevolunteering.org.uk) – Volunteering opportunities

## 18. Appendix

### 18.1 ClassCharts and Behaviour Logging:

Reward: *ClassCharts will be used as the principle method for identifying and rewarding positive behaviours, and monitoring behaviours that fall below expectation. Lunch passes and reward activities will be offered on the basis of ClassCharts records as well as being identified in regular assemblies focussing on student achievement.*

### 18.2. Sanction Process:

*Behaviour is logged and sanctions issued as appropriate.*

|                |  |  |   |
|----------------|--|--|---|
| <b>STAGE 1</b> | <p><b>Staff</b><br/>Issue sanctions for:</p> <ul style="list-style-type: none"> <li>• Missing supervised study -3 (Louise)</li> <li>• Issues in the corridor/café etc.-2</li> <li>• If x 2 Supervised Study missed with no reason, issue after school detention (Weds) - Louise</li> </ul> <p>Parents and tutor to be contacted, and detention issued – lunchtime detentions as per whole school system.</p> | <p><b>Form Tutor</b><br/>Issue sanctions for:</p> <ul style="list-style-type: none"> <li>• Lateness to tutor time -1</li> <li>• Lack of equipment in tutor time -1</li> <li>• Poor uniform -1</li> </ul> <p>Tutor to contact home and verbal warning issued. If repetition of these behaviours, issue after school detention</p> | <p><b>Subject Teachers</b><br/>Issue sanctions for:</p> <ul style="list-style-type: none"> <li>• Lack of homework in your subject -2</li> <li>• Behaviour concerns in your subject -1</li> <li>• Lateness to your subject -1</li> </ul> <p>For homework set an extension, - min 48hrs. If work is not completed within agreed time frame, Sixth Form after school detentions (Weds PM) Parents and tutor to be contacted, subject report too.</p> |
| <b>STAGE 2</b> | <p><b>Form Tutor + Staff</b></p> <ul style="list-style-type: none"> <li>• For repeated poor behaviour in school – the staff member who witnesses/reports the behaviour should issue the detention and contact home. After school if repetition of same behaviour &amp; one DT already completed</li> </ul> <p>Tutor to support by also contacting home and issuing general 6F monitoring report</p>          | <p><b>Form Tutor</b><br/>Issue sanctions for:</p> <ul style="list-style-type: none"> <li>• Continued lateness to tutor time</li> <li>• Continued lack of equipment</li> <li>• Continued poor uniform</li> </ul> <p>Tutor to contact home issuing written warning. If repeated HoS to arrange isolation</p>                       | <p><b>Assistant Heads</b></p> <p>If despite subject teacher sanctions the negative behaviour continues, AH's to support using SLT report and contacting parents. Head of Sixth Form notified and written warning (stage 1 of Sixth Form disciplinary code) sent home. AH/SL to arrange subject based isolation.</p>   |
| <b>STAGE 3</b> | <p><b>Head of Sixth Form &amp; Tutor or Assistant Head/Head of Subject</b></p> <p>If despite interventions negative behaviour continues, Head of Sixth Form to support – a second warning letter will be issued in line with the Sixth Form behaviour policy, and a report – this to the Head of Sixth Form will be issued.</p>  |  |   |
| <b>STAGE 4</b> | <p><b>Head of Sixth Form &amp; Headteacher (as required)</b></p> <p>If despite interventions negative behaviour continues, Head of Sixth Form to support – parents will be called in and final warning given. A contract will be drawn up with a specific time period for improvement. If this is not met, then place at Sixth Form may be withdrawn.</p>  |  |   |