



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	Director of Sixth Form	Date	Summer 2020
Next Review Date	Autumn 2021		



## Headlands Sixth Form Code of Conduct

### COVID-19 Amendments to the Code of Conduct

In light of the nationwide social distancing restrictions in place surrounding the pandemic of COVID-19 the following amendments have been made to the Sixth Form code of conduct to ensure the safety of all staff and students:

1. If using public transport, or the school minibus to and from school, students **MUST** sit **ONLY** with other Sixth Form students and on alternate rows on the bus. Students **MUST** also wear a face covering throughout the **ENTIRE** journey.
2. Students **MUST** wash their hands upon entry to the school building and either sanitise or wash again **at the end** of each lesson and **BEFORE** eating.
3. Social distancing is in operation at all times between students and staff. Students and staff should remain 2 metres apart.
4. It is expected that, where possible, all members of the Sixth Form will maintain a 2 metre distance from each other.
5. No physical contact of any kind is to be made between students.
6. Students must **ONLY** leave lessons/the Sixth Form area at designated times at the end and beginning of lesson periods.
7. Students **MUST** follow the school's one-way system around the building.
8. During sessions between teacher led lessons, students must sit in either the common room, the study centre, or the group study room. All of these rooms will be set up with individual desks to maintain social distance. Where possible, students will be allocated their own desk.
9. If using school canteen facilities, to **ONLY** use the **TOWER BLOCK** canteen at the designated times.
10. Use **ONLY** the Sixth Form toilets, these have coded locks on them and are for sole use of the Sixth Form.
11. Where students do not have a period 5 session, they are permitted to leave the site and return home at 13:05, students **MUST** sign out at Sixth Form reception at the end of **PERIOD 4** if they wish to do this.

It is expected that Sixth Form students follow **ALL** of the above amendments, not only for the safety of themselves and staff, but to also set a positive example for the younger students of the school.

Repeated failure to comply with this will result in sanctions being escalated.

## 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, whether you have a lesson Period 1 or not. 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.

- 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. 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. 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 study centre - This is for silent independent study.
- The Sixth Form Study Room - a collaborative learning space, with white board available for peer tutoring.

### **Leaving the Site**

- Students are expected to remain in school between the hours of 8:30 and 14:45 and utilise their time effectively to promote good progress.
- Students that have attained grades at data collection points in line with their targets will be granted access to late starts/early finishes.
- You may leave the site at lunchtime via the front or back gate.

### **Students with access to Late Starts/Early Finishes**

- You may leave the site at any other time, outside of lessons via the FRONT GATE ONLY. Anyone found to be ‘jumping the date’ 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 the 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 common areas.
- No food must be brought in to the Sixth Form Study Centre.
- 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**

Due to restrictive parking on the school site, Sixth Form students must park on Sewerby Road, in front of 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.
- Working hours must not be within the hours of 8:30 to 14:45.

## **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
<p><b>Appearance</b> 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.</p>	<p>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>
<p><b>Attendance and Punctuality</b> 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 and invitation to Head of Sixth Form Supervised Study. Second time: Letter Home &amp; Attendance monitoring Persistent: Meeting with parents.</p>
<p><b>Conduct in lessons</b> 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><b>Conduct in the Sixth Form Areas - Study areas</b> 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><b>Progress</b> 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 &amp; 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 .....