



Toot Hill 6th Form College **Behavioural Code of Conduct**

This document will outline the behavioural expectations we have of our students in order for them to be successful and to ensure that all students and members of staff are safe.

The code of conduct sits alongside the 6th form college's policies, which can all be found by visiting <https://www.toothillschool.co.uk/page.php?p=policies>

The sections outlined in this code of conduct are attendance, disciplinary procedures including misdemeanours involving drugs or alcohol, the dress code and e-safety and IT usage.

Student Attendance

1. The Importance of Attendance:

Ensuring and monitoring student attendance at College is of the utmost importance for two central reasons:

1. **Safeguarding:** We have a statutory responsibility as a College for the safety of all students; this includes knowing whether they are in school or not and, if not in school, finding out - to the best of our ability - the reason for their absence and that they are safe.
2. **Student achievement:** We have a further responsibility as College to support – to the best of our ability - all students in achieving their full potential while studying with us. One of the greatest factors that influences student achievement is, simply, their attendance to College.

2. Expectations of attendance at Toot Hill 6th Form College:

- **All students**, both Year 12 and Year 13, are expected to attend morning registration, which takes place 8.25 – 8.45am every day, for the following reasons:
 - Attendance to registration is important for our safeguarding procedures – it is the main way we know for sure whether your child is in College that day or not.
 - This is time that the students spend with their mentor, whose role is to help support your child's wellbeing and provide pastoral support and guidance

throughout their time with us; if students are not in registration this key relationship cannot be built.

- **All students**, both Year 12 and Year 13, are expected to attend all timetabled lessons, as well as their weekly timetabled mentor period.
 - Please see below for a breakdown of timetabled periods per week for each year group:

<i>Each week is broken down into a possible 29 periods of 55 minutes each.</i>		
	<u>Year 12</u>	<u>Year 13</u>
Timetabled lessons	18 (3 subjects of 6 periods each)	18 (3 subjects of 6 periods each)
Timetabled private study periods	5	5
Timetabled weekly mentor period	1 (Monday Period 1)	1 (Monday Period 1)
Total:	24	24

- The remaining 5 periods can be used for:
 - Homework / Coursework assignments.
 - Extending their learning in subjects using the library of resources for each subject located in the Study Atrium.
 - Preparation for pastoral activities using the Handbooks available in the Study Atrium, which include University Applications, Organising Work Experience, Interview Preparation, Researching Destinations, University Prospectuses, Student Finance guides, as well as others.
 - Extra-curricular activities which include Duke of Edinburgh, the Student Union, Sports clubs, the Sports Leaders award, the Extended Project Qualification (Year 13 only), as well as others.
 - If your child is still struggling to fill their time in College, please contact their mentor in the first instance or their Head of Year, who will be happy to source additional work or structure additional study time for them.

3. Authorised Absence Procedures:

If your child cannot attend the College for a whole or part of a day, this absence needs to be authorised by us so that we know where your child is and, therefore, that they are safe.

- a) If the absence is known about in advance please follow the procedure below:

	Who to complete?	What to do?
Step 1	Student	The student needs to collect and complete a 'Leave of Absence' form from the College reception, before returning it to the box labelled 'Leave of Absence forms awaiting authorization'.
Step 2	Parent	A parent/guardian needs to contact the College on 01949 863072 or contact@toothillcollege.co.uk to confirm that they support the application for an authorised absence.
Step 3	College	A member of the College Team will then authorize the absence, as long as the reason is appropriate, and amend the registers to show that we know about this absence.

b) If the absence is only known about on the day, please follow the procedure below:

- If your child is ill, or if another unforeseen event means they cannot attend College for a whole or part of a day, please contact us on 01949 863072 or contact@toothillcollege.co.uk so that we know the reason and can amend the registers accordingly.
- Please be aware that any period of absence can only be authorised for 2 days, after this time the absence will be unauthorised unless evidence for the absence is provided.

Punctuality:

- All students should be on time for registrations 8.25am – 8.45am and lessons.
- If a student will be late for registration due to unforeseen circumstances, they should contact us on 01949 863072 or contact@toothillcollege.co.uk so that we know the reason and can amend the registers accordingly.
- Punctuality to registration and mentor period will be monitored by mentors and parents made aware if the problem persists.
- Punctuality to lessons will be monitored by subject teachers and parents made aware if this is a regular occurrence.
- Students with persistent punctuality issues will be monitored by the College team.

4. Safeguarding procedures:

What if a student does not attend College and we have not received contact from home?

- If your child is not in College, and we have no notification of where they are, this then becomes a safeguarding issue for the College and we have a statutory responsibility to, to the best of our ability, try to locate them and ensure they are safe.
- In this instance, an email will go to students and a text will go home to parents to notify you too of their unauthorised absence, requesting that any information regarding their

absence is communicated to us. We request, politely, that this communication is received as soon as possible.

- Please be aware that checking on the safety of students is a priority for the College, but also can be a time-consuming task for staff; as such, we also request politely that our time be spent on students who are at risk and not necessarily on students who have not followed the attendance procedures outlined in this letter.
- Finally, if checking up on the safety of a child becomes a regular occurrence, we will need to meet to discuss how we can go forward with your child on roll at Toot Hill 6th Form College so that we are happy their safety needs can be met with us.

5. Disciplinary procedures:
What happens if a student does not attend timetabled lessons or mentor period?

	Who?	What happens?
Step 1	College	At the end of each day, the College team will check a student's overall attendance in timetabled lessons and mentor period for that day. In the case that a student has unauthorized absences in their timetabled lessons and mentor periods a letter will be sent home to parents via email to notify them of this issue.
Step 2	Parent	If there are reasons for their absence which have not previously been communicated to us, please contact us by the end of the day the following Monday on 01949 863072 or contact@toothillcollege.co.uk
Step 3	Student	If we have not received contact from home explaining any further context for the unauthorized absences, your child will be expected to attend a College detention on the following Tuesday after school 3:00pm – 4:15pm to catch up on the work they have missed. They may also be placed on report which needs to be signed by mentor, subject teachers and parents. Although we encourage our students to be independent, if they are continually missing lessons, they may need additional support.

6. What is the College policy on students making use of the facilities in Bingham?

- At Toot Hill College we appreciate the benefits of having a close relationship with the local business community, and we have long allowed students to visit Bingham town centre during the day if they wish to make use of the local facilities. We believe this is one opportunity for students to begin the transition from lower school to adulthood during their time with us.
- Nevertheless, once again as we have a safeguarding responsibility to know where your child is, we would like them to sign out when they leave and sign back in again when they return. We have a blue folder in the reception area for students to sign themselves

out and back in again. This is once again in recognition of our safeguarding responsibility as a provider of education for children.

- Nevertheless, if you are concerned that you would prefer your child not to have the privilege to make use of the facilities in Bingham, please contact their Head of Year who will be happy to discuss this further with you.

7. Year 13 only:

a) What if a student wants to apply for a regular authorised absence?

- For Year 13 students only, we offer the opportunity for students to apply for a regular weekly authorised absence to be used for work experience, volunteering, or other reasons at the discretion of the College team.
- We extend this privilege to Year 13 students who have a proven track record of taking responsibility for their own learning such that:
 - Their reason for applying will further support their academic achievement in school.
 - They are on track in all subjects to achieve their target grades.
 - They have a 100% attendance or authorised absence percentage.
 - They have no incidents related to behaviour or homework recorded by teachers.
 - They have the full support of their parent/guardian in applying.
- If you feel your child may benefit from a regular weekly authorised absence, please ask your child to speak to their Head of Year, who will explain this application process to them.

b) What if a student wants to authorise their own absences and parents support this?

- We would prefer that parents/guardians authorise absences for students at Toot Hill 6th Form College so that we know they are aware of the absence too and support it.
- Nevertheless, in the case if a student would like the opportunity to authorise their own absences, and is over the age of 18, they are able to apply for the opportunity to do this. All we ask is written confirmation from a parent/guardian that they are happy for their child to do so and fully support this.

Disciplinary Procedure including Drugs and Alcohol

Students must note that the Toot Hill 6th Form College site is a non-smoking site. Students must not smoke anywhere on the grounds or inside the building at any time.

At Toot Hill 6th Form College we have a zero-tolerance policy towards serious offences including drugs and alcohol.

The following offences fall under our zero-tolerance policy:

- The use/sale or knowledge of illegal drugs on the 6th Form College site.

- The use/sale or knowledge of alcohol on the 6th Form College site.
- The possession or knowledge of any form of weapon on the 6th Form College site.
- Violence or threatening/intimidating behaviour to other students or staff.
- Any other misdemeanour which seriously threatens the wellbeing or safety of another student or member of staff.

A zero-tolerance policy means that:

- While the matter is under investigation a student may not be permitted onto the 6th Form College site or may be placed in isolation from other students.
- If the student is found to have committed one of the offences above, they will not be allowed to remain on the roll as a student.

For other offences which do not threaten the wellbeing or safety of another student or member of staff, the 6th Form College has the following disciplinary escalation procedure.

