



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	Autumn 2021
Next Review Date	Autumn 2022		

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 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 08.30am 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. Sickness rates will be monitored and all appointments must be supported with documentation.
- Attendance to all lessons, study periods, PSHE and Enrichment hours is expected.
- Driving lessons must not be booked between 8:30am and 14:45pm.
- Any missed sessions will be caught up in after school sessions where required and where more than 2 sessions are missed within a week, contact will be made home.

Leaving the Site

- Students are expected to remain in school between the hours of 8:30am and 14:45pm and utilise their time effectively to promote good progress, regardless of whether a timetabled lesson is on.

- You may leave the site at lunchtime via the front or back gate.
- When leaving the site, you must ensure that you have used your barcode to sign out with the duty staff at the gate.
- Where possible, dental, medical and other appointments should be made as not to miss lessons. Where it is necessary to leave the site for such reasons, or to arrive in school later than 8:30am, Mrs Dixon and Mr Cooke should be informed in advance. You should sign in and out as appropriate.

Punctuality

- Prompt attendance at the 8.30am 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.
- Prompt arrival at lessons is expected.

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 Common Room - a collaborative learning space, with white board available for peer tutoring.

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 8:30am to 14:45pm.

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.

Headlands Sixth Form Teams

Upon entry to the Sixth Form you will be assigned to either team Herman or team Jones based on your subject choices and intended future destination. These will allow you to receive tailored advice and support for your future. Each member of the Sixth Form has the opportunity to earn points for their team from positive conduct in lessons, attendance and contributions to the school community. The team with the most points at the end of the year wins the Sixth Form cup and a team based prize.

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.