



Strategies and Procedures in the Sixth Form to support a positive Culture and Ethos

Isaac Newton Academy has a wide range of graduated sanctions for use when students fail to meet the Academy's behavioural expectations. The sanctions grid (appendix 1) shows the range of sanctions used for different types of transgressions. In deciding what is an appropriate sanction for a particular behaviour incident, the individual circumstances and the student's background and previous record will be taken into consideration. The sanction(s) will fall within those indicated in the grid, but not all will necessarily be used on each occasion. The grid is designed to be used as a guide to give an indication of what might be an appropriate response to a particular infringement of the Positive Behaviour for Learning Policy.

Sanction	Strategy
Quiet word with the student	Describe the student's behaviour to them. Make your expectations clear calmly but avoid public embarrassment.
Warning outside the classroom	Ask the student to leave the room so that you can talk to him/her privately. Remain calm. Explain the options to the student and the consequences of his/her continued poor behaviour. Invite them back in for a fresh start.
Move to the back of the queue	If a student jumps the lunch queue he/she should be quietly asked to move to the back of the queue.
Change of seat	Move the student away from students with whom s/he is misbehaving or is distracting.
Time out of lesson	If a student is agitated or upset and would benefit from a few minutes on their own to cool down/consider their behaviour, it may be productive to ask them to stand outside the room. This should only ever be for a brief period (5 minutes max.), before the teacher talks to the student and invites them back in (or implements a different sanction). Only one student at a time should ever be asked to stand outside the classroom.
Electronic referral form for information	For recording concerns that need to be logged, without necessarily requiring action, complete an electronic referral form on Bromcom(see appendix 2) and tick the 'For Info' box.
Phone call home/ letter home	Contact numbers/addresses can be obtained on Bromcom. The member of staff must complete a record of the phone call/letter which should be passed to the PL to go on the student's file (appendix 8) or logged on Bromcom.



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Requirement to attend Compulsory Study after school	<p>If a student fails to submit his/her independent learning on time, the class teacher records it on Bromcom.</p> <p>It is the subject teacher's responsibility to record this information on Bromcom.</p> <p>The Sixth Form administrator facilitates the administration around ensuring that the student attends Compulsory Study in T05 via issuing notices in registers.</p>
Removal of privilege to study off site	<p>If a student repeatedly fails to hand in independent learning on 3 occasions in a term, or produces independent learning that is not of a sufficiently high quality they will be expected to attend supervised study after school. The tutor will call home to advise parents of this.</p> <p>The PLs and SLT i/c of Sixth Form will review this privilege weekly to inform decision making around if students should acquire, maintain or forfeit this privilege if there are broader concerns about progress and/or attainment.</p>
Formal meeting before a probationary period	<p>If a student repeatedly fails to hand in independent learning on 5 occasions in a term, or produces independent learning that is not of a sufficiently high quality they will be expected to begin the probationary process.</p> <p>The probationary process could be used in other instances; for example if there are broader concerns around a student's conduct, quality of learning, attendance, punctuality, attitude to learning, quality of learning.</p>
Late detention	<p>Any student late for am or pm registration is automatically given a 20 minute detention with their PL on the next Friday. Two or more lates in a week leads to a Pastoral Leader's detention for 1 hour after school on a Friday.</p> <p>The Sixth Form administrator is responsible for informing students that they have a Pastoral Leader's detention by issuing a reminder via the tutor group registration folder (see appendices 3 and 4) and recording it on the detention database.</p>
Teacher/Operational Staff Detention	<p>Detentions can be set for break times, lunchtimes or after school for any student who fails to comply with the C&E within the 6th form. The detention normally takes place the same day. The staff member should record the detention on eportal and make a note of it in the student's diary.</p> <p>All detentions should be recorded on the detentions database by the teacher/Ops staff member.</p>



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Pastoral Leader's detention	PL detentions are held on a Friday night for out of lesson behaviour issues, for students who are persistently late and for poor behaviour in tutorial time or tutorial lessons.
Electronic referral form for action	The electronic referral form (appendix 2) on Bromcom is used for recording information relating to a behavioural incident, outlining the action taken by the generator of the form and requesting that further action is taken. A flow chart clarifies the responsibility of each member of staff in the chain through which the referral form passes. A copy should be given to the Pastoral Leader by the end of the day.
Confiscation of banned items	Banned items (see banned items list) should be confiscated, and if small enough be put in an envelope which is clearly labelled with the name and form of the student, description of the item and date of confiscation and then passed to the PL (in the case of non-uniform clothing, jewellery or non-valuable item) or to the Sixthform Administrator (in the case of mobile phones). Valuable items should be locked in the school safe. Parents/carers need to contact the VP/PL concerned to arrange a time at their convenience for the item to be returned.
Attendance report	This is used in cases where there are concerns regarding truancy or erratic attendance to lessons, to enable the form tutor/PL/AP to monitor attendance (appendix 5). The PL makes the decision for a student to be placed on attendance report and on its duration.
Meeting with parents/carers	Any member of staff may arrange a meeting with a parent/carer if a student's behaviour or progress is causing concern and the/she is not responding to strategies put in place to support them. The member of staff must complete a record of the meeting which should be passed to the PL to go on the student's file (appendix 8).
Community Service	This might be arranged in order that the sanction fits the behaviour e.g. cleaning tables if caught writing graffiti, repairing a display if found to have been defacing one, picking up litter if caught dropping it. If students fail to place their bags in their lockers at lunchtime, they will be given community service in the dining room.



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Withdrawal of privileges	This could include studying off site, permission to bring food and drink on site, permission to bring electronic devices on site, attendance on trips, access to the common room, use of the internet, representing the school at an event or fixture-or holding a student leadership post.
Fixed Term Exclusion	For serious breaches of the school's behaviour expectations, fixed term exclusion may be used. The Principal (or Vice Principals in her absence) is the only member of staff who takes the decision to exclude a student from school. Fixed term exclusions are usually for one or two school days. Following a fixed term exclusion, the student will attend a readmission meeting with a parent/carer and a readmission contract will be signed (appendix 12) before he/she returns to lessons. Staff are informed of a fixed term exclusion by the VP at staff briefing and via email.
Governors' Disciplinary Committee (GDC) meeting	If a student has been excluded for 15 days or more in a term, a meeting of the Governors' Discipline Committee will be convened to consider the student's behaviour. The student and their parent/carer are invited to attend. The Principal may call a meeting of the GDC for an exclusion of less than 15 days if it is felt that the involvement of the governors could be beneficial to the student.
Permanent Exclusion	A permanent exclusion is effectively an expulsion from school. It is used only for the most serious of offences or when all other strategies have been exhausted. The Principal will inform staff at staff briefing after recommendation to the governors to permanently exclude. For further information on criteria and procedures, refer to the INA Exclusions Policy.
External agencies	The Academy works with a range of external agencies to support students whose behaviour is a cause for concern.

June 2019