Occurrence:	If in lesson time:	If outside of lesson time:	Student record:
C1	1. Verbal warning	Verbal warning.	N/A
C2	2. Subject teacher to phone home		Logged on Bromcom as C2
If there is a repeated pattern of C2s, the following sanctions may be applied:			
Behaviour continues in lessons Continued repeat offences	1. College detention with Head of Year		Phone call/email home.
	2. College detention with Head of College		Phone call/email home.
	3. Formal meeting with parents and student.		Formal record of meeting.
	4. One day inclusion.		First formal warning.
	5. Two/three-day inclusion.		Second formal warning.
	6. Fixed-term exclusion.		Final formal warning.
Final outcome	Permanent removal of student from roll.		

Please note that if the offence is serious enough, it may need to escalate through these stages at a faster rate, or begin at a more serious sanction.

Dress Code:

At Toot Hill 6th Form College we have a smart casual dress code for all students. This is to reflect the value of hard work that we instil in all our students, while allowing students to be comfortable during the day. Students are expected to dress appropriately for a place of work.

For this reason, students should not wear any clothing which is deemed revealing, or offensive.

The following items of clothing are prohibited to be worn:

- Ripped denim
- Tracksuits and jogging bottoms of any kind
- Short shorts
- Low cut tops and crop tops

Any outer coats, scarves and hats (including hoods) must be removed upon entering the building.

Students should avoid visible tattoos, body piercings and extreme hairstyles.

Senior staff are the final arbiters on whether or not clothing is deemed acceptable. Students may be asked to leave the site to change if necessary.

Footwear must comply with the health and safety requirements of the facilities e.g. no flip flops.

e-Safety and Acceptable Use of ICT

All students at Toot Hill 6th Form College must be aware of the code of conduct surrounding e-safety and ICT usage. This includes devices brought in from home including mobile phones, laptops and tablets.

All students are responsible for their own behaviour when using the internet at all times. Use of technology within the 6th Form College must be safe, responsible and legal. Any misuse of the Internet will be dealt with as per the 6th Form College's disciplinary procedure.

Students must carefully consider the content that they access and share while using the Internet. They must be considerate when contacting others using the internet. Students are not permitted to:

- Send, search for or display any content which is deemed offensive, including messages and pictures of an obscene, racist or fundamentalist nature.
- Harass, insult or attack others. This includes cyberbullying.
- Damage computer equipment or computer networks.
- Violate copyright laws.
- Attempt to access another student or member of staff's account.
- Use proxy websites to access sites filtered on the school network.

Any student who receives content which violates one of the above rules, is subject to abuse or bullying online or knows of any incidents which break the above rules must report this to a member of staff.

Electronic Items

Students are responsible any electronic equipment that they bring onto the 6th Form College site, including mobile phones, laptops and tablets. The 6th Form College accepts no responsibility for loss, theft or damage.

Mobile phones are not permitted to be used in any lesson or other 6th Form College occasion such as assemblies unless permitted by the teacher for educational purposes. They should be away in bags unless requested. Mobile phones must not be used to bully, harass or insult

another person through use of voice calls, texts, emails, social media, photographs or videos.

The use of laptops or tablets in lessons is at the discretion of the member of teaching staff. Students should speak to a member of the college team if they need to use electronic items for a specific academic learning need.

Mobile phones or other electronic items must not be used to photograph or record any other member of the 6th Form College community without their express permission. Any permitted photographs or videos must be used only in accordance with the above rules.

Staff reserve the right to ask students to hand over their phones during lessons if students persistently have them out in lessons.

Mobile phones may be used in the Curve during student breaks and lunchtimes providing the above is adhered to. However, mobile use in the atrium, our quiet study area is not permitted unless students are checking teams for cover lessons.

Staff reserve the right to challenge mobile phone use they feel is inappropriate outside of lessons in College areas.

Student Email

Students should only use their 6th Form College email supplied to contact staff and students. Students are responsible for the content of their emails, which should adhere to the above rules. Students should ensure that their emails are appropriately written, adhering to a professional format.

Students should not open emails or links for unknown senders. Students must report any offensive emails that they receive to a member of staff.

Printing

The use of printers must strictly be for educational purpose for example the printing of coursework, essays, materials needed for lessons or independent study. Students must use the correct printing codes for the subject they are printing for, which can be found in all locations containing printers. Any students found to be misusing the printing facilities may lose the right to use them.

Further sources of information

The DfE guidance and advice can be found at:

<https://www.gov.uk/government/publications/preventing-and-tacklingbullying>

Websites and Phone Numbers

www.nspcc.org.uk

www.ceop.gov.uk

www.ikeepsafe.org

www.saferinternet.org.uk

www.thinkyouknow.co.uk

www.childnet.com

www.digizen.org

www.kidsmart.org.uk

Phone Numbers

Childline – 0800 1111

StopitNow – 0800 1000900

NSPCC - 0808 800 5000

