



Rewards & Sanctions - Guidance for Post 16 students.

Guidance written:	November 2015
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INTRODUCTION

At Coppice Performing Arts School we have high expectations of the students who attend the Sixth Form, both in terms of Academic achievement and in the students' attitude and behaviour whilst in and around the school. It is hoped that all students who have chosen to extend their education will conduct themselves appropriately and have a positive work ethic. However, for students who do not meet the high expectations we share there are a number of sanctions that can and will be implemented. This guidance document allows a transparency for all students, parents, staff and other stakeholders regarding Post 16 sanctions and discipline.

THE SCHOOL CONTEXT

Coppice Performing Arts School has a well established and growing Sixth Form with students studying a broad curriculum including A Levels, BTEC Level 3 and OCR National Level 3 subjects. The school has undergone a significant refurbishment as part of the Building Schools for the Future Programme and Sixth Form facilities have extended substantially as a result. The students who attend the Sixth Form at Coppice set the highest examples to other students within the school and within the local community, Coppice Sixth Form students are role models.

AIMS AND VALUES

We aim to offer the highest levels of education for our students. We expect that all students will make the most of the opportunities they are offered whilst at Coppice Performing Arts School. We value students who consistently meet or exceed the standards set. Our aim is to ensure that all students are working conscientiously; not disrupting the learning of others or bringing the school into disrepute.

RESPONSIBILITIES

STUDENTS:

- Adopt the Sixth Form dress code
- Responsible for meeting all deadlines set by teachers and other staff
- Committed to developing as Independent Learners
- Display a positive attitude towards their studies
- Conduct themselves in a manner appropriate to their seniority in and around the school
- Attend Tutorial twice a week, Development and Enrichment Time (DET), Progress Meetings as requested
- Be punctual at all times
- Follow all staff instructions
- Check emails and pigeon holes regularly

PARENTS:

- Inform the school if there are issues affecting their child at home

- Keep school informed about illness or other attendance issues for their child
- Promote a positive work ethic with their child
- Encourage excellent attendance and punctuality with their child
- Attend meetings as requested/invited by the school
- Work with the school to support the progress/achievement of their son/daughter
- Ensure their son/daughter adheres to the Sixth Form dress code at all times

ALL STAFF:

- Ensure students adhere to the Sixth Form dress code
- Promote a positive atmosphere in the learning environment to ensure students make excellent progress
- Set clear and realistic deadlines
- Inform students if they have not met expectations
- Inform parents and Sixth Form Tutor if there are concerns regarding a student's progress, attitude or behaviour.
- Follow the school's policy on Sixth Form Rewards and sanctions.
- Apply appropriate intervention

HEAD OF SIXTH FORM:

- To promote a positive work ethic and reward excellence.
- Monitor students who are at risk of receiving sanctions and implement necessary support mechanisms
- Keep parents informed about student progress as per the Post 16 Rewards and Sanctions procedure
- Discipline students as required, which can include the removal of a Sixth Form place.

REWARDS

At Coppice Performing Arts School we recognise that students in the Sixth Form have chosen to continue their studies and as such the vast majority of students are very well motivated and are a credit to the school in their conduct and attitude. As such we aim to reward the students who consistently meet or exceed the expectations set for them. Students can be rewarded by receiving Performance Awards. These can be issued for any reason for which the student has succeeded in, but generally includes:

- Excellent work rate and progress at subject level – Performance Award
- Excellent contribution to Leadership Programme – Leadership Certificate

In addition to Performance/Leadership Awards students can also access the Challenge 100 Rewards Programme. At the start of each Academic Year, Coppice Sixth Form is allocated 100 £10.00 vouchers. When a student receives 3 Performance Awards and 1 Leadership Certificate, they also receive one of the Challenge 100 vouchers.

Reward assemblies are held each half term where students receive their certificates/vouchers.

SANCTIONS

Students can be sanctioned for a number of reasons, but typically sanctions will be related to the following issues:

- Attendance
- Punctuality
- Failure to meet deadlines
- Poor attitude
- Inappropriate behaviour
- Bringing the school into disrepute
- Failure to follow staff instructions

Where students do not meet the standards set by the school a range of sanctions will be issued. School reserves the right to discipline as they feel appropriate. This generally, but not exclusively will follow the following pattern:

- 1) Concern discussed with the student and warned that discipline system will be implemented if issue continues
– Tutor Report
- 2) Verbal warning issued to student – Sixth Form Report
- 3) Second Verbal Warning issued to student in writing
- 4) Written Warning issued. Action plan implemented in agreement with student and parents
- 5) Second Written Warning issued. Further action plan implemented at parent meeting
- 6) Potential loss of Sixth Form place

PLEASE NOTE:

Exclusion or withdrawal of Sixth Form place may occur at any time for a single serious incident without recourse to the early stages of the student sanctions procedure.

Individual circumstances will be considered at all stages.

APPEALS & COMPLAINT PROCEDURE

Appeals can be made at any stage of the disciplinary process in accordance with the school's Concerns and Complaints policy (available on request)

Connected policy: Concerns and Complaints policy

MONITORING AND REVIEW

This guidance will be updated and reviewed annually.

APPENDIX:

