



# **Behaviour, Rewards & Sanctions**

September 2023

## 1.0 Introduction

Cardiff Sixth Form College nurtures, demonstrates and delivers excellence. In all things, our expectations are the same: teaching, learning, pastoral care and personal standards are all expected to be of the highest standard and it is through those high standards that excellence is achieved and maintained.

Students are supported in becoming outstanding young people who will go on to make a wonderful contribution to the world; who will achieve academic success and personal fulfilment by developing the skills, habits and personal high standards required to do so. These standards are demonstrated, modelled and rewarded by staff at the College. When required to do so, they are also reinforced through fair, consistent and robust systems which are in place to support all students.

Our purpose is to ensure that all students learn, grow and develop within a safe, supportive and understanding environment. We recognise that, in order to achieve that, we must at all times celebrate, praise and reinforce good behaviour, high standards and academic endeavour, which we refer to under the umbrella term, 'studentship'. Likewise, we regard it as our duty to challenge, correct and support students if their studentship falls below the expected standard.

This applies to all students at Cardiff Sixth Form College when under our duty-of-care and *may* also apply when not under our duty-of-care if the actions of an individual, enrolled at the college, impact the wellbeing, reputation or ability to learn of a member of the College, or the reputation of the College.

All staff are in place to support the learning and well-being of the students. It follows, therefore, that all staff can expect to be treated with respect and courtesy at all times.



## 2.0 Studentship

An excellent education goes much further than delivering academic success. We aim to support our students in becoming the very best that they can be. We capture the qualities we seek to nurture under the banner of ‘Studentship’.

Excellent studentship is demonstrated through the following habits and behaviours:

### Personal Standards:

#### Uniform

*Smart, well-presented and correct school uniform, at all times*

#### Courtesy & Respect

*Politeness, good manners and respect for all people, at all times*

#### Speech

*Respectful speech, using English, the common language of the College*

#### Effort & application

*Resilience and determination at all times; commitment to all things*

#### Punctuality & attendance

*Full attendance and a commitment to being in the right place at the right time*

#### Leadership

*Demonstrating the standards and behaviours we expect to see in others*

### Academic Standards:

#### Engagement

*Full focus in lessons and thorough commitment to homework and individual study*

#### Time-management

*Commitment to all deadlines, forward planning and personal responsibility*

#### Achievement

*Focus on vital assessment points and on always achieving to the best of our ability*

#### Responding to feedback & advice

*Recognition that all advice is given to support us and to help us to improve*

#### Continuous improvement

*Belief that excellence is a journey of continuous improvement*

#### Intellectual development

*Valuing intellectual acumen over purely academic achievement*



## Effort Grades

At intermittent periods, students are graded on their overall studentship. These grades are shared with parents and guardians. The categories for grading are as follows:

Excellent	<i>An individual who displays leadership in demonstrating the characteristics of studentship, setting the standard for others to follow</i>
Good	<i>An individual who displays all of the characteristics of studentship as defined by the College</i>
Satisfactory	<i>An individual who demonstrates most of the characteristics of studentship with occasional, minor shortcomings</i>
Poor	<i>An individual who displays some of the characteristics of studentship but who regularly fails to do so</i>
Unacceptable	<i>An individual who fails to demonstrate basic levels of studentship as defined by the College</i>



### 3.0 Rewards

Core to our philosophy is that excellent studentship should be rewarded, praised and reinforced at all times.

**Formal Rewards** are defined as follows:

<b>1. House Point</b>	<i>For individual instances of excellent work, studentship or service.</i>	1 House Point
<b>2. Commendation</b>	<i>Formal recognition of excellence in terms of academic work, studentship or service, over a reporting cycle or a significant contribution to the Department, House or Boarding House.</i>	5 House Points
<b>3. Department/House Award</b>	<i>Awarded for a major contribution to the Department, House or Boarding House.</i>	10 House Points
<b>4. College Award</b>	<i>Formal award from a Senior Leader for excellent studentship or academic performance. This includes performance in EPs, mock exams or across two consecutive reporting cycles.</i>	20 House Points
<b>5. Principal's Award</b>	<i>Formal award from the Principal for excellence in studentship, academic performance or sustained contribution to the College. This includes exceptional performance in mock exams.</i>	30 House Points

In addition, we seek to celebrate achievement and contribution through assemblies and newsletters; at formal occasions including at our annual Cultural Event and Graduation Ceremony where prizes are given to students for their outstanding contribution.



## 4.0 Sanctions

We all recognise that it is in the best interest of individual students and the College community for poor studentship to be challenged and corrected.

**Formal Sanctions** are defined as follows:

<b>1. House Point Deduction</b>	<i>A member of staff may deduct one House Point from a student for defiance, rudeness, lateness or significant lack of effort.</i>	<i>Minus 1 House Point.</i>
<b>2. Verbal Warning</b>	<i>If a student has knowingly and/or deliberately breached a school rule, they can expect to receive a verbal warning and a detention</i>	<i>Detention – 1 hour, after school</i>
<b>3. Formal Warning</b>	<i>If a student has deliberately and repeatedly breached a school rule or has breached a significant school rule they will receive a formal warning.</i>	<i>Saturday Detention, in The Parade, between 0900-1200.</i>
<b>4. Fixed Term Exclusion</b>	<i>Temporary removal from College accommodation and lessons for up to five consecutive days following a major breach of school rules or repeated breaches of significant rules.</i>	
<b>5. Permanent Exclusion</b>	<i>Removal from Cardiff Sixth Form College. This could take place when a fixed-term exclusion has already been used or following a major breach in school rules. UKVI informed.</i>	

Students and their parents have the right to appeal against formal sanctions 4 and 5. They must do so, in writing within 48 hours of the sanction being formally issued and can expect a response within 24 hours of receipt.

