



The Stourport High School & VIth Form College

Behaviour (Climate 4 Learning) Policy including Anti-Bullying & Home-School Agreement

Overview

We believe that all students have the right to learn in school, make excellent progress and achieve their potential. All students also have a responsibility to not interrupt or disturb the learning of others. Every student has a choice in the way they behave and all choices have consequences.

In the **Behaviour (Climate 4 Learning) Policy** you will find the procedures we use in school to help maintain an orderly, focused and calm learning environment. The **Behaviour (Climate 4 Learning) Policy** clearly outlines the expectations we have of all students.

We expect all students to behave well, be polite and cooperate at all times. Through this our school community will flourish and all students will feel safe, secure and achieve to the very best of their ability.

'Our aim is to create a caring, orderly and disciplined environment where learning can flourish and be enjoyed'.

Central to this policy is excellent behaviour in class, around the school, on the way to and from school and during extra-curricular activities being well dressed in full uniform and on time. Our school, parents/carers and students will work together to achieve outstanding levels of behaviour so that students can learn, flourish and become outstanding citizens. Our Behaviour (Climate 4 Learning) Policy may be applied to incidents involving members of our school community outside of school times, which includes holidays and weekends where the school deems it appropriate to take action.

Home-School Agreement

Philosophy/Principles:

For students to have the best chance of success at school, it is important that parents/carers, students and the school are able to work together. We all have an equally important part to play in the partnership. To make the partnership work effectively we must all be supportive and committed to work for mutual best interest, as such we ask parents/carers and students to sign an agreement containing the following and return it to form tutors.

Practice & Procedures:

Students agree the following:

- to follow all school rules;
- to attend school on time every day and be punctual to all lessons;
- to work to the best of their ability and make the most of opportunities offered;
- to treat everyone, fellow students, teaching and support staff as well as the school building with respect by following the 'Student's Code of Conduct' (available in the student planner);
- to not bully or intimidate others and ensure that they report any incidents of bullying they become aware of;
- to take pride in themselves and their appearance by wearing their uniform in accordance with the school's Uniform guidance.

Families agree the following:

- to carry out their legal obligation to ensure that my/our son/daughter attends school every day, on time and properly equipped;
- to ensure that their son/daughter wears full school uniform, one pair of stud-style earrings in ear lobes only (one in each ear) and no make-up in Years 7 & 8;
- to support the school's 'Student Code of Conduct' and high expectations of students' behaviour;
- to check their son/daughter's Student Planner daily, sign it weekly and support him/her with his/her Independent Study;
- to advise the school if there are any concerns or information which may affect their son/daughter's school life;
- to use the Student Planner to communicate with the school;
- to attend scheduled Parents' Evenings with regard to their son/daughter's progress;
- to inform the school with regard to any absences and respond to communications from the school when necessary;
- to take responsibility for their son/daughter's Internet and telephone usage.

The ***school*** promises to:

- value each individual for their unique strengths;
- maintain a safe and ordered environment so that learning can take place;
- advise parents/carers about any problems with attendance, punctuality or equipment;
- use the Student Planner to monitor student's work and to communicate with parents/carers;
- communicate student achievement through regular assessments and an annual report;
- set, mark and monitor Independent Study and provide Independent Study facilities at school;
- ensure fair treatment of all students by enforcing the 'Student Code of Conduct';
- arrange Parents' Evenings during which students' progress will be discussed;
- respond promptly in a professional manner towards requests for information and assistance;
- provide up to date information and statutory documents on the school's website.

Student Code of Conduct

This code is displayed around the school site and in the Student Planner. It is an important part of the Behaviour (Climate 4 Learning (C4L)) Policy and summarises for students and their parents/carers the key expectations. In particular students are regularly reminded about this Student Code of Conduct and the Behaviour (C4L) Policy in assemblies and Academic Tutoring (AcTu) time so that students are fully aware of the consequences of failing to meet these expectations.

Students will always...

- follow the instructions of staff in school;
- line up outside classrooms quietly and in single file;
- walk around school quietly ensuring they do not disturb the learning of others;
- respect other people and their property, not causing damage to the school environment in any way;
- put rubbish in the bins provided and keep the site clean and pleasant;
- wear full school uniform with pride, in school and when travelling to/from school;
- speak politely to all members of the school and wider community;
- behave in a way that makes you feel safe and others safe too.

When in lessons students will always...