Appendix 1 – Flow Chart - Post 16 Sanctions

Appendix 2 – Letters

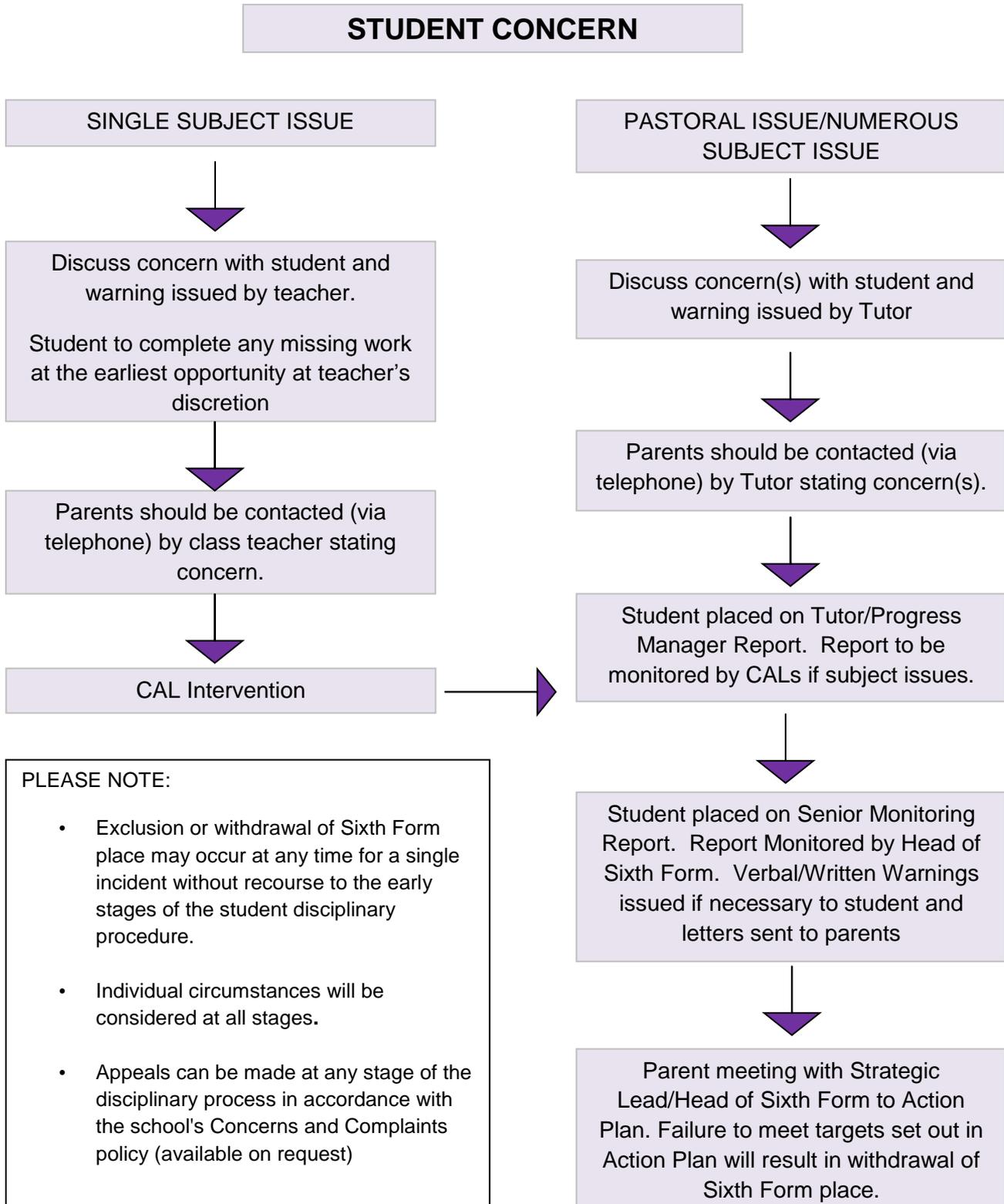
*Verbal Warning letter 1

* Written Warning letter 1

* Written Warning letter 2

Flow Chart - Post 16 Sanctions

The flow chart outlines the roles and responsibilities of all stakeholders at each stage of Post 16 sanctions. Further information can be found in the guidance document – Rewards and Sanctions -Guidance for Post 16 students.





APPENDIX 2 - LETTERS

Date:

Address

Dear xxxxx,

We are becoming increasingly concerned about’s attendance.

As you know, all absences are recorded on students’ attendance records, which may be requested by future employers. Further to this the step up from GCSE to A-level requires students to be in all lessons as there is much more content to be learnt over a triple or double lesson.

For the period to their attendance has been%

We are sure you would agree that if this pattern of poor attendance continues it will have considerable effect on your child’s A-Level results. The next step is for an attendance report where all lessons are signed for to monitor attendance. Failure to do this will mean a start of the Sixth Form Sanctions:

- Verbal warning x 2
- Written warning x 2
- Withdrawal of place for Sixth Form

Thank you for your continued support. Please do not hesitate to contact me if you wish to discuss this matter further.

Yours sincerely

M Adamczyk (Mr)
Head of Sixth Form

Date

Dear parent,

In an effort to maintain high standards within the 6th Form at Coppice there is a dress code in place which all students are expected to adhere to. This information was issued to students through the 6th Form prospectus and reaffirmed in the recent 6th Form assembly.

Unfortunately your son/daughter has not been meeting the high standards set for dress in the 6th Form and has been spoken to regarding this issue.

The details below reinforce our expectations.

6th Form dress is as follows:

Male students:

Smart tailored trousers

Shirt & tie

Smart jumper, cardigan or jacket

Smart shoes or smart boots

(Shoes & boots should be leather or leather effect)

Female students:

Smart tailored trousers or skirt (of an appropriate length)

Suitably smart top

Smart jumper, cardigan or jacket

Smart shoes or smart boots

(Shoes & boots should be leather or leather effect)

The following items are **not** part of the 6th form dress code and **SHOULD NOT BE WORN** to school:

- Denim (No jeans of any colour or denim skirt, shorts etc)
- Leggings
- Mini skirts
- Trainers
- Hoodies (unless worn as an outdoor coat, which must be removed in lessons)
- Caps and other hats should be removed inside the school building

Students who attend dance classes can arrive in their dance wear, but should bring suitable clothes to change into at the end of the session. If their lessons are in an afternoon they need to bring dance wear to change into. Drama students have been advised that they should arrive in smart clothes each session, but that they will be told when they need to wear more relaxed clothing. This will need to be brought into separately for changing in school.

The dress code applies at all times 6th Formers are in school; which may include study sessions they have chosen to attend outside of their timetabled curriculum.

Please note that any student who arrives in school who is not suitably dressed will be sent straight home. You will not receive further notification of this measure. Where students miss lesson time because of being sent home for inappropriate dress, they will be expected to catch up on that work after school with their class teacher. It is expected that this will happen on the same day, or at a time to suit the individual member of staff. These dress code rules also apply to examinations and students may be sent home to change if they attend exams inappropriately dressed.

Where a student continually fails to meet the dress code expectations it will be viewed as deliberate disobedience of the school rules and may result in their place within 6th Form being jeopardised, or may reflect negatively on any reference that we are required to supply. I thank you for your continued support in my effort to maintain the highest standards within the 6th form at Coppice.

Yours sincerely,

M Adamczyk (Mr)
Head of Sixth Form

Date:

VERBAL WARNING

STUDENT NAME

Dear _____,

I regret to inform you that _____ has been issued with a verbal warning for the following reason:

We have very high expectations of our Sixth Form students and it is clearly disappointing that _____ has failed to meet the required standards that have been set for them. I am sure that you will want to work with us to ensure that _____ rectifies the issue raised and adopts a positive attitude to their studies.

If _____ fails to address this issue positively he/she will receive a second verbal warning and will be placed on report.

If you have any further concerns please do not hesitate to contact myself.

Yours sincerely,

M Adamczyk (Mr)
Head of Sixth Form

Date:

VERBAL WARNING

STUDENT NAME

Dear _____,

I regret to inform you that _____ has been issued with a **second** verbal warning for the following reason:

Unfortunately _____ has failed to address earlier issues raised, whereby he/she received a first verbal warning. As a consequence _____ has now been seen by myself again and has been given a second verbal warning.

In an attempt to allow _____ the best possible chance of success he/she has now been placed on subject/general* report with the following targets:

*

*

*

This report will be monitored by _____ and reviewed on _____ (Add Date).

I hope that you will support us in this monitoring process to support your son/daughter*. If at the end of the report period no improvements have been seen it is likely that he/she will receive a written warning.

If you have any further concerns please do not hesitate to contact your child's subject teacher or Academic Tutor.

Yours sincerely,

M Adamczyk (Mr)
Head of Sixth Form

* Delete as appropriate

Date:

WRITTEN WARNING

STUDENT NAME

Dear _____,

As part of the Sixth Form sanctions I am formally issuing a **written warning** to _____ for the following reason:

Issue:

This is an extremely serious matter and he/she has already received two verbal warnings prior to this written warning. Please be aware that unless we see an improvement in _____'s (add issue e.g. attitude, ability to meet deadlines, attendance etc.) he/she is at risk of losing their place in the Sixth Form at Coppice Performing Arts School.

It is essential that _____ is given clear targets for improvement and this will be set within a realistic timescale. This will involve a meeting, which will take place on _____. At this meeting we will complete an action plan, which will be agreed by the school, student and parent. We will also discuss any further measures that need to be implemented to support your son/daughter at this meeting.

If the meeting time is unsuitable please contact me to rearrange it to a more convenient time.

Yours sincerely

M Adamczyk (Mr)
Head of Sixth Form

Date:

WRITTEN WARNING

STUDENT NAME

Dear _____,

As part of the Sixth Form sanctions I am formally issuing a **SECOND written warning** to _____ for the following reason:

Issue:

At this point _____ is at serious risk of losing his/her place in the Sixth Form at Coppice Performing Arts School. There have already been a number of measures implemented to offer your son/daughter the opportunity to improve matters. However, at this point these measures have not been successful.

_____ will be offered a final chance to improve by being issued with clear targets for improvement which must be achieved within a short timescale. As previously, this will involve a meeting, which will take place on _____. At this meeting we will complete a new action plan, which will be agreed by the school, student and parent. We will also discuss any further measures that need to be implemented to support your son/daughter at this meeting.

If the meeting time is unsuitable please contact me to rearrange it to a more convenient time.

Yours sincerely,

M Adamczyk (Mr)
Head of Sixth Form