



PARMITER'S SCHOOL
SIXTH FORM
CODE OF CONDUCT
2023-2024

EXPECTATIONS OF ALL MEMBERS OF THE SIXTH FORM

Sixth Form students at Parmiter's are role models for others and are expected to conduct themselves in the manner set out in the guidelines below. Having chosen to study A Levels at Parmiter's, students will attend all lessons, submit all work on time and fully engage with class activities. Study periods should be used to extend subject knowledge outside of the classroom through supplementary reading around the subjects and making notes where appropriate. Some study periods are compulsory and students will be assigned to designated areas. Disruption of the learning environment will result in a detention or removal of privileges. Repeat occurrences will result in further sanctions.

Sixth Form students are afforded some school privileges which come with various levels of responsibility. Students are expected to fully participate in enrichment activities and community service opportunities, and always conduct themselves with integrity, showing respect for others and set a good example in terms of both their appearance and behaviour.

SUBMISSION OF WORK

All work should be submitted on time. Students who fail to meet this basic requirement can expect to receive either a departmental detention or an after school after school with Mrs Rowland or Mr Porter.

UNIFORM CODE

Smart, business style appearance is expected at all times (see Sixth Form Uniform Code). A suit jacket/blazer must be worn at all times. Where dress is deemed unacceptable by the Sixth Form Team, students may be isolated within the Sixth Form area or, where problems persist, be sent home. Sportswear is not to be worn to lessons other than PE/Games, unless permission has been given by a member of the Sixth Form Team. During particularly hot weather, the school will let students know if the dress code is relaxed.

ATTENDANCE

- **When a student is absent, a parent/carers must contact Mrs Smith**, Sixth Form Academic Support Officer either on her direct line - 01923 665715 - or via email (k.smith@parmiters.herts.sch.uk) **by 9.30am on the day of absence**. Students are not allowed to excuse themselves due to illness.
- If an illness is likely to last for a number of days, a parent/carers should inform Mrs Smith and update each day until return to school. If absences become regular, further contact will be made with home.
- Sixth Form students are expected to be proactive in notifying the Sixth Form Academic Support Officer of all absences, giving as much notice as possible of planned absence. An authorised absence request form is available from Mrs Smith. This form should be used for all medical appointments, university visits/courses and sports events and must be signed by a **parent/carers, Form Tutor** and a member of **the Sixth Form team**. There is a

separate form to notify the school of any work experience taking place during school times which someone from home must sign and confirm the contact details.

- Family holidays, requests to attend weddings/functions/events abroad etc. should not be booked during term time. Requests for such an absence should be addressed directly to the Headmaster, Mr Jones. Absences will only be authorised in exceptional circumstances.
- If a lesson is missed, for whatever reason, students must catch up on the work missed at the earliest opportunity.
- Driving lessons should only be arranged during period 5 if the student has no timetabled lesson or at lunchtime. Where a student's timetable does not permit this, a parent/carer should contact the Sixth Form Administrator and request a concession to this rule. However, this will be allowed rarely and only in exceptional circumstances.
- Students are expected to attend **all** timetabled lessons unless they or their parent/carer have notified Mrs Smith. All absences from classes will be checked and, where necessary, parents/carers will be contacted. Unexplained absences will mean removal of study time privileges or a detention.
- Parmiter's does not allow any university visits in the first 6 weeks for Year 12 students. However we do encourage students to organise university open day visits during the latter part of Year 12 and into Year 13.
- Students should not be attending part-time jobs interviews, recruitment assessments or job training during the school day. If there are issues with employers, students should see one of the Sixth Form Team immediately.
- Students are not allowed to participate in private tutoring during the school day, unless this is at/after lunchtime when the student has a timetabled study period 5.
- YR13 Privilege: In the later part of YR13 Sixth Form students will be considered for a Flexible Home Study Pass. If there are no subject performance issues, good participation in classes and the student has a good attendance record this will be awarded. The Home Study Pass allows students to come and go around their timetabled lessons and manage their own study time between school and home.
- For 16 – 19 Bursary Fund students, additional attendance conditions apply which are outlined in the Bursary agreement document.

