



King's Academy Binfield Sixth Form Code of Conduct



KAB6

Code of conduct



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STATEMENT OF INTENT



King's Academy Binfield Sixth Form (KAB6) believes that in order to enable teaching and learning to take place, expected behaviour in all aspects of Academy life is necessary.

It seeks to create an inclusive caring, learning environment in the academy by:

- promoting a culture of praise and encouragement in which all students can achieve
- promoting desired behaviour and discipline
- promoting self-esteem, self-discipline, proper regard for all adults and positive relationships based on mutual respect
- ensuring equality and fairness of treatment for all
- encouraging consistency of response to both positive and negative behaviour
- promoting early intervention
- providing a safe environment free from disruption, violence, bullying and any form of harassment
- encouraging a positive relationship with parents and carers to develop a shared approach which involves them in the implementation of the Academy's policy and associated procedures.

Students are taught through our Enrichment/Tutor Time/Assembly programme the appropriate behaviours expected of them at all times as well as having this modelled through both staff and student leadership.

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Equality and diversity



Equality & diversity are an integral part of KAB6 life, respected by both staff and students. Action will be taken in order to ensure that staff and students have equality of opportunity regardless of age, disability, ethnic origin, gender/gender reassignment, marriage/civil partnership, pregnancy and maternity, religion or belief or sexual orientation.

KAB6 welcomes The Equality Act 2010 and is committed to ensuring that disabled people, including those with learning difficulties are treated fairly and that reasonable adjustments will be made to provision to ensure that disabled people's needs are met.

The Code of Conduct outlines the rights and responsibilities of students in the context of student behaviour.

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The aims of the Code of Conduct:

- To protect the individual rights of the students and staff who belong to the KAB6 community
- Enable each student to fulfil their potential
- Support students as they assume responsibility for their own learning and behaviour
- Ensure acceptable standards of behaviour
- Maintain a safe and productive environment in which to work
- Foster respect for self, others and property
- Ensure that students are fully aware of KAB6 policies relating to student behaviour;
- Provide access to a fair grievance procedure
- Work in partnership with parents / guardians wherever possible
- Ensure that the reputation of KBA6 and King's Academy Binfield is upheld.



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Grievance Procedures

If you have concerns about the conduct of a fellow student or member of staff and are unsure what to do, then speak to your Form Tutor or Subject Teacher. The matter will then be referred to a more senior member of staff for further investigation.



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Punctuality and Attendance



Students are expected to arrive on time for registration on the days in which they have tutor time or assembly (Monday, Tuesday, Thursday). Tutor time is an important part of the KAB6 day and this is often used to convey important information around UCAS and futures, as well as to deliver PSHE content. It is vital that students are present for these sessions. Students are expected to arrive in time for Period 1 (9.10am) on all other occasions.

Monday 8.40 - Assembly

Tuesday - 8.40 Tutor Time

Wednesday - 8.40 for academic coaching, 9.10 if no coaching

Thursday - 8.40 Tutor Time

Friday - 8.40 for academic coaching, 9.10 if no coaching

Students who arrive late, to the academy or to lessons, will be sanctioned in line with the behaviour system, as normal. 3 instances of lateness will result in attendance at supervised study after school. Lateness of over ten minutes, without reasonable explanation, will result in a C3 detention after the academy day.

Repeated instances of lateness will result in a meeting with the Director of Sixth Form. This is a supportive measure to enable the KAB6 team to support students appropriately.

The level 3 curriculum is content intensive, with most content unlikely to be taught more than once. Attendance is of the utmost importance and, as such, instances of truancy from lessons will be dealt with seriously.

Y12 students are expected to be onsite for the full academy day, this includes supervised and independent study periods.

Y13 are expected to be onsite for the full academy day, up until October half term. At this point, we will review student progress and attitude to learning and will grant off site study privileges on a case by case basis. Precision plan students will remain onsite at all times. The review of onsite study is a supportive measure to ensure students have developed the necessary skills to work independently. These skills will allow for all students to be successful, now and in the future.

