

Post-16 Relationships Policy Addendum

Ethos, values and aims

The Post-16 Relationships Policy operates in alignment with the ethos, values and aims of the main school Relationships Policy with a small number of minor adjustments to ensure it is appropriate to the post-16 context.

As students have made the positive choice to join Post-16, significant behaviour incidents are rare in our setting but, if they occur, the whole-school policy applies.

Post-16 students are expected to act as role models around school and in return they will be treated as adults, with time taken to explain the rationale for a decision and care taken to ensure that conversations and discussions are held in an appropriate setting.

Students and parents/carers should be aware that in signing up to Post-16 the student is agreeing to abide by the Post-16 Relationships Policy and dress code at all times.

The information below should be read in conjunction with the whole school Relationships Policy. The guidance is straightforward common sense and as such it will not be laboured in a post-16 setting but may be a useful reminder in some situations.

Expectations of post-16 students:

Our rules and expectations are linked directly to the **Personal Best Values** at Ilkley Grammar School.



We strive to model and teach students to be **Responsible, Resilient** and to have **Courage** at all times.

In classrooms and Post-16 study areas, this will include, but not be limited to the following:

- Arriving on time for tutor time which starts at 8.25 am everyday
- Having all required equipment with you, specifically paper and pens in order to make handwritten notes (unless your exam access arrangement dictates that you use another medium)
- Having electronic devices, preferably your laptop, charged in preparation for learning
- Wearing full post-16 dress code
- Demonstrating readiness to work and learn

- Engaging with learning as soon as you enter the classroom
- Trying to overcome challenges in lessons
- Asking for help and support if you need it
- Having the **courage** to **respectfully** challenge others if they do not support a positive learning environment

In addition in a post-16 setting students are expected

- To be proactive and show initiative in the face of academic and other challenges
- To set their own SMART (specific, measurable, relevant and timebound) targets in order to develop metacognitive approaches to managing your learning
- To spend a minimum of 15-20 hours a week on independent study (at home and at school)- the general expectation is that for every lesson there is at least 1 hour of independent study.

In study sessions there is an expectation that you will use the time for either quiet focused study or silent focused study, depending on the room. To maximise the time spent in these spaces the following are required:

- Arrive on time. When you are timetabled to be in F5, Armitage or the Library, register and remain for the full lesson
- Plan ahead and come prepared with work to do. Ask your teachers or the Post 16 Student Achievement Managers for advice when you are not sure what work on
- Respect other students and their need for quiet, focused time to work. You can have water or hot drinks but not food in F5. You can listen to music through headphones but you should only use your phones to select music, otherwise they should be out of the way.
- F5, F6 and F8 and the Library are both for silent individual focused study. Armitage and F hall are for quiet focused study during lesson times.
- During period 4 students may purchase lunch if they are on a study period- this remains a study period and counts as a working lunch- not an addition to break.
- Be positive! This is time when you develop as an independent, critical learner.

Around IGS, this will include, but not be limited to the following:

- Wearing full post-16 dress code, correctly at all times- crucially always wearing a lanyard
- Moving to lessons without delay
- **Respectfully** challenging others if they do not demonstrate our Personal Best values around IGS
- Always challenging or reporting incidents of bullying or if someone is not being **kind**

We strive to model and teach students to be **respectful**, demonstrate **kindness**, and show **pride** at all times.

In classrooms, this will include, but not be limited to the following:

- Being polite and show **respect** to everyone
- Completing all work set to a high standard, taking **pride** in presentation and making full use of learning time
- Taking **responsibility** for your actions, understanding that negative behaviour affects others right to learn
- Behaving safely, so as not to put other students or staff at risk
- When dismissed, leaving the classroom in a calm and orderly manner

Around IGS, this will include, but not be limited to the following:

- Being polite and showing **respect** to everyone
- Following staff instructions

- **Respecting** everyone's right to learn; moving quietly around IGS, always on the left-hand side, and on designated stairwells
- Looking after IGS, treating the building and environment with **respect**
- Only eating and drinking permitted food/drink in designated areas and at social times
- Placing all litter in the provided bins
- Not chewing gum
- Follow the policy on mobile phones (*detail below*)

EduLink in Post-16

EduLink is used on a daily basis in Post-16 as in main school but with an adjusted interface appropriate to the post-16 context.

Students who were in Year 11 at IGS use the same login as in Year 11 (the 365 account). Students new to IGS will need to see the Post-16 Office for your 'Pupil Code' and then login to the EduLink app.

- EduLink is where teachers will typically record any homework they have set for you and you can also record when you have completed it.
- Period 7 timetabled sessions and mentoring/coaching sessions with Student Achievement Managers will appear on your edulink and outlook timetable. These are compulsory sessions if they are on your timetable and you must attend to ensure that we can provide you with the guidance and support to achieve your potential.
- EduLink is where Achievements and behaviours are recorded. If you receive too many sanctions it may result in study habit support session on a Thursday afternoon. Study habit support sessions are received for missing deadlines, poor attendance or punctuality. This is ultimately a supportive system to ensure that students develop good habits and always get work produced on time and to a good standard.
- You may also be placed in here in light of failing to meet other expectations where a supportive conversation to reset expectations will occur with your Senior Tutor or Head of Year
- An EduLink Login will be provided to Parents so they can celebrate your success and support you with your organisation.
- All EduLink information is visible to teachers, tutors, student support managers and parents.

