

St John's Catholic Comprehensive School
Sixth Form Code of Conduct 2020/21



1. Purpose and Objectives

St John's Catholic Comprehensive School aims to prepare students for working life and therefore expect students to treat their two years in sixth form very much like work. The firm belief is that the more time that students put into their studies both inside and outside of school, will lead to an increased likelihood of gaining the results needed to increase their life choices beyond school.

Students who attend the St John's Sixth Form do so voluntarily. There is no obligation for students to complete their Sixth Form studies at St John's and, as compulsory education in England and Wales is only up to age 16, the school similarly, in order has no obligation to educate a young person post-16. Subsequently, if a young person chooses to attend St John's for Sixth Form they do so with an implicit acceptance of the school's expectations, policies and sanctions that are in place. It is the student's responsibility to make themselves familiar with the expectations and sanctions relevant to the Sixth Form.

Therefore, this 'code of conduct' sets out the basic expectations for Sixth Form students that are similar to those that they will find in the workplace. It sets out these expectations in line with school policies and any action(s) that will be taken in the event of failure to meet one or more of these expectations.

2. Responsibilities

Students

- Adopt the Sixth Form Dress Code
- Responsible for meeting all deadlines set by teachers and other staff
- Committed to developing as Independent Learners
- Display a positive attitude towards their studies
- Conduct themselves in a manner appropriate to their seniority in and around the school
- Attend all timetabled lessons
- Attend form time on a daily basis as well as RE, PSHE, Enrichment Time and supervised study sessions as per their individual timetables
- Be punctual at all times
- Follow all staff instructions

Parents

- Inform the school if there are issues affecting their child at home
- Keep school informed about illness or other attendance issues for their child
- Promote a positive work ethic with their child
- Encourage excellent attendance and punctuality with their child
- Attend meetings as requested/invited by the school
- Work with the school to support the progress/achievement of their son/daughter
- Ensure their son/daughter adheres to the Sixth Form Dress Code at all times

All School staff

- Ensure students adhere to the Sixth Form Dress Code
- Promote a positive atmosphere in the learning environment to ensure students make excellent progress
- Set, and follow up on, clear and realistic deadlines
- Inform students if they have not met expectations
- Inform parents, Subject Leader and Sixth Form Tutor (as appropriate) if there are concerns regarding a student's progress, attitude or behaviour
- Follow the school's policy and procedures outlined in the code of conduct
- Apply appropriate interventions (with support of the subject leader as appropriate)

Sixth Form Tutors (in addition to the above)

- Act as the first point of contact for both staff and parents in respect of any concerns regarding one of their tutee's progress, attitude or behaviour.
- Act as a mentor for all of their tutees; prioritising those identified as of a particular concern in conjunction with the KS5 Pastoral Manager and/or HOY 12 and 13

KS5 Management Team

- To promote a positive work ethic and reward excellence
- Monitor students who are at risk of receiving sanctions and implement necessary support mechanisms
- Keep parents informed about student progress as per the Sixth Form Rewards and Sanctions procedure
- Discipline students as required, which can include the removal of a Sixth Form place

3. Attendance

Excellent attendance at school is vital for a student to achieve in their Level 3 (A Level and equivalent) study. Students are therefore expected to have an attendance of 95%+ each term.

Should a student's attendance fall below expectations, unless medical evidence is provided (e.g. records/notifications of medical appointments or a doctor/consultant letter), the following sanctions will apply:

- If attendance falls below 95% students will be spoken to by the KS5 Pastoral Manager and a warning letter sent home
- If attendance falls below 90% students will be issued with a verbal warning from the HOY 12 and 13 to improve their attendance with immediate effect and a letter home (on record for 1 term)
- If attendance falls below 85%, students will be issued with a written warning from the HOY 12 and 13/ Head of Key Stage 5 and a parental meeting organised (on record for 2 terms)
- If attendance falls below 75%, students will be given a final written warning from the Head of Key Stage 5 (on record for 3 terms)
- If attendance falls below 70%, students will be removed from the Sixth Form. Students will be given assistance to find an alternative education, employment or training provision

4. Punctuality

All Sixth Form students are expected to be in school on time for registration each morning. Lateness disrupts others' learning and subsequently persistent lateness will not be tolerated. Lateness will be monitored closely on a termly basis. Should a student be late to school, i.e. after 8.40am or late to a lesson, 3 times in a week, they will receive a HOY extra study session on the following Friday afternoon P6,7 and 8.

5. Signing out

Students are allowed off site at breaktime or after P4 each day if they have no further lessons that day. They must however sign out using the automated system. If they are returning to school, they will be required to sign back in again. Failure to sign out is a safeguarding issue and a sanction will be applied if this happens.

6. Lesson punctuality

All Sixth Form students are expected to turn up to lessons on time. In accordance with punctuality expectations at the beginning of school, students who are marked in late for lessons 3 times in a week will be required to attend a HOY extra study session the following Friday P6,7 and 8.

7. Dress Code

The Sixth Form has a dress code that reflects a professional working environment. Full details of the dress code is available on the school website and students should make themselves familiar with what is and what is not permitted in terms of clothing. Form Tutors and Heads of Year are responsible for upholding the dress code.

The school reserves the right to send any student home who is not dressed appropriately. Students will only be permitted to return to school when they have amended their dress accordingly. The Head of Key Stage 5's decision is final in all matters related to the dress code.

Coats (or other layers of clothing not within the dress code e.g. 'hoodies') are not permitted to be worn on the inside of the school building. If a student has to be asked more than once to remove their coat, it will be confiscated and kept in a safe place until the end of the school day (**3.20pm**) regardless of when lessons on their timetable finish.

Should any student need help with the purchasing of school clothing, the student can apply for a bursary. Details of the bursary scheme can also be found on the school website.

8. Mobile phones and Headphones

Students are only permitted to use their mobile/smart phone in the sixth form café area unless directed by a member of staff for use in a lesson as a part of teaching and learning. Any student found to be using their mobile/smart phone outside of this area, including listening to music, will have it confiscated until the end of the school day (**3.20pm**) regardless of when lessons on their timetable finish.

Students who refuse to hand their phone over immediately when requested, will have it confiscated for two weeks in line with the whole school policy and may also be subject to a written warning for failing to carry out an instruction by a member of school staff.

Discreetly listening to music using headphones is permitted in the formal sixth form study areas. Listening to music using headphones or any other device, is **NOT** permitted in lessons and Teaching Staff have been requested by the Head Teacher to support this.

9. Parking

Students do not have any rights to park their car on the school site.

The sixth form has eight designated parking spaces, which will be allocated on a first come first served basis. However, in order to meet the criteria for a parking space, students must have a good A2L profile in their most recent report and 95%+ attendance.

This criteria is non-negotiable.

The issue of a permit is subject to a returnable deposit of £100. Prefects are exempt from paying the deposit. All permits are subject to terms and conditions of parking on site (these can be found on the website) and will be withdrawn on any violation of these terms and conditions. Any unauthorised parking may result in the vehicle being clamped and a release fee charged.

Students not in possession of a permit are advised to park in nearby streets with due consideration to local residents.

10. Academic performance

Form Tutors, the KS5 Team and the Head of Key Stage 5 will closely monitor academic performance, which will be predominantly measured by milestone and mock exam results. Students who are struggling to meet their minimum expected grades after each milestone will be expected to attend weekly intervention sessions on a Friday P6,7 and 8. In some cases, these will be made compulsory in order for the student to remain on the course.

Students are expected to work towards their target grades and complete all homework and classwork set. It is the teacher's responsibility to issue sanctions should expectations and/or deadlines not be met.

In the event of academic performance remaining below expectations even after intervention, the school reserves the right to withdraw the student from any qualification entry. Any withdrawal is subject to proof of teacher and Head of Department intervention and meetings with the teacher, Head of Department, Head of 6th Form and Head of Key Stage 5.

11. Serious misconduct

Students who are deemed to have committed serious misconduct are at risk of being permanently excluded from St John's Sixth Form.

The following list, which is not exhaustive, illustrates conduct likely to signify serious misconduct:

1. Negligent use of school property/resources in such a way as is likely to cause serious damage or loss;
2. Continual and documented failure to carry out reasonable instructions given by any member of the teaching or support staff;
3. Abusive, threatening, offensive discriminatory or malicious behaviour or language
 - which arises directly out of or in connection with school. This also applies to inappropriate use of social media
4. Carrying out discriminatory practices or acts of harassment/bullying;
5. Violent behaviour towards peers or members of staff;
6. Any offence involving serious violence or sexual harassment;
7. Any offence relating to misuse of drugs or alcohol;
8. Theft of school property or monies;

All of these offences can lead to permanent exclusion from the sixth form.

12. Smoking

The school smoking policy requires all members of the school community not to smoke, on or in the periphery of the school grounds.

13. Sanctions

For issues other than attendance and punctuality; where students do not meet the standards and expectations set by the school, a range of sanctions will be issued. The school reserves the right to issue sanctions, as it believes is appropriate. This generally, but not exclusively, will follow the following pattern:

1. Concern discussed with the student by the tutor or subject teacher and warned that the Sixth Form sanction system will be implemented if the issue continues – This may involve the issuing of a HOY extra study session on a Friday afternoon, P6, 7 and 8
2. Verbal warning issued to student by Tutor/Teacher and student placed on Sixth Form Tutor/Subject Teacher Report as appropriate
3. Second verbal warning issued to the student, which is confirmed in writing. The student will be placed on report to the HOY/Subject Leader as appropriate.
4. Written Warning issued and 'Action Plan to Improve' implemented by HOY 12 and 13/Subject Leader in agreement with student and parents
5. Final Written Warning issued by the Key Stage 5 Leader Final 'Action Plan to Improve' implemented at parent meeting

6. Potential loss of Sixth Form place

14. Intervention sessions and Truancy.

In principle, subject departments will be expected to host their own detention sessions for Sixth Form students whom they teach.

However, where a student is consistently not meeting deadlines or has been identified as underperforming, they will be required to attend an 'Intervention Session' on a Friday afternoon P6, 7 and 8. Parents will be notified of this beforehand. Intervention may be needed once in a term or continue throughout the whole term, depending on the support required to help the student address any underperformance. Any student who has truanted a lesson will also be required to attend an intervention session.

Please return the reply slip below to confirm that you have read the Sixth Form Code of Conduct.

Please note:

Exclusion or withdrawal of Sixth Form place may occur at any time for a single serious incident without recourse to the early stages of the student sanctions procedure. Individual circumstances will be considered at all stages.

We have read, understood and agree to the terms and conditions of sixth form entry:

Signed: _____ (On behalf of the KS5 Team)

Signed: _____ (Parent/Guardian)

Signed: _____ (Student)

Date: _____