



SIXTH FORM CODE OF CONDUCT: SEPTEMBER 2018

Sixth Form students at Parmiter's are role models for other students and are expected to conduct themselves in a manner outlined in the guidelines below. As a Sixth Form student you have various school privileges which come with responsibility and duties. Students are expected to fully participate in their chosen studies, enrichment activities and community service opportunities and to always conduct themselves with integrity, show respect for others and set a good example with both their appearance and behaviour.

ATTENDANCE

- **Sixth Form students are expected to be proactive in notifying the Sixth Form Administrator of all absences, giving as much notice as possible.**

An authorised absence request form is available outside Mrs Rowland's office or from Mrs Smith and should be used for all medical appointments, University visits/courses and Work Experience. This form must be signed by a member of the Sixth Form team. In some cases, a letter from home will also be required requesting the leave of absence. Family holidays, requests to attend weddings abroad and so on should not be booked during term time. Any request to waive this rule should be addressed to the Headmaster, Mr Jones, but permission is not automatic and in most cases will be unauthorised.

For any missed lesson for whatever reason, students must catch up on the work missed at the earliest opportunity.

- Sixth Form students should telephone Mrs Smith, Sixth Form Administrator, by 9.30am on phone number 01923 665719 or contact her by email k.smith@parmiters.herts.sch.uk on any day of absence. If an illness is likely to last for a number of days, a parent/carer should inform the Sixth Form Administrator and update each day until return to school.
If absences become regular, contact from home will be required.
- Driving lessons are **not** to be booked in study period time for any student, apart from period 5 if there is no timetabled lesson.
- Students are expected to attend **all** timetabled lessons unless they have notified Mrs Smith otherwise, all absences from classes will be followed up in person and by email and unexplained absences will mean removal of study time privileges or a detention.
- 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 study period.** All students will remain in school until the start of lunchtime and are then permitted to leave if they have no period 5 class.
If leaving school for an approved reason, Sixth Form students must Check Out and then Check IN with their school pass on returning so school always knows who is on site. All Sixth Form students must Check OUT if they leave before the end of the school day at 3.20pm.
- Participation in other approved activities during morning registration is allowed, whether regular (e.g. Literacy or Numeracy Support, Sustain, Music class/group etc.) or for a particular event (e.g. taking part in assembly). However, we need to know that you are on site during registration, so communicate directly, email or sign in via the Sixth Form app. **It is your responsibility to ensure you are registered before 8.55am each day, any non-compliance will be followed up.**
- Students remain in registration on Tuesday, Wednesday and Thursday mornings with their form tutor until 8.55am, unless given specific permission by their form tutor to leave earlier.
- Attendance at Assembly is compulsory on Monday for Year 12 (Sixth Form Briefing), during this time Year 13 will have time with their Form Tutors. The Friday Pastoral Assembly is compulsory for all Year 12 and Year 13 students.
- 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 good reason given for lateness. After break and lunch time there is no reason for lateness.
- Failure to attend Assemblies, Lessons and Form time on a regular basis or 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.

UNIFORM CODE

The standards set down for Sixth Form dress are expected to be observed, see Sixth Form Uniform Code. Students unacceptably dressed will be sent home or isolated within the Sixth Form area. **Smart appearance is expected at all times and the style is business dress** in the colours; black, white, burgundy, grey, navy blue. Sportswear is not to be worn to lessons other than PE/Games, or around the site, unless express permission has been given.

All Sixth Form students will wear their student pass lanyard when on the school site, if this is lost or damaged please promptly request a replacement from Mrs Smith.

During particularly hot weather, the school will let students know if the dress code is relaxed.

SUBMISSION OF WORK

Work should be submitted on time. Students who fail to meet this requirement can expect to attend a departmental detention or to attend a detention after school with Mrs Rowland or Mr Porter.

MOVEMENT AROUND THE SCHOOL

In normal circumstances, Sixth Form students not in timetabled lessons should be in one of the study areas during lesson time – Sixth Form LRC, Study Area, Common Room or Cafe6.

Students should not be moving around the site, unless for 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, always being mindful of their behaviour and noise and setting a good example to the rest of the school. The benches on the slope, under the covered area and between Sports Centre and Pavilion can be used as additional working areas during study periods. Sixth Form students are not allowed on the field during lesson time and never in the woods.

LEAVING THE SITE

- Sixth Form students are not allowed to leave the site during morning lesson time or at break without permission. Any student found misusing this privilege will have it removed. **All Sixth Form students may leave the site from 1.20pm onwards, the start of lunchtime, they must Check Out and also Check In if they return. All Sixth Form students must Check Out with their school pass if leaving before 3.20pm.**

There is a statutory requirement for schools to know which students are on site throughout the day, Parmiter's have chosen an electronic check in/out system with three school pass readers within the Sixth Form areas. However, if students fail to use this system correctly, the privilege of leaving early will be removed from those individuals. Students must swipe their school pass over appropriate IN (White) or OUT (black) reader and will hear a beep on the system much like an Oyster card.

- Students with no lesson Period 5 will be allowed to leave at lunchtime if they have earned the right by adhering to this code of conduct and must Check Out with their pass.
- 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. It will also be withdrawn if students required for lunchtime activities fail to attend them. Students for whom the privilege is withdrawn will have to report to a Head of Sixth Form for

Private Study during Period 5. This might be extended to 4.20 in certain circumstances.

- 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 Smith/Mrs Zanetti who will then authorise if they can leave school and contact a parent or carer. **No Sixth Form student should leave the school feeling unwell without making a member of staff aware.**

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 prescribed medication that is taken within school time must notify one of the Sixth Form team.

SMOKING & 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.

No student should bring alcohol or illegal substances onto the school site. Students must not visit a public house nor consume alcohol during the school day.

COMMUNICATION

School announcements will be made during registration period by form tutors, notices at the Monday briefing assembly and messages posted regularly on the Sixth Form app and Information Screens. Messages will also be sent to Sixth Form students via their school email accounts by subject teachers, members of the Sixth Form team and by Mrs Green, Head of Careers. All Sixth Form students are requested to regularly check their school emails and respond when required. From time to time emails via 'In Touch' will be sent home, if any contact details change during your time in the Sixth Form, please let the Sixth Form Team know so we can amend our records.

COMMON ROOMS

Common Room areas and Cafe6 are open for the use of all Sixth Form students. There is no designation of Year 12 and Year 13 spaces. They are available before school, during non-contact periods/study period, at break time, at lunchtime and after school. Cafe6 ceases serving about 2.00pm each day.

Students should treat 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 being either placed in detention or restricted from an area and supervised by a member of the Sixth Form team.

SCHOOL FIELD

Times when the school field is available for the use of Sixth Form students will be announced in assemblies, with other associated information. The Sixth Form outside area on site is at the top of the car park, behind the tennis courts. This area can be used at lunchtimes only and there is a strict no eating or drinking policy. Sixth Form students are not allowed in the woods.

PRIVATE STUDY AREAS

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. It is permissible for students to work in departmental areas where possible. Sixth Form students can also use study periods to visit Mrs Green in the Careers office. Otherwise, students have a choice of areas to use:

- The Sixth Form Learning and Resources Centre. This is on the first floor above the Conference Centre. It houses the Sixth Form library and also has extensive computer facilities. This area has supervision and librarian support with Mrs Cheeseman and is for **silent working**, it is closed between 1.15-1.45pm.
- The area outside the offices of Mrs Smith and Mrs Zanetti (The Old Library). This is on the first floor of the Kester Ball building. This area is for **quieter working**.
- The Common Room. This is to the right as you reach the top of the stairs on the first floor of the Kester Ball Building. As a common room, discussion is louder in here than elsewhere. This does not mean students can play card games or similar during study periods. However, many students can work quite happily in such an environment and you are welcome to do so. Excessive noise and inappropriate behaviour will be checked and appropriate sanctions put in place if necessary.
- VI Form Teaching Room. This room, to the left as you reach the top of the stairs on the first floor of Kester Ball House, is often used for lessons or examinations. When free, it can also be used as a quiet study room by Sixth Form students and at break and lunch times.
- Cafe6 can be used for work, on the same basis as the Common Room.
- During warm weather the benches on the slope, under the covered area and between Sports Centre and Pavilion, can be used as an additional quiet working areas.