### Fixed-Term Exclusion Appeal

This must be made in writing to the Senior Vice Principal, within 48 hours of notification of the fixed term exclusion. The SVP will respond within 24 hours to explain how the college will proceed. This may include further investigation, if required. The SVP's judgement will be referred to the Principal who will decide the outcome and communicate this to parents/guardians, informing them of their further options which may include making an official complaint. If a parent/guardian decides to make an official complaint without lodging an appeal, they will be directed to the complaints procedure.

### Permanent Exclusion Appeal

This must be made in writing to the Principal, within 48 hours of notification of the permanent exclusion. The Principal will inform the Director and respond within 24 hours to explain how the college will proceed. Following full investigation, the parent/guardian will receive a full written outcome within 7 days of the first, initial response. They may then decide to proceed through the formal complaints procedure.

## 5.0 School rules

No list of rules is exhaustive and, in all instances, the context in which there is judged to be a breach will be taken into consideration

For ease of understanding, we loosely categorise the rules into three tiers:

- i. Category 1 rules
- ii. Category 2 rules
- iii. Category 3 rules

**Category 1** rules are essentially instances of poor studentship. The following list of examples is not exhaustive:

- Incorrect and/or untidy uniform
- Impoliteness, discourtesy
- Not communicating in English (other than in private conversations in accommodation)
- Lack of effort, application and focus
- Lateness
- Setting a poor example to others
- Poor time-management
- Failing to respond to instructions or communications
- Use of mobile phone in corridors or the dining hall

**Category 2** rules are significant breaches, acts of defiance or any form of conduct which puts individuals at risk, reputationally, physically or emotionally. The following list of examples is not exhaustive:

- Repeated breaches of category 1 rules (defiance)
- Unkind behaviour towards others
- Misuse of communications, verbally, written or online, including slander, foul or abusive language, intimidation or malicious gossip
- Activity which could cause physical harm, including physical intimidation
- Activity which could impact the wellbeing, learning or reputation of others
- Activity which could impact the reputation of the college
- Direct defiance, rudeness or discourtesy to staff
- Unauthorised absence from lessons
- Smoking (including e-cigarettes), drinking alcohol or being in possession of cigarettes, e-cigarettes or alcohol
- Being off-site without permission, including after curfew
- Being in a location which is out of bounds (including failure to respect spaces designated as single-sex)
- Academic misconduct, including cheating, plagiarism, copying, bribery or collusion
- Inappropriate physical intimacy

**Category 3** rules are major breaches which could include behaviour which is illegal (and reportable). The following list of examples is not exhaustive:

- Repeated breaches of category 2 rules

- Breaches of category 2 rules where the impact is judged to be severe
- Use of illegal drugs
- Attempting to trade drugs, alcohol, cigarettes or e-cigarettes
- Gambling
- Physical violence or intimidation
- Unwanted physical contact
- Sexual intimidation
- Theft
- Active discrimination against a person, persons or group on the grounds of a protected characteristic (including sex, gender, disability, race, nationality, ethnicity, religion, belief, sexual orientation)
- Any illegal activity whether or not whilst under our duty of care

When considering outcomes (sanctions) the college takes into consideration the impact of the action, the understanding and contrition shown, the context in which the breach occurred and the overall conduct/studentship of the individual.

At all times, safeguarding is our top priority. Behavioural issues and lapses in attendance/punctuality are always seen as an opportunity to support and offer appropriate intervention. Such issues are, in many cases, an indication that a student requires support and our first priority is to ensure that this is offered before we consider any sanctions. Similarly, any sanctions outlined in this policy may be reviewed subject to individual circumstances where a safeguarding need is evidenced.





## 6.0 School Uniform- Clarification

### 6.1 School Uniform:

- ✓ Black trousers or knee-length skirt
- ✓ White shirt, buttoned to the collar
- ✓ CSFC School tie
- ✓ CSFC School jumper
- ✓ Black/dark grey socks or black/skin-coloured tights
- ✓ CSFC coat or plain black coat/jacket with no insignia
- ✓ Black shoes (no trainers)
- ✓ Official CSFC PE kit for PE lessons (Y10-11)
- ✓ Students may wear modest make-up and jewellery. A Head of House/Director of Lower School will consider whether make-up or jewellery is excessive. Where there is disagreement, a member of SLT will be asked to offer guidance and their decision is final.
- ✓ The CSFC lanyard and ID card must be worn at all times

### 6.2 The following items are not allowed:

- ✗ Hooded tops or any pull-over other than the official CSFC jumper
- ✗ Trainers
- ✗ Boots higher than the ankle
- ✗ Jeans
- ✗ Jogging/tracksuit bottoms
- ✗ Caps/hats