



## Sixth Form Code of Conduct Policy

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At Christopher Whitehead Language College and Sixth Form, we expect sixth form students to recognise and respect their responsibility as senior students and role models in the school and to exemplify the highest standards of conduct within the school.

Sixth form students have chosen to be a part of Christopher Whitehead Sixth Form, and we expect them to work alongside staff and peers to create a sixth form environment in which they can pursue academic excellence, both as citizens and independent academic scholars.

All sixth form students must read and sign the Sixth Form Code of Conduct on induction day, copies of this agreement will be held by both the student and Head of Sixth Form.

### **Communication with Parents/Carers**

Your attendance and academic performance will be monitored throughout the school year. The following list outlines our scheduled communications with parents/ carers:

- Settling in Evening (24<sup>th</sup> September 2015)
- Year 12 PMR Report (22<sup>nd</sup> October 2015)
- Year 12 PMR Report (9<sup>th</sup> December 2015)
- Year 12 Consultation Evening (10<sup>th</sup> December 2015)
- Year 12 Mock Report (3<sup>rd</sup> February 2016)
- Year 12 Consultation Evening (4<sup>th</sup> February 2016)
- Year 12 PMR Report (23<sup>rd</sup> March 2016)

In addition to this, the Head of Sixth Form will contact parents/carers if school expectations are not being met or if there are concerns about your attendance, attitude or academic progress.

### **Our Expectations**

#### **Attendance and Punctuality**

**It is important to remember that employers and universities will ask for your attendance and punctuality records when requesting a reference.**

#### **You are expected to:**

- Attend morning and afternoon registration and tutor periods.
- Sign in if arriving outside registration time, and sign out before leaving the school site at all times.
- Attend all timetabled subject lessons, tutor periods, designated subject study periods and assemblies.
- Inform your learning mentor or the Head of Sixth Form if you know in advance that you will be absent (e.g. medical appointments, interviews, and open days).

## Absence

- Aim for 100% attendance to all of your timetabled periods.
- Holidays should not be taken during term time, and are always detrimental to your studies.
- Medical appointments – where possible we always encourage students to make medical appointments outside of school hours.
- Absences on religious grounds – you must inform your learning mentor or the Head of Sixth Form of any planned absences meeting this criteria.
- Driving lessons – driving lessons may be scheduled only during ‘free study’ periods, driving lessons will be classed as authorised activities provided that:
  - They do not occur during lesson or designated study periods.
  - They do not have a negative impact upon your attendance, punctuality or ability to meet deadlines and course requirements.
- Work experience/ voluntary work – certain activities may be authorised in agreement with the Head of Sixth Form provided that:
  - They do not occur during lesson or designated study periods.
  - They do not have a negative impact upon your attendance, punctuality or ability to meet deadlines and course requirements.
- All other absences:
  - All planned absences must be reported to your learning mentor or the Head of Sixth Form.
  - In the case of unplanned absences, you are expected to contact the Head of Sixth Form or Sixth Form Administrator to inform them of your absence at the earliest convenient time.
- All missed work must be completed and it is your responsibility to communicate with subject teachers to arrange this.
- Open Days (university or employment): In order to limit the amount of learning time missed, we will authorise a maximum of four days of absence for university open days from the summer term of year 12 onwards. Many universities give opportunities for students to visit them during holiday periods and host open days at weekends, students will have the chance to attend arranged university fairs during the year.
- Absence for interviews will be authorised.
- Notes from parents/carers/‘relevant person’ are required to explain any absence.

## In the Classroom

### You are expected to:

- Follow the sixth form dress code at all times.
- Be punctual.
- Arrive prepared with the required work, books, equipment and kit.
- Always work to the best of your ability.
- Contribute to discussions and group activities.
- Work in a manner which sets a good example to the rest of the school.
- Complete all homework to a good standard, including background reading, research and preparation.
- Meet all deadlines
- Communicate effectively with staff when required, such as:
  - conflicting deadlines
  - obstacles to completing your work effectively.
  - catching up following an absence.
  - Ask for support if you require it.

## **Around the School Site**

### **You are expected to:**

- Conduct yourself safely and responsibly and act as role models for younger students. This includes avoiding physical contact with other students.
- Follow the sixth form dress code at all times.
- Be sensible and polite to other students, all staff and visitors. Bullying will not be tolerated.
- Use study periods effectively and with respect to other students.
- Comply with whole school expectations for routine and emergency events such as fire drills.
- Respect our school environment and buildings. Damage to school property must be paid for.
- Use the sixth form centre and school resources appropriately, ensuring that areas are left tidy, undamaged and litter free.
- Report any damage to the school site or property to the Head of Sixth Form immediately.
- The following are not permitted anywhere on the school site or in areas surrounding the school site:
  - Smoking (including e-cigarettes, and preparation/use of self-rolled cigarettes). No sixth form student should smoke so as to be visible by younger students.
  - Alcohol
  - Recreational drugs
- CCTV is in operation throughout the school, and we reserve the right to print images and send them to parents/carers/police if it is deemed necessary.
- Use portable ICT equipment in accordance with the school's ICT Acceptable Use Policy (see next page).
- 'Last Day' – any actions, activities and conduct on the last day (of year 12 and year 13) must be safe and respectful and must comply with other school policies.

## **Motorised Vehicles**

- You must apply for a permit to bring a motorised vehicle onto the school site. Motorised vehicles must:
  - be parked safely in the sixth form car park, not on surrounding residential streets.
  - not be driven/ ridden in a way which puts your own safety, or that of other students at risk. They must not be driven around the school site.
  - obey speed limits and parking restrictions.
- For health and safety reasons, passengers must have written consent from parents to travel with you to or from the school site.

## **ICT Acceptable Use**

### **Students should not:**

- Create, access or transmit material that is designed or likely to cause annoyance, inconvenience, anxiety or offence.
- Create, access or transmit obscene, indecent or defamatory material.
- Gain deliberate access to other student's or staff member's files with the view to access, corrupt or remove their work.
- Introduce or cause to be introduced computer viruses or anything that might damage the network system.

- Send or receive electronic mail which is irresponsible or likely to cause offence.
- Use computer resources for any commercial purpose without the written authorisation from the Headteacher.
- Modify, or attempt to modify, computer hardware or software, including operating systems, computers, utilities, or applications is permitted other than configurable options provided by the software.

**Students should:**

- Be responsible for safeguarding their own login IDs and passwords.
- If encountering any offensive material immediately report its location to a member of the teaching staff.
- Report any student who is observed breaking the school policy.
- Adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school.
- Acknowledge the sources of information used and respect copyright when using material accessed on the internet.

**The following are classed as ‘serious misdemeanours’\***

- Smoking on or preparing of smoking paraphernalia on or in very close proximity to the school site, including car parks and surrounding alleyways and public areas.
- Possessing, distributing or consuming alcohol on the school site.
- Putting the health and safety of yourself and others at risk, including driving dangerously on or in close proximity to the school site
- Inappropriate physical contact.
- Swearing or use of offensive language directly to a member of staff – verbal confrontation.
- Bullying – in all forms, including cyber-bullying.
- Serious and persistent refusal to do as you are asked by members of staff.
- Causing wilful damage to school or personal property.

**We reserve the right to immediately exclude students for criminal activity, including (but not limited to) the following:**

- Possessing, distributing or consuming recreational drugs on the school site.
- Violence – or threatening behaviour – physical confrontation with either staff or other students.
- Sexual assault
- Sexual abuse

\*This list is not exhaustive, and the Head of Sixth Form reserves the right to decide whether misdemeanours are classed as ‘serious’ on an individual basis.

## Agreement

**Please sign this agreement to confirm that you have read and understood the terms of the Sixth Form Code of Conduct.**

**I agree to abide by the Christopher Whitehead Sixth Form Code of Conduct.**

Printed name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_