

Code of Conduct and Associated Procedures

These procedures are to be read in conjunction with the relevant policies on our website.

Our Community Context

Bishop Laney Sixth Form is part of Ely College, an 11-18 academy sharing a vision to deliver an exceptional education for our exceptional community. For students progressing from Ely College's years 7-11 provision, Bishop Laney represents the natural continuation of the high standards and expectations established through our 'Ely Expects' framework.

Students who have attended Ely College will already be familiar with our collegiate approach to behaviour and learning, having experienced our house system and community values. For those joining us from other pre-16 providers, these procedures outline the mature, professional standards we expect as all students transition into independent young adults within our sixth form community.

Our Expectations

We expect our students to be exemplars of acceptable conduct whilst at Bishop Laney, demonstrating the maturity and responsibility befitting their status as our most senior students. As students who are being prepared to move directly into higher education, work, or apprenticeships, our approach helps build independence and professional behaviour.

As students mature into independent learners within our sixth form environment, our expectation is that incidents of poor behaviour and the need for interventions will be minimal. Students are expected to model the highest standards for younger students across the Ely College community.

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, maintaining the strong home-college partnership that characterises our approach.

We are preparing students for the next steps into adult life, allowing a wide range of options and building professional readiness. As such, students are required to be respectful of their fellow students and staff, contribute to creating a conducive learning environment, and uphold the reputation of both Bishop Laney Sixth Form and the wider Ely College community.

Unacceptable Behaviours

The following list details unacceptable behaviours which do not meet our expectations. This list is not exhaustive. Any student displaying behaviours deemed unacceptable will be dealt with through 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 (laptop, tablet, phone, headphones/earphones etc.) in taught/tutorial groups 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

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 (parents advised that students are requested to attend)*
- 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, this will be referred to the Sixth Form Leadership Team.

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.

Responses to Unacceptable Wider 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
- Removal from the lesson/session for unacceptable learning behaviours
- 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 Bromcom/Student Interactions 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

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 on our website.

All responses must be logged on Bromcom to ensure accurate record-keeping and effective monitoring of student progress. 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 written 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 on our website.

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 on our website. 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 final written warning will be reflected in references provided by the college in line with the student's consent for references.