



SIXTH FORM CODE OF CONDUCT

All students agree to be responsible for themselves, their learning, their environment and those around them. To achieve this, they must adhere to the following:

ATTENDANCE AND PUNCTUALITY

YEAR 12 STUDENTS

Monday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Tuesday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Wednesday	8:30am start; 3:40pm finish
Thursday	Attend from first timetabled lesson, students may leave College once all compulsory timetabled sessions have ended.
Friday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.

YEAR 13 STUDENTS

Monday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Tuesday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Wednesday	Attend from first timetabled lesson; 3:40pm finish
Thursday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Friday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.

In addition, students must:

- Attend all timetabled lessons and Directed Learning periods. These are compulsory and may include assemblies, tutor sessions, lectures and the Wednesday afternoon enrichment programme.
- Arrive punctually to all timetabled activities.
- Remain in College during compulsory timetabled sessions unless permission to leave has been granted by an authorised member of staff.
- Not leave and re-enter the College site during the day without prior permission.
- Ensure that a parent or carer contacts College by 8:15am on each day of absence, providing a reason for the absence.
- Not self-certify absences.
- Attend meetings arranged by the Principal or other designated staff regarding attendance concerns.
- Not take holidays during term time.
- Make a written request for absence to the Head of the Associated Sixth Form two weeks in advance of a planned absence (e.g. driving test, university interview). A Leave of Absence Form should be completed, which is available on the College Policies page on the website. Driving lessons should be arranged outside College hours.
- Inform a teacher immediately when feeling unwell or have an accident. A member of the Welfare team or Sixth Form team will assess the situation and, if it is deemed appropriate for you to leave College, a member of the Welfare team will contact home.
- If required to leave College for an authorised reason, students should request an exeat and sign out at Reception. Written evidence may be requested.
- Arrive on time every day. Students will be marked as late if they are not present at the beginning of all lessons and their tutor period. Sanctions for poor punctuality are detailed in the Sixth Form Attendance policy.
- Attend the College Carol Service, Sports Day and Presentation Evening in Year 12 and the Carol Service in Year 13.

- Allow younger students to board scholars buses first.
- Give preference to playing for Sixth Form sports teams over other arrangements including part-time jobs.
- Engage thoughtfully and responsibly with the Personal Development curriculum. All students will be issued with an exercise book for recording lecture notes. This must be brought to every lecture and kept in good order. The same high standards of care, presentation, attention to detail and completeness apply to lecture books as to exercise books in all other academic subjects. Tutors will frequently review lecture books.
- Participate fully in the Sixth Form PE and enrichment programmes on Wednesday afternoons.
- Attend College as and when required, including any detentions or support sessions. Attendance at College, including when timetable flexibility has been withdrawn, takes priority over other arrangements, including any part-time work.

ACADEMIC STUDY

- Students attending the Associated Sixth Form are required to have access to a laptop. A Windows or Apple device is preferred over a Chromebook. In most cases, this will be the student's personal device. However, where this is not possible, College will work with students and their families to provide appropriate support in securing access to a laptop.
- Students must be punctual to all lessons and should not leave lessons for frequent or extended periods without good reason.
- Students must bring their Study File to College every day.
- Students must contribute to a purposeful and business-like working environment when using the Silent Study Space or Sixth Form Open Area. These are silent work spaces.
- Treat work spaces respectfully. Students must ensure that the Sixth Form Bistro, Sixth Form Centre, Sixth Form Open Area, Silent Study Space, the library and the Loaves and Fishes Restaurant are always kept clean and tidy.
- Work in departments with the permission of the relevant Head of Department.
- Complete homework at home: independent study time in College is primarily for research, extended reading and revision.
- Maintain progress through the curriculum. Students will receive a minimum of six hours of work outside of lesson per subject each week. These six hours will be a combination of directed tasks, revision and consolidation activities as well as directed homework tasks on new content.
- Ensure any part-time work is restricted to a maximum of ten hours per week and limited to weekends and holiday periods.
- Ensure that correct equipment (including a laptop) is brought to all timetabled lessons.
- Students should ensure that exercise books and all other class materials are maintained to the highest standard.

ROLE MODELLING

The culture of the Sixth Form is one of care, kindness and compassion. Sixth Form students should:

- Expect to take on responsibilities and duties, setting a good example to peers and younger students, providing a lead and an example both on public occasions and within the course of a normal day. Sixth Form students are expected to take responsibility and not turn a blind eye to difficulties or misbehaviour.
- Understand that as leaders in College, interactions must always be professional and business-like..
- Take a pride in maintaining a first-rate working environment through care of the fabric of the building and any resources. All books, property and equipment are to be kept free from graffiti.

FURTHER RULES

- Students should not park on the College premises or in residential side streets when travelling to College in their own cars, they should use Watergate Car Park. Students should be mindful and respectful of other road users and not block or impede other cars. College cannot accept responsibility if property is stolen from a car or if the car is stolen. Those travelling on scooters/motorbikes must seek permission from the Principal if wishing to park on College grounds. When walking, Sixth Form students must set a good example by crossing Consett Road at the pedestrian crossing only. Sixth Form students must not give lifts to others on school visits.
- The emergency exits in the Sixth Form Bistro and Sixth Form Centre must only be used in the event of an emergency. Students must not use these doors to enter or leave the building or as a short cut to other parts of the building.
- Refrain from consuming food and drink outside of the College restaurants, Sixth Form Bistro and Sixth Form Centre. Food must not be consumed in empty classrooms. Students are permitted to drink from bottles of water in the respective work spaces. During the summer months, food and drinks purchased from the Sixth Form Bistro may be consumed at the outdoor picnic tables, provided that all litter is disposed of in the bins provided. Failure to do so may result in this privilege being withdrawn.

- Students are permitted to listen to music on their laptop or tablet whilst working outside of lesson time. The music must be in line with the College ethos and students will be banned from listening to music if it contains offensive lyrics. Students will be required to stop listening to any music that impedes learning. Students cannot listen to music on their mobile phones during the College day. Students must not wear headphones of any kind outside of the Sixth Form work spaces.
- Students are not permitted to play card games in College.
- Students are not permitted to use either of the MUGAs without permission from the duty staff. Students may only use the MUGA if they are wearing suitable trainers.
- Take responsibility for any personal items in College.
- Ensure mobile phones are switched off during the College day. Any student found using a mobile phone in breach of this policy will, in the first instance, have the device confiscated and receive an after-school detention. Students required to attend an after-school detention must surrender their mobile phone to a member of the Sixth Form Leadership Team upon arrival at College on the day of the detention. The phone will be returned at the conclusion of the detention. Subsequent breaches of this policy will result in parents/carers being required to collect the student's mobile phone from College at the end of the College day.
- The unauthorised use of a camera onsite constitutes an invasion of privacy and is strictly forbidden. Should images of other students or staff thus obtained, or any material which brings the College's name into disrepute, be published via the internet this could result in immediate permanent exclusion.
- Chewing gum is not permitted on College premises due to its detrimental impact on cleanliness and the upkeep of the College environment. Students found in possession of, or chewing, gum may be required to pay a £15.00 charge.
- Be aware that tampering with Health and Safety equipment such as fire extinguishers or fire alarms and laboratory or workshop equipment will result in immediate permanent exclusion.
- Understand that the possession of drugs, alcohol, cigarettes, vapes/e-cigarettes or other substances which cannot legally be bought is strictly forbidden, as is the association with anyone who is openly in possession of such items. There must be no attempt to use, or seek to use, any such substance or make any attempt to purchase or supply them. Breach of this rule will result in immediate exclusion. For any drug-related offence the exclusion will be permanent and result in the involvement of relevant statutory bodies such as the police.
- Recognise that smoking and/or vaping is not permitted anywhere in the building. It is not acceptable for any student travelling to and from College to smoke/vape. All smoking-related paraphernalia, such as lighters, is forbidden.
- Understand that any item that is likely to be used to commit an offence, cause personal injury or damage to property is prohibited; this includes knives or any kind of weapon.

COMPUTER NETWORK ACCEPTABLE USE POLICY

The College computer network exists to enhance learning and improve communication and administration. Sixth Form students should access the network understanding that they are fully accountable for their actions. Students, like staff, must understand that all network activity is monitored, and action will be taken should inappropriate activity be detected. Just as we expect high standards of conduct and behaviour in and around College, the same principles apply with the network. Students are responsible for what they search for, view and save while using the College network. **Serious breach of the Computer Network Acceptable Use Policy may result in permanent exclusion.**

Students must adhere to the following:

- Utilise the computer network solely for activities that relate to College.
- Ensure that instant messages and direct messages relate solely to College activities.
- Ensure that online activity is work-related. Students must not search for, view or save material that is sexually explicit, violent or promotes hatred towards others as well as any other material that has been deemed unsuitable for their age.
- Avoid streaming media unless permission has been given by a member of staff.
- Avoid uploading any files that may cause harm to the network.
- Avoid using Virtual Private Networks (VPNs) or Internet Protocol (IP) spoofing software.
- Connect only to ESF-BOYD with your network username and password.