PUNCTUALITY

- Prompt attendance at 8.35am registration is expected of all students, regardless of whether Period 1 is a lesson or a study period. All students will remain in school until the start of lunchtime (1.20pm) - further details are available in the next section.
- Participation in approved activities during morning registration is encouraged, whether regular (e.g. Literacy or Numeracy Support, Mentoring, Sustain, Music etc.) or for a particular event (e.g. taking part in assembly). Students taking part in such activities must always see their Form Tutor first. It is the student's responsibility to ensure they have registered before 8.55am. Any non-compliance will be investigated and may lead to possible sanctions.
- Attendance at assembly is compulsory. Sixth Form Assemblies take place Monday and Friday on a Week 2. There may be some assemblies just for one cohort at certain times of the year which will be communicated at the time. Whichever year group is not in assembly will remain with their Form Tutors.

- Students remain in registration with their form tutor until 8.55am, unless given specific permission by their form tutor to leave earlier.
- Prompt attendance to lessons is always expected. Teachers have been told to refuse entry to any students arriving late and to claim back time at break or lunch, unless there is a good reason given for lateness. After registration, break and lunch time there is no reason for lateness.
- Failure to attend assemblies, lessons and form time or persistent absenteeism of students during morning study periods without prior notification will result in an after school detention with Mrs Rowland or Mr Porter, or isolation during study periods, break or lunch times.

LEAVING THE SITE DURING THE SCHOOL DAY

There is a statutory requirement for the school to know which students there are on site throughout the day. Parmiter's has a 'check in' / 'check out' system, accessed via the student's ID card. There are three electronic card readers within the Sixth Form areas. Where students fail to use this system correctly, the privilege of leaving early will be removed. Students must swipe their school ID card over the appropriate reader - IN (White) or OUT (black) - they will hear a beep on the system to acknowledge their card.

- **Anytime a student leaves the site they must check out using their ID card or speak directly to Mrs Smith.**
- Sixth Form students are not allowed to leave the site before 1.20pm without permission from a member of the Sixth Form Team and, where an absence is planned, parental consent.
- Sixth Form students may leave the site at lunchtime (1.20pm - 2.15pm). They must 'check out' (and also 'check in' should they return), using their ID card. Any student found misusing this privilege will have it removed. Students must return by 2.15pm, arriving on time for period 5.
- Where possible, dental, medical and other appointments should be made out of school time. However, where it is necessary to leave the site for such reasons, Mrs Smith must be informed in advance.
- If a student needs to leave the site because of illness, they should see Matron or Mrs Cave who will then authorise the absence and contact a parent/carer. No Sixth Form student should leave the school feeling unwell without permission.

HOME STUDY

- From October half term, Y12 students may be allowed the privilege of home study from lunchtime. This is to encourage good independent learning habits in preparation for life after Parmiter's.
- Students with no timetabled Period 5 lesson will be allowed to leave at lunchtime (1.20pm) provided they have displayed the correct attitude to sixth form studies and are adhering to this Code of Conduct. All Sixth Form students must 'check out' if they leave before the end of the school day.
- Should a teacher be absent from period 5, students may leave at 1.20pm and complete the work set at home. Obviously, they are welcome to complete the cover work in school if they are unable to get home during school hours.

- Being allowed to leave at the start of lunchtime is a privilege and it will be withdrawn for any student whose attendance falls below an acceptable standard. Students are still expected to attend all lunchtime commitments (clubs and societies etc.)
- Should this privilege be withdrawn, students will have to report to a Head of Sixth Form for Private Study during Period 5. This might be extended to 4.20pm in certain circumstances.
- **If parents/carers do not wish to give consent for their child to leave early (from 1.20pm), they must contact a member of the Sixth Form Team.**

PRIVATE STUDY PERIODS

There are a number of activities students engage in outside of timetabled lessons, such as Learning Support or Community Service but, for the most part, students should be doing Private Study. These are not “free” periods but study periods; they are for wider, independent learning or EPQ work / Study Skills assignments. It is permissible for students to work in departmental areas where agreed with a member of staff. Sixth Form students can also use study periods to visit Mrs Zanetti in the Careers office. Otherwise, students have a choice of areas to use:

- **The Sixth Form Learning and Resources Centre (LRC):** This is on the first floor above the Conference Centre. It accommodates the Sixth Form library which has extensive IT provision to support the students' academic progress. This area has supervision and librarian support and is for **silent working**. There is no eating or drinking in the LRC.
- **The Conference Centre (CC):** This area is used for timetabled study periods but other students may use this area for **silent study** if there is space. Again, there is no eating or drinking in the CC.
- **The Sixth Form Study Area (Old Library):** This is on the first floor of the Kester Ball building. Mrs Smith's Office is situated here and there is literature available to support UCAS applications / next steps. This area is for **quiet working**.
- **The Sixth Form Pastoral Base:** This is to the left as you reach the top of the stairs on the first floor of Kester Ball House. Mrs Cave, Pastoral Support Officer, is based here. Use of this area is limited to the needs of specific students. **This is a quiet area.**
- **The Common Room:** This is to the right as you reach the top of the stairs on the first floor of Kester Ball House. The Common Room is a social area at break and lunch. However, during lesson time it should be treated as a working environment. Excessive noise and inappropriate behaviour will be monitored and appropriate sanctions put in place if necessary.
- **Café 6** can be used for studying, on the same basis as the Common Room.
- **Outdoor areas** - during warm weather students may work in designated areas outside - the benches on by the Tennis Courts and around the New Pavilion and under the covered seating area.

MOVEMENT AROUND THE SCHOOL

Sixth Form students not in timetabled lessons should be in one of the study areas mentioned above. These study periods should be used purposefully and appropriately. Students should not be moving around the site, unless there is a specific purpose such as to see a member of staff who is also free, to go to Matron or to go to the school office.

During warm weather Sixth Form students are able to work outside on the benches by the Tennis Courts, under the covered seating area and on the outdoor tables around the Sports Centre and Pavilion. Students must be mindful that there are lessons going on and keep noise to a minimum. Sixth Form students are not allowed on the field during lesson time and never in the woods. (See Use of Fields section).

SIXTH FORM AREAS

The Sixth Form Common Room, the Sixth Form LRC, the Sixth Form Study Area (Old Library), the Sixth Form Pastoral Base and Café 6 are open for the use of all Sixth Form students. There is no designation of Year 12 and Year 13 spaces. However, some areas will be used by staff to conduct study sessions at various times. These areas are available before school, during study periods, at break and lunchtime, and after school. Café 6 ceases serving at about 2.00pm each day. Students may also use benches on the patio behind the New Pavilion and along the hard standing areas around the Astro. Students are not allowed on the field. strictly no ball games in these areas.

The Conference Centre is used for timetabled study periods. This is a silent working area during these times. Students will be registered during study periods.

Students may use the Conference Centre (CC) at break and lunchtimes if it is not being used for other school activities (student voice meetings, clubs and societies etc.). Students may eat in the CC, providing the area is left clean and tidy.

Students should treat all the Sixth Form facilities with respect at all times. Litter must be placed in the bins provided and any spillages cleaned up immediately. Failure to keep the Sixth Form areas tidy will result in individuals either being banned from an area or, if problems persist, placed in detention with a member of the Sixth Form team.

The Sixth Form Common Room and Sixth Form LRC are open until 4.30pm, Monday to Thursday. Please inform a member of the Sixth Form Team if you are planning to remain onsite after 3.20pm.

USE OF THE SCHOOL FIELDS

Sixth Form students may use the hard standing areas (the patio and path alongside the Astro) to the rear of the New Pavilion at break at lunchtime. There are no ball games allowed in these areas. Sixth Form students may use the grassed area on the top field (behind the tennis courts) for ball games, weather permitting. Permission to use this area will be communicated by the Sixth form Team. This area can be used at lunchtimes only and there is a strict no eating or drinking policy. In the summer term, students may also use the benches by the tennis courts during their study periods. Sixth Form students are not allowed in the woods.

MEDICATION

Students in other year groups who are taking medication are required to advise Matron and hand it in to her for safe keeping during the school day. Sixth Form students may take responsibility for their own medication and keep it securely with them. However, any student who is on long term, prescribed medication that is taken within school time must notify one of the Sixth Form Team so we are aware of all medication brought onto the site.

SMOKING, VAPING & ALCOHOL

No smoking is allowed on or near the school site, or in any situation where a student can be identified as a member of the school. This includes cigarettes, cigars, vapes, e-cigarettes and other associated devices.

No student should bring alcohol or illegal substances onto the school site (forbidden items are listed in the School Behaviour Policy). Any student caught in breach of this will receive a severe sanction.

COMMUNICATION

School notices will be shared during assemblies, in registration and by the Sixth Form Team during Liberal Studies sessions. They will also be shared on the school intranet homepage, by email and via app alert. It is really important that students in Sixth Form take full responsibility around communications and **we expect all students to check their emails on a daily basis** and respond promptly to all staff, even if this is just an acknowledgement of receipt.

Links from both the School website and Sixth Form intranet are regularly emailed to students about school events, work experience, UCAS updates, apprenticeship information, GAP year opportunities, careers and sixth form clubs and societies. Further information can also be found on the Sixth Form intranet.

Within the Sixth Form areas, messages and notices are regularly posted onto the info screens and students are expected to download our Sixth Form App to receive message alerts and Sixth Form reminders.

From time to time emails via 'In Touch' will be sent home and to students. If any contact details change during your time in the Sixth Form, please let the Sixth Form Team or the main School Office know so we can amend our records. Please return all data requests promptly.

EATING

Students are welcome to use either of the Dining Rooms at break and lunchtime as well as Café6. Sixth Form Students are expected to queue with the rest of the school community unless they are leading a club or society - the Sixth Form Team will issue passes for those students eligible.

During study periods, students are only allowed to eat in Café 6, the Common Room, and The Sixth Form Study Area (Old Library). There is no eating in the Sixth Form LRC, the Conference Center or Sixth Form Pastoral Base. This includes hot drinks.

No hot food is to be brought onto the site. If you wish to buy hot food elsewhere at lunchtime, then you must eat it off site. This should not be a cause of litter in High Elms Lane. Anyone bringing hot food from a takeaway establishment into school will face immediate detention and have the food confiscated.

CAR PARKING

Sixth Form students have the privilege of being able to park on the school site (at the far end of the car park in the designated area past the Tennis Courts). They must obtain a parking

permit in advance from Mrs Smith. If bringing a car onto the site, students are expected to follow the rules outlined here. Failure to comply will result in the privilege being revoked.

- Cars should be driven very slowly on the site (**5mph limit**).
- On no occasion should cars be driven through the Sports Centre car park.
- Students should not be returning to cars during the school day or using them as 'social areas' at break and lunch.

MOBILE TELEPHONES AND OTHER ELECTRONIC DEVICES

Sixth Form students are encouraged to use mobile devices as planners and for checking school emails. We also use the Sixth Form App for sharing messages with students.

- Sixth Form students must bring a laptop or chromebook to school everyday for use in both lessons and study periods. Students should not be working on tablets and mobile phones. In exceptional circumstances will students be allowed to borrow a Chromebook (available from a member of the Sixth Form Team).
- The use of mobile telephones and other devices is permitted within the Sixth Form areas only. At no time should a member of the Sixth Form use a mobile phone to make or receive a phone call outside of the Sixth Form areas.
- Any use of audio should be via earphones and not disturb others.
- Sixth Form students should not walk around wearing headphones or wireless earpieces (buds, pods etc.). These should only be used / visible in the Sixth Form areas.
- Mobile phones and headphones should not be used during lessons unless agreed with the teacher.
- In the Sixth Form LRC devices can only be used silently, never to make or receive a phone call. Misuse of mobile phones or electronic equipment will result in items being confiscated.
- Equipment will be confiscated if these rules are not observed.

SIXTH FORM COUNCIL

A group of prefects, under the supervision of Mrs Smith, will meet each half-term for a Sixth Form Council meeting. Dates for these lunchtime meetings will be communicated in advance with all students.

These meetings will be an opportunity to raise student views on facilities, school processes, communications, events and activities and we look forward to your ideas and involvement.

STUDENT VOICE

Sixth Form students will take a lead on Student Voice, with Congress Prefects chairing the five sub-committees that feed into School Congress. The School Congress meetings will be chaired by the School Captains.



SIXTH FORM CODE OF CONDUCT & POSSIBLE SANCTIONS

A-Level Studies	Sanction
→ You have chosen to stay on in Sixth Form and specialise in your chosen subjects, so should attend all lessons, submit all work on time and fully participate and engage with class activities.	→ Disruption of the learning environment will result in a detention or removal of privileges. Repeat occurrences will result in Friday detention.
Attendance	Sanction
<p>→ Every aspect of your timetable is key to success, including registration, assemblies, enrichment activities and community service.</p> <p>→ Where absence is unavoidable, parents/carers should inform the school and students must catch up missed work before the next lesson.</p> <p>→ Ensure you are registered on site everyday before 8.55am, attend all lessons on time and use the Check Out system when leaving any time before 3.20pm.</p>	<p>→ Unexplained/unacceptable absence will result in privileges being removed and contact home. Repeated absences will result in detention.</p> <p>→ Lateness to lessons, teachers will choose to reclaim time at break/lunch or refuse admission to the class. Repeat offences will result in detention.</p> <p>→ Failure to attend registration every day or improper use of the 'check out' system will result in removal of privileges or Friday detention.</p>
Appearance	Sanction
→ Smart dress is important to our school and Sixth Form students are often called upon to give visitor tours and meet with external visitors so all students are expected to always follow the Sixth Form Uniform Code	<p>→ Where dress is deemed unacceptable, students may be isolated within the Sixth Form area or sent home. Privileges may also be removed.</p> <p>→ For repeated incidents, students will be sent home and parents / carers will be contacted</p> <p>→ For serious breaches of uniform policy, a student will be sent home immediately, issued with a Friday detention and parents will be invited in.</p>

