



PARMITER'S SCHOOL SIXTH FORM CODE OF CONDUCT

This document works in conjunction with the School Behaviour Policy

*Nemo sibi nascitur: our values of community, aspiration
and opportunity enable every individual to grow and flourish*

CODE OF CONDUCT CONTENTS

	Page
■ Sixth Form team.....	2
■ Expectations of all members of the Sixth Form.....	2
■ Uniform code.....	2
■ Academic honesty & integrity.....	3
■ Sixth Form spaces.....	3
■ Movement around the school.....	4
■ Use of the school fields.....	4
■ Eating in the Sixth Form areas.....	4
■ Medication.....	5
■ Communicating important information.....	5
■ Mobile telephones and other electronic devices.....	5
■ Car parking.....	6
■ Smoking / vaping / alcohol / forbidden items.....	6
■ Sixth Form Council.....	7
■ Student Voice.....	7
■ Removal of privileges.....	7
■ Possible Sanctions.....	7
■ APPENDIX 1: Behaviour and Sanctions.....	8
■ APPENDIX 2: PARMITER'S SIXTH FORM – Parent & Student Agreement.....	10

SIXTH FORM TEAM

Mr Tim Henson	Assistant Headteacher Head of Sixth Form	t.henson@parmiters.herts.sch.uk
Mrs Hannah Potter	Head of Year 13	h.potter@parmiters.herts.sch.uk
Mrs Esther Dotse	Head of Year 12	e.dotse@parmiters.herts.sch.uk
Mrs Katie Smith	Academic Support Officer Attendance	k.smith@parmiters.herts.sch.uk y12andy13attendance@parmiters.herts.sch.uk
Mrs Tracey Cave	Pastoral Support Officer	t.cave@parmiters.herts.sch.uk
Mrs J Zanetti	Head of Careers UCAS/Post 18 Progression	j.zanetti@parmiters.herts.sch.uk
Mrs M Faisal	Library Supervisor EPQ Coordinator	m.faisal@parmiters.herts.sch.uk

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.

UNIFORM CODE

See [Sixth Form Dress Code \(Sept. 2024\)](#). Jackets / blazers are to be worn at all 'formal' occasions (assemblies, Liberal Studies, Senior Speech Night, meeting/touring visitors. It is advised that students bring their jacket / blazer everyday.

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.

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

ACADEMIC HONESTY & INTEGRITY

Students must attend all lessons with an inquisitive and positive mindset, taking an active role in their learning. They should also be aware of their responsibility in terms of the learning of others in the class.

Students should be well prepared and organised for lessons in terms of books, folders and equipment.

All work should be submitted on time. Students who fail to meet this basic requirement can expect to receive a sanction.

Students must ensure that their work is a true expression of their own understanding and ideas, giving credit to others where their work contributes to that of the student.

The key values of academic integrity are:

- Honesty – being clear about what is your work and where your ideas come from other sources.
- Trust – others can have faith in you being open about your work and acknowledging others' work.
- Fairness – you do not try to gain an unfair advantage in using others' work.
- Responsibility – you take an active role in applying the principle of Academic Integrity to your work.
- Respect – you show respect for the work of others.

If staff suspect that any work submitted by a student is not their own (i.e. other sources are not referenced or it has been supported with generative AI), students will be asked to resubmit in the first instance. If there a second incident, departmental / school / examination board protocols will be applied

SIXTH FORM SPACES

The Sixth Form Common Room, the Sixth Form LRC, The Old Library and Café 6 are open for the use of all Sixth Form students. However, each area has a designated purpose when it comes to study periods. Notices in each area clarify the rules for that space.

Some areas will be used for study sessions and cover lessons at various times. These areas are available before school (from 8.00am), during study periods, at break and lunchtime, and after school (until 5.00pm).

The Sixth Form Pastoral Base is also available for students who need to see their Heads of Year or the Pastoral Support Officer.

Café 6 opening times: 9.00am to 2.00pm. This may be subject to change depending on staffing and changes to the timetable during examination periods

The Conference Centre and Old Library are used for timetabled study periods and cover periods. This is a silent working area during these times. Students will be registered during study periods and cover periods as these should be treated as timetabled lessons.

