



Sixth Form Code of Conduct

As a member of the Sixth Form you are both a role model for younger students and an ambassador for the school in the wider community. As such, we expect you to display the following core values:

- **Respect:** show the highest level of respect for your peers and staff at all times, treating others as you would wish to be treated.
 - Do as you are asked by a member of staff at the first time of asking.
 - If any grievance arises, respectfully raise your concerns with your Head of Year.
 - Show respect and consideration for other people's religion, culture, race and gender, working together to stop bullying of any sort, including cyber, racist and homophobic bullying.
- **Integrity:** be honest and have strong moral principles, owning your mistakes and using them as an opportunity for self-improvement.
 - Do not engage in any behaviour (including outside of school) that brings the school into disrepute.
 - Be a responsible citizen by promptly reporting to your Head of Year any instances where you witness any wrongdoing or injustice, even when you are not directly involved.
 - Meet your commitments, including attending any workshops/visits/interviews with external partners that you have signed up to attend.
- **Determination:** take full advantage of all of the opportunities being a student at the school will afford you, never giving less than your best effort to enable you to achieve to your potential.
 - Work to the best of your ability and be proud of your achievements.
 - Be on time for all lessons and always have the right work and equipment with you.
 - Complete all classwork and homework on time and to the best of your ability.
 - Be alert and engaged in lessons in a way that promotes the achievement of yourself and your peers.

In addition, the following outlines our expectations of you when using the Sixth Form Centre:

1. Be in the Sixth Form Centre by 8.10am each morning and in your form room by 8.15am.
2. Requests for pre-planned absences (such as for university visits/workshops) should be submitted to your Head of Year at least 48 hours in advance of the planned absence. Your attendance and punctuality will be taken into account when considering whether to grant the request.

3. Unplanned absence must be reported by your parent/guardian to the Sixth Form absence line between 7.30am and 8.10am on the day of the absence.
4. If you are late to school, you must report to the Sixth Form Reception to ensure you are registered.
5. You are welcome to use the Common Room and Study Centre between 6am and 6pm. Classrooms may not be used without the supervision of a member of staff.
6. Silence must be maintained at all times in the Study Centre. Timetabled study periods should be treated as an important part of your day and are not an opportunity to go to your locker or walk around the building.
7. In light of this and to enable us to fulfil our safeguarding responsibility by accounting for the whereabouts of all students, toilets should not be used during lesson time except in an emergency, at which point you should report to the Sixth Form Reception.
8. Mobile phones/electronic devices and headphones should not be seen or heard in lessons or during lesson changeovers. They are permitted to be used responsibly in the Common Room in your free time or, for study purposes, in the Study Centre.
9. Mobile phones/electronic devices must not be used for recording or filming on the school premises at any time without the express written permission of the Director of Sixth Form.
10. Do not eat or drink in corridors, classrooms or the Study Centre at any time during timetabled lessons; only eat in the Sixth Form Dining Room, Common Room or courtyard.
11. Move quickly and calmly through the corridors, respecting the one-way system.
12. Do not smoke on school premises or on your way to and from school.
13. Do not leave the school site at any time during the school day, unless authorised by a member of the Sixth Form staff. You cannot re-enter the premises once you have left for the day without the permission of a member of the Sixth Form staff.
14. Do not drop litter or buy or sell items or goods from other students on school grounds.
15. Abide by the Sixth Form dress code at all times, including on your way to and from school. Make-up should not be excessive, nails should be of a suitable length and there should be no outlandish hairstyles (including unnatural hair colours on students). No tattoos or any type of visible body art is permitted.
16. The following items are expressly prohibited at all times and we will search for them without your consent:
 - a. knives or weapons
 - b. illegal drugs

- c. stolen items
- d. pornographic images
- e. alcohol
- f. tobacco and cigarette papers
- g. fireworks or flammable substances
- h. any article that we reasonably suspect has been, or is likely to be, used:
 - o to commit an offence, or
 - o to cause personal injury to, or damage to the property of, any person (including the pupil).
- i. mobile phones/electronic devices that are used in breach of rules 8 and 9 above or used in any other way to breach any of our rules

17. Prohibited items will be confiscated and dealt with in line with our search policy. Mobile phones/electronic devices will be held by the school for the duration of a term. Repeat offenders may be prohibited from bringing such items to school.

18. The school does not accept responsibility for pupils' personal possessions if lost or stolen from anywhere on the school premises. In the case of items confiscated because they are being used in breach of school rules, the school expressly excludes its liability for loss or theft or damage including loss, theft or damage caused by negligence of school staff. This is because the school will have been required to take possession of the item only to uphold school rules.