SIXTH FORM CODE OF CONDUCT & POSSIBLE SANCTIONS

Appreciation of Environment	Sanction
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<ul style="list-style-type: none"> → Parmiter's is a fantastic place to study with excellent facilities designated for Sixth Form use. Students should respect their environment, by clearing up any litter or mess after themselves and only eat and drink in designated areas. → Follow the no mobile and no earphones outside Sixth Form areas policy. → Be respectful to both staff and other students. → Regularly check school emails and respond to messages promptly. → Be considerate of neighbours and members of the general public outside the school site. 	<ul style="list-style-type: none"> → Thoughtless use of the facilities or actions towards others will result in isolation within the sixth form area. → Abuse of Sixth Form areas and poor behaviour will result in a Friday detention and wilful damage may result in a fixed term exclusion. → Bringing hot food in from outside vendors will immediately result in a Friday detention. → Making mobile calls / wearing earphones outside Sixth Form areas will mean confiscation of items. For repeat offences privileges will be removed.
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Sixth form privileges that may be removed include; restrictions regarding permitted locations around sixth form - LRC, Study Area (Old Library), Common Room, Pastoral Base and Café 6 - during study periods and at break and lunchtime; being permitted to leave the site at lunchtime; being allowed to go home early if students do not have a period 5 class; parking on site and using mobile devices in sixth form areas.

PARMITER'S SIXTH FORM CODE OF CONDUCT – Parent & Student Agreement

A-Level Studies:

You have chosen and made the decision to stay on in Sixth Form and specialise in your chosen subjects, so should attend all lessons, submit all work on time and fully participate and engage with class activities. Use study time to enhance your knowledge with wider subject reading or note making.

Attendance: Every aspect of your timetable is key to your success, including morning registration, assemblies, enrichment activities and community service. Where absence is unavoidable, be proactive in informing the school and catching up work missed before the next lesson. Ensure you are registered every day, attend lessons on time and use the 'check out' system when leaving any time before 3.20pm.

Appearance: Sixth Form are often called upon to meet/provide tours for visitors. Students are expected to always follow the Sixth Form Uniform Code and ensure you provide a good first impression of our school.

Appreciation of Environment: Parmiter's is a fantastic place to learn and study. Students should respect their environment by following the Code of Conduct guidelines, clearing up any litter and mess and only eating and drinking in designated areas. Please follow the rules around mobile phones and head/earphones. Be respectful to both staff and other students. Regularly check school emails and respond to messages promptly. Be considerate of neighbours and members of the general public when off the school site.

Detention or Removal of privileges will be applied for;

- Serious disruption of the learning environment
- Unexplained/unacceptable absence and lateness to lessons for repeated offences
- Failure to attend Form time, register each day or properly use the Sixth Form ID check out system
- Unacceptably appearance - transgression of the Uniform Code may result in the student being sent home
- Thoughtless use of the facilities or actions towards others will result in isolation. Wilful damage may result in exclusion from school
- Bringing hot food in from outside vendors will immediately result in a Friday detention
- Making mobile calls / wearing earphones outside sixth form areas will result in confiscation of items
- For all serious breaches a student will be given a Friday detention and contact made with home

Sixth Form privileges include:

Free choice of location around the Sixth Form - LRC, Study Area (Old Library,) Common Room and Café 6 - during study periods and at break and lunchtime; being permitted to leave the site at lunchtime; allowed to leave early if there is no timetabled lessons period 5 class; parking on site and using mobile devices in the Sixth Form areas.

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I have read and understood the Parmiter's School Sixth Form Code of Conduct Summary and agree to abide by its contents. I fully understand the consequences of failing these expectations.

Print Student Name:

Student Signature:

Student Mobile Number:

Print Parent/Carer Name:

Parent/Carer Signature: