

The  
Bromfords  
Sixth Form  
College



Code of Conduct  
2017-2018

## The Sixth Form Code of Conduct

Good attendance, a committed attitude to work, smart dress and exemplary behaviour are key to the success of students in the Sixth Form. They are the fundamentals of an approach to study which will lead to successful outcomes. We therefore want to be clear what these things mean to us in our Sixth Form and clear with you and your parents/carers what our expectations are.

### Code of Conduct - Student Expectations

In order to be as successful as possible in Sixth Form College we expect you to approach your studies and wider life in the school with the right attitude. Our key expectations are that all Sixth Form College students:

- Must wear their lanyards with their ID cards visible at all times;
- Are expected to adhere to our attendance policy and dress code (further details can be found below);
- Must present themselves on time to each lesson, be well prepared with the correct books and equipment ready to make a worthwhile and valuable contribution;
- Are responsible for all books and equipment that are issued to them, and are returned in good condition as requested by the teaching staff;
- Must work quietly in the Sixth Form Study Centre and other designated study rooms. They should respect other peoples' rights to private study and therefore need to bear this in mind when using laptops, desktops, and mobile phones;
- Only use computers for educational purposes relating to their studies. Failure to comply may result in a ban;
- Any abuse of the school facilities including the computer network will result in an exclusion;
- Act as role models in school both within and outside of the Sixth Form environment, behaving in a responsible way, using appropriate language and treating staff and other students with courtesy and respect.

### Code of Conduct - Academic Expectations

- You are expected to perform at or above your target grade throughout your time in the Sixth Form College. If you are performing below your target, a variety of support measures will be put in place in which you **must** engage with fully. Failure to do so could jeopardise your place in the Sixth Form College;
- You must ensure all homework is completed on time and all coursework deadlines met;
- You are expected to work independently during study periods. You need to have work ready to do or go and ask for further direction from your teachers if required. You should undertake at least 4 hours of independent study per week per subject. This could include summarising your notes, reading before the lesson the relevant topic, re-reading the text after the lesson, creating revision cards, completing past papers and undertaking additional reading.

### Code of Conduct - Attendance and Punctuality

The Bromfords School and Sixth Form College's expectation is that you maintain an attendance of 96% and above. Failure to achieve this will result in parents/carers being contacted and you will be subject to our attendance improvement procedures (please see the website for further details). Ultimately, poor attendance may jeopardise your place in the Sixth Form College.

The school day commences at 8.30am and the register is called promptly at 8.35am. If you arrive after 8.35am but before 8.55am you will be marked as late. If you arrive after 8.55am, without a valid reason, you will be marked as late after the register has closed. This is classed as an unauthorised absence and requires a note from parents/carers. All students arriving after 8.35am are expected to sign in at Student Reception. Attendance at form time is vital to ensure you complete their University or workplace application forms. During form time, you also complete the Employability for Life Charter Plus Award, an external qualification which is well recognised by employers and universities regionally and nationally.

Attendance at all lessons is **compulsory**. All Sixth Form students have a number of study periods. The Sixth Form Study Centre is a supervised area where you **must sign in at the beginning of their study period.**

If you are ill, parents/carers must call the school's Student Absence Line – **01268 474500** - on **the first morning** of absence stating their name, your name and form, full reason for absence (if due to illness the nature of the ailment must be stated) and, if known, the date you will return to school. If no return date is given parents/carers must call the Absence Line each and every day you are absent.

On your return to school parent/carers must then provide a note, addressed to the Attendance Officer, explaining the full reason for your absence along with any medical evidence i.e. copy of a prescription, prescribed medication packaging, a doctor's letter or a Student Medical Certificate which is downloadable from the school website.

Absences known in advance must be notified to the Director of Sixth Form by completing an Absence Slip. Appointment cards or other evidence including parental/carer letters must accompany this slip.

Holidays will affect attendance and attainment levels and **SHOULD NOT** be taken during the school term. Family holidays will not be authorised unless there are extenuating circumstances. Medical and dental appointments must be made outside of school hours. They are not authorised absence. Sixth Form A Level results are on Thursday 16<sup>th</sup> January 2018. **We would strongly advise that Year 12 students wanting to progress to Year 13 do not book holidays at this time as on this day students discuss with staff their subject choices for A Level. In addition, any Year 13 student wanting to undertake University studies should not book holidays during this time in case additional support is required with regards to acceptance of their University offer.**

### **Code of Conduct - Sixth Form Dress Code**

Whilst we give our students greater freedom and responsibility in Sixth Form we still expect them to present themselves and the school in a positive light. There are younger students around the building for whom the Sixth Form are role models. The Sixth Form Dress Code aims to promote smartness and confidence. At any time during the school day the purpose of the dress code is to present a positive image and provide an environment conducive to learning. To be clear, we ask that all Sixth Form College students adhere to the guidelines below and all parents/carers support them to do so.

- Boys should wear shirts with collars, polo shirts or T-shirts – large or inappropriate logos are not allowed;
- Girls should wear smart tops/ blouses, polo shirts or T-shirts that cover the shoulders – large or inappropriate logos are not allowed. Spaghetti straps, halter necks and strapless tops are not permitted;
- Skirts and dresses should be smart and not too short. Very short stretch jersey skirts and denim shorts (or similar) are not suitable;
- Facial piercings are not allowed;
- Any tattoos should be covered at all times (it is illegal for anyone under the age of 18 to get a tattoo even with parental consent);

Having made the decision to attend The Bromfords Sixth Form College you will be expected to adhere to the above dress code. Sixth Form Tutors will check your appearance every day; if they consider they are dressed inappropriately they will refer you to the Director of Sixth Form who may send you home to change.

The Director of Sixth Form will have the final decision on any dress code matters.



### **Code of Conduct – Transfer to Year 13**

We look forward to our Year 12 students transferring to Year 13. This is **not automatic** however and your acceptance into Year 13 will be determined by successful completion of Year 12 and in particular:

- Good attendance and punctuality;
- An impeccable behaviour record;
- A pass in a minimum of 2 A levels or Cambridge/BTEC A Level equivalent (or Diploma if combined) at AS or Year 12; internal examinations or assessments;
- Departmental agreement regarding students' admission onto Year 13 Course;
- BTEC Level 3 students must fully complete all their BTEC Year 12 Units at Pass or above before they can continue into Year 13.

Only in exceptional circumstances may students be permitted to retake Year 12 following discussions with the Director of Sixth Form – due to funding restrictions a student in these circumstances would need to follow different courses.

**The final decision on any issue will be made by the Director of Sixth Form.**

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As a member of our Sixth Form you agree to:

- Meet the full extent of our expectation as detailed in the Code of Conduct you have been given.

Key aspects of this Code of Conduct include expectations to:

- Wear your lanyard with your ID cards visible at all times;
- Adhere to our attendance policy;
- Adhere to our dress code;
- Present yourself on time to each lesson, be well prepared with the correct books and equipment;
- Work quietly in the Sixth Form Study Centre and other designated study rooms;
- Only use computers for educational purposes relating to your studies;
- Perform at or above your target grade throughout your time in the Sixth Form College or engage with fully with support measure to get you back on track;
- Work independently during study periods;
- Act as role models in school both within and outside of the Sixth Form environment, behaving in a responsible way, using appropriate language and treating staff and other students with courtesy and respect.

You understand that the final decision on any issue will be made by the Director of Sixth Form.

Name: \_\_\_\_\_ Form: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_