

# Queen Elizabeth Sixth Form College

## STUDENT BEHAVIOUR AND DISCIPLINE POLICY

**Approving Body:** Standards Committee

**Review Cycle:** 1 year

**Last reviewed:** Autumn 2025

**Date for next review:** Autumn 2026

The College is committed to the provision of a learning environment which is calm, purposeful and safe for all. This requires a system of behaviour management that enables students to understand the college's expectations of them and an approach to discipline, which helps them to conform to these expectations.

### POLICY

In promoting positive behaviour the college helps to ensure that students:

- Are safe and protected from harm
- Achieve and make progress by engaging with learning both in and out of class
- Contribute to the learning and achievement of others, by working collaboratively and treating their peers with respect
- Enable teachers and other college staff to work in a productive environment
- Develop skills which make them employable and ready for the world of work
- Develop attitudes and behaviours which prepare them for life in modern Britain
- Develop healthy relationships and understand the nature and importance of consensual sex
- Allow the college to maintain a strong reputation and a positive relationship with its neighbours and with the wider community.

In order to do this the college sets expectations which are clear, shared with all, and interpreted consistently by staff. These expectations include:

- Full attendance and punctuality
- A positive attitude to work and study
- Respect for staff and other students

*Reviewed, updated and impact assessed by TA August 2025*

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- Acceptable use of college resources, including technology

When students fail to meet these expectations, college staff will intervene to support improvement. Interventions include both formal and informal measures and are applied consistently and proportionately. The college recognises that positive student behaviour is the responsibility of all staff but certain staff, including Guidance Directors and the Vice Principal, have particular duties in relation to formal disciplinary interventions.

The college's approach to discipline is informed by the following principles:

- That disciplinary interventions should be supportive and aimed at promoting positive change, not punishment.
- That students and their parents/carers have a right to be informed of, and involved in, actions and decisions relating to discipline.
- That disciplinary measures should be applied in a transparent, fair and consistent manner.
- That interventions should be timely and applied early, reducing the risk of escalation and promoting retention.
- That interventions should be time-limited, and removed when behaviour improves.
- That all actions, discussions and interventions relating to behaviour and discipline should be shared with colleagues and recorded on college systems as appropriate.

## **POLICY GUIDELINES**

1. In accepting a place at the College the student agrees to abide by the essential College expectations. These requirements are emphasised in the 'QE Expects' document, the Student Handbook and in a learning agreement which is signed by students near the beginning of their study programme.
2. Actions and behaviours which constitute unacceptable behaviour, and which may be responded to with disciplinary measures include, but are not limited to, the following:
  - Behaviour which endangers or harms others
  - Child-on-Child abuse ('bullying'), in-person or online
  - Violence, including sexual violence
  - Sexual harassment, in-person or online
  - Behaviour which discriminates against protected characteristics
  - Poor attendance and punctuality
  - Failure to respond to the requests of teachers and other staff
  - Sustained lack of engagement with work
  - Behaviour in class which disrupts the learning of others
  - Behaviour in corridors, in shared areas, and elsewhere on the college site which is disorderly and uncivilised
  - Behaviour in the vicinity of the college which damages our relationship with the local community

- Behaviour elsewhere, or online, which damages the reputation of the college
  - Failure to display College ID on the college sites
  - The consumption of alcohol during the college day or on the college site
  - The consumption of illegal substances ('drugs') on or near the college site
  - Smoking or vaping on the college site
  - Failure to use College resources with care and respect
  - Plagiarism or malpractice in relation to external assessment and public examinations
3. It is the responsibility of all staff, at all times, to challenge poor behaviour. Teachers, and other staff, are expected to intervene, informally or otherwise, to correct indiscipline in all areas of the college and not only in classrooms.
  4. The college operates a system of level 'Agreements' which ensure that disciplinary interventions are clear, proportionate, systematic and supportive. Agreements may be applied by teachers, Academic Coaches, Guidance Directors or the Vice Principal. Staff applying Agreements are required to record reasons, actions and timescales (at Level 3 and 4) on the college's Voyager system, where they may be accessed by other staff. Agreements are time limited and may be completed, extended or escalated, according to the student's response. When a Level 4 Agreement is issued (which will involve a meeting with the student, parent/carer and Vice Principal) a Level 5 contract will be discussed and signed by all present at the meeting but not activated until it is needed. If the Level 5 contract is activated and a student fails to improve within a set period, the student may be taken off college roll.
  5. Students and, where necessary, their parents/carers will be informed of any disciplinary action that has been taken, including the use of an Agreement. Records will be kept of discussions and developments, and kept on Voyager.
  6. The College will ask a student to withdraw from the College in circumstances where disciplinary action has failed or where the student does not agree to accept advice and guidance (including refusing to accept the application of an Agreement). In exceptional circumstances, immediate withdrawal from the College may be required. The power to suspend and/or exclude students is delegated to the Vice Principal.
  7. The College operates a complaints and appeals procedure.

## **SUPPORTING DOCUMENTS**

1. Student Handbook
2. Learning Agreement
3. 'QE Expects'
4. Staff Guide to Attendance
5. Child-on Child Abuse Policy
6. Online Safety Policy
7. Equality and Diversity Policy
8. Safeguarding and Child Protection Policy