



# **Sixth Form Code of Conduct 2024/25**

## **Purpose and Objectives**

St John's Catholic Comprehensive School aims to prepare students for working life and therefore expect students to treat their two years in sixth form very much like work. Our belief is that the more time and effort students give to their studies both inside and outside of school, will result in an increased likelihood of gaining excellent academic qualifications needed to increase their life choices beyond school.

Students who attend the St John's Sixth Form do so voluntarily. There is no obligation for students to complete their Sixth Form studies at St John's and, as compulsory education in England and Wales is only up to age 16, the school similarly, has no obligation to educate a young person post-16. Subsequently, if a young person chooses to attend St John's for Sixth Form they do so with an implicit acceptance of the school's expectations, policies and sanctions that are in place. It is the student's responsibility to make themselves familiar with the expectations and sanctions relevant to the Sixth Form.

Therefore, this 'code of conduct' sets out the basic expectations for Sixth Form students that are similar to those that they will find in the workplace. It sets out these expectations in line with school policies and any action(s) that will be taken in the event of failure to meet one or more of these expectations.

## **Responsibilities**

### **Students**

- Adhere to the Sixth Form Dress Code at all times.
- Responsible for meeting all deadlines set by teachers and other staff.
- Be committed to developing as independent learners.
- Display a positive attitude towards their studies at all times and in all lessons including PSHE/RE and Enrichment.
- Conduct themselves in a manner appropriate to their seniority in and around the school.
- Attend all timetabled lessons and any additional revision lessons that are offered by members of staff to support learning and progress.
- Attend form time on a daily basis as well as RE, PSHE, Enrichment and supervised study sessions as per individual timetables.
- Be punctual for the start of school (8.40am) and every lesson.
- Follow all staff instructions at all times without question.

### **Parents**

- Ensure their son/daughter adheres to the Sixth Form Dress Code at all times.
- Inform the school if there are issues affecting their child at home.
- Keep school informed about illness or other attendance issues for their child.
- Promote a positive work ethic with their child.
- Encourage excellent attendance and punctuality with their child.
- Attend meetings as requested/invited by the school.
- Work with the school to support the progress/achievement of their son/daughter.



- Ensure students adhere to the Sixth Form Dress Code and challenge those who do not by referring them to the Sixth Form leadership team.
- Promote a positive atmosphere in the learning environment to ensure students make excellent progress.
- Set, and follow up on, clear and realistic deadlines.
- Inform students if they have not met expectations.
- Inform parents, Subject Leader, Sixth Form Tutor (as appropriate) and the Sixth Form Leadership Team if there are concerns regarding a student's progress, attitude, or behaviour.
- Follow the school's policy and procedures outlined in the Sixth Form Code of Conduct.
- Apply appropriate interventions to support and enhance students' progress (with support of the subject leader as appropriate).

### **Sixth Form Tutors (in addition to the above)**

- Act as the first point of contact for both staff and parents in respect of any concerns regarding one of their tutee's progress, attitude, or behaviour.
- Act as a mentor for all of their tutees; prioritising those identified as of a particular concern in conjunction with the KS5 Leadership team.
- To set the highest expectations in form time and provide a suitable learning environment in which students can focus on tasks in which they are required to complete for the day ahead.
- Support students with personal statements and ensure they are advised appropriately regarding university, apprenticeship, and alternative pathways.

### **KS5 Management Team**

- To promote a positive work ethic and reward excellence.
- To monitor students' progress and intervene where necessary with bespoke intervention to support student progress.
- Monitor students who are at risk of receiving sanctions and implement necessary support mechanisms.
- Keep parents informed about student progress as per the Sixth Form Rewards and Sanctions procedure.
- Issue appropriate sanctions students (as required), in line with the Sixth Form Code of Conduct which can include the removal of a Sixth Form place.

### **Attendance**

Excellent attendance (95%+) is vital for a student to succeed in their Level 3 (A Level and equivalent) study.