Post 16 rewards

Rewards for outstanding conduct/commitment to learning

The post-16 rewards system will operate in broad alignment with main school policy, appropriate for a post-16 context, but in principle we believe that post-16 students should receive recognition for consistently outstanding role-modelling, conduct and commitment to learning, this includes weekly nominations for the Head Teachers Award. Student Achievements will be monitored on a weekly basis and rewards will be given during assemblies.

EduLink sanctions

Sanctions are rare in a post-16 context, however, failure to meet the agreed expectations does sometimes result in sanctions. It should be noted that Achievements and Behaviours, appropriate to the post-16 setting, are recorded on EduLink. Missed sessions, either lessons or supervised study, with no appropriate reason will always generate study support on a Thursday.

EduLink for Post 16 Homework

Homework will be logged on EduLink. **Rewards**

- EduLink has one predominant Achievement for Post 16. This will require a comment to encourage personalised praise, rather than accumulating points.

- These will be reviewed in tutor teams every two weeks, alongside other qualitative information and these students will be put forward for a prize draw for coffee/cake vouchers in F hall on 'in it to win it' basis
- Students will be considered for Head Teachers Awards every week for exceptional achievements related to the school values.

Sanctions

Concerns will be logged on Edulink using the following buttons

Post 16 Punctuality

Poor Attendance- Post 16 Hub use only, unless teacher has an ongoing concern

Inconsistent focus or effort

Missed Deadline

Lack of Respect

Lanyard

Intelligence events will be triggered if students are:

- Late three times- within a subject- this will flag to Head of Year, Head of Pastoral Post 16 and the Post 16 Attendance Officer.
- Miss a lesson when in school- manually added by Post 16 Hub on analysis of attendance on a daily basis- this will trigger a study support session
- Produce poor quality work three times- this will flag to class teacher, HOD and Post 16. Across the curriculum this will flag to Post 16- You are able to give students study support sessions for this, where possible please address this at curriculum level.
- Miss a deadline- including not catching up from missed lessons. Please insist students have work for study support sessions and that this is completed by the agreed upon secondary deadline.

We want teachers and departments to challenge first:

1. Discussion with the student
2. Log on Edulink
3. Phone parents to inform

If the teacher challenge does not alter student behaviour then please move to the sanction system. Post 16 will pick up concerns from this point.

Dress code concerns will be highlighted by Post 16 Dress code button on Edulink. This will flag to the Post-16 team who will have a discreet and grown up conversation about expectations and agree on how to reset the dress code. Students are young adults and we want to respect students choices but they must ensure they abide by the broader guidelines on the dress code.

Academic and Pastoral concerns

Teachers will use Edulink to record day-to-day academic concerns using the range of concerns above. More significant academic will be reported at each Assessment Point. If a teacher has a concern about a student, either academically or pastorally, they must send an email to post16support@igs.mlt.co.uk. This will be triaged by the Assistant Head: Post 16, Head of Year 12/13, Head of Pastoral Post-16 and Assistant Head of Pastoral Post 16.

Disruptive behaviour:

If a student deliberately and persistently disrupts a lesson they will be sent to the Post-16 Centre where the level of disruption will be assessed and appropriate action taken. Actions will range from study support, timetabling of additional Supervised Study, contact with home, to, in extremely rare cases, time spent in Reflection, temporary or permanent removal from a lesson, or a fixed term suspension. If there is disruption in the library you may be asked to leave and rights of use may be removed.

Failure to complete homework/meet deadlines:

Missed deadlines will be recorded on Edulink and catchup will take place in Study habit support on a Thursday unless a student completes the work before then. However, if a student is genuinely struggling with work and requires support, there are departmental catch-up sessions and the Student Achievement Managers are available to provide

extra support e.g. organisational support, mentoring, etc. If these support mechanisms are not successful it may be necessary to increase the timetabled support the student receives in either supervised study or period 7 or both in which case contact will be made with parents/carers. Some students may have their curriculum day lengthened to 4pm in Period 7 if there are concerns about academic progress. Period 7 is a supportive measure designed to give students more time to develop independent study skills, manage their workload and work with the mentoring support offered by the Student Achievement Managers.

Unauthorised absence/truancy

If a student is unexpectedly absent from a lesson the teacher will press On Call and a member of staff On Call will make attempts to locate that student in liaison with the Post-16 hub. Due to the increased flexibility in Post-16 regarding on and off-site learning the Post-16 Hub team/attendance officer may decide to phone home immediately if a student is unexpectedly absent. The following sanctions apply in the event of unexplained absence/truancy:

- Day absence: at least 1 hour Study Habit Support and/or additional timetabled Supervised Study.
- Lesson truancy: at least 1 hour Study Habit Support and catchup plan agreed and/or additional timetabled Supervised Study.
- Persistent absence will result in an attendance contract and may lead to a parental meeting.

