



The Warriner School

Sixth Form Code of Conduct

PRIVILEGES AND RESPONSIBILITIES

As befits your age and status within school, as Sixth Form students you enjoy certain privileges and greater independence than is the case lower down the school. Privileges include having Private Study periods, sole use of Sixth Form facilities, greater access to other school facilities and outdoor areas, unlimited access to careers advice more freedom with respect to uniform, use of electronic devices.

However, with privileges come responsibilities and duties. You play a vital role within school and beyond as role models and as leaders. You are looked up to by the younger members of our community and are expected to set the right example at all times. There are occasions when you are required to take on ambassadorial roles and you do so with charm and good humour.

In the Sixth Form you are expected:

- To conduct yourself with integrity and dignity, serving as role models to younger students;
- To treat all students, staff, visitors and local residents with respect and consideration;
- To participate fully in lessons, private study periods, enrichment activities and community service;
- To complete all work set by the agreed deadlines and develop independent study skills;
- To maintain the highest possible level of attendance and punctuality at all relevant school activities;
- To follow the Sixth Form procedures for registering and to inform the school of any absence at the earliest opportunity;
- To take care of the school buildings, resources, equipment and environment, and act in a safe manner at all times;
- To abide by the regulations relating to conduct of examinations and the submission of coursework for assessment;
- Not to bring cigarettes, alcohol or illegal substances onto the school site.

You are reminded that the school is a public place.

The guidelines detailed below set out more fully these expectations.

ATTENDANCE

You must inform the Sixth Form Administrator (Mrs Viggers) of any absences known in advance. In some cases, correspondence from home will still be required, requesting leave of absence. Family holidays should not be booked during term time. Any request to waive this rule should be addressed to Mr Smith.

You must ring the Sixth Form Administrator at the earliest opportunity (preferably before 8.25 am) or make

contact via email: j.viggers@warriner.oxon.sch.uk on **any** day of sickness. If an illness is likely to last for a number of days, a parent/carer should inform the Sixth Form Administrator, by letter, email or telephone. IT IS YOUR RESPONSIBILITY TO ENSURE THIS HAPPENS.

- If absences become regular, contact from home will be required on all occasions.
- Driving lessons must **not** be booked in school time.

PUNCTUALITY

Prompt attendance at the 8.30 registration is expected Monday to Friday, whether you have a lesson Period 1 or not. This rule will be strictly enforced. Where you are engaged in authorised activities that prevent you from attending morning registration, you must contact Mrs Viggers to inform her of this fact. IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU ARE REGISTERED.

You should remain in morning registration with your tutor until 8.50.

Year 12 must register with Mrs Viggers at 1.55pm, in the Sixth Form Centre before they begin their Games sessions.

Prompt arrival at lessons is expected.

DRESS CODE

The standards set down for Sixth Form uniform are expected to be closely observed. Smart appearance (business attire as described on the Sixth Form website page) at all times is the norm.

PE kit is not to be worn to lessons, other than PE/Games, or around the site, unless permission has been given in particular circumstances. Only Sixth Form games kit is to be worn.

If you are unacceptably dressed, you can expect to be spoken to by your tutor initially where you will receive a verbal warning. Continued defiance of the dress code will result in discussions with the Head of Sixth Form who will then send you home to change.

SUBMISSION OF WORK

Work should be submitted on time. If you fail to meet this requirement, your teacher may require you to attend a departmental detention – an embarrassing experience for a Sixth Former – or an after-school detention with Mr Smith.

Detentions with Mr Smith will take place in the Sixth Form Centre between 3.30-4.30pm. Your parents/carers/guardians will be informed in writing.

If there is a continued poor response to submitting work, parents/carers will be invited into school.

PRIVATE STUDY FACILITIES

Private Study facilities are open for the use of all Sixth Formers. There is no designation of Lower Sixth and Upper Sixth spaces.

Your work outside the classroom is crucial to your progress at AS/A2 and you are expected to organise your time to allow sufficient numbers of hours to be dedicated to your studies.

Private Study periods are not “free” periods; they are for wider, independent learning. You may also use them to engage in activities such as Learning Support or Community Service. You may work in departmental areas if members of staff are happy for you to do so.

Otherwise, you have a choice of areas to use:

The Sixth Form Study Room

The Library – Students should sign-in when working in this area.

These are both *silent* work areas and should only be used for individual study.

The Sixth Form Common Room.

