

# Queen Elizabeth High School Sixth Form Code of Conduct

**In order to maintain a place within Sixth Form, all students must comply with the following requirements of the 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 sessions should be attended punctually.
- 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.
- Mobile phones must not be used in lessons unless allowed for a specific learning purpose directed by the teacher.
- 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, assemblies, personal development, enhancement, supervision and any additional timetabled sessions that are held are 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. Regular unauthorised absences may result in exam fees becoming payable by the student.
- Any planned absences from school must be communicated in advance with the Sixth Form Office, so registers can be updated.
- 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/carers letters will be required.
- If you are ill, parents/carers must call the school's Student Absence Line (01434 610310) between 8.30am and 9.00am 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.

- Any students missing lessons due to absence from school, whether authorised or not, must see the teachers of the lessons they missed to collect any necessary work. It is expected that students will catch up with the work before the next lesson or as soon as reasonable.
- 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, shorts or skirts should be mid-thigh length or longer.
- Outdoor clothing and hats must be removed in classes unless there are exceptional reasons as agreed by the Head of Year.
- Suitable dress is at the discretion of the senior leadership team.

## **Car Parking**

- Any student bringing a car into school should follow the speed limit and park in an appropriate parking bay.

## **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.

## **Examination Entries**

- If for any reason a student leaves a course after examination entries have been made, they may be required to pay for any exams that they have already been entered for.