**Should a student be required to miss school (for whatever reason), we expect all parents/carers to inform us on the morning of absence with a valid reason for their child missing school. If the reason is deemed appropriate, this will result in student absences being authorised.**

Should a student's attendance fall below expectations, unless medical evidence is provided (e.g., records/notifications of medical appointments or a doctor/consultant letter), the following sanctions will apply:



- If attendance falls below 95% students will be spoken to by the KS5 Pastoral Manager which will include a discussion on how to improve attendance.
- If attendance falls below 90% students will be issued with a warning letter from the Head of Sixth Form asking for an improvement in their attendance with immediate effect (on record for the academic year).
- If attendance falls below 85%, students will be issued with a verbal warning from the Head of Sixth Form and a parental meeting organised (on record for the academic year).
- If attendance falls below 75%, students will be given a written warning from the Head of Key Stage 5 (on record for the academic year).
- If attendance falls below 70% (and no attempt has been made to improve attendance) students will be removed from the Sixth Form. At this stage, Students will be given assistance to find an alternative education, employment, or training provision.

### **Assemblies/PSHE/RE**

Assemblies, RE/PSHE and Enrichment subjects are a compulsory part of the Sixth Form Curriculum. Any student who fails to attend or is late to these sessions (without a valid reason which has been agreed by the Head of Sixth Form) will be sanctioned as per the Sixth Form Disciplinary Policy.

### **Punctuality (to and during school)**

All Sixth Form students are expected to be punctual for registration each morning (8.40am) and to each lesson as per a student's timetable. Lateness disrupts others' learning and subsequent persistent lateness will not be tolerated. Lateness will be monitored closely on a weekly, termly, and annual basis. **Should a student be late to school, i.e., after 8.40am or late to a lesson, 3 times in a week, they will receive a 1-hour detention which will be completed on a Friday afternoon (Period 6 – 1.50pm/2.35pm).**

### **Signing Out**

Year 13 students are allowed to remain offsite if they do not have a lesson in the morning. Additionally, Year 13 students are allowed off site at breaktime. Both Year 12 and Year 13 students are allowed to leave site after P4 each day if they have no further lessons that day. **It is the student's responsibility to sign out using the automated system.** If they are returning to school, they will be required to sign back in again. Failure to sign out is a safeguarding issue and a sanction will be applied if this happens which will be issued at the Head of Sixth Form's discretion.



## Dress Code

The Sixth Form has a dress code that reflects a professional working environment. Students should make themselves familiar with what is and what is not permitted in terms of clothing. All staff at St John's are responsible for upholding the dress code and are permitted, where necessary, to challenge students who are not adhering to it.

**Please note: The school reserves the right to send any student home who is not dressed appropriately.**



**To view our Dress Code Policy, please use the QR code above**

Students will only be permitted to return to school when they have amended their dress accordingly. The Key Stage 5's Leader's decision is final in all matters related to the dress code.

Coats (or other layers of clothing not within the dress code e.g., hoodies) are not permitted to be worn inside the school building. If a student has to be asked more than once to remove their coat, it will be confiscated and kept in the possession of the Key Stage 5 Leadership team until the end of the school day (**3.20pm**) regardless of when timetabled lessons finish.

Should any student need help with the purchasing of school clothing, the student can apply for a bursary. Details of the bursary scheme can also be found on the school website.

## Mobile Phones and Headphones

Students are only permitted to use their mobile/smart phone in the sixth form café area unless directed by a member of staff for use in a lesson as a part of teaching and learning.

Any student found to be using their mobile/smart phone outside of this area, including listening to music, will have it confiscated until the end of the school day (**3.20pm**) regardless of when lessons on their timetable finish.

Students who refuse to hand their phone over immediately when requested, will have it confiscated for two weeks in line with the whole school policy and may also be subject to a written warning for failing to carry out an instruction by a member of school staff.



## **Parking**

Sadly, we do not have allocation for student parking at St John's Catholic Comprehensive School.

Any student that requires a parking space for medical purposes should discuss this with Mr Rowlinson (Head of Key Stage) who, in consultation with the Head teacher, will allocate parking on a case by case basis.

## **Academic Performance**

Form Tutors and the KS5 Leadership Team will closely monitor academic performance, which will be predominantly measured by milestone and mock exam results. Students who are struggling to meet their minimum expected grades after each milestone will be expected to attend weekly intervention sessions on a Friday P6,7 and 8. In some cases, these will be made compulsory in order for the student to remain on the course.

Students are expected to work towards their target grades and complete all homework and classwork set. It is the teacher's responsibility to issue sanctions should expectations and/or deadlines not be met.

In the event of academic performance remaining below expectations even after intervention, the school reserves the right to withdraw a student from any qualification entry. Any withdrawal is subject to proof of teacher and Head of Department intervention in addition to meetings with parents/cares, teacher, Head of Department and a representative from the Key Stage 5 Leadership Team.

Assemblies, RE/PSHE and Enrichment subjects are a compulsory part of the Sixth Form Curriculum. Any student who fails to attend these sessions will be sanctioned as per the Sixth Form Disciplinary Policy.

## **Serious Misconduct**

Students who are deemed to have committed serious misconduct are at risk of being permanently excluded from St John's Sixth Form.

The following list, which is not exhaustive, illustrates conduct likely to signify serious misconduct:

- Negligent use of school property/resources in such a way as is likely to cause serious damage or loss.
- Continual and documented failure to carry out reasonable instructions given by any member of the teaching or support staff.
- Abusive, threatening, offensive discriminatory or malicious behaviour or language which arises directly out of or in connection with school. This also applies to inappropriate use of social media.
- Carrying out discriminatory practices or acts of harassment/bullying.
- Violent behaviour towards peers or members of staff.
- Any offence involving serious violence or sexual harassment.
- Any offence relating to misuse of drugs or alcohol.
- Theft of property or monies.

**All of these offences can lead to permanent exclusion from St John's Sixth Form.**



### Smoking

The school smoking policy prohibits any member of St John’s Catholic Comprehensive School to smoke (which includes the use of electronic cigarettes), on or in the periphery of the school grounds. Failure to adhere to this will result in a fixed term exclusion in line with whole school policy.

### Rewards & Sanctions

The Sixth Form Team will, wherever possible, ensure that students receive praise and rewards for their hard work and effort. However, for issues other than attendance and punctuality, where students do not meet the standards and expectations set by the school, a range of sanctions will be issued. The school reserves the right to issue sanctions, as it believes is appropriate. This generally, but not exclusively, will follow the subsequent order :-

1. Concern discussed with the student by the tutor or subject teacher and warned that the Sixth Form sanction system will be implemented if the issue continues – This may involve the issuing of a HOY extra study session on a Friday afternoon, P6, 7 and 8.
2. Verbal warning issued to student by Tutor/Teacher and student placed on Sixth Form Tutor/Subject Teacher Report as appropriate.
3. Written Warning issued and ‘Action Plan to Improve’ implemented by HOY 12 and 13/Subject Leader in agreement with student and parents.
4. Final Written Warning issued by the Key Stage 5 Leader Final ‘ Action Plan to Improve’ implemented at parent meeting.
5. Potential loss of Sixth Form place at St John’s Catholic Comprehensive School.

### Intervention Sessions and Truancy.

Subject departments will be expected to host their own detention sessions for Sixth Form students whom they teach. However, where a student is consistently not meeting deadlines or has been identified as underperforming, they will be required to attend an ‘Intervention Session’ on a Friday afternoon P6, 7 and 8. Parents will be notified of this beforehand. Intervention may be needed once in a term or continue throughout the whole term, depending on the support required to help the student address any underperformance. Any student who has truanted a lesson will also be required to attend an intervention session.

#### **Please note:**

Exclusion or withdrawal of Sixth Form place may occur at any time for a single serious incident without recourse to the early stages of the student sanctions procedure. Individual circumstances will be considered at all stages.

Signed (Student) TO BE SIGNED ELECTRONICALLY

Signed (Parent/Carer) TO BE SIGNED ELECTRONICALLY

Signed (Head of Sixth Form).....*M. Smith*.....

Signed (Head of Key Stage 5) .....*A.J. Rowleson*.....