Free rooms across the school.

These are *quiet* work areas.

The canteen - this area can be used for group work.

MOVEMENT AROUND THE SCHOOL

In normal circumstances, if not in timetabled lessons you should be in one of the study areas during lesson time. You should not be moving around the site, unless for a specific purpose, such as to see a member of staff who is also free.

LEAVING THE SITE

You must **not** leave the site during lesson time or at break without good reason.

Leaving the school site at lunchtimes is a privilege that will be awarded on an individual basis. All students must sign-out and sign-in.

Year 12 – No Year 12 will be allowed to leave the school site during the school day in Term 2. Lunchtime signing-out privileges will be granted on an individual basis upon discussion with a tutor and Mr Smith.

These privileges may be withdrawn should you fail to adhere to this code of conduct/school attendance policy, fail to attend lunchtime activities for which you are required or your attendance falls below an acceptable standard.

Where possible, dental, medical and other appointments should be made so as not to miss lessons. Where it is necessary to leave the site for such reasons, or to arrive in school later than 8.30, Mrs Viggers should be informed in advance. You should sign in and out as appropriate and notify Mrs Viggers verbally before you leave the site. The books for this are in, or just outside the Sixth Form office. If you need to leave the site because of illness, Mrs Viggers should be informed in the first instance, and you should also sign out if you are able to.

EATING

You are welcome to use the Sixth Form Common Area to eat at break and lunchtimes, but please bear in mind that this is a study area for the rest of the school day. Canteen food, cold food and snacks may be brought across to be eaten. You may also eat cold food brought from home in this area.

IT IS YOUR RESPONSIBILITY TO KEEP THE SIXTH FORM CLEAN AND TIDY.

LITTER IS TO BE PLACED IN BINS!

SMOKING

Smoking is **not** allowed on or near the school site or in any situation where you can be identified as a member of the school.

ALCOHOL

You must not visit a public house nor should you consume alcohol during the school day.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

You may use mobile phones in the Sixth Form areas to support your learning during lessons and at break/lunchtimes. Other electronic devices may be used, with earpieces. You may make or receive phone calls only in the other Sixth Form areas, nowhere else around the school.

Mobile phones and earphones are **NOT** to be used in the library.

You may not use a mobile device around the school for any other purpose, unless authorised by a member of staff.

CAR PARKING

You may not park on the school site.

Driver Awareness

- Drive slowly and carefully on the approaches to school.
- Show consideration for pedestrians and cyclists at all times.
- Park only in the designated parking area along the Grove.
- Always park your vehicle carefully, considerately and ensure that adjacent vehicles can exit their parking space safely and easily.

If you do drive to school, you should register your car registration details with Mrs Viggers.

Mopeds and motorcycles must be kept in the designated parking area by the Sixth Form Centre. Students should not return to their mopeds / motorcycles during the school day. If there is high demand places will be granted on a first come first served basis. Mopeds and motorcycles must be ridden slowly and with extreme care on the school grounds. Under no circumstances should other students be taken on the back or allowed to ride or sit on the vehicle.

EMPLOYMENT

Part-time work must be kept to a minimum and must not interfere with your ability to keep up to date with your academic and co-curricular commitments.

**INTERVENTION STAGES FOR THOSE STUDENTS NOT MEETING EXPECTATIONS OF THE SIXTH FORM
CODE OF CONDUCT**

STAGE	OUTCOME
1ST	TUTOR WARNING (SCENARIO MISSED DEADLINES AND POOR APPROACH TO LESSONS – AGAINST ANY OF THE ABOVE)
2ND	TUTOR ACADEMIC MONITORING – PARENTS/CARERS/GUARDIANS ARE INFORMED
3RD	HEAD OF SIXTH FORM ACADEMIC MONITORING
4TH	LEADERSHIP ACADEMIC MONITORING
5TH	GOVERNOR PANEL MEETING INCLUSIVE OF CONDUCT CONTRACT
6TH	COURSES AT RISK IN BREACH OF CONTRACT



The Warriner School Sixth Form Code of Conduct

..... **Name**

..... **Form**

I have read The Warriner School Sixth Form Code of Conduct and agree to abide by its content.

I understand that failure to follow any of these expectations will jeopardise my place in the Sixth Form and that the school reserves the right to support me to find more suitable alternative arrangements for my post 16 education if I do not comply.

..... **Student signature**

..... **Date**