



HEADLANDS SCHOOL
SINCE 1965

Sixth Form Code of Conduct Policy

Written by	Director of Sixth Form		
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Headlands Sixth Form Code of Conduct

As a Sixth Form student you can expect to enjoy certain privileges and receive a greater level of independence than students lower down the School. Privileges include having independent study spaces, use of Sixth Form facilities for example a kitchenette, unlimited access to careers advice, and more freedom with respect to uniform, timetabling, use of electronic devices and travel to and from the Sixth Form. However, with privileges come responsibilities. You play a vital role within School and the wider community, you are a role model and leader to others. As a role model you are expected to both set and lead by example at all times. Students should note privileges can be removed at the discretion of the Sixth Form team if the following subsections are not adhered to.

1. Attendance

Parents / carers must report any absence by phoning the Sixth Form Reception by 8:30am on the day of the absence. **The number for the Sixth Form reception is tel. 01262 676198 extension 243.** If there is no answer a message should be left detailing the students name and the reason for their absence. Alternatively, parents / carers can make contact via the Edulink app.

Students are expected to maintain 95% attendance or above. Should a student fall below this percentage, support to increase attendance will be given.

It is compulsory for students to attend all lessons, study periods, PSHE and timetabled enrichment sessions. As well as weekly morning assemblies and individual mentor meetings with academic mentors.

Students must inform the Head of Year of any unavoidable absences known in advance. Head of Year may require evidence to support student absence. For example, medical or other appointments must be supported with documentation. However, parents / carers should inform the Sixth Form of any extended absences.

Family holidays should not be booked during term time. Any request to waive this rule should be addressed to the Director of Sixth Form.

Non educational activities such as driving lessons must not be booked between 8:30am and 2:45pm Monday to Friday. This is at the discretion of the Sixth Form team.

Students are expected to complete any work missed whilst absent. Teachers will put work on Google Classroom. All work completed should be submitted. Students should also find time to speak to their subject teachers.

2. Leaving the Site

Students may leave the School site when they do not have lessons, study periods, PSHE, or enrichment sessions, assemblies or individual mentor meetings at the approval of the Sixth Form staff.

Students can arrive / leave via the back or front gates between 8:15am to 8:25am, at lunchtime and 2:45pm to 3:00pm. At other times of the day students must arrive / leave via the front gate only.

Students must sign in and out at the School's Main Attendance Office using their barcode or by hand if the barcode system is not working.

3. Punctuality

Students are expected to be prompt to all lessons, study periods, PSHE and enrichment sessions. Should a pattern of lateness occur students will be supported in reducing the amount of late marks they receive, this includes late marks to assemblies and individual mentor meetings.

Students should be punctual when submitting work and meeting deadlines. Students should seek out help before the deadline if required. Extensions for work will be at the Teachers discretion if extenuating circumstances occur.

4. Dress Code

As a role model, it is expected students dress appropriately for the School and Sixth Form setting. The Sixth Form prides itself on being a place where students can feel safe to express themselves as individuals, however if the Sixth Form team deem an item of clothing as inappropriate the student may be asked to go home and change.

Sixth Form lanyards and identification badges must be worn at all times, should a student forget their lanyard, a temporary lanyard will be issued at the School's Main Reception.

5. Sixth Form Facilities

The Sixth Form has a number of different spaces all with different purposes, all of which are available to all Sixth Form students.

The main areas of the Sixth Form are:

- The Study Centre - This is where students will find the Sixth Form team. It is a silent study space for students to work independently without distractions. Students will complete their timetables study periods in this area. These periods are not "free" periods; they are for the consolidation and deeper understanding of key concepts and knowledge. Headphones can be used to listen to music in this space however music should be at a volume that doesn't disrupt others.
- The Group Study room - This is a collaborative learning space with tables and chairs set up for small group work.
- The Lounge / Common room - This is a comfortable seating area with a small kitchenette. This space is to encourage social mixing and should be used to sensibly socialise with friends during break and lunch times.
- The Time Out room - This is a small space that is available to students should they need a quiet space to gather their thoughts and be alone. Sixth Form staff monitor this space and are on hand to offer any guidance and support should a student require it.
- Students can use departmental areas at the discretion of subject staff. Students should inform the Head of Year when working in these areas, for example Art rooms.

6. Eating and Drinking

Food and drinks can be consumed in the Sixth Form group study and lounge / common room. Students should take responsibility for their spaces, putting all rubbish in a bin. Students should maintain an area they are proud of, keeping the space clean and tidy. Cleaning equipment is

available in each room should students need it.

Energy drinks and alcohol are not permitted to be consumed on the School site.

Students must not visit a public house nor should they consume alcohol during the School day. Any student found to be intoxicated will be asked to leave the school site.

7. Smoking

The School site is a smoke free site, this includes E-cigarettes / vapes and all other similar devices. If students wish to smoke, they must do so away from the School site. As a role model, it is important that students promote healthy behaviours and do not stand near either School entrance.

If a student is found vaping on the School site consequences could include:

- If the student is 18 years old, they will be asked to put the cigarettes or device away.
- If the student is under 18 years old the cigarettes or device will be confiscated and parents / carers will be contacted. It will be at the parents / carers discretion what then happens to the cigarettes or device.

8. Mobile Phones and Other Electronic Devices

Students may only use their mobile phones or electronic devices in the Sixth Form areas. Students should be mindful not to distract or disrupt other students when using their mobile phone. Mobile phones can be used in lessons at the teacher's discretion, for example for research purposes. Mobile phones must not be used in the corridors or in areas shared with other members of the school.

9. Car Parking

Due to restrictive parking on the School site, Sixth Form students must find an alternative safe place to park.

10. Part Time, Paid Employment and Voluntary Work

The Sixth Form team understands that some of our students may need to seek part time employment or voluntary work. However, we recommend students do not exceed 8 hours per week and must not work between the hours of 8:30am to 2:45pm.

11. Progress

The Sixth Form team will monitor students' progress carefully over their time at Headlands Sixth Form and keep them informed of progress.

In order to ensure good progress, students must adhere to the following:

1. Complete all tasks assigned by teachers, meeting set deadlines
2. Complete all coursework, meeting set deadlines.
3. Maintain a positive attitude to learning 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 and support arrangements

12. Sixth Form Rewards

Rewards are an integral part of Headlands School, including the Sixth Form. In the Sixth Form students are rewarded in several ways.

12a. “Sixth Former of the Week” Nomination

In Lessons:

Teaching staff will make one nomination per class per week to the student in their lesson that has demonstrated the best attitude to their learning. This could be demonstrated by continuous hard work, engaging fully in a discussion, or demonstrating curiosity and a desire to extend understanding and knowledge.

Outside of Lessons:

Students may be awarded “Sixth Former of the Week” nominations by any member of staff at Headlands School as a result of demonstrating a commitment to the whole School community.

12b. Rewards Assemblies

Each term, the Sixth Form team will hold a Rewards assembly. Students are eligible for rewards in the following categories:

- Sixth Former of the Term (Most SFOTW nominations)
- Best Attendance Rate
- Best Attitude to Learning (AtL) grade average

Students will also have the opportunity to win awards from each of the Sixth Form team and their Tutors.

Students will be presented with an award in the celebration assembly and will be celebrated for their successes.

12c. Trips

Students will be offered the opportunity to enrich their time at Sixth Form, by attending trips allowing them to mix socially with their peers whilst exposing them to new experiences.

The criteria to access some trips will include students maintaining an attendance rate of above 95% and achieving an average AtL of a B or higher.

13. Fitness to Study

Some students will be admitted to the Sixth Form subject to certain conditions, for example, making satisfactory progress.

Students who have failed to progress satisfactorily during the previous year are placed on a probation period during which the student’s progress is closely monitored by the Director of Sixth Form who before the end of the period will decide whether the student will be allowed to continue.

13a. Exclusions

In most cases, exclusion will be by mutual agreement. However, the Sixth Form has the right to exclude without the agreement of the student. Students are normally “asked to leave”, rather than be formally excluded.

A student’s fitness to study may be questioned as a result of a wide range of circumstances. These include (but are not limited to) the following:

- Disciplinary offences/gross misconduct, including acts of violence or other criminal activity
- Poor attendance and underperformance on programme of study
- Breach of assessment guidelines
- Incapacity to continue or make progress due to health or other grounds affecting fitness to study
- A prolonged or regular short-term absence prevents them from attending and accessing regular lessons and learning activities
- There is a serious concern about a student’s fitness to study at the sixth form and/or the ability to meet the learning outcomes of the course, despite applying reasonable adjustments and learning support.
- The health, safety, wellbeing and /or learning of students, staff and/or others in the wider Sixth Form community are negatively impacted by an individual
- Student’s behaviours or cognitive capability do not allow them to engage fully and safely in their learning

If a student is unwilling or does not engage with support measures identified on their Action Plan or individual risk assessment this may lead to exclusion from the programme of study in line with the Code of Conduct and Exclusion Policy. The Sixth Form will discharge its duty of care and legal obligations where there are serious or severe concerns.

13b. Process

Usually a decision to exclude arises after the students repeatedly failed to adhere to plans for improvement. However, a decision to exclude can also be made when there has been a gross breach of discipline or expectations by a student.

All decisions to ask a student to leave or to exclude a student from the Sixth Form will be made by the Director of Sixth Form and the Headteacher.

Headlands Sixth Form Code of Conduct

Name:

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

Signed:.....

Dated:.....