

Queen Elizabeth High School Sixth Form Code of Conduct

We firmly believe that our Sixth Form students are role models for students in the Lower School and should fully embrace and embody our core values of Respect, Engage and Aspire.

Everyday Expectations and Standards

- All students are to act as role models within the school, behaving in a responsible and respectful manner to other members of the school and wider community.
- All students must wear their lanyards with their ID cards visible at all times.
- Students are to be well-presented in accordance with the sixth form dress code (see below).
- All timetabled lessons are to be attended on time.
- Students must be well-prepared with the correct books and equipment in lessons ready to make a worthwhile and valuable contribution.
- When working in the LRC and Sixth Form study areas students are to be courteous and respect other peoples' rights to private study and therefore need to bear this in mind when using laptops, desktops and mobile phones.
- School computers and wi-fi are for educational purposes relating to students' studies as in accordance with the School ICT Acceptable Use Agreement.
- Students are responsible for catching up on all missed work through sickness or educational visits.

The whole school behaviour policy will be followed when required.

Attendance and Punctuality

- Attendance at all lessons is compulsory.
- Sixth Form expectations are that you maintain an attendance of 96% and above. If your attendance falls below this you will be placed on a monitoring system until your attendance improves as stated in the attendance management policy.
- Any planned absences from school must be communicated in advance with the Sixth Form Team and class teachers via the school email system.
- Medical and dental appointments should be made outside of school hours where possible.
- Holidays will affect attendance and attainment levels and should not be taken during the school term. Family holidays will not be authorised unless there are exceptional circumstances.
- Appointment cards or other evidence including parental/carer letters will be required.
- If you are ill, parents/carers must call the school's Student Absence Line on the first morning of absence stating their name, your name and full reason for absence (if due to illness the nature of the ailment must be stated) and, if known, the date you will return to school. If no return date is given parents/carers must call the Absence Line each and every day you are absent.
- Driving tests are allowed during school time, however driving lessons are not.
- The Sixth Form attendance policy will be followed when required.

Dress code

- Students are expected to dress in a suitable manner for a school environment.
- Students are expected to wear a lanyard at all times within school.
- No offensive slogans, no bare midriffs, no low-cut tops, no exposed shoulders, shorts or skirts should be mid-thigh length or longer.
- Outdoor clothing and hats must be removed in classes.
- Suitable dress is at the discretion of the senior leadership team.

Car Parking

- Students who wish to bring a car into school must apply for a parking permit from the Sixth Form Team.
- Sixth Form parking is restricted to the spaces on the right-hand side of the driveway.

Part-Time Employment

- Whilst it is understood that some students may wish to engage in part-time employment whilst in Sixth Form, it is recommended and expected that students will not work for more than 8 hours per week. In this way, students are able to devote the necessary amount of time to their studies without affecting their grades.

Student Name:

Signed: _____ (Student) Date: ____ / ____ / 20__