

1. Purpose of Policy

1.1 The aim of this policy is to prevent any form of negative behaviours within the College. All members of the College community, including staff, students, governors and associates have a responsibility for achieving this professional learning environment being achieved.

2. Scope

2.1 This policy is applicable to all students within The Sixth Form College

3. Definitions

3.1 *College* – The Sixth Form, Bolton

4. Policy

4.1. The Sixth Form Bolton is committed to ensuring that all students behave in a professional and appropriate manner whilst in College that is conducive to a positive learning environment. Students are expected to uphold The Sixth Form Bolton's key values at all times when representing the College.

Where poor behaviour does occur, this policy aims to take appropriate and effective action to prevent any recurrence.

The specific policy objectives are:

- To ensure all students of the College are aware of the types of behaviour which constitute misconduct under the student behaviour and conduct policy.
- To ensure all students of the College understand that misconduct in terms of student behaviour and conduct will not be tolerated and that appropriate measures will be taken.
- To promote a climate within the College of professional student behaviour and conduct across the student body
- To ensure that all incidences of misconduct in terms of Student Behaviour and Conduct are responded to quickly, positively and in complete

4.2. Student Behaviour and Conduct

This policy covers a range of requirements from our students:

4.3. ID Badges

It is an essential requirement for students to wear their ID badge at all times in The Sixth Form. The badges enable staff to know that students are a member of The Sixth Form. This enables us to safeguard our own learners and ensure that access is not gained by members of the public. In

normal circumstances ID badges are also required in order to gain access to the barriers and classroom doors.

Should a student forget their ID badge we implement our temporary ID badge procedure, we simply do not permit anyone on site without an ID badge, however inconvenient this may appear to be:

First instance - £1 deposit required for the issuing of a temporary ID badge. The £1 will be returned when the badge is handed back at the end of the day.

The second occasion - £1 deposit for a temporary ID badge this is non-returnable. This will occur for all subsequent times when a temporary badge is required, up to the sixth time, as per the below.

The sixth or more - Students will be sent home to collect their ID badge, or they will be required to purchase a new one at the cost of £5.

4.4 Equipped to Learn

All students must demonstrate that they are equipped to learn. This means bringing all of the equipment that they require to undertake learning in their lessons. This is to include files, paper, pens, books, calculator or other specialist equipment. All of this material must be kept in an appropriate college bag. If a student arrives to college and is not equipped to learn, they will be asked to return home to collect their materials. Essentially, 'no bag, no entry'.

4.5 Behaviour

We expect exemplary professional behaviours from all students. The key areas below constitute fundamental rules in The Sixth Form for the safety and wellbeing of all.

Visitors to The Sixth Form

Under no circumstances should students invite/bring visitors onto The Sixth Form premises. This is essential to safeguard all staff and students. Where students break this protocol immediate suspension will follow.

4.6 Verbal Warnings

A verbal warning can be given by any member of staff if they see any incident in or around The Sixth Form premises that violates our behaviour code of conduct. The warning, and the reasons for the warning, will be recorded on the personal file of the students involved. Certain serious offences (e.g. vandalism, fighting, cyber bullying and abusive behaviour) will lead immediately to the formal Misconduct Policy being implemented. Major incidents will result in suspension or permanent exclusion from The Sixth Form.

4.7 Drugs, alcohol & smoking

The Sixth Form prohibits the use or possession of any intoxicating substances on its premises. Substance use or alcohol consumption can result in severe physiological and psychological problems and in some cases be the catalyst towards further use and is not conducive to academic success.

If students are intoxicated, they will be suspended immediately and sent home pending further parental contact and subsequent appropriate action. Smoking is strictly confined to the designated area. It is illegal for anyone to smoke anywhere else in The Sixth Form's grounds or immediate area surrounding the campus; this includes electronic cigarettes. Students who smoke in areas other than

those designated are liable to be suspended. The College has a stop and search policy in place and this will be implemented where concerns arise from staff or students.

4.8 Violent Conduct

Any student who engages in any form of fighting or violent conduct will be subject to immediate exclusion from The Sixth Form. This will be considered as Gross Misconduct. The College will implement the stop and search policy should concerns arise from staff or students.

4.9 Caps, hats, hoodies and coats

To maintain a professional working environment, we have a policy of no caps, hats or hoodies within The Sixth Form environment. Coats/outdoor garments cannot be worn in the classroom so students should be appropriately dressed and will not be allowed to wear a coat even if they say they are cold.

4.10 Term time holidays

Any student who takes a holiday within a College term will be marked as X and the absence will be considered unauthorised. Parents will be made aware that this absence may negatively impact the learners overall grade achieved and potentially lead to the loss of the College place. Bursaries are also not paid during this absence.

4.11 Spitting

The Sixth Form Bolton operates a strict 'no spitting' policy anywhere on The Sixth Form's grounds and around the campus. The rule is also applied at all times on trips and visits.

4.12 Gum

We have a no strict no chewing gum policy in The Sixth Form.

Name of Policy	Disciplinary and Behaviour Policy – Students
Date Reviewed	Summer 2023
Next Review	Summer 2024
JCC Consultation / Approval	Not required
Governing Corporation Approval	Not Required
Cross Reference to other Policies / Source Documents	Code of Conduct Student Handbook Parents Handbook Student Contracts Policy Student Behaviour/ Expectations Policy Safeguarding/child protection policy Education Act 2011 Skills and Post-16 Act 2022