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 are not allowed to eat in the CC.**

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.

MOVEMENT AROUND THE SCHOOL

Sixth Form students not in a timetabled lesson should be in one of the Sixth Form areas mentioned above. Study periods are classed as timetabled lessons and therefore a room will be assigned and the student remains in that room for the hour. 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 New 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 are not allowed in the wooded areas. (See Use of Fields section below).

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 and 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.

EATING IN THE SIXTH FORM AREAS

Students are welcome to use the main school Dining Room at break and lunchtime as well as Café6. Sixth Form students will use the middle lane for queuing (staff and Sixth Form). The Dining Room is available from 1.00pm for Sixth Form students who do not have a timetabled lesson period 4.

During non timetabled periods, students are only allowed to eat in Café 6 and the Common Room. There is no eating in the Sixth Form LRC or the Conference Center This includes hot drinks.

No hot food is to be brought onto the site. If students wish to buy hot food elsewhere at lunchtime, then they 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 a sanction and have the food confiscated.

MEDICATION

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

COMMUNICATING IMPORTANT INFORMATION

It is extremely important that Sixth Form students take full responsibility around communications and accessing information via notices and emails from staff. **We expect all students to check their school emails on a daily basis** and respond promptly to all staff, even if this is just an acknowledgement of receipt.

School notices will be shared during assemblies, in registration and by the Sixth Form Team during Liberal Studies sessions. They will also be accessed via the student homepage when logging on to the school network. Messages may also be sent out via email.

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 in Sixth Form LRC, Café6 and the Common Room

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.

MOBILE TELEPHONES AND OTHER ELECTRONIC DEVICES

Sixth Form students **must bring a tablet (preferably with a keyboard), 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 the site 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.

CAR PARKING

Sixth Form students have the privilege of being able to park on the school site. The Sixth Form car park is in the area past the Tennis Courts - there is a signpost which indicates where the Sixth Form parking area starts.

Students must obtain a parking permit in advance from Mrs Smith. Once a student has permission to bring their car onto the site, they must adhere to the following the rules:

- 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.

Failure to comply will result in the privilege being revoked.

SMOKING / VAPING / ALCOHOL / FORBIDDEN ITEMS

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.

SIXTH FORM COUNCIL

Under the supervision of Mrs Smith, representatives from each tutor group 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. Minutes from these meetings will be discussed at the Sixth Form Team meetings and, if necessary, at SLT meetings..

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.

REMOVAL OF PRIVILEGES

The aim of the Sixth Form is to promote both independent learning and social responsibility. The expectation is that students manage their own behaviour and take responsibility for their actions. The Sixth Form should be viewed as an adult environment.

There are many privileges to being a student in the Sixth Form at Parmiter's and if students are unable to comply with this Code of Conduct, these privileges may be removed, either for individuals, small groups or the whole cohort:

- Permission removed from the use of specific spaces with the Sixth Form during non study periods and break and / or lunchtime
- Being permitted to leave the site at lunchtime
- Being allowed to go home early if students do not have a lesson period 5
- The use of mobile devices in Sixth Form areas
- Parking on site

POSSIBLE SANCTIONS

Where there are serious or persistent breaches of the Code of Conduct, sanction will be imposed. This includes students working in isolation during non study periods, working in isolation for set periods of time, detentions, suspensions and permanent exclusion.

Student conduct is recorded electronically, with reports created to monitor attitudes and behaviours. Form tutors will deal with initial concerns. If problems persist, the Heads of Year and then the Head of Sixth Form will become involved. Parents will also be contacted where there are ongoing concerns.

Appendix 1 outlines possible sanctions.

