



Toot Hill 6th Form College **Behavioural Code of Conduct**

This document will outline the behavioural expectations we have of our students in order for them to be successful and to ensure that all students and members of staff are safe.

The code of conduct sits alongside the 6th Form College's policies, which can all be found by visiting <https://www.toothillschool.co.uk/page.php?p=policies>

The sections outlined in this code of conduct are disciplinary procedures including misdemeanours involving drugs or alcohol, the dress code and e-safety and IT usage.

Disciplinary Procedure including Drugs and Alcohol

Students must note that the Toot Hill 6th Form College site is a non-smoking site. Students must not smoke anywhere on the grounds or inside the building at any time.

At Toot Hill 6th Form College we have a zero-tolerance policy towards serious offences including drugs and alcohol.

The following offences fall under our zero-tolerance policy:

- The use/sale or knowledge of illegal drugs on the 6th Form College site.
- The use/sale or knowledge of alcohol on the 6th Form College site.
- The possession or knowledge of any form of weapon on the 6th Form College site.
- Violence or threatening/intimidating behaviour to other students or staff.
- Any other misdemeanour which seriously threatens the wellbeing or safety of another student or member of staff.

A zero-tolerance policy means that:

- While the matter is under investigation a student may not be permitted onto the 6th Form College site or may be placed in isolation from other students.
- If the student is found to have committed one of the offences above, they will not be allowed to remain on the roll as a student.

For other offences which do not threaten the wellbeing or safety of another student or member of staff, the 6th Form College has the following disciplinary escalation procedure.

Occurrence:	If in lesson time:	If outside of lesson time:	Student record:
C1	1. Verbal warning	Verbal warning.	N/A
C2	2. Subject teacher to phone home		Logged on Bromcom as C2
If there is a repeated pattern of C2s, the following sanctions may be applied:			
Behaviour continues in lessons	1. College detention with Head of Year		Phone call/email home.
	2. College detention with Head of College		Phone call/email home.
	3. Formal meeting with parents and student.		Formal record of meeting.
Continued repeat offences	4. One day inclusion.		First formal warning.
	5. Two/three-day inclusion.		Second formal warning.
	6. Fixed-term exclusion.		Final formal warning.
Final outcome	Permanent removal of student from roll.		

Please note that if the offence is serious enough, it may need to escalate through these stages at a faster rate, or begin at a more serious sanction.

Dress Code:

At Toot Hill 6th Form College we have a smart casual dress code for all students. This is to reflect the value of hard work that we instil in all our students, while allowing students to be comfortable during the day. Students are expected to dress appropriately for a place of work. For this reason, students should not wear any clothing which is deemed revealing, or offensive.

The following items of clothing are prohibited to be worn:

- Ripped denim
- Tracksuits and jogging bottoms of any kind
- Short shorts
- Low cut tops and crop tops

Other rules to be adhered to are:

- Any outer coats, scarves and hats (including hoods) must be removed upon entering the building.
- Students should avoid visible tattoos, body piercings and extreme hairstyles.
- Senior staff are the final arbiters on whether or not clothing is deemed acceptable. Students may be asked to leave the site to change if necessary.
- Footwear must comply with the health and safety requirements of the facilities e.g. no flip flops.

e-Safety and Acceptable Use of ICT

All students at Toot Hill 6th Form College must be aware of the code of conduct surrounding e-safety and ICT usage. This includes devices brought in from home including mobile phones, laptops and tablets.

All students are responsible for their own behaviour when using the internet at all times. Use of technology within the 6th Form College must be safe, responsible and legal. Any misuse of the Internet will be dealt with as per the 6th Form College's disciplinary procedure.

Students must carefully consider the content that they access and share while using the Internet. They must be considerate when contacting others using the internet.

Students are not permitted to:

- Send, search for or display any content which is deemed offensive, including messages and pictures of an obscene, racist or fundamentalist nature.
- Harass, insult or attack others. This includes cyberbullying.
- Damage computer equipment or computer networks.
- Violate copyright laws.
- Attempt to access another student or member of staff's account.
- Use proxy websites to access sites filtered on the school network.

Any student who receives content which violates one of the above rules, is subject to abuse or bullying online or knows of any incidents which break the above rules must report this to a member of staff.

Electronic Items:

Students are responsible any electronic equipment that they bring onto the 6th Form College site, including mobile phones, laptops and tablets. The 6th Form College accepts no responsibility for loss, theft or damage.

Mobile phones are not permitted to be used in any lesson or other 6th Form College occasion such as assemblies unless permitted by the teacher for educational purposes. They should be away in bags unless requested. Mobile phones must not be used to bully, harass or insult another person through use of voice calls, texts, emails, social media, photographs or videos.

The use of laptops or tablets in lessons is at the discretion of the member of teaching staff. Students should speak to a member of the college team if they need to use electronic items for a specific academic learning need.

Mobile phones or other electronic items must not be used to photograph or record any other member of the 6th Form College community without their express permission. Any permitted photographs or videos must be used only in accordance with the above rules.

Staff reserve the right to ask students to hand over their phones during lessons if students persistently have them out in lessons.

Mobile phones may be used in the Curve during student breaks and lunchtimes providing the above is adhered to. However, mobile use in the atrium, our quiet study area is not permitted unless students are checking teams for cover lessons.

Staff reserve the right to challenge mobile phone use they feel is inappropriate outside of lessons in College areas.

Student Email:

Students should only use their 6th Form College email supplied to contact staff and students. Students are responsible for the content of their emails, which should adhere to the above rules. Students should ensure that their emails are appropriately written, adhering to a professional format.

Students should not open emails or links for unknown senders. Students must report any offensive emails that they receive to a member of staff.

Printing:

The use of printers must strictly be for educational purpose for example the printing of coursework, essays, materials needed for lessons or independent study. Students must use the correct printing codes for the subject they are printing for, which can be found in all locations containing printers. Any students found to be misusing the printing facilities may lose the right to use them.

Further sources of information:

The DfE guidance and advice can be found at:

<https://www.gov.uk/government/publications/preventing-and-tacklingbullying>

Websites and Phone Numbers

www.nspcc.org.uk

www.ceop.gov.uk

www.ikeepsafe.org

www.saferinternet.org.uk

www.thinkyouknow.co.uk

www.childnet.com

www.digizen.org

www.kidsmart.org.uk

Phone Numbers

Childline – 0800 1111

StopitNow – 0800 1000900

NSPCC - 0808 800 5000