CHS Sixth Form Disciplinary Procedure – Staff only to issue SFCs for any concerns except attendance which the Sixth Form Progress Leader will pick up and record – Sixth Form Team to triage concerns which, depending on the issue, may result in the following actions being taken (as directed by Assistant Leader of Sixth Form)

SFD1 Emerging concerns

- Subject teacher / Tutor action
- The Subject Teacher (or Form Tutor when the issue relates to Tutorial Time / general conduct around school) will discuss the incident or issue with the student and set a short-term target.
- Phone call to parents by interviewer.
- Sixth Form Time Owing may be implemented

D2 werlevel renea

Lower level, repeated concerns about

- Form Tutor or Subject teacher
 action
- A formal interview will be arranged between the student and subject teacher (or the Form Tutor when the issue relates to Tutorial Time / general conduct around school).
- The interviewer will set a course of action for improvement within an agreed timescale and outline the consequences of further misconduct or poor academic performance. Review date set.
- A letter (coordinated by PAF and in conjunction with Tutor / CTL) will be sent to inform parents that an Official Verbal Warning has been given and of the action plan. Tutor / CTL to be sent a copy of this letter.
- Student progress against the action plan will be reviewed by the initial interviewer within two days of the two week review date
- Sixth Form Time Owing may be implemented.
- If targets are not met, and students continue to get further SFCs, the student will progress to Stage 3 of the SFD procedure

Higher level concern / persiste

studies.

- Form Tutor or CTL action
 The Form Tutor will request information from all Curriculum Areas of the subjects the student
- If the issue relates only to one subject, the Form Tutor will refer it back to the CTL for them to deal with. If it is an issue affecting all subjects or relating to general conduct around school, the Form Tutor will deal with it.
- The student will then meet with the appropriate interviewer to discuss the issue. Parents may be invited to this meeting. The interview may:
- Result in no further disciplinary action being taken – for instance, if there is a legitimate mitigating circumstance (e.g. health/ personal problem etc) confirmed by parents/ medical evidence OR
- Result in a First Written Warning being issued and kept on record throughout the duration of the stuent's time at CHS Sixth Form and students being put on Curriculum / Guidance report.
- First Written Warning will be issued, which will set a course of action for improvement within a realistic, agreed timescale and outline the consequences of further misconduct or poor academic performance. Review date set.
- A letter (coordinated by PAF and in conjunction with Tutor / CTL) will be sent to inform parents that a First Written Warning has been given and of the action plan. Tutor / CTL to be sent a copy of this letter.
- Student progress against the action plan will be reviewed by the initial interviewer within two days of the two week review date.
 Sixth Form Time Owing may be
- Sixth Form Time Owing may be implemented
- If targets are not met, and students continue to get further SFCs, the student will progress to Stage 4 of the SFD procedure

SFD4 Serious concern / persistent conc

- Assistant Leader of Sixth Form Action
- A formal interview will be arranged between the Assistant Leader of Sixth Form and the student. Parents will be informed of the meeting and will be invited to attend.
- The interview may result in no further disciplinary action being taken (see Stage 3), in a Final Written Warning being issued and kept on record throughout the duration of the stduent's time at CHS Sixth Form or progression to Stage 5.
- Assistant Leader of Sixth Form will set a course of action for improvement (coordinated by PAF but in conjunction with Tutor / CTL) within a realistic, agreed timescale and outline the consequences of further misconduct or poor academic performance. Consequences may include removal from one of the student's chosen courses. Review date set.
- The Assistant Leader of Sixth Form will ensure that details of the action plan are copied to the student and their parents within 2 working days of the interview. Tutor / CTL to be sent a copy of this letter.
- Student progress against the action plan will be reviewed by the Assistant Leader of Sixth Form (ALSF) within two days of the two week review date. A meeting will be aranged with the ALSF, student and parent to discuss next steps.
- Sixth Form Time Owing may be implemented.
- Depending on the outcome of the review meeting with ALSF, student and parent, the student may progress to Stage 5 of the SFD procedure

Highly serious concern / persisten

- Assistant Headteacher Sixth Form - Action
 The student and their parents/ carers will be invited to attend a meeting with the Assistant Headteacher - Sixth Form.
- The meeting may result in no further disciplinary action being taken, a requirement for an appropriate course of action to be taken, which might include a Final Written warning, or the case may be referred to the Headteacher of Congleton High School to consider whether the student should be excluded for a fixed period or permanently.
- A letter detailing the outcome of the Stage 5 meeting will be issued to the student and their parents within 5 working days. If the student has been excluded for a fixed period or permanently, the letter will also contain information on the right of appeal. Tutor / CTL to be sent a copy of this letter.

Stage 6

Reflect and review