In cases of illness, a parent must contact the KAB6 Administrator to inform of absence from the academy. This can be done via email or phone. Students are not permitted to inform KAB6 of their own absences. This is to ensure we have robust safeguarding measures in place.

In case of medical or other appointments, evidence of appointment must be provided, via email, to the KAB6 Administrator. We encourage students to make these appointments outside of the academy hours.

Students are entitled to three approved absences per year for university visits or work experience. An absence request form must be submitted for this to be approved. Please access the form [here](#).

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Communication with Staff



Students are reminded that effective communication is an important part of any professional or higher education environment. As such, students are expected to communicate with staff in an appropriate and professional manner. This includes communications in writing via email, google classroom, etc.

Emails should be addressed appropriately, and language should continue to be professional.

Written communication to staff should take place within reasonable working hours (8:00-18:00) as much as possible. Students are reminded that staff may not respond to an email outside of this time until the following day.

Instances of unprofessional or inappropriate communication will result in the behaviour policy being applied.

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Professional Expectations at KAB6

Students are expected to adhere to the normal standards of behaviour expected in the academy environment.

Teaching staff will utilise the same behaviour policy as is utilised in the wider academy.



At King's Academy Binfield and Oakwood we have categorised types of behaviour into either disruptive or disrespectful behaviours:

Disruptive behaviours are behaviours that impact negatively on the learning environment of students. This type of behaviour will result in the staged use of the 'Consequence System'.

Disrespectful behaviours are more severe. In the case of disrespectful behaviour, there is no staged approach. The final level of the 'Consequence system', will be used immediately.

Students who display 'disruptive behaviour' will be given a sanction in line with the 'Consequence System of C1, C2, C3. Students who display 'disrespectful behaviour' will be given 'C3' in the first instance.

These disruptive behaviours will receive two opportunities to rectify behaviour before a C3 is issued.

WARN - Disruptive Behaviour. A staged approach. (C1, C2, C3)	
W	Wasting learning time
A	Actively disrupting the learning environment
R	Reminder of instructions/behaviour needed
N	Not meeting DARE values

These behaviours will go straight to C3 without the warnings. This will result in an immediate removal from lessons.

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BAN - Disrespectful Behaviour - straight to C3

B	Being rude to staff or peers
A	Arguing
N	Not following staff instructions (open defiance)



Students who display 'disruptive behaviour' will be given a 'C1' in the first instance, a 'C2' for the second disruptive behaviour and a 'C3' for a third. Students who display 'disrespectful behaviour' will be given 'C3' in the first instance.

Level	Action	Sanction
C1	Choice/chance to rectify behaviour No behaviour points recorded	None given.
C2	Choice/chance to rectify behaviour Negative point logged on Classcharts	Parent/carer informed via Class Chart.
C3	Exit from lesson for the remainder of lesson to the C3 room On-call asked to collect if refusing to leave	<p>If a student receives a 'C3' they will be removed for the remainder of the lesson. They will be escorted to an alternative learning space until the end of that lesson. They will also sit a 90 minute detention on the same day, starting at 3pm and ending at 4.30pm. All students will hand in their mobile phones on arrival at the detention and have them returned to them at the end.</p> <p>If a student receives a C3 for persistent lateness to the lesson they will receive a C3 detention but will not be removed from the lesson.</p>

In the event of a 'C3' being issued parents/carers will be informed of the same day detention via email message and a Class Charts notification before the end of lesson 5. If a student receives a 'C3' during lesson 5 or 6 they will sit their 'C3' detention on the following day.

If a student receives a second 'C3' before serving their 90 minute after the academy detention and it is deemed that they are not able to return to the next lesson, they will remain in the alternative learning space.

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Any student who doesn't attend 'C3' 90 minute detention or displays disruptive/ disrespectful behaviours while in the 'C3' detention, will be deemed to be in breach of the academy's behaviour and conduct policy and exhibiting persistent disruptive behaviour. This will result in an external suspension for half a day the following morning. The student will then resit their C3 detention when they return to the academy that day.



Students who fail to complete independent study work will be asked to attend additional supervised study sessions after the academy.

The same professional standards are expected in all areas of the academy site. Students are reminded that younger students will be present as they walk through the academy and, as such, should be mindful of their language and behaviour. Our sixth form students are role models to the younger students, and should behave accordingly.

Other information about the KAB/KAO Behaviour Policy is outlined in the policy document.

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Praise and Rewards



Students have many opportunities across the academic year to be rewarded for their behaviour and efforts.

Students can be nominated weekly for 'Caught You Being Remarkable' awards. They can be nominated by any of their class teachers, or their tutor, for their contributions and efforts in class.

Furthermore, staff will select students for awards at the end of the year. This will include the Director of Sixth Form Award.

Towards the middle of the year, students will have the opportunity to run for our 'Head Team', an exciting leadership opportunity which extends across the whole academy.

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Dress Code



A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, KAB6 students should select smart professional dress suitable for the sixth form.

KAB6 students' manner of dress and appearance should be appropriate to a sixth form environment and students should ensure they are dressed decently, safely and appropriately for the tasks they undertake in their chosen programmes of study and movement around the site.

Those who dress or appear in a manner which could be viewed as offensive or inappropriate could render themselves vulnerable to criticism or allegation. The Director of Sixth Form will be the arbiter of what constitutes offensive or inappropriate.

This means that KAB6 students should wear clothing which:

- Promotes a positive and professional image.
- Is appropriate to their chosen programmes of study.
- Is not likely to be viewed as offensive, revealing, or sexually provocative.
- Does not distract, cause embarrassment or give rise to misunderstanding.
- Is absent of any political or otherwise contentious slogans or branding.
- Is compliant with professional standards.

Professional Dress	Not Professional Dress
<ul style="list-style-type: none">• Blazer• Collared shirt or polo shirt• Blouse• Tailored trousers• Chinos• Tailored shorts (summer only)• Tailored skirt• Pencil skirt• Plain knit jumper• Plain and clean trainers, white or black ONLY• Plain sweatshirt with collared shirt underneath	<ul style="list-style-type: none">• Denim of any colour• Cargo trousers or shorts• Hoodies• Sweatshirts on their own• T-shirts with slogans or graphics• Trainers with large logos• Crop tops or jumpers of any length• Cold shoulder, off the shoulder tops or jumpers• Short skirts or dresses, should be no shorter than lower thigh• Leggings• Ugg boots• Crocs• Sportswear, including leggings

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Coats

Students can wear any coat or jacket on their way to and from KAB6.

No outside wear; coats, scarves, gloves, hats etc may be worn in the building.



Footwear

Shoes should be in keeping with professional dress wear.

A sensible heel can be worn.

Flip-flops, stiletto heels, backless shoes will not be permitted.

Should any footwear need clarification the Director of Sixth Form will be the arbiter of what constitutes appropriate footwear.

Jewellery, Tattoos & Hair Style

Jewellery should be conservative, no visible piercings on lips or nose. A clear retainer can be worn. Students should be aware, however, that jewellery may need to be removed for practical subjects or scientific experiments.

Tattoos should not be visible.

KAB6 students are free to wear their hair in any style. We would ask that students continue to follow the expectations of a professional environment with regard to length, style & colour.

Sports Leaders

Students completing their Sports Leaders awards are expected to maintain the same high standards of dress. The qualification may demand the wearing of sportswear on occasion, however, this should constitute:

- A plain t-shirt
- Appropriate leggings, shorts, or sports bottoms
- Plain and appropriate trainers

Lanyards

Lanyards are a compulsory element of the KAB6 dress code. They allow us to safeguard all students in the academy. They must be worn at all times.

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Mobile Phone Use



We recognise that mobile phones, including smart phones, are an important part of everyday life for our students, parents and staff, as well as the wider academy community. However, it is important to remember that KAB6 students are moving around the wider the academy environment and, as such, must work to keep themselves and others around them safe.

Students are permitted to use their mobile phones on the academy site, but only whilst they are in the sixth form 3rd floor facilities.

If students choose to bring a mobile phone with them it must be switched off prior to entering lessons and be placed in their bag or pocket for the remainder of the lesson. This is the same for airpods also.

KAB6 students may use their mobile phone while participating in the academy related activities, such as extra-curricular clubs or trips.

Mobile phone use, alongside airpods and other headphones, is not permitted in outside areas or in the wider academy. This includes during fire evacuation.

Mobile phones or airpods which are visible in the wider academy or outside areas are subject to confiscation.

Repeated infractions of this rule may result in disciplinary action, such as C3 detentions or internal isolation.

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Harmful Substances



Alcohol

The supply and consumption of alcohol on King's Academy Binfield premises is forbidden.

Students under the influence of alcohol will immediately be excluded from the campus. This will be dealt with as gross misconduct.

Students must abide by the rules laid down for alcohol consumption during KAB6 trips and organised social events. Failure to observe this will be dealt with as a disciplinary matter and may result in early return to KAB6.

Drugs

The supplying, possession and/or use of illegal drugs or drugs paraphernalia either on King's Academy Binfield premises, on KAB6 trips or during organised social events is prohibited.

The supplying and/or misuse of prescribed drugs either on the King's Academy Binfield premises, on KAB6 trips or during organised social events is prohibited.

Glues and Solvents

Inappropriate use, e.g. inhaling, is prohibited.

Smoking and Vaping

Smoking or vaping is prohibited on the King's Academy Binfield premises.

Smoking should not occur anywhere on Wood Lane, St George's Estate, immediate vicinity of the academy premises or where younger students are in uniform.

The health hazards associated with smoking and vaping are clearly explained to students, the habit is strongly discouraged.

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Digital Learning



Students are encouraged to make the fullest possible use of the excellent IT facilities and to improve their skills.

However, inappropriate use of KAB6 equipment including scanning, hacking, downloading offensive or pornographic material or the sending of offensive messages is gross misconduct and will lead to suspension and possibly permanent exclusion from KAB6.

Sophisticated monitoring of KAB6 systems means that students who abuse the facilities can be tracked and identified. In some cases this will lead to prosecution.

Plagiarism

Plagiarism can be defined as the practice of taking someone else's work or ideas and passing them off as one's own, whether this be copying in person, or via copying from the internet. Copying work from AI search engines also constitutes plagiarism.

It is acceptable to quote sentences from textbooks, but you must acknowledge the quotation with appropriate referencing. Proper referencing will be taught to all students as part of the tutor programme.

Plagiarism is cheating and thus a serious offence which will result in disciplinary procedures and even disqualification from public examinations.

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Strategies for Supporting Success and Disciplinary Procedures



These provide a framework for supporting students and protecting the rights of those who belong to the KAB6 community. The aim is to uphold the principles embodied in the Code of Conduct and to provide opportunities for negotiation and consultation within the strategies for supporting success.

Supporting Student Success

These strategies are for students who need help to achieve success in the following: • time management including:

- deadlines
- punctuality
- attendance
- standard of work
- language, attitude or behaviour in lessons.

Extenuating circumstances

In all cases, staff should check with students, Form Tutors or Academic Mentors if there are any extenuating circumstances and modify their actions appropriately. They should ensure that where there are extenuating circumstances students are alerted to the support and guidance services in KAB6, and all relevant information is shared with appropriate staff.

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Useful links and documents

[Wider KAB/KAO Behaviour Policy](#)

[Absence Request Form](#)

The logo for KAB6, featuring the letters 'KAB' in a bold, sans-serif font with a stylized 'K' that has a white triangle cutout, followed by a large, bold '6'.

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