- arrive on time to all lessons, Academic Tutoring (AcTu) and other activities;
- be properly equipped for all lessons and have completed any Independent Study previously set;
- work in silence unless your activity requires you to talk;
- stay on task and allow others to do so;
- follow the 'Health & Safety' rules applicable to each Faculty;
- stay in seats unless asked to move by a member of staff.

Students never...

- verbally or physically abuse any member of the school community;
- bully or intimidate anyone in our community, or use technology to communicate threats;
- fight;
- have or use alcohol, drugs or other prohibited items of any sort in school, on the way to school or whilst in uniform;
- have or bring a weapon, or anything that could be used as a weapon to the school site.

The school is very clear that students who are responsible for the serious behaviours detailed above run the risk of a fixed term or permanent exclusion from our school.

Rewards & Praise

We endeavour to promote a culture of praise and reward within the school community. Our achievement points will be awarded based on five different RAISE (Resilience, Aspiration, Independence, Success, Engagement) criteria. Students will also receive verbal praise, praise postcards, certificates and nominations for 'Student of the Week' and 'Feel Good Friday' if they:

- Arrive on time;
- Listen when asked;
- Get on task quickly and without fuss;
- Complete the work they are set to do;
- Show determination in their work and respect for others around them;
- Work well in a group or individually;
- Try to answer questions and get involved with lessons;
- Work to the best of their ability.

All of their praises are recorded using the SIMS Achievement System:

- Achievement Point (1 point)
- Being nominated for 'Student of the Week' (5 points)
- Principal Award (10 points)

The SIMS Achievement Reward System is communicated to students through their form tutor and their Director of Learning (DoL). Reward trips are also organised by the DoL for students who have performed to the best of their ability.

What happens if students disrupt the learning of others ...?

Teachers and Learning Support Assistants (LSA's) use many different strategies in order to make sure that student's lessons are interesting, engaging and ensure students have the best opportunities available to them to learn. In order to manage the classroom, teachers and LSA's also adopt methods to ensure students engage and behave well, such as seating plans, moving students who talk at the wrong time, refocusing students on task, etc. All staff are expected to give students every chance to get on task before implementing the Climate 4 Learning system.

The Climate 4 Learning system gives students a clear series of choices to enable them to halt disruptive behaviour. The C4L system allows students to choose to get back on task and avoid further consequences. This is a clear choice ladder and this shows students where they are, the consequence of their actions and encourages students to change their behaviour before being issued with a:

<p>C1</p> <ul style="list-style-type: none"> • Verbal reminder about the school's expectations 	<p>The student will be reminded of the school's 'Code of Conduct' and the teacher's expectations of the students' behaviour/engagement.</p>
<p>C2</p> <ul style="list-style-type: none"> • Verbal Warning & Consequence • logged in SIMS and student planner with a restorative detention with subject staff of up to 15 minutes. 	<p>The student may need to be spoken to alone, moved within the class or set a target for improvement.</p> <p>The incident is logged on the SIMS detention system and recorded in the student planner.</p>
<p>C3</p> <ul style="list-style-type: none"> • Verbal Warning & Consequence • Logged in SIMS & a 30 minute after school detention 	<p>A text is sent to the primary contact for C3 Faculty detentions and the incident is logged on the SIMS detention system.</p> <p>The student may be also moved within the Faculty.</p>
<p>C4</p> <ul style="list-style-type: none"> • Verbal Warning & Serious Consequence • Logged in SIMS & a 60 minute after school detention 	<p>Senior Staff on Duty (SSD) are called - the student is removed and taken to another classroom, Behaviour Recovery or Time Out.</p> <p>A C4 incident is recorded on the SIMS detention system - a minimum of a 60 minute detention is set and a letter is sent home.</p>
<p>OCB</p> <ul style="list-style-type: none"> • Out of Classroom Behaviour • Logged in SIMS and student planner with an on the spot lunchtime detention with a Director of Learning. 	<p>Out of Classroom Behaviour will result in an OCB.</p> <p>This is a lunchtime detention and is logged on the SIMS detention system and in the student planner.</p>

Out of Classroom Behaviour (OCB)

These are issued if:

- a student is out of bounds - within school;
- a student is swearing or using inappropriate language
- a student is dropping litter;
- a student is behaving in an anti-social or inappropriate manner around the school.

If a student is caught outside of school bounds - off-site during brunches/lunches/lessons the DoL will assess the situation, bearing in mind the seriousness of this type of behaviour, repeat offences and sanction appropriately. Dependent on the circumstances and the frequency of the offence an appropriate sanction will follow including informing parents/carers.

