

# **Sixth Form Code of Conduct: Expectations and Consequences**

The Sixth Form is a partnership between you and your teachers. We will endeavour to provide you with the best possible educational experience including high quality lessons, marking of regular assignments, pastoral support and opportunities to take part in a range of social, cultural, recreational and sporting activities. We expect you to respond showing commitment to your chosen studies and to the school.

In addition to the published Willink School behaviour policies found at <http://www.willinkschool.org.uk/Parents/Policies/> the following code of conduct is expected from all Sixth Form students. Breaching this code of conduct will lead to sanctions. Persistently breaching these requirements in a way that seriously harms your education or the education of others will put you at risk of permanent exclusion.

## **1. Attendance and Punctuality**

- Full attendance at lessons, registrations, private study, assemblies and tutor periods is expected. Punctuality is expected.
- Students are expected to register in their tutor room at 8.40 every morning unless they have approved Home Study.
- School ID must be worn at all times.
- Planned absence must be notified in advance via a green form handed in to the Sixth Form Office. Permission is only given for unavoidable appointments. Evidence should be given for medical appointments. Holidays should not be taken in school time.
- Parents should notify unforeseen absence or illness by phone or email to the school office at the start of the school day.
- Year 12 students will be allowed off site during break and lunch during term one's settling-in period up to October half-term. Students must sign in and out when leaving site.
- Year 13 students are permitted off site when not in timetabled lessons or study sessions but must sign in and out when leaving or arriving at the premises.
- Permission to leave the school site is a privilege, not a right, which can be reviewed to improve academic performance.

## **2. Work and study ethic**

Students are expected to:

- Bring commitment and enthusiasm to studies in class
- Meet all deadlines and complete homework, coursework and independent study as directed and to the best of their ability.
- Follow good principles of classroom conduct as outlined in the school's behaviour policy.
- Catch up on any missed work.
- Make best use of independent study time outside classroom lessons.
- Ask for help when needed.

- Keep part-time work outside of school to a maximum of eight hours a week (and none at all during the school day).

### 3. General Behaviour (in addition to main school policy on Behaviour)

- Act in a manner which is courteous and a credit towards the school staff, students and visitors and to uphold the school's reputation in the community.
- Concessions such as use of mobile phones and eating outside the canteen only apply to the Common Room and Sixth Form garden
- Bullying and racism are not tolerated in any form
- There is a zero tolerance to drugs and alcohol in Sixth Form. See the school's Drugs policy for further details.
- Smoking is not permitted on site or publicly in the local area around the school.

## Sixth Form Dress Code

We recognise that Sixth Form students are seen as **role models** to younger students in school and as such, have a responsibility to model behaviour and expectation. Although we want Sixth Form students to feel comfortable and to be able to express a degree of individuality during the school day, we also want to **promote a professional working environment**, as well as a positive image to the wider community.

At The Willink School, inappropriate dress means:

- Tops which over expose the body, low cut tops, crop tops that show the midriff
- Indiscrete facial piercings (discrete piercings are acceptable including nose studs but not rings), visible tattoos or over-exposure of underwear
- Leggings or super-skinny style denim trousers/jeans
- Clothing bearing political or contentious slogans/images
- Clothing which is discriminatory or culturally sensitive

<p><b><u>Dress Code for Girls</u></b></p> <ul style="list-style-type: none"> <li>• Trousers or <b>smart</b> jeans</li> <li>• Tailored shorts</li> <li>• Dresses or skirts which can be just above, on, or below knee length</li> <li>• Shirts, blouses, t-shirts or knitwear</li> <li>• The discreet wearing of items of religious symbolism is permitted</li> </ul>	<p><b><u>Dress Code for Boys</u></b></p> <ul style="list-style-type: none"> <li>• Trousers or <b>smart</b> jeans</li> <li>• Shirts</li> <li>• Smart polo shirts, t-shirts or knitwear</li> <li>• Tailored shorts</li> <li>• The discreet wearing of items of religious symbolism is permitted</li> </ul>
<p><b><u>For all students</u></b></p> <ul style="list-style-type: none"> <li>• No <b>ripped</b>, or super skinny style denim wear</li> <li>• No inappropriate haircuts of extreme fashion, e.g. no shaved heads less than grade 2, exaggerated stepped. No unusual colours</li> <li>• No flip flops or sliders.</li> <li>• <b><u>No replica sports shirts/ tops, tracksuits or leggings/jeggings unless for PE</u></b></li> </ul>	

# Sanctions

We have high expectations of our students' behaviour with the emphasis on self-discipline and personal responsibility of each student. Occasionally, when a student has failed to meet the expectations of the member of staff, the Sixth Form has the following sanctions in place to modify behaviour for the future.

## **Dress Code**

<b>First occasion in a half term</b>	Tutor to discuss and remind student of Sixth Form dress code. Logged on SIMS/ClassCharts.
<b>Second occasion in a half term</b>	Lunchtime detention, parents notified via ClassCharts.
<b>Third occasion in a half term</b>	Student will be asked to go home, change and return. Parents will be invited to discuss.

## **Punctuality to registration**

<b>Late to two AM reg in one week</b>	Lunchtime detention on Friday, parents notified via ClassCharts.
<b>Three late detentions in a half term</b>	Parents will be invited to discuss strategies to improve attendance and punctuality.

## **Missing lessons or private study sessions**

<b>Missed one in a week</b>	Lunchtime detention, parents notified via ClassCharts
<b>Missed two in a half term</b>	After-school detention, parents notified via ClassCharts
<b>Missed more than two in a half term</b>	Student on lesson attendance report, parents contacted to discuss.

## **Failure to sign in and out when leaving the site during the school day**

<b>First offence in a half term</b>	Not signing in/out: Lunchtime detention, parents notified via ClassCharts
<b>Second offence in a half term</b>	Removal of privilege to leave site for two days
<b>Continued failure to follow site instructions</b>	Parents asked in for meeting with Head of Sixth.

## Failure to wear ID

<b>First offence in a half term</b>	Not wearing ID: Reminder, recorded on SIMS
<b>Second offence in a half term</b>	Lunchtime DT
<b>Continued failure to follow site instructions</b>	Removal of privilege to leave site for two days Parents contacted to discuss. Requirement to purchase new ID if necessary.

Other sanctions for missed work or poor behaviour may include detentions / catch-up set by departments / progress reports or withdrawal of privileges within Sixth Form.

Students are expected to attend any detentions set. Failure to attend detentions will lead to an escalation in the sanction and may result in parents being asked in to discuss how to modify behaviour and attitude to learning.