EATING

You are welcome to use either of the canteen areas in the main school to eat, or the covered area, if you wish. If you are eating a hot, plated meal, you must eat it in the

canteen. 'Takeaway' canteen food, cold food and snacks can be brought across to be eaten in the Common Room and the Old Library but not into Cafe6. You can also eat cold food brought from home or outside in these areas.

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 found bringing hot food from elsewhere into school will face immediate detention.

THERE IS TO BE NO EATING AT ALL IN THE SIXTH FORM LRC or TEACHING ROOM

CAR PARKING

Sixth Form students have the privilege of being able to park on the school site for which they must obtain a parking permit in advance from Mrs Smith. If parking on site, students are expected to follow the school rules around this and failure to comply will result in the privilege being revoked. Cars should be driven very slowly onto and off the site and on no occasion be driven through the Sports Centre car park. Sixth Form students wishing to park on the school site should drive through the staff car park, up the slope and turn left and park safely such that there is **no obstruction for the refuse collection lorries to drive in and turn around.**

MOBILE TELEPHONES AND OTHER ELECTRONIC DEVICES

Use of mobile telephones and other devices is permitted within the Sixth Form areas only. Any use of audio should be via earphones and not disturb others. In the Sixth Form LRC devices can only be used silently, never to make or receive a phone call.

Sixth Form students are encouraged to use mobile devices as planners. We also use the Sixth Form App for sharing messages with the students and so that students can sign in when needed. However, at no time, should a member of the Sixth Form use a mobile device to make or receive a phone call while walking around other parts of the school, nor should a Sixth Form student walk around with headphones/earpieces in. Mobile phones should not be used during lessons unless agreed with the teacher. Equipment will be confiscated if these rules are not observed.

SIXTH FORM COUNCIL

A group of Senior Prefects along with Mrs Smith and any other students who want to raise an issue or come forward with a suggestion about Sixth Form will meet each half-term for a Sixth Form Council meeting. Dates for these lunchtime meetings will be communicated in advance within the Sixth Form and any Sixth Form students are welcome to attend and participate.

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



SIXTH FORM CODE OF CONDUCT – KEY AREAS

<p>A-Level Studies</p> <p>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.</p>	<ul style="list-style-type: none"> • Disruption of the learning environment will result in a detention or removal of privileges. Repeat occurrences will result in Friday detention.
<p>Attendance</p> <p>Every aspect of your timetable is key to success, including registration, assemblies, enrichment activities and community service.</p> <p>Where absence is unavoidable be proactive in informing the school and catching up work missed before the next lesson.</p> <p>Ensure you are registered on site everyday before 8.55am, attend all lesson on time and use the Check Out system when leaving any time before 3.20pm.</p>	<ul style="list-style-type: none"> • Unexplained/unacceptable absence will result in privileges being remove and contact home. Repeated absences will result in detention. • Lateness to lessons, teachers will choose to reclaim time at break/lunch or refuse admission to the class. Repeat offences will result in detention. • Failure to attend Form time, register each day or properly use the Check IN/OUT system will result in removal of privileges or Friday detention.
<p>Appearance</p> <p>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>	<ul style="list-style-type: none"> • Students unacceptably dressed will be sent home or isolated within the Sixth Form area and have privileges removed. • For a repeated incident, students will be sent home and contact will also be made with parents/carers. • For serious breaches a student will be automatically sent home and given a Friday detention and home contacted.

Appreciation of Environment	
<p>Parmiter's is a fantastic place to study with excellent facilities designated for Sixth Form use. Students should respect their environment, follow the code of conduct guidelines, not drop litter, cause mess and only eat and drink in designated areas.</p> <p>Appreciation of Environment continued; Follow the no mobile and no earphones outside Sixth Form areas policy.</p> <p>Be respectful to both staff and other students.</p> <p>Regularly check school emails and respond to messages promptly.</p> <p>Be considerate of neighbours and member of the general public outside the school site.</p>	<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 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 mean confiscation of items. For repeat offences privileges will be removed.

Sixth Form privileges that will be removed include, general circulation freedom (choice of location around sixth form - LRC, Study Area, Common Room and Cafe6) during study periods, at break time and lunchtime. Being permitted to leave the site at lunchtime, being allowed to go home early if you do not have a period 5 class, parking on site and using mobile devices in sixth form areas.