Punctuality

If students are 'late' to school (8:50am - 9:20am) they are required to sign in and they will be given a 'late' slip. If they are 'late' we will expect them to make up the lost time on the same day at brunch and details of this will be written on the reverse of the 'late' slip. If a student fails to attend this detention a C3 detention is given and served at the end of the day they were late. A text will be sent to the primary contact. If a student is 'late' three times in a half term the student will be placed on a 'late' report.

If students are 'late' after 9:20am, they are required to again sign in, obtain a 'late' slip/stamp and their absence will be marked as 'unauthorised' and this will affect their attendance to school. If a student is late after 9:20am twice in one week they will be given an OCB - the next 'late' will result in a C3 being issued. Each subsequent 'late' will result in a C4. In addition, parents/carers will be invited into school to discuss this issue and a plan will be implemented to support the student to achieve excellent punctuality to school.

- Students 'late' to lessons (>3mins) should receive a C3 for the time owed;
- Students found out of lessons without written permission during lesson time should be issued with an OCB for being out-of-bounds and escorted to their class;
- Monitoring, mentoring and target-setting for regular latecomers;
- Parent/carers meetings with persistent offenders.

New legislation allows schools to issue fixed penalty notices for persistent poor punctuality to school. This will be considered where students fail to improve their punctuality.

Anti-Smoking & Vaping Strategy

Students are educated and informed regarding the ill effects of smoking and vaping. This is tackled through our SMSC (Spiritual, Moral, Social and Cultural education), Academic Tutoring (AcTu) and Assembly programme.

Smoking on the school premises is illegal and students are sanctioned if caught smoking or vaping on the school premises. However, the sanctioning process also involves intervention and further education from the Intervention Co-ordinators (IntCo).

If a student is caught smoking or vaping to or from school in their school uniform, or representing the school in any way out of uniform they will still be sanctioned. This is due to our students and their uniform reflecting our standards and practices in the wider community.

Please note: All electronic cigarettes and other vape/electronic smoking devices are deemed as banned substances and will be treated in exactly the same way as smoking.

	Action	Support
Student caught, suspected of smoking, vaping or with smokers	Member of staff to email ~ StudentReception@shs.saet.co.uk with the following information: Student Name(s), Site Location & Time.	
1st Intervention	IntCo to make contact with parent/carer. Student placed in Internal Exclusion. DoL to make contact with parent/carer.	The initial Anti-Smoking Workshop will be delivered as part of the 1st Intervention.
2nd Intervention	Student isolated with a member of Senior Leadership Team (SLT) - Student placed in Internal Exclusion. Parent(s)/Carer(s) to sign a contract and agree on a personalised strategy with IntCo to support the school's policy on smoking.	A further intensive workshop will take place during the 2nd Intervention. All workshops to be delivered by IntCo.
3rd Intervention	Possible Fixed Term Exclusion.	

Searching & Confiscation Guidance

Under exceptional circumstances we may find it necessary to search a student if we have reason to believe that they may have a prohibited item such as alcohol or drugs in their possession or have a weapon, or anything that could be used as a weapon, on the school site. In these circumstances a member of the Senior Leadership Team (SLT) will be consulted before a search is considered or undertaken.

If a student is found to be in possession of prohibited items they will be confiscated. Any confiscated items should be kept according to the confiscation tariff below or if it is decided that they should be disposed of by the police.

Confiscation

Staff members have the right to confiscate articles from students.

- These include all prohibited items i.e. knives, weapons, alcohol, illegal drugs, stolen items, tobacco and smoking paraphernalia, fireworks, pornography and any item that can cause injury or damage to a person or property. Please note that if prohibited items are confiscated they will not be returned to the student and will be either held for collection by the parent/carer in the main office or disposed of by the police.
- Articles could also include hoodies, coats (if persistently worn inside the building), jewellery, sweets/chewing gum/fizzy drinks, mobile phones and other mobile devices if they are not being used under staff direction of the MITA Agreement etc. This is an example of articles however the list is not exhaustive.

If an article other than those deemed prohibited is confiscated:

1. for the first time the student can collect it at the end of the day from the Main Reception.
2. for the second time it will be taken to the Main Reception for collection by the parent/carer. Following a second confiscation the student and parent/carer will be required to sign an agreement that specifies such items will not be brought onto or worn on the school site; if a student needs a mobile telephone whilst walking to/from school it can be signed in/out every day before 8:50am and after 3:30pm at the Student Reception.
3. any further times then it will be kept by the school for a minimum of a week and a parent/carer will be required to collect it from the school's Main Reception after this period has elapsed.

Searching With Consent From The Student

- A member of SLT and another member of school staff must be present to search a student with the students' consent.
- Students can be searched for any item with consent.
- The school does not need to have formal written consent. The student agreeing to turn out their pockets or empty their bag is enough; however it must be witnessed by at least two members of staff.
- If the student refuses to turn out their pockets or empty their bag, parents/carers must be informed and a search without consent will be considered if they have items listed below; students will be sanctioned in line with 'serious behaviours' and treated on an individual case basis.
- Searches must be conducted with a witness and either the member of staff searching, or the witness, need to be of the same sex as the student. Ideally both adults will be the same sex.

Searching Without Consent From The Student

- A member of staff can search if they have reason to believe a student is in possession of a prohibited item and can be searched for without consent, such as:
 - Knives
 - Weapons
 - Alcohol
 - illegal drugs
 - stolen items
 - tobacco and smoking paraphernalia
 - fireworks
 - pornography
 - any item that can cause injury or damage to property

School will also search mobile devices if it is believed that there is pornographic material, evidence of bullying or recordings of incidents without a person's specific permission.

- Only members of staff authorised by the Principal or Vice Principal can conduct a search without consent.
- Searches without consent should only be considered as a last resort and can only be conducted by a member of staff of the same sex as the student and must be witnessed by a member of SLT. They should also be the same sex as the student wherever possible.

NOTE: Whenever a search has been undertaken, the Senior SLT member involved must be informed and they will make a telephone call home to give parents/carers full details.

School Use of Detention

The school uses detention as a sanction to support the C4L strategy. This is one of many strategies the school will use to ensure students achieve well at school and engage with their learning.

The school follows the Secretary of State's guidance on detention notification and the C4L administration system supports this. C2 and OCB detentions are recorded in the student planner, a text message is sent to inform parents/carers of C3 detentions, whilst a letter is sent home for all C4 detentions.

The school recognises that modifying student behaviour is a joint undertaking of the school and home in partnership, however the Secretary of State gives the school powers to detain students for up to 1 hour **without** the permission of parents/carers. This is supported by the Governing Body and is non-negotiable.

Thus the school reserves the right, in circumstances that it sees fit, to sanction a student with an after school detention of up to an hour without notice. The school also reserves the right to use sanctions outside the normal school day such as Saturday morning detentions when appropriate if a student fails to engage with school and does not respond to our interventions.

Time Out & Internal Exclusion (IntEx)

The school uses time out and internal exclusion of students as an alternative to fixed term exclusion (see below). This sanction is only used for serious or persistent infringements of the Student Code of Conduct. Time out and IntEx enables students to reflect on their behaviour which resulted in the sanction and work will be based around helping the student understand that the behaviour they displayed will not be tolerated.

Parents/carers receive notification of this action in advance, either by telephone or letter, however on occasions this contact is done retrospectively, particularly by letter, due to the nature of the incident.

Students will complete appropriate work in our Inclusion Centre whilst supervised. Time out intervention will be implemented during the normal school day; however, IntEx will start at 9:30am and finish at 4:30pm. Parents/Carers and their son/daughter will be required to meet with representatives of the school following an IntEx.

Fixed Term Exclusion

The school uses Fixed Term Exclusion (FTE) as a sanction, however the decision to exclude is not taken lightly by the Principal and this is used in the most extreme cases to allow the student to reflect on the very serious nature of the incident and the possible consequences of future poor behaviour.

The school can exclude a student for up to 5 days where they will be required to work at home. However, if an exclusion is given for more than 5 days, on the 6th day provision will be made for the student and they may be directed to attend an alternative provision from the 6th day onwards for the duration of the exclusion.

Exclusion is used to signal to a student, the wider school body and parents/carers that the type of behaviour shown will not be tolerated. As a school we reserve the right to place students in alternative educational provision as an intervention strategy for managing behaviour. Such placements can be for short or long term and will be considered on a case by case basis. **Repeated exclusions will not be tolerated.**

Permanent Exclusion

The Principal and Governors are always mindful of the Secretary of State's guidance regarding permanent exclusion from school.

Permanent exclusion is only used as a last resort when all other options have been exhausted, however the Principal will permanently exclude for one off incidents of extreme severity and serious breaches of our code or persistent breaches of the school's

Physical Intervention

In a school, physical intervention is used for two main purposes – to control pupils or to restrain them. The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances. This should always be used as a last resort and must be proportionate to the incident in order to deescalate the situation.

It can be used to:

- Protect someone from hurting themselves
- Protect someone from being hurt by someone else
- Protect property
- Stop someone causing a disorder or committing a criminal offence

Anti-Bullying

Why is our school against bullying?

The Stourport High School & VIth Form College community will not tolerate bullying of any kind.

We are against bullying because:

- everyone has the right to feel welcome, safe, secure and happy;
- we should treat everyone with consideration;
- Every student at The Stourport High School & VIth Form College has the right to learn and flourish.
- Everybody has the right to be treated with respect.
- Everybody has the right to feel happy and safe.
- No-one deserves to be a victim of bullying.
- Bullies need to learn different ways of behaving.

Our school will respond promptly & effectively to reported incidents of bullying

What is bullying?

- Bullying is repeated over time.
- Bullying is behaviour, which deliberately makes another person feel uncomfortable, distressed or threatened.
- **Bullying makes those being bullied feel powerless to defend themselves.**

The four **main** types of bullying are:

- physical (hitting, kicking, theft);
- verbal (name calling, racist remarks, cussing, homophobic language);
- indirect (spreading rumours, excluding someone from social groups); and
- cyberbullying (using the Internet, social networking sites, texting).

What are the signs & symptoms of bullying?

A person may exhibit signs or behaviours that they are being bullied. Below is a list of possible symptoms which should be investigated, although the presence of these does not automatically mean that bullying is the cause, there may be other causes. Everyone should be aware of these possible signs and should investigate if the person:

- is frightened of walking to or from school or changes route or does not want to go on the school/public bus;
- is unwilling to go to school or begins to truant;

- becomes withdrawn, anxious, shy or lacking in confidence;
- becomes aggressive, abusive, disruptive or unreasonable;
- threatens or attempts suicide, self-harm or attempts to run away;
- feels ill in the morning;
- is not performing in their school work (previous standards begin to drop);
- comes home with clothes torn, property damaged or 'missing';
- is afraid to use the Internet or mobile phone; or becomes nervous or jumpy when a cyber-message is received.

What causes bullying?

People bully for different reasons.

The reasons could be:

- to feel powerful or good about themselves;
- jealousy;
- to be in control;
- because they want something (attention, possession or friends);
- to look good in front of other people or to feel popular;
- because of peer pressure;
- for fun;
- because they are being bullied themselves;
- because they see and pick on an easy target (they may be small, will not tell anyone, lonely or different in some way).

How can we prevent bullying?

All members of our school community should have a clear understanding that bullying, in any form, is not acceptable. This will be done by:

- using regular praise for positive and supportive behaviour shown by students;
- the implementation of work in school, which will develop students' empathy and emotional intelligence (SEAL - social and emotional aspects of learning);
- treating all incidents seriously and dealing with them immediately, as outlined in this Policy;
- SMSC (spiritual, moral, social and cultural) sessions and assemblies focused on bullying;
- the school to increase the profile of the Anti-Bullying Week.

The school will then be a safe and happy environment, with consequent improvements in attitudes, behaviour and relationships. This will have a positive impact on learning and achievement.

Our responses to bullying

We have a very clear procedure for dealing with incidents of bullying/potential bullying:

1. All incidents where a student feels bullied must be reported. This can be done in a number of ways:
 - a. we have a dedicated email address that can be used if a student is uneasy about an initial face to face conversation, it is StudentReception@shs.saet.co.uk;
 - b. students can personally speak to one of our staff;
 - c. parents/carers or a member of our staff can raise a 'cause for concern' and we will initiate an investigation. This concern could be raised via telephone, email or face to face with staff at school.
2. School will then begin to complete the 'Anti-Bullying Checklist' which ensures that all relevant information and evidence is recorded. A copy of this will be kept in the student file.
3. The Director of Learning will be informed and contact will be made with the parents/carers of all parties involved.
4. Actions will be implemented and a meeting is held to discuss and agree ways forward together with punitive measures for the 'bully' used as outlined in this Policy that will be applied. These could include:
 - SEAL Isolation;
 - Internal and/or Fixed Term Exclusion;
 - Managed Move or CPA (The ContinU Plus Academy) Referral;
 - Permanent Exclusion;
 - Behaviour Agreement;
 - In all cases referrals will be made for counselling, mentoring or specialist external support.
5. The incident is recorded on our Anti-Bullying spreadsheet for monitoring purposes.
6. Agreed actions are implemented.
7. A follow up meeting or phone call is conducted within 6 weeks of the incident between the school, the victim and/or their families to establish whether issues remain resolved or whether further actions are required.

The school will also work to ensure that students, staff, parents/carers and Governors understand that it is their responsibility to act in accordance with this guidance, if they believe that bullying may be occurring. If someone accuses an individual of bullying, they can be assured that a full investigation will take place to rule out any false accusations.

Key people available to talk to in school are:

- Senior Leadership Team (SLT) and Directors of Learning;
- Intervention Coordinators;
- Form Tutor;
- Teaching Staff;
- School Counsellor;
- Learning Support Assistants;
- Peer Mentors;
- Friends;
- Siblings.

Students can also self-refer using the StudentReception@shs.worcs.sch.uk email address.

Please refer to **Appendix 1** for details of our procedures on how to report bullying.

Key Staff Roles

- Lead Person Responsible for Bullying
- Senior Designated Safeguarding Person
- Deputy Designated Safeguarding Person
- Anti-Bullying Co-ordinator
- Lead Governor for Safeguarding & Bullying

Further Information

For more information, please refer to the following school policies:

- Safeguarding Children Policy (including Child Protection);

Managed Moves

The school is part of the very successful Fair Access Area Panel (FAAP) run in the Wyre Forest; this allows the school to give students the opportunity of a fresh start in another establishment. The parents/carers and student are offered a place at another Wyre Forest school and a trial of 10 weeks is put in place. If a student completes a successful managed move at the end of the trial period their registration will be transferred to that of the participating school.

Alternative Provision

Occasionally alternative provision is used as an alternative to permanent exclusion or if a managed move has been unsuccessful. We reserve the right to offer an alternative educational provision such as a place at The ContinU Plus Academy (CPA), which is an

Alternative Provision School. Parents/Carers and students will be aware that this is a very serious step and a last resort.

The Principal and Governors support the use of this intervention when appropriate.

VIth Form College

Please refer to **Appendix 2** for details of our VIth Form Student Climate 4 Learning expectations (Post 16 Student Agreement).

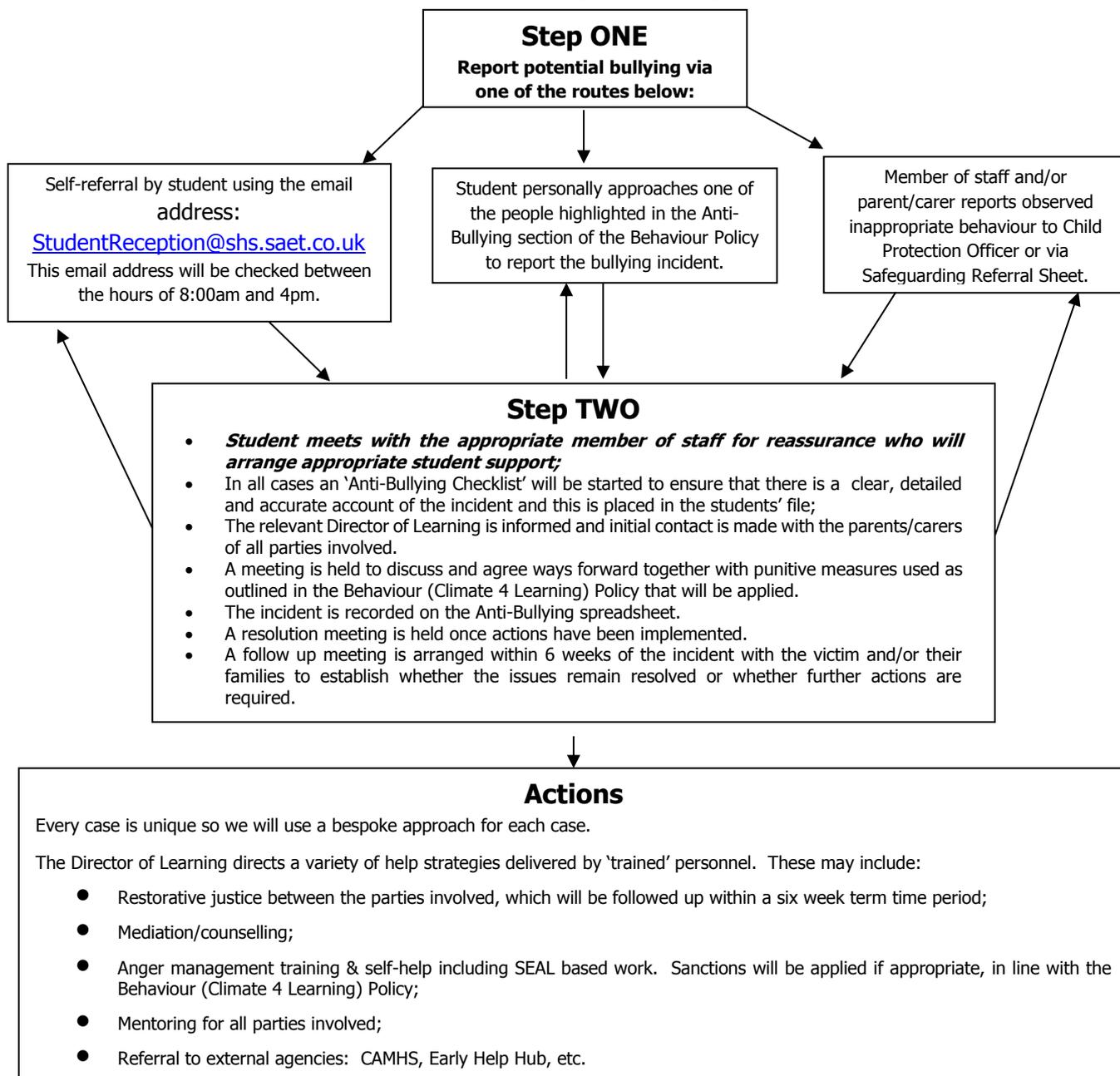
Signed: (Principal) (Date)
Signed: (Chair of Governors) (Date)



Appendix 1

The Stourport High School & VIth Form College Procedures for Reporting Bullying

Child feels like they are being bullied



If bullying continues...

The Assistant Principal - Behaviour & Attendance informs/seek advice from the Vice Principal/ Principal. If the matter cannot be resolved the school may seek advice Permanent Exclusion.

Appendix 2



The Stourport High School & VIth Form College Post 16 Student Agreement

VIth Form students attend The Stourport VIth Form College for the express purpose of acquiring further educational qualifications and developing the personal and social qualities that will enable them to seek a worthwhile career or achieve a place at higher education. All the staff at The Stourport VIth Form College will help, advise and provide students with high quality teaching in return for their co-operation and adherence to the conditions set out below. With a focus on leadership, organisation, resilience, initiative and communication, we aim to equip our students with adaptable skills to complement their academic achievements.

Attendance

- Attend all morning registrations, timetabled lessons, guidance sessions, assemblies, SMSC days and enrichment activities.
- Arrive at the VIth Form College at 8:45am, sign in and be punctual to all lessons.
- Be in the VIth Form College for all study sessions unless permission for home study is granted by your Director of Learning.
- Sign out when leaving the school site.
- Wear your lanyard at all times when on the school site.
- Seek permission from your Director of Learning for requested absences in advance.
- Contact the VIth Form College if you are ill to notify them you will not be in on the morning of absence.
- After any period of absence, contact and communicate with your teachers to get any work you have missed and catch up before the next lesson.
- Do not book appointments (such as dentist, doctors, driving lessons) during school time - these should be booked outside of school hours.

Achievement

- Complete all classwork and Independent Study to the best of your ability and ensure all deadlines are met.
- Adhere to all examination protocol for assessments.
- Use your initiative and make effective use of study periods to complete work.
- Have high levels of organisation and manage your time, folders and studies effectively.
- Act upon advice and feedback from your tutors and teachers.

Aspiration

- Treat all others with respect and tolerance.
- Treat the school site with respect and keep it tidy.
- Adhere to the VIth Form College’s dress code (Business Dress)
- Contribute positively to the wider life of the school through leading and taking part in charity events, enrichment, extra-curricular activities and whole school events.
- Aim to do everything to the best of your ability.
- Understand that resilience is an important part of the learning process in order to overcome setbacks.

I confirm I have read and agree to adhere to the above Post 16 Student Agreement.

Signed:

Print Name:

Date: