



HEADLANDS SCHOOL
SINCE 1965

Sixth Form Code of Conduct Policy

Written by	Director of Sixth Form		
Creation date	Autumn 2018		
Adopted by Governors	29 November 2018		
Reviewed by		Date	
Next Review Date	Autumn 2021		

Headlands Sixth Form Code of Conduct

Privileges and responsibilities

As befits your age and status within school, as Sixth Form students you enjoy certain privileges and greater independence than lower down the school. Privileges include having Private Study periods, sole use of Sixth Form facilities, unlimited access to careers advice, and more freedom with respect to uniform, use of electronic devices and travel to school.

However, with privileges come responsibilities and duties. You play a vital role within school and beyond as role models and as leaders. You are looked up to by the younger members of our community and are expected to set the right example at all times. There are occasions when you are required to take on ambassadorial roles and you do so with charm and good humour.

In the Sixth Form you are expected:

- To conduct yourself with integrity and dignity, serving as role models to younger students;
- To treat all students, staff, visitors and local residents with respect and consideration;
- To be smartly dressed at all times in accordance with the Sixth Form dress code;
- To participate fully in lessons, private study periods, enrichment activities and community service;
- To complete all work set by the agreed deadlines and develop independent study skills;
- To maintain the highest possible level of attendance and punctuality at all relevant school activities;
- To follow the Sixth Form procedures for registering and to inform the school of any absence at the earliest opportunity;
- To take care of the school buildings, resources, equipment and environment, and act in a safe manner at all times;
- To abide by the regulations relating to conduct of examinations and the submission of coursework for assessment;
- Not to bring cigarettes, alcohol or illegal substances onto the school site; it is not acceptable for a student to come to school in an intoxicated state. You are reminded that the school is a public place and as such is subject to the laws of the land. The guidelines detailed below set out more fully these expectations.

Attendance

- You must inform the Sixth Form Support Services Assistant (Mrs Dixon) of any absences known in advance. In some cases, a letter from home will still be required, requesting leave of absence. Family holidays should not be booked during term time. Any request to waive this rule should be addressed to Mr Cooke.
- You must ring the Support Services Assistant by 08.30 or make contact via email on any day of sickness. A phone call later that day would be expected to let us know you are returning. IT IS YOUR RESPONSIBILITY TO ENSURE THIS HAPPENS.
- If absences become regular, contact from home will be required on all occasions.
- Driving lessons must not be booked in study period or lesson time.

Punctuality

- Prompt attendance at the 8.30 registration is expected Tuesday to Friday, whether you have a lesson Period 1 or not. From December 2018, this rule will be strictly enforced. Where you are engaged in authorised activities that prevent you from attending morning registration, you must contact Mrs Dixon. Such activities include helping to take assembly, literacy or numeracy support, or starting a mock examination. IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU ARE REGISTERED.

- You should remain in Tuesday, Wednesday and Thursday morning registration with your tutor until 8.50.
- Prompt arrival at lessons is expected. Teaching staff may refuse entry if you arrive more than five minutes after the start of the lesson, unless there is good reason.

Dress Code

The standards set down for Sixth Form uniform are expected to be closely observed. Smart appearance at all times is the norm. Students are expected to wear attire befitting a potential workplace, this means no excessively short skirts or shorts, crop tops, or clothing with offensive slogans. PE kit is not to be worn to lessons, other than PE/Games, or around the site, unless permission has been given in particular circumstances. If you are unacceptably dressed, you can expect to be sent to a senior member of staff who may then send you home to change into suitable uniform.

Submission of Work

All work should be submitted on time, whether this is homework or coursework. Help should be sought out from class teachers BEFORE the submission deadline if required.

Private Study Facilities

Private Study facilities are open for the use of all Sixth Formers. Private Study periods are not “free” periods; they are for wider, independent learning. You may also use them to engage in activities such as Learning Support or Community Service. You may work in departmental areas if members of staff are happy for you to do so. Otherwise, you have a choice of areas to use:

- The Sixth Form Suite - This is for collaborative work.
- The Year 12/13 quiet rooms - these are for quiet independent study
- The Sixth Form Study Room - another collaborative learning space, with white board available for peer tutoring

Movement around the School

In normal circumstances, if not in timetabled lessons you should be in one of the study areas during lesson time. You should not be moving around the site, unless for a specific purpose, such as to see a member of staff who is also free.

Leaving the Site

- You may leave the site at lunchtimes via the front or back gate.
- You may leave the site at any other time, outside of lesson time via the FRONT GATE ONLY. Anyone found to be ‘jumping the gate’ will be found contravening the code of conduct.
- When leaving the site, you must ensure you have signed out at the Sixth Form Reception, and used your electronic fob.
- It is your responsibility to ensure that the Green Security gates adjacent to the school are closed when you leave. You must re-enter the school via main reception.
- Where possible, dental, medical and other appointments should be made so as not to miss lessons. Where it is necessary to leave the site for such reasons, or to arrive in school later than 8.30, Mrs Dixon and Mr Cooke should be informed in advance. You should sign in and out as appropriate.

Eating

- You may eat any food you have brought onto school site in the Sixth Form area.

- Litter is to be placed in bins.

Smoking

- The Whole school site is a smoke free site (including E-cigarettes and all similar devices). If you wish to smoke you must do so away from the school site entirely. Do not stand near either school entrance.

Alcohol

- You must not visit a public house nor should you consume alcohol during the school day.

Mobile phones and other electronic devices

- You may use mobile phones in the Sixth Form areas. Other electronic devices may be used, with earpieces. You may make or receive phone calls only in the other Sixth Form areas, nowhere else around the school.

Car Parking

- You may park on the school site, space permitting. Cars must be driven very slowly onto and off the site. A PARKING PERMIT IS NECESSARY, AS IS A FOB. If you drive carelessly, you will be banned from bringing a car onto the school site.

Part time paid employment

- We understand that some of our students may need income from part time employment; however, our recommendation is that this does not exceed 8 hours per week.
- If a student is found to be working more than 8 hours per week, and their studies are suffering, they will be asked to cut back on hours.

Progress

- We will monitor your progress carefully over your time here at Headlands Sixth Form, and keep you informed as to how you are doing.
- In order to ensure good progress, students must adhere to the following:
 1. Complete all tasks assigned by teachers
 2. Complete all coursework.
 3. Maintain effort throughout the year
 4. Do not plagiarise
 5. Attend all exams, including PPEs and conduct yourself in a manner appropriate to JCQ guidelines.
 6. Access all intervention arrangements, if put in place due to poor PPE results.

SUMMARY OF CONSEQUENCES OF NON-COMPLIANCE

Expectation	Consequence
Appearance The smart appearance of students contributes to our reputation and the impression we make on visitors is important. As young adults you are required to adhere to the Sixth Form Dress Code.	Failure to do so will result in: First time: Reminder from Mr Cooke regarding expectations. Second time: letter home. Persistent: sent home and meeting with parents. Serious breaches of Dress Code will

	result in a student automatically being sent home.
<p>Attendance Every aspect of your timetable is key to your success and development, including registration and assemblies. Aim for 100% attendance and, where absence is unavoidable, be proactive in informing the school and catching up work missed before the next lesson. Ensure you are registered on site at all times.</p>	<p>Unacceptable absence will result in: First time: Reminder of expectations from Mr Cooke. Second time: Letter Home & Attendance monitoring Persistent: Meeting with parents. Missing a lesson will result in: First time: Reminder of expectations from Mr Cooke. Second time: Letter Home & Attendance monitoring Persistent: Meeting with parents</p>
<p>Punctuality Students who are late to lessons disrupt the start of the lesson and result in loss of learning time for all learners in the group. Students who are late for the start of the day will miss valuable information, but also can develop a habit. Attendance at registration Tuesday - Friday is compulsory.</p>	<p>First Time: subject teacher reclaiming time owed at break, lunch, or at the end of the day. Persistent lateness: removal of the privilege of going home early and a letter/contact home.</p>
<p>Use of electronic devices These come with the responsibility to look after them and use them as permitted in the Code of Conduct.</p>	<p>Use of devices in lessons without permission, or outside of permitted sixth form areas will result in their confiscation; they can then be collected at the end of the day from the Head of Sixth Form. Repeated disruption caused by use of devices will result in loss of the privilege of being allowed to bring them.</p>
<p>Car Parking It is a privilege for sixth formers to be allowed to park on the school site. This will always be according to availability of space. Extreme care has to be exercised when driving on site and you must park with consideration for other users.</p>	<p>Careless driving: First offence: warning Second offence: ban from parking on the school site and contact home. Reckless driving: ban from parking on the school site and contact home.</p>
<p>Conduct in lessons You have chosen to stay on to Sixth Form and specialise in your chosen courses. The contact time you have with your teachers is a vital part of your course and the learning environment for all must be protected at all costs. This means the standard of behaviour is very high and you will be expected to be a positive and valuable contributor to every lesson.</p>	<p>Disruption of the learning environment in lessons will result in: First time: Removal from lesson. Second time: Letter home. Persistent: Meeting with parents</p>
<p>Conduct in the Sixth Form Areas - Study areas Sensible use of Study time is key to your success. You have the freedom to choose what to do and when to do it but your decisions must not affect the ability of other students to concentrate on their own learning.</p>	<p>Disruption of the learning environment in the study facilities will result in: First time: being asked to leave the area. Second time: being banned from the area for a week, plus letter home. Persistent: Banned from the area in question</p>
<p>Respecting the Sixth Form Areas - the Environment Headlands is a fantastic place to learn. Sixth Form students benefit from</p>	<p>Careless use of the facilities will result in: First time: a one-week ban from using them.</p>

<p>facilities which are designated for their sole use. You are required to respect the environment, not to drop litter and only to eat or drink in a designated area. You should play your part in looking after the environment, by respectfully challenging anyone who you see misusing the facilities or referring them to a member of staff.</p>	<p>Second time: Letter home and Half termly ban. Persistent: Permanent ban and meeting with Parents. Wilful damage to the facilities may result in you being asked to leave the Sixth Form.</p>
<p>Progress An active involvement in your own progress throughout your time at Headlands is essential. Failure to adopt an acceptable attitude will result in your place becoming jeopardised.</p>	<p>Failure to exhibit a positive attitude to progress will result in: First time: Reminder of expectations from subject teacher & Mr Cooke. Second time: Letter home Persistent: Meeting with parents.</p>

Headlands Sixth Form Code of Conduct

Name

I have read the Headlands Sixth Form Code of Conduct and agree to abide by its content. I understand that failure to follow any of these expectations will jeopardise my place in the Sixth Form and that the school reserves the right to support me to find more suitable alternative arrangements for my post 16 education if I do not comply.

Student signature

Date