

## **Tudor Grange Academy**

### **Sixth Form Disciplinary Procedure**

#### Expectations of students.

1. Attend for all timetabled lessons and for all other timetabled requirements.
2. Attend every day.
3. Be punctual at the start of the day and each lesson.
4. Be conscientious in her/his studies, working to the best of her/his ability in lessons and enabling others to do the same.
5. Be conscientious in completing homework and independent tasks set.
6. Use independent study time to further her/his learning.
7. To respond positively and appropriately to advice, feedback and other actions by staff which are designed to further her/his progress.
8. To at all times, in behaviour and dress, to be a credit to the sixth form provision at Tudor Grange Academy Solihull (TGAS) and a positive model for the younger students, by promoting an ethos based on maturity and mutual respect for all.
9. As learners at TGAS sixth form students must comply with those parts of the academy rules and Academy Behaviour Policy that apply to them and any other rules that are appropriate, for example those concerning Health Safety in science rooms, practical subjects, TGAS ICT policies and the policy for cars on site.

#### Procedure.

This procedure may be used if:

- a. A student has consistently failed to meet the expectations outlined above.
- b. A student breaches the above expectations in a serious manner.

### **Stage One**



(a) Meeting between Head Sixth Form and student, and if appropriate with parent/guardian will conclude a formal contract with clear SMART targets

Or,

(b) If a breach of expectations is shown to have happened, a formal stage one warning will be issued.



In the case of (a) Review meeting will be held to evaluate progress.



If progress acceptable then policy ends but all details are documented.



If progress insufficient then:

Either,

Review period is extended and new review meeting set

Or,

### **Stage Two**

Students may be required to attend a Stage 2 meeting if,

Either,

In the case of (a) They have failed to meet their targets set in stage 1 above,

Or,

The issue is sufficiently serious to warrant a stage 2 meeting. This will include instances where a stage 1 warning has previously been issued and there is a further alleged breach of expectations.

Head of Sixth Form to invite student and parent/guardian to meeting.



At the meeting the following actions may be taken:

- In the case of (a) A new contract is concluded. Failure to meet the requirements of this may lead to escalation to stage 3.
- If a breach of expectations is shown to have happened a formal stage two warning will be issued.

### **Stage Three**

Students may be required to attend a stage 3 meeting if,

They have failed to meet their targets set in stage 2 above,

Or

The student has already been issued with a stage two warning and a further breach of expectations is alleged.

Or

Investigation of the case provides reasonable grounds for believing it to be so serious as to warrant immediate consideration at stage 3.

Note: In serious cases Leadership or those delegated by them may suspend a student pending investigation and a meeting at Stage 3 of the procedure.

At this stage the case will be considered by TGAS Leadership or someone delegated by them.

TGAS Leadership may take any action within the scope of the Academy Behaviour Policy including exclusion and including permanent exclusion.

### **Appeals.**

In the event of permanent exclusion appeals will be accordance with TGAS Policy.