



**Maria Fidelis**  
Catholic School FCJ

<b>Sixth Form Behaviour Policy</b>	
<b>Committee</b>	Curriculum
<b>Ratified by Governing Body</b>	26 <sup>th</sup> January 2026
<b>Frequency of Review</b>	1 year
<b>Next review Date</b>	Spring 2027

### **The FCJ Schools' Vision**

Our vision is that FCJ schools are communities of personal and academic excellence.

Strong in companionship, the unique giftedness of every person in these faith communities is recognised, nourished and celebrated.

Our hope and expectation is that, through God's grace working in us all, each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts in the service of others.

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**Sixth Form Behaviour Policy**



## Introduction

- As a Catholic School we aim to provide a Catholic education for all our pupils. At our School Catholic doctrine and practice permeate every aspect of the School's activity. It is essential that the Catholic character of the School's education is fully supported by all families in the School.
- All applicants are therefore expected to give their full, unreserved, and positive support for the aims and ethos of the School.

## The Sixth Form Code of Conduct (see appendix 1)

- Maria Fidelis Catholic School is a Catholic learning community which respects the right of each individual student to have a safe, enjoyable and successful learning experience. As members of the School community, all Sixth Form students are asked to abide by its code of conduct.
- The Sixth Form Code of Conduct sets out the minimum standards of attitudes and behaviours which Maria Fidelis Sixth Form expects all students to adhere to for the duration of their education with us.
- The below escalation process will be employed for infrequent and low-level breaches of the Sixth Form Code of Conduct; failure to satisfactorily address these breaches of the code of conduct will result in escalation to the next stage.
- A serious one-off breach, or continued low level breaches of the code of conduct will result in appearance before the Academic Review Board, suspension, or exclusion.

## Escalation

1. The student's unsatisfactory behaviour will be brought to their attention by their teacher, or other relevant member of staff. The behaviour in question will be recorded on the school's MIS system (Arbor).
2. The student will be spoken to by their tutor and asked to improve their unsatisfactory behaviour. The behaviour in question will be recorded on the school's MIS system (Arbor).
3. The student will be spoken to by the Head of Sixth form, or the Sixth Form Support Officer, and will be required to improve their unsatisfactory behaviour. The behaviour in question will be recorded on the school's MIS system (Arbor).
4. The student will have a formal meeting with the Head of Sixth Form to advise them that their behaviour continues to be unsatisfactory. They will be placed on a behaviour monitoring report for a minimum duration of one week. The student's parent/carer will be informed of the situation.
5. The student and their parent/carer will have a formal meeting with the Head of Sixth form and Leadership Team line manager to give a final warning that they are at risk of facing the Academic Review Board.
6. The student will attend a hearing of the Academic Review Board (see also Sixth Form Behaviour Policy)

## Academic Review board

- A meeting of the Academic Review Board will be convened whenever a student's behaviour has escalated to stage 6 (above) or for serious one-off breaches of the Sixth Form Code of Conduct.
- A panel of three staff will be arranged, comprising:
  - A member of the school governing body
  - A member of the senior leadership team (this will not be the line manager of the Sixth Form)
  - A member of the middle management team (this will not be a person who teaches the student appearing)
- The Head of Sixth form will prepare a case file of evidence for the panel to consider
- The line manager of the Sixth Form will chair the meeting of the Academic Review Board.
- The student and their parent/carer will be informed by letter, not fewer than seven days in advance, that they are required to attend the meeting.

## During the meeting

- The meeting will still go ahead in the event of the absence of the student and/or parent/carer.
- The chair will introduce the panel, the student, their parent/carer, and the Head of Sixth Form.
- Where the student arrives with no parent/carer present, the chair will ask the student if they require advocacy from a member of staff at the school, and will arrange this if required.
- The Head of Sixth form will table, and present, the file of evidence relating to the case.
- The student will be given the opportunity to respond to the evidence presented.
- The panel will question the student and/or Head of Sixth form until they are satisfied that they have fully established and understood all of the facts related to the case.
- The Head of Sixth Form, chair, student and parent/carer will then retire to a separate room.
- The panel will discuss the case and appoint a chair/spokesperson.
- The panel will invite the meeting to reconvene and share their recommendation. Typically, but not necessarily, a recommendation may relate to:
  - Deciding that there is no case for the student to answer
  - Asking the student to fulfil certain targets within a given time frame
  - Asking the Sixth Form team to fulfil certain targets within a given time frame
  - Agreeing that the Sixth Form team have exhausted all avenues of support for the student, and therefore asking the student to leave the Sixth Form
- The student and parent/carer will receive a written letter informing them of the decision of the panel within 7 days following the meeting.

## Right of appeal

- Where the student or parent/carer feels that there was a material inaccuracy in the evidence presented, or a procedural error, at the meeting of the Academic Review Board they may appeal in writing to the Head Teacher within 14 days of the date of the meeting. No appeals will be heard after this time.
- Appeals will be based on evidenced disagreement with material facts, or procedural errors.
- No appeals will be heard relating to a dislike, or perception of unfairness, of the recommendation made.

## Leaving the Sixth Form

- In the event that the Academic Review Board panel recommends that a student leaves the Sixth Form, the following will apply:
  - The student will be supported in finding alternative provision, such as another post 16 provider, or employer, so that they are not NEET.
  - The school will, where possible, support and arrange a managed move to an alternative post 16 provider.
- Where the student declines to leave the Sixth Form, the line manager of the Sixth Form will recommend to the Head Teacher that the student be excluded.
  - The evidence tabled, and the minutes recorded, at the meeting of the Academic Review Board will serve as the Governors' Pre Exclusion Panel.
  - The normal school exclusion provisions, as outlined in section 52 of the Education Act 2002, will then follow.

## Appendix 1 : The Sixth Form Code of Conduct

All Sixth Form students are expected to:

### Show consideration and respect for others and for the School environment

- **talk to all students, staff, school visitors and members of the local community with respect; and behave at all times in an appropriate and courteous manner**
- **respect School property, buildings and grounds by not dropping litter, drawing graffiti, posting notices without permission or otherwise causing damage**
- **dress in accordance with the Sixth Form dress code avoiding clothing which is extreme, offensive or distracting, or a potential risk to health or safety**
- ensure mobile phones or other electronic devices are switched off in lessons and tutorial periods unless permission has been given by staff for their use in teaching and learning activities. Such devices should be switched off in all communal areas of the school. Mobile phones may be used, with appropriate consideration to others, in the Sixth form Study Centre, the Sixth Form Common Room, ICT Suite 2.43, and outside. While at School, Sixth form students are to keep their mobile phones out of sight of younger students in years 7 through 11, for whom mobile phones will be banned in school from June 2024.
- avoid transmitting any communications or images (via phones, ICT, social networking or other means) which may cause distress and avoid language in verbal or written communications which could be considered to be disrespectful or offensive
- use the designated eating areas when consuming food and drink and avoid taking food or drink (other than bottled water) into lessons or other timetabled activities
- dispose of chewing gum (responsibly) before entering the School site

### Help to ensure a safe and secure learning environment

- **sign in and out at reception on every occasion when you arrive at, or leave, the building**
- **avoid carrying an offensive weapon or anything which could be mistaken for an offensive weapon**
- **avoid consuming alcohol, vapes, cigarettes, or any illegal substances on or off the School premises during the School day or when engaged in School activities; avoid bringing alcohol, vapes, cigarettes, or any illegal substances onto the School premises**
- **seek permission from a member of the Leadership Team if you wish to bring or invite any visitors onto the School premises; report immediately the presence of any unauthorised visitor to a member of staff**
- carry your Sixth Form ID card at all times and show this to School staff when requested
- avoid playing ball games or throwing other projectiles on the School site
- leave the School site by 4.00 pm, unless under the direct supervision of a member of staff
- avoid causing an obstruction inside the School by sitting or leaving bags in corridors or stairs
- behave at all times in accordance with the School's health and safety policy and, when appropriate, with the School's fire evacuation procedures.