



**PARMITER'S SCHOOL
SIXTH FORM
CODE OF CONDUCT
2020-2021**

(Some protocols may be revised or amended post Covid)

EXPECTATIONS OF ALL MEMBERS OF THE SIXTH FORM

Sixth Form students at Parmiter's are role models for other students and are expected to conduct themselves in the manner outlined 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 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 from Mrs Smith or from the Y12 & Y13 shared drive 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 665715 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 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 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.
- Parmiter's does not allow any University visits in the first 6 weeks for YR12 students however does encourage students to organise University Open day visits during the latter part of YR12 and into YR13.

- 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 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 Sixth Form students must 'Check Out' if they leave before the end of the school day.
- If leaving school for an approved reason during the school day, Sixth Form students must 'Check Out' and then 'Check In' with their Student ID badge on returning so we, as a school, always know who is on site.
- Participation in approved activities during morning registration is allowed, whether regular (e.g. Literacy or Numeracy Support, Sustain, Musical activity 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.
- Attendance at assembly is compulsory. Leadership assemblies will take place in the School Hall on Week 1. YR12 will attend on Monday and YR13 will attend on Friday. Whichever cohort is not in assembly will stay with their Form Tutors.
- 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.
- 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 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

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

SUBMISSION OF WORK

All 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

Sixth Form students not in timetabled lessons should be in one of the study areas during lesson time – Sixth Form LRC, Sixth Form Study Hub, Sixth Form Teaching Room, Sixth Form Common Room or Café 6. 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, always being mindful of their behaviour and noise and setting a good example to the rest of the school. The benches on the slope by the Tennis Courts, under the covered seating area and the outdoor tables between Sports Centre and Pavilion can also 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

There is a statutory requirement for schools to know which students are on site throughout the day, Parmiter's has 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 ID badge over the appropriate IN (White) or OUT (black) reader and will hear a beep on the system.

- Sixth Form students are not allowed to leave the site during morning lesson time or at break without permission. With permission, all Sixth Form students may leave the site from 1.20pm (the start of lunchtime) onwards. They must 'Check Out' (and also 'Check In' if they return), using their ID badges. All Sixth Form students must 'Check Out' with their ID badges if leaving before 3.20pm. Any student found misusing this privilege will have it removed.
- 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 ID badge.
- 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 4.20pm 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 a member of the Sixth Form Team who will then authorise the absence and contact a parent / 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 so we are aware of all medication brought onto the site.

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 (forbidden items are listed in the School Behaviour Policy).

COMMUNICATION

School notices will be shared during assemblies, in registration via form tutors, by your Sixth Leads during Liberal Studies sessions and they will also be posted on the school intranet. It is really important students in Sixth Form take more 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 constantly emailed to students about school events, careers opportunities and about clubs and societies. Further information can also be found on the Y12 & Y13 shared drives and intranet.

Within the Sixth Form areas, messages and notices are regularly posted on the info screens and many students also download the useful 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 know so we can amend our records.

SIXTH FORM AREAS

The Sixth Form Common Room, the Sixth Form LRC, the Sixth Form Study Hub, the Sixth Form Teaching Room 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. They 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 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 banned from an area and supervised by 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.

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 grassed area 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 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. 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 Green 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 houses the Sixth Form library and also has extensive computer facilities. This area has supervision and librarian support and is for silent working.
- Sixth Form Study Hub: This is on the first floor of the Kester Ball building outside Mrs Smith and Mrs Zanetti’s Office. 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 Kester Ball House. As a common room, this 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 checked and appropriate sanctions put in place if necessary.
- **Sixth 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 a **quiet study room**. It is furnished with plug sockets and USB ports and students are encouraged to bring their own devices.
- **Café 6** can be used for work, on the same basis as the Common Room.
- **The Old Dining Room** can also be used for **quiet work**. This area is also used if students are relocated from laboratories and technology rooms when a teacher is absent.
- During warm weather the benches on the slope by the Tennis Courts, under the covered seating area and between Sports Centre and Pavilion, can be used as additional quiet working areas.

EATING

Students are welcome to use either of the Dining Rooms in the main school to eat, or the covered area. Sixth Form Students are expected to queue with the rest of the school community. Hot food purchase in the Dining Room should be consumed in the Dining Room, not brought over to the Sixth Form buildings.

Students are only allowed to eat in Café 6 and the Common Room. There is no eating in the Sixth Form LRC, the Sixth Form Study Hub or Sixth Form Teaching Room. 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.

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 by the Tennis Courts. 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 (5mph) and on no occasion should cars be driven through the Sports Centre car park. Sixth Form students should park so there is no obstruction to the refuse collection lorries which need 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. Misuse of mobile phones / electronic equipment will result in items being confiscated.

Sixth Form students are encouraged to use mobile devices as planners and for checking school email. We also use the Sixth Form App for sharing messages with the students and so that students can sign in and out when needed. However, 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. Sixth Form students should not walk around wearing headphones / 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. Equipment will be confiscated if these rules are not observed.

SIXTH FORM COUNCIL

A group of Senior 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.

SCHOOL CONGRESS

Sixth Form students will take a lead on Student Voice, chairing the various 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
<ul style="list-style-type: none"> 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. 	<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.
Attendance	Sanction
<ul style="list-style-type: none"> Every aspect of your timetable is key to success, including 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 on site everyday before 8.55am, attend all lessons on time and use the Check Out system when leaving any time before 3.20pm. 	<ul style="list-style-type: none"> Unexplained/unacceptable absence will result in privileges being removed 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 registration every day or improper use the 'Check In/Out' system will result in removal of privileges or Friday detention.
Appearance	Sanction
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Where dress is deemed unacceptable, students may be isolated within the Sixth Form area or sent home. Privileges may also be removed. For repeated incidents, students will be sent home and parents / carers will be contacted For serious breaches of uniform policy, a student will be sent home immediately, issued with a Friday detention and parents will be invited in.



SIXTH FORM CODE OF CONDUCT & POSSIBLE SANCTIONS

Appreciation of Environment	Sanction
<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, follow the code of conduct guidelines, not drop litter, cause mess 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.

Sixth Form privileges that may be removed include; restrictions regarding permitted locations around sixth form - Sixth Form LRC, Sixth Form Study Hub, Sixth Form Common Room, Sixth Form Teaching Room 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 – 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 for 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 before 8.55am, attend lessons on time, use the 'Check Out' system when leaving any time before 3.20pm.

Appearance: Smart dress is important to our school and sixth formers 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

Appreciation of Environment: Parmiter's is a fantastic place to learn and study. Students should respect their environment, follow the code of conduct guidelines, clear up any litter and mess and only eat and drink in designated areas. Follow the no mobile and no earphones policy outside sixth form areas. Be respectful to both staff and other students. Regularly check their school emails and respond to messages promptly. Be considerate of neighbours and members of the general public outside the school site.

Detention or Removal of privileges will be used for;

- Serious disruption of the learning environment
- Unexplained/unacceptable absence and lateness to lessons for repeat offences
- Failure to attend Form time, register each day or properly use the School Pass Check IN/OUT system
- Students unacceptably dressed will be sent home or isolated within the Sixth Form area and have privileges removed
- 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, general freedom (choice of location around Sixth Form - LRC, Hub, Common Room, Teaching Room and Café 6) at break time and lunchtime. Being permitted to leave the site at lunchtime, allowed to go early when there is no period 5 class, parking on site and using mobile devices in Sixth Form areas.

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 Name Signature Date Mobile No