Lateness

Lessons: 1 hour Study Support or timetabled Supervised Study for three late marks in a half term.

Failure to follow the IT code of conduct

If an incident is not covered by Edulink it will be referred directly to the Post-16 Office for investigation, potentially leading to additional timetabled Supervised Study, time spent in Reflection, and very rarely exclusion. In serious cases sanctions will be applied according to the whole-school behaviour policy

Mobile phones

Mobile phones are a fact of life in the modern workplace and central to student social lives but that does not mean that there should be no boundaries at all as regards their use in Post-16. Being a Sixth Form student brings responsibilities and opportunities for growth and this is reflected in the extended phone privileges sixth form students have. Sixth Form students must be responsible in the way they role model their phone usage. Students are allowed to use their mobile phone on F Floor in the Post-16 areas and in other Post-16 study spaces during study periods. During Supervised Study mobile phones should only be used for listening to private music and are not an acceptable alternative to an iPad or Laptop for working purposes. Social usage of phones is allowed during breaks and lunchtimes but not in Supervised Study- this includes during period 4, even if the student is eating their lunch whilst they study.

Around school post-16 students must follow the whole school policy of no visible mobile phones at except in post 16 study areas and outside areas at lunchtime and breaktime. Phones and air pods/headphones must specifically not be visible during circulation times, i.e. when all students are moving around the site, entering or leaving lessons. Misuse will trigger a Behaviour on Edulink. Misuse will be monitored by the Post-16 team and 5 negatives will result in a Formal Conversation with the Post-16 team. This may ultimately result in phone privileges being suspended and/or confiscation if a student is unable to behave responsibly and demonstrate respect for the whole school culture.

Mobiles phones should not be visible during post-16 lessons at any time and students must come to lessons prepared with a charged laptop/iPad as phones are not an acceptable alternative. During periods of extended independent work in lessons post-16 students must ask the permission of a teacher if they wish to listen to music on their phones.

Alcohol/drugs/weapons/violent conduct

Immediate placement in 'Reflection' and likely fixed term suspension, or a potential permanent exclusion, as per our whole-school behaviour policy.

Support Plan (exemplar)

Support Plans are used in Post-16 on the rare occasion that a more structured approach is required as a result of persistent and ongoing issues relating to behaviour, attendance and independent study.

A support plan will typically follow the format below but will be adapted to meet the needs of each individual case

Date:

Dear

Our next step as a school is to place you on a support plan which sets out formally the basic academic expectations of a post-16 student at IGS both in and out of lessons and monitors how you are doing each day. The requirements set out in the support plan are not optional but are in line with the core expectations we have of all students. Please see below the details of the plan:

1. Any unavoidable absences to be reported to school by 8:25a.m. of the morning absence providing the reason (attendance of over 97% is expected from all students)	
2. Excellent attendance and punctuality to lessons and PBT	
3. All classwork and homework deadlines to be met or extensions discussed and agreed in advance with your teachers.	
4. Supervised Study periods may be added to your timetable. All Supervised Study periods must be attended punctually	
5. Productive use of independent study time – including ‘blank periods’ – you should not be spending more than part of a ‘blank’ study period in F Hall.	
6. Period 7 will be added onto your timetable, extending your curriculum day to 4pm	
7. To arrive to all lessons/study periods fully equipped to learn	
8. To engage fully in lessons/homework as evidenced by regularly asking questions/providing answers	
9. If ill-health means that you must leave school early, then you must first obtain permission from the post-16 office and, if possible, collect work for any lessons that will be missed. You must then sign out using the school system	
10. To secure commitment to learning grades of Excellent or Good in each lesson, as judged by your teachers	
11. You must ensure emails and Edulink are checked at least daily	
12. Provide evidence weekly to your teachers that you are catching up on any work missed (if appropriate)	
13. Provide evidence to teachers that you are revising for the summer examinations	
14. Full engagement with any revision/support lessons provided in each subject	
15. Attend catch-up/after school detention as required with no requests for changes	

You will need to meet weekly with an agreed member of the post-16 team to discuss how you are doing. If, at any review point, you fail to meet any of these criteria then we will need to meet formally to discuss next steps. I need to let you know that if any of these core expectations are consistently not being met then there is the possibility that you may have to be removed from roll.

We hope that this structure and clarity, which can operate like a checklist, will help you to work more productively for the remainder of year 12, enabling you to secure the best Next Steps options possible. Please note that the expectations in this Support Plan are in line with the basic expectations of all students.

The Post-16 Team

Rewards

Students will receive rewards for positive behaviour. This is a single positive event on Edulink with a comment from the member of staff giving them.

Every two weeks Tutors will nominate students based on their overall contributions, learning and commendations. These names will go into a prize draw in assemblies for coffee and cake vouchers in the Post 16 café.

One student will be nominated for the weekly Headteacher award- as agreed at Year team tutor meetings.