APPENDIX 1: Behaviour and Sanctions

Failure to meet basic expectations	Sanctions / Escalation
<ul style="list-style-type: none"> → Late to registration twice in a week → Late to lesson → Non attendance at a lesson → Non submission of all work → Lack of effort/engagement → Ongoing inability to meet the basic expectation of the Sixth Form → Plagiarism/misuse of generative AI 	<ul style="list-style-type: none"> → HoY detention (Mon / Fri: 1.45 - 2.15pm) → Staff may refuse entry to their classroom - student reports to HoY / HoSF → Removal of non study periods/work in isolation → Departmental detention → Departmental detention → Meeting with student and parents → Positions of responsibility will be removed → Meet with HoD / HoY / SLT. Parents informed
Appearance	Sanctions / Escalation
<ul style="list-style-type: none"> → No ID card / lanyard → Failure to meet the expectation of the Sixth Form Dress Code in the view of the Form Tutor / Sixth Form Team 	<ul style="list-style-type: none"> → Loss of all free periods until the situation is resolved. Student must stay on site. Purchase new lanyard / ID card → Students may be isolated for the day, i.e. work in isolation during no study periods and break and lunchtime → Work in isolation during study periods and 'free' periods for extended periods → Student sent home → Parent / carer invited in to meet with HoY / HoSF upon return to school → Positions of responsibility will be removed
Manners and communication	Sanctions / escalation
<ul style="list-style-type: none"> → Lack of respect / manners towards any member of the Sixth Form community → Disruption to other students who are studying in that space → Not responding to school emails and messages from staff promptly. 	<ul style="list-style-type: none"> → Instructed to work in isolation. → Sixth Form detention (Friday 3.20 - 4.20pm) for repeat offences → Banned from specified Sixth Form spaces and work in isolation → Removal of Sixth Form privileges → Positions of responsibility will be removed
Misuse of Sixth Form spaces	Sanctions / Escalation
<ul style="list-style-type: none"> → Damage to school property → Failure to follow the rules of the space → Leaving litter /mess / untidy for others 	<ul style="list-style-type: none"> → Student will meet the cost of the damage → Community service in the Sixth Form → Isolation / detention (Friday 3.20-4.20pm)

<ul style="list-style-type: none"> → Eating and drinking in non-designated areas → Bringing hot food onto the school site 	<ul style="list-style-type: none"> → Food confiscated → Food confiscated / detention (Friday 3.20 - 4.20pm) → Positions of responsibility will be removed
Misuse of electronic equipment	Sanctions / escalation
<ul style="list-style-type: none"> → Use of mobile phones and earphones outside Sixth Form areas → Failure to bring a charged laptop / Chromebook → Inappropriate use of the school computers → Inappropriate use of personal electronic equipment in lessons / study periods / Sixth Form spaces 	<ul style="list-style-type: none"> → Items will be confiscated; a second offence will result in a detention. further offences, items will not be permitted in school for a period of time. The Head of Sixth Form will hold items during the school day → Detention for repeat offences → Banned from the use of school equipment → Banned from specified Sixth Form spaces → Positions of responsibility will be removed
Bringing the school into disrepute	Sanctions / escalation
<ul style="list-style-type: none"> → Poor behaviour when representing the school on trips and visits → Poor behaviour within the local community 	<ul style="list-style-type: none"> → Removal from any further school trips → Removal of Sixth Form privileges
Possession of banned items	Sanction
<ul style="list-style-type: none"> → Students caught in possession of or involved with any banned / forbidden items as outlined both in this Code of Conduct or the School Behaviour Policy 	<ul style="list-style-type: none"> → May led to isolation, detention, suspension or permanent exclusion.

Persistent failure to adhere to any sanction may jeopardise a student's place in the Sixth Form.

APPENDIX 2: PARMITER'S SIXTH FORM – Parent & Student Agreement

A-Level Studies: You have made the decision to join Parmiter's 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 and extended note making.

Attendance: Commit to every aspect of your timetable - lessons, tutor time, assemblies, study periods and study skills sessions, Liberal Studies, activities period, enrichment opportunities and community service. Inform the school of any absence (planned or unforeseen) and catch up with all work missed. Ensure you are in registration at 8.35am, attend all lessons on time and 'check out' if you leave the site before 3.20pm.

Appearance: Sixth Form Students are role models and it is important that you set a positive example by following Sixth Form Uniform Code. Students will often be asked to meet / tour guests and it's imperative that you leave a positive impression on our visitors and maintain our excellent reputation within our community.

Appreciation of Environment: Parmiter's is a fantastic place to learn and study. Students should respect their environment by following the guidelines in the Code of Conduct, 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 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 use of all spaces around the Sixth Form - LRC, The 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.

✂----- ○ -----

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: