



**Sixth Form Code of Conduct (including dress code)**

<b>Documents which accompany this policy</b>	Sixth Form Home School Agreement, Behaviour Management Policy
<b>Statutory/Non-Statutory</b>	Non-Statutory
<b>Related documentation</b>	Sixth Form Prospectus
<b>Approval of this policy delegated by the governing body to</b>	Sixth Form Committee
<b>Member of staff responsible</b>	Head
<b>Governor responsible</b>	Chair Sixth Form Committee
<b>Date this policy was approved</b>	Spring 2021
<b>Next review due</b>	Spring 2023
<b>Publication</b>	Website, SharePoint, Governors Portal

The Sixth Form is a partnership between students and teachers. The school will endeavour to provide students with the best possible educational experience including high quality lessons, marking of regular assignments, support for applying to further education and employment, pastoral support and opportunities to take part in a range of social, cultural, recreational and sporting activities. We expect students to respond by showing commitment to their chosen studies and to the school. In addition to the published Willink School behaviour policies found at <http://www.willinkschool.org.uk/Parents/Policies/> the following code of conduct is expected from all Sixth Form students. Breaching this code of conduct will lead to sanctions. Persistently breaching these requirements in a way that seriously harms your education or the education of others may put students at risk of permanent exclusion.

**I. Attendance and Punctuality**

- Full attendance at lessons, registrations, private study, assemblies and tutor periods is expected. Punctuality is expected.
- Students are expected to register in their tutor room at 8.40 every morning unless they have approved Home Study.
- School ID must be worn at all times.
- Planned absence must be notified in advance via a green form handed in to the Sixth Form Office. Permission is only given for unavoidable appointments. Holidays, driving lessons and activities that can be scheduled outside school hours should not be taken in school time.
- Parents should notify unforeseen absence or illness by phone or email to the school office at the start of the school day.
- Year 12 students will be allowed off site only during break and lunch during term one’s settling-in period up to October half-term. Students must swipe their ID cards when leaving or arriving at site.
- Year 13 students are permitted off site when not in timetabled lessons or study sessions and must swipe their ID cards when leaving or arriving at site.
- Permission to leave the school site is a privilege that is dependent on attitude to learning and academic performance. The permission can be reviewed if appropriate.

## 2. Work and study ethic

Students are expected to:

- Bring commitment and enthusiasm to studies in class
- Meet all deadlines and complete homework, coursework and independent study as directed and to the best of their ability.
- Follow good principles of classroom conduct as outlined in the school's behaviour policy.
- Catch up on any missed work.
- Make best use of independent study time outside classroom lessons.
- Ask for help when needed.
- Keep part-time work outside of school to a maximum of eight hours a week (and none at all during the school day).

## 3. General Behaviour (in addition to main school policy on Behaviour)

- Act in a manner which is courteous and a credit towards the school staff, students and visitors and which upholds the school's reputation in the community.
- Sixth Formers enjoy the privileges of use of mobile phones and eating within the Common Room and Sixth Form garden.
- Bullying and racism are not tolerated in any form.
- There is a zero tolerance to drugs and alcohol in Sixth Form. See the school's Drugs policy for further details.
- Smoking is not permitted on site or publicly in the local area around the school.

## 4. Sixth Form Dress Code

We recognise that Sixth Form students are seen as role models to younger students in school and as such, have a responsibility to model behaviour and expectation. Although we want Sixth Form students to feel comfortable and to be able to express a degree of individuality during the school day, we also want to promote a professional working environment, as well as a positive image to the wider school community and beyond.

At Willink appropriate dress means: -

- Smart trousers or jeans.
- dresses, skirts or tailored shorts which can be just above, on, or below knee length
- shirts, blouses, polo shirts, smart t-shirts or knitwear.
- the discreet wearing of items of religious symbolism is permitted.

Inappropriate dress means no:-

- tops which overexpose the body including vests, low cut tops, crop tops that show the midriff
- indiscrete facial piercings (discrete nose stud is acceptable, but no rings) or visible tattoos
- haircuts of extreme fashion e.g. no shaved heads less than grade 2, exaggerated stepped or unusual colours
- visible underwear
- ripped clothing
- flip flops or sliders
- tracksuits or leggings/jeggings
- clothing bearing political or contentious slogans/images
- clothing which is discriminatory or culturally insensitive

## 5. Sanctions

Our students set high standards in the school and the local community. Occasionally, when a student has failed to meet the expectations of the member of staff, the Sixth Form may choose to apply sanctions in line with the overall school Behaviour Policy. These include:

### Dress Code

- Discussion with Tutor, event logged on SIMS/ClassCharts.
- Lunchtime detention, parents notified via ClassCharts.
- After-School detention, parents notified via ClassCharts
- Student will be asked to go home, change and return. Parents will be invited to discuss.

### Punctuality to registration

- Lunchtime detention, parents notified via ClassCharts.
- After-School detention, parents notified via ClassCharts
- Parents will be invited to discuss strategies to improve attendance and punctuality.

### Missing contact time

- Lunchtime detention, parents notified via ClassCharts
- After-school detention, parents notified via ClassCharts
- Student on lesson attendance report, parents contacted to discuss.

### Failure to use or wear ID badge

- Lunchtime detention, parents notified via ClassCharts.
- After-School detention, parents notified via ClassCharts
- Staying in school from 8:40 until 3:05 for a number of days, parents notified by phone call.

A student who loses their card must report it missing and pay for its replacement, at a cost of £5.

Other sanctions for missed work or poor behaviour may include detentions, catch-up set by departments, progress reports or withdrawal of privileges within Sixth Form. Students are expected to attend any detentions set. Failure to attend detentions will lead to an escalation in the sanction and may result in parents being asked in to discuss how to modify behaviour and attitude to learning. For serious misdemeanours the school will apply the exclusion from school procedure (see Behaviour Management Policy).

## 6. Policy Review

The Sixth Form Committee and Head Boy and Head Girl will be consulted in the review of this policy.