

Code of Conduct and Associated Procedures

These procedures are to be read in conjunction with the relevant policies [found here](#).

We expect our students to be the exemplar as to what is acceptable conduct whilst at Bishop Laney in terms of their learning and wider behaviour. As students mature into independent learners, our expectation is that incidents of poor behaviour and the need for interventions will be minimal.

Should there be incidents of unacceptable conduct, parents/carers will be contacted by their son / daughter's tutor or a member of the Bishop Laney Leadership Team.

We are preparing students for the world of work and/or higher education. As such students are required to be respectful of their fellow students and staff and contribute to creating a conducive learning environment.

The following list details unacceptable behaviours which do not meet our expectations. This list is not exhaustive. Any student displaying any behaviours deemed unacceptable will be dealt with by our responses to unacceptable behaviours.

- Refusal to follow a member of staff's instruction
- Rudeness towards a member of the College (students or staff)
- Disrupting the learning of others
- Persistent absence from or lateness to timetabled sessions.
- Failure to wear student ID card or temporary replacement
- Poor effort without good cause including missing deadlines.
- Talking when the member of staff is addressing the group or class.
- Dangerous behaviour, including behaviour injurious to public health.
- Plagiarism or other form of academic misconduct
- Dropping or deliberately leaving litter, food waste, drinks or similar.
- Using a personal device e.g. laptop, tablet, phone etc. in taught/tutorial group without the consent of the teacher. Devices may be used in sessions at the discretion of the teacher. (The use of phones outside of lessons must be confined to sixth form dedicated spaces – i.e. not visible or in use in corridors, stairwells or outdoor areas used by secondary school students, regardless of whether they are present at the time.)

Responses to unacceptable learning behaviours include

- reminders of expectation
- intervention through a supportive discussion
- referral to the subject / curriculum area leader for discussion
- requirement to repeat or improve work to an acceptable standard
- contact home to share the concern and discuss arrangements to address.
- attendance at additional sessions organised by department*
- removal from the lesson / session for unacceptable learning behaviours

* Should the progress or performance impacts of a student's unacceptable learning behaviours not be rectified by attendance at additional sessions organised by department, a referral may be made to the Bishop Laney Central Compulsory Session 6 provision.

In order to facilitate information sharing with tutors / leaders such responses may be logged on the college's management information system, and **this is required** for lesson removals or late submissions of work / assignments beyond agreed extensions.

A Subject Learning Report (formerly Department Learning Record) should be implemented to allow short-term monitoring of on-going student learning behaviour following instances of unacceptable learning behaviours.

Responses to unacceptable wider behaviours may include

- promotion of expectations
- intervention through a supportive discussion
- referral to tutor / college leader to provide an explanation for one's actions⁺
- contact home to share the concern and discuss arrangements to address
- requirement of the provision of an apology, usually in writing
- withdrawal of privileged access to facilities[#]
- provision of amended attendance requirements as befits the situation[#].

⁺discussion to be recorded as a student interaction

[#]Response determined on referral to a member of the sixth form leadership team and required to be recorded on MIS as a behaviour incident with details of the withdrawal of privileged access added as an action and explanatory note.

College responses to persistent or serious breaches of the Code of Conduct take a stepped approach, though stages may be taken together where poor conduct is considered by the Head of Bishop Laney Sixth Form to be persistent or of a serious nature, as determined in the Whole College Behaviour Policy, which can be [found here](#). Responses may include:

1. Improvement Contract and associated conditions appropriate to the situation.
2. A verbal warning
3. A first written warning
4. Suspension
5. A final warning

In the most extreme cases, permanent exclusion by the College Principal. Suspension and Permanent Exclusion are implemented in line with the appropriate policy which can be [found here](#).

Progression through two or more stages of college response framework which demonstrate an ongoing pattern of unacceptable behaviours must result in consideration for a Student Support Plan.

Improvement Contract and associated conditions

Recorded via a Student Support Plan and subject to review at an interval of not more than 3 college weeks.

Verbal warning

A verbal warning may be given once in each academic year; further instances where a verbal warning would be given in the same academic year will be escalated to a subsequent stage. A verbal warning note is placed on the student file and the student interaction logged.

First written warning

A first written warning may be given once during a student's period of enrolment; further instances where a first written warning would be given will be escalated to a subsequent stage. A first written warning will be explained in a meeting between the student and a member of the Bishop Laney Leadership Team; the warning will be formally communicated by letter from the Head of Bishop Laney Sixth Form, provided to the student, copied to their parent / carer and retained on file. A Student Support Plan must be considered. The need to issue a first written

warning may be reflected in references provided by the college during the student's period of enrolment.

Suspension

Suspension is defined by statutory guidance and is implemented in line with the appropriate policy which can be [found here](#). Suspension is implemented in response to a single serious incident or as an escalation in response to further instances where a lower level response would be made.

