



IC6 Behaviour Management Procedure

STAGE 1

Stage 1 can be initiated at any point within the year when a student's behaviour fails to meet expectations and falls below accepted standards.

Stage 1 consists of a verbal and a written warning issued by the Head of Year. This informs the student that he/she has been placed on report for 2 weeks and the issue raising concern will be closely monitored during this period. The warning letter is copied to parents and guardians, the tutor and the Head of Sixth Form in the appropriate school/s.



STAGE 2

Stage 2 is initiated if no improvement in behaviour is evident and the student in question fails to improve during the Stage 1 period.

Stage 2 requires the student to attend a meeting with the Head of Sixth Form/ Head of Year in his/her home school to review the area of concern. If the student presents no mitigating evidence then the Head of Sixth Form/Head of Year issues a **Stage 2** formal written warning. The warning letter notifies the student that he/she will be placed on report for a further 2 weeks and the area of concern will be closely monitored. The warning letter is copied to parents and guardians, the tutor, the Head of Year, the Head of Sixth Form and the Senior Manager responsible for Sixth Form.



STAGE 3

Stage 3 is initiated if no improvement in behaviour is evident and the student in question fails to improve during the Stage 2 period.

Stage 3 requires the student in question to attend a disciplinary meeting where the process is officially formalised. The meeting is chaired by the Senior Leader responsible for Sixth Form. If a student presents no mitigating evidence, the Chair will recommend exclusion. The Stage 3 exclusion letter is sent by the Headteacher of the student's home school and is copied to the tutor, the Heads of Year of the schools concerned and the Heads of Sixth Form of the schools concerned.

Introduction

As part of the IC6 induction process new students will be informed about IC6 disciplinary procedures and what is expected of them. Students will be required to sign a code of conduct. The code of conduct will include attendance, punctuality and coursework and classwork completion terms and conditions.

The home school Head of Sixth Form is responsible for supervising the provisions of the contract, and for ensuring that all procedural steps are carried out correctly and completely.

Minor incidents of misconduct

For minor cases of misconduct or behaviour in any of the schools that could be considered to interfere with the rights of others, a verbal warning may be issued.

A verbal warning can be given after talking to the student, asking the student for an explanation of the conduct in question, and taking into account any explanation given. A verbal warning can be issued by a member of the IC6 management team, a member of staff or the student's home school tutor. Any verbal warnings must be recorded and passed to the home school Head of Sixth Form to be placed on the student's file.

If the student involved is a guest student then the student's home school Head of Sixth Form must be informed of the incident and the outcome as soon as possible and the incident and outcome details to be placed on the student's file at the home school.

If a student is involved in further incidents of misconduct following a verbal warning the home school Head of Sixth Form can issue a formal written warning. If the incident of misconduct involves a guest student the home school Head of Sixth Form carries out the disciplinary after receiving evidence of the incident from the school where the incident has occurred. The home school is to then send a copy of any discipline correspondence to the student's parent/guardian for their information.

Gross misconduct

Cases of gross misconduct include fighting, assault, verbal abuse of staff, bullying, theft, damage to property, causing a serious safety hazard, intoxication, possession or use of illegal substances, possession or use of a weapon or anything which resembles or which can be used as a weapon, and other serious matters.

Statements

As soon as possible after the incident of misconduct all students involved shall produce a written statement. Statements should be taken from all witnesses and if possible these should be completed without any communication between the parties.

Suspension Pending Disciplinary Hearing

If there is reason to believe that the student has committed or been involved in an act of gross misconduct they can be suspended from IC6 immediately by the home school Head of Sixth Form, a member of IC6 or school SMT, pending a disciplinary hearing. The student's parent/guardian must be contacted immediately to inform them of the suspension. Any such suspension will be for a maximum of 10 working days. The home school Head of Sixth Form shall confirm the suspension, in writing, within 2 working days of its occurrence and the student shall be invited to a disciplinary hearing to take place within 10 working days of the suspension starting. Where it is possible that a warning/ sanction may be given, the parent/ guardian must also be asked to attend the meeting. If

there is a risk of a student being excluded, the Headteacher of the Home School will follow the home school permanent exclusion procedure.

Incidents involving students from other schools

If an incident of gross misconduct occurs in a school and involves a guest student the guest student will be suspended in the same way as a home student with the following additional steps. The student's home school Head of Sixth Form must be informed by the student's guest school of the incident and the decision regarding suspension. The student's parent/guardian must be contacted immediately by the home school. If the home schools Head of Sixth cannot be contacted, then the school where the incident occurred is to inform the student's parent/guardian of the suspension. If the parent/guardian cannot be contacted then the student will be kept in the school's inclusion centre or supervised by a member of staff until their lessons are completed. The home school Head of Sixth Form must be sent copies of statements from all parties involved including witnesses to be placed on file. The home school must write to inform the student and their parent/guardian of the suspension and invite them to a disciplinary hearing.

The home school will hold the disciplinary hearing for their student. Ultimately the decision as to whether the student is excluded from a guest school does not rest with the home school Headteacher. The guest school Headteacher where the incident has occurred has the right to exclude the guest student from their school. However, where this outcome is a possibility the Headteachers of both schools involved will communicate to make a joint decision which will be communicated to the student and their parent/guardian by the home school.

Withdrawal

In cases where the student has accepted responsibility for his/her misconduct and has agreed to withdraw immediately from IC6 the home school Head of Sixth Form or Principal of IC6 can confirm this in writing to the student without the necessity of holding a disciplinary panel: the letter will advise the student that s(he) will be treated as an excluded student. The home school Head of Sixth Form will advise the home school Data Manager to add the home school student's name to the list of excluded students.

Formal Disciplinary Hearing

A formal disciplinary hearing shall be called by the student's home school, in accordance with the home school disciplinary procedures, if a student is thought to have committed an act of gross misconduct or has received three or more verbal warnings or has failed to maintain the terms and conditions of any contract issued.

The student shall receive notification of the hearing and relevant papers, and shall have the right to be accompanied by a friend/advocate or parent/ guardian. The parent/ guardian must also be asked to attend the meeting.

The hearing shall take place within 10 working days of the latest alleged disciplinary offence.

The hearing shall be chaired by the home school Headteacher. It is recommended that in addition to the chair, the composition of the panel should include a staff member not connected with the incident. The person who suspended the student shall not be on the hearing panel.

The conduct of the hearing shall be in accordance with the guidelines set out in the school's procedures. The hearing may take place in the student's absence if s/he fails to attend.

The panel shall agree a course of action, either unanimously or by a majority. The possible outcomes may include:

- suspension (or further suspension) for up to 10 working days;
- contract of behaviour;
- exclusion from IC6;
- exclusion from one or more of the IC6 partner schools;
- transfer to another course;
- a final letter of warning placed on student's file;
- dismissal of the case against the student.

The Chair of the Panel shall communicate his/her final decision to the student in writing within 5 working days of the hearing taking place. The letter should be copied to all those attending the meeting which will include the home school Head of Sixth Form and the student's home school personal tutor.

Where the outcome of the Panel is exclusion, the letter should also be copied to the home school Data Manager for adding to the list of excluded students and for removal from the census.

Right of appeal

If the student wishes to appeal the decision of the disciplinary panel they should write to the Chair of Governors of their home school within five working days. Possible grounds for an appeal might be:

- the evidence at the hearing was flawed;
- new evidence has emerged;
- the penalty was not consistent with similar cases;
- the disciplinary procedure was not applied fairly.

A governor will convene a panel to hear the appeal. The panel hearing is not a re-hearing, but an opportunity to state the grounds of the appeal and to present any supporting evidence. The panel will ask questions before adjourning to consider their decision.

If the appeal is about a disciplinary in another IC6 school then a governor from both schools will sit on the panel.

All appeals should be heard within ten working days of receiving the written appeal letter from the student. When convening governors from two different schools the target is still ten working days or as soon as possible after.