Chelmer Valley Sixth Form - Code of Conduct

Behaviour Expectations
Chelmer Valley High School takes behaviour in the Sixth Form very seriously. It is a primary aim that every member of the school community feels valued and respected, and that each person is treated fairly and well.

The expectations listed here are therefore designed to promote an environment where everyone feels happy, safe and secure. Every member of the school community is expected to behave in a considerate way towards others.

Sixth Form Behaviour Expectations
Students within the Sixth Form are considered young adults who should set a model of good behaviour for students in younger years. As such, they are considered to be able to make informed choices about their conduct.
1. 100% attendance at all lessons
2. Punctual to registration and lessons/supervised study periods
3. Responsible behaviour in and around the school
4. Adherence to the expectations for Sixth Form including dress code
5. Respect for all within the school community

Entry to the Sixth Form
Students will be offered a place in the Sixth Form subject to the following conditions:

1. That an appropriate course is available for the student
2. That the student has achieved the minimum entry requirements for the courses chosen
3. The student has shown a commitment to learning
4. The student has a good behaviour record in Year 11
5. If a student has failed on criteria 3 or 4 a conditional place may be made.

Continued entry to the Sixth Form will be dependent on the conditions of the place being met and will be reviewed in October of that academic year. Any conditional place will require a behaviour contract to be drawn up and agreed by the school, student and parent. This will form the basis of the half-termly review. If the student fails to meet the agreed academic, behaviour, attendance or punctuality targets they will lose the right to their place in the Sixth Form.
# Procedures for Management of Students Causing Concern in the Sixth Form

<table>
<thead>
<tr>
<th>Stage</th>
<th>Criteria</th>
<th>Action</th>
<th>By whom</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Isolated incidents - including: missed deadline/lack of or poor homework/weak progress/poor attitude/punctuality</td>
<td>Verbal conversation with student - instructing them not to repeat the issue</td>
<td>Teaching staff</td>
<td>Can be completed by tutors/or subject staff where appropriate</td>
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<tr>
<td>2</td>
<td>Repeatedly not following Sixth Form or departmental policies on discipline/punctuality/attendance etc.</td>
<td>Subject staff organises meeting with student and sets targets for students to improve over a given timeframe</td>
<td>Teaching staff</td>
<td></td>
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<tr>
<td>3</td>
<td>No improvement on issue after targets set with subject staff at meeting **</td>
<td>HOA to be informed and parents are contacted - further improvement targets are set and agreed by parent/teacher/student - possible use of subject report</td>
<td>Subject staff and HOA</td>
<td>If parental involvement not present with HOA/subject staff then moves to stage 4/5 immediately</td>
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<tr>
<td>4</td>
<td>Continued issues not resolved after HOA meeting</td>
<td>Parents are called to a meeting with teacher/student/Head of Sixth Form where a contract agreed for how to remedy the issues causing concern</td>
<td>Subject staff/Head of Sixth</td>
<td></td>
</tr>
</tbody>
</table>
| 5 | Failure of contract | Meeting will take place  
If student does not complete the contract satisfactorily they may face removal from the subject - if this is an issue across > 1 subject then this will result in the student being asked to find alternative provision at another educational establishment | Organising of a careers interview with Mr Forrester/Directions will be set up to ensure appropriate action will take place regarding next steps - if removed from CVHS Sixth Form |

** If cause for concern is raised by two subject areas then student would immediately move to Stage 4 for a parental meeting as this could cause issues with the student obtaining the required grades to meet the entry requirements for Year 2 of A-level study
Flowchart detailing concerns within the Sixth Form

1. Student is working to expectations, no action needs to be taken.

2. Initial isolated incidents should receive a verbal warning.

If problem persists...........

3. Subject staff engages student about issues causing concern (Attendance, Punctuality, Attitude, Deadlines, Progress, Other Concerns) and agrees a target with the student, including an agreed time frame for the improvements to be made

If problem persists beyond the agreed time frame...

4. Head of Area is informed and parents are contacted. Clear targets are agreed with teacher/parent/student. A cause for concern should be completed and added to SIMS, detailing issue and action taken.

If problem persists beyond the agreed time frame...

5. Parents are called to a meeting with teacher/student/Head of Sixth Form. A specific contract is agreed.

If problem persists beyond the agreed time frame...

6. Student is no longer able to continue with that particular subject.

If similar/other issues arise and a second subject reaches number 5...........

7. Student is asked to leave the Sixth Form
General Code of Conduct @ Chelmer Valley Sixth Form

Departments and areas should deal with routine disciplinary action and issues. Issues and incidents that occur outside of lessons; will be dealt with by the Sixth Form team directly. Tutors initially and then passed on to the Sixth Form office if deemed appropriate. The following are specific details of expectations in particular areas of school life at Chelmer Valley Sixth Form:

Registration
Registration runs from 8.35am-9.00am each day for both Year 12 and 13 and is a compulsory part of the education offer of Chelmer Valley Sixth Form. Students must attend as vital information, messages, careers advice and other support is available only within these times. Furthermore – as a school we believe that being organised and ready for the day at 8.35am will ensure that the remainder of the day will be more successful. Lateness by students will be communicated home by email on the day of the lateness to school.

Assemblies
Assemblies take place each week within the Sixth Form block on a Tuesday morning at 8.35am until 9am. This is an essential part of your timetable where important information will be passed on to you. Attendance will be monitored and those students who do not attend regularly will have parents contacted and sanctions incurred as a result – with emails sent to parents regarding lateness sent by the Sixth Form team.

Community service
Students within Year 12 will be required to complete some form of voluntary work – within or outside of the school which will need to be evidenced and referenced for at least 1 hour per fortnight – if 4 A-levels and at least 2 hours per fortnight for those studying 3 A-levels. Options will be given to students at the start of the Autumn term in Year 12 and the Community Service card will need to be signed by the teacher/adult that is responsible in that area. This is optional for Year 13 students if they feel that they can balance this additional responsibility with