Suspension would usually be for a period of up to five days, though in some cases this period may be extended. Instances of more than one suspension during a student's period of enrolment will lead to a second or further suspension of longer duration. An excluded student and their parent / carer will be invited to attend a reintegration meeting at the college. The purpose of the meeting is to ensure that the student understands the reason for the suspension and is committed to preventing the behaviour that led to the suspension from being repeated. In addition, a student support plan may be implemented as a supplement to the provisions made in the reintegration meeting. The need to issue a suspension may be reflected in references provided by the college in line with the student's consent for references.

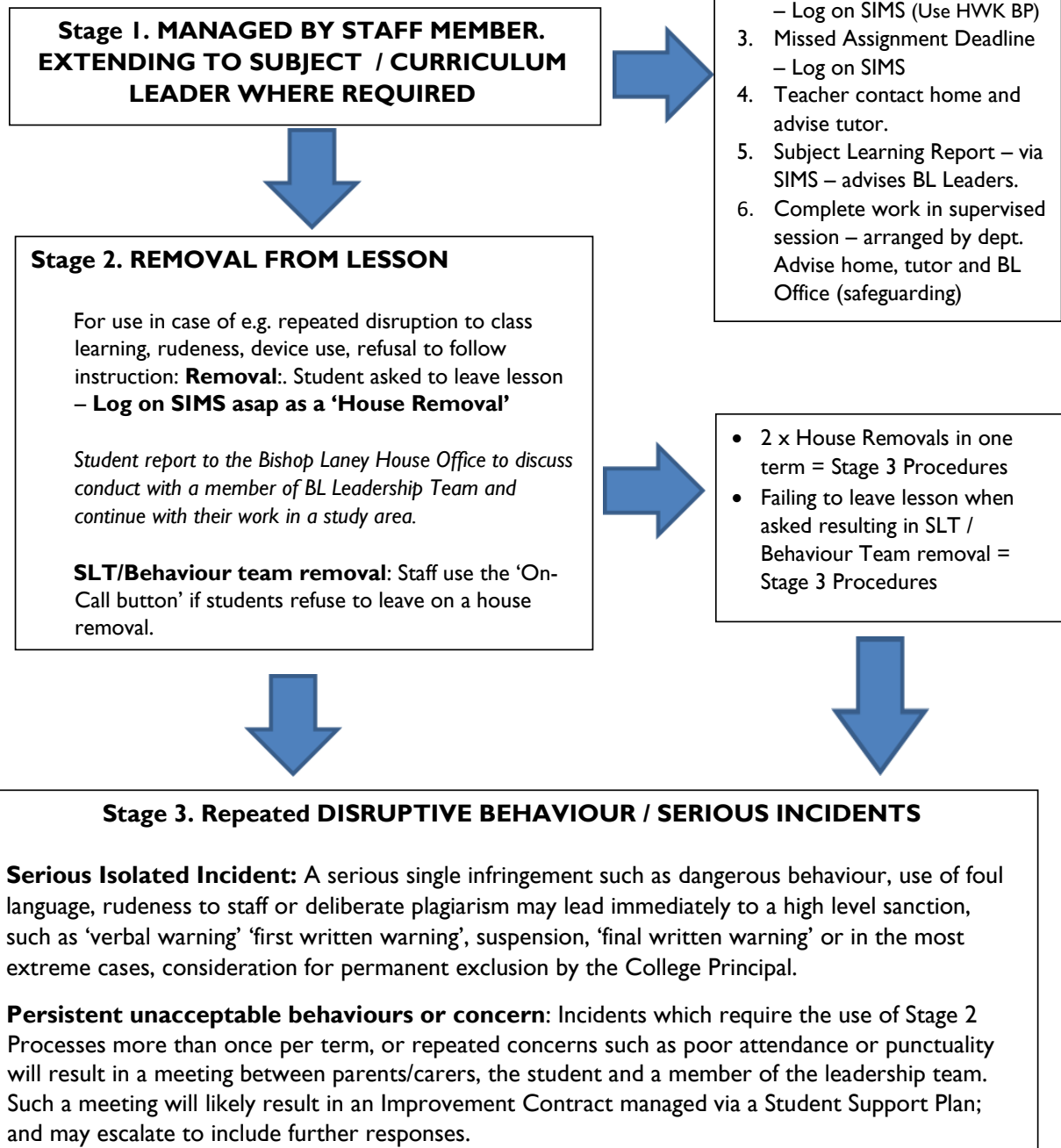
Final written warning

A final written warning may be given once during a student's period of enrolment; further instances where a further written warning would be given will be escalated for consideration for permanent exclusion. The nature and implications of a final written warning will be explained in a meeting between the student, their parent / carer and a member of the Bishop Laney Leadership Team.

The warning will be formally communicated by letter from the Head of Bishop Laney Sixth Form, provided to the student, copied to their parent / carer and retained on file. A Student Support Plan must be implemented. The need to issue a first written warning will be reflected in references provided by the college in line with the student's consent for references.

Procedure Summary – Learning Behaviours

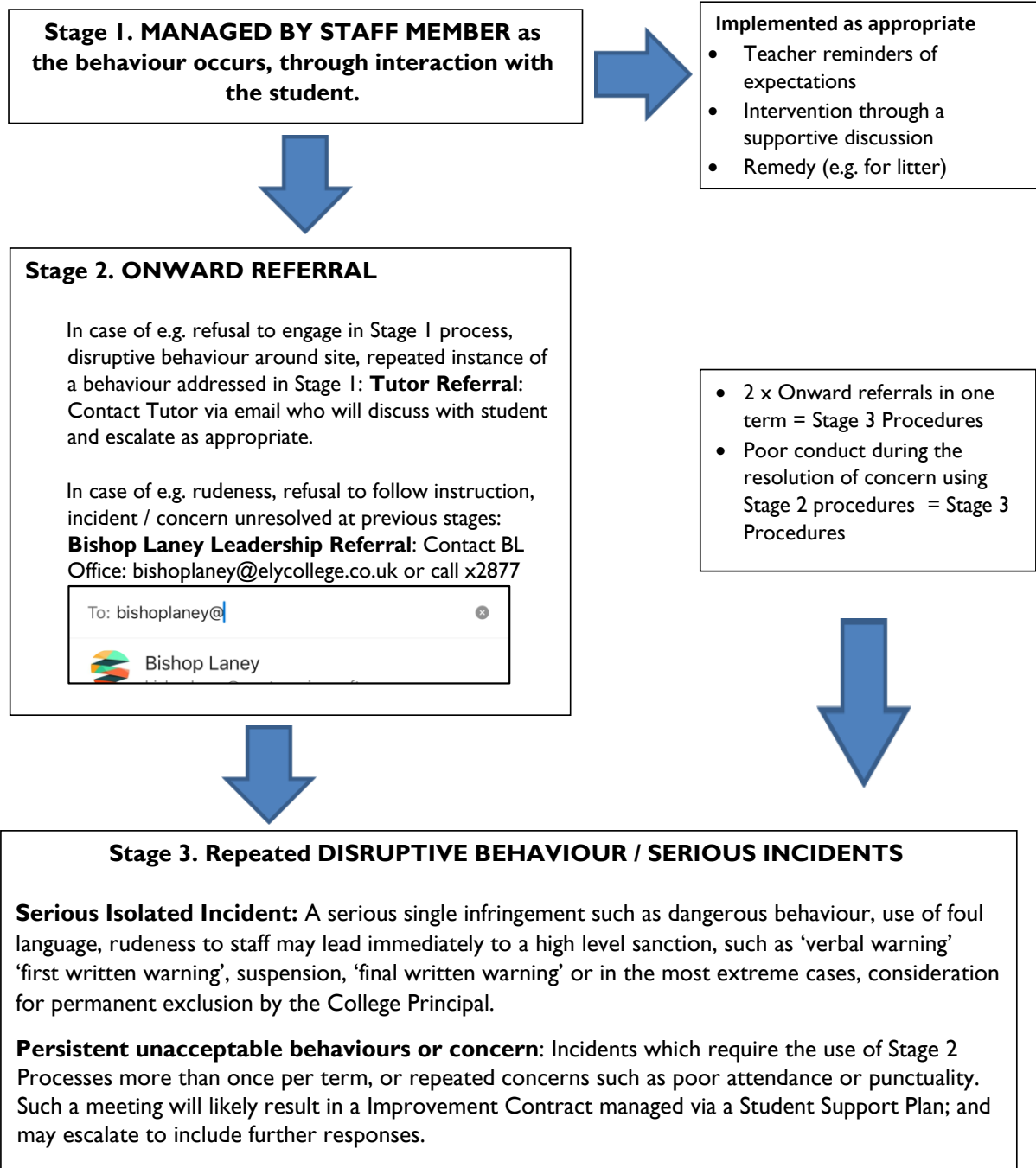
e.g. Refusal to follow instruction; disrupting the learning of others; undue absence / lateness; unacceptable effort without due cause e.g. missing deadlines; talking when the member of staff is addressing group; plagiarism; mistreatment of facilities, e.g. littering, damage; dangerous behaviour and device use without staff agreement.



Queries relating to these procedures should be addressed, in the first instance, to
Stuart Patman: Achievement Leader for Bishop Laney Sixth Form

Procedure Summary – Wider Behaviours

e.g. missing ID card, litter dropping, phone use outside of designated area, negative interactions with staff.



Queries relating to these procedures should be addressed, in the first instance, to
 Stuart Patman: Achievement Leader for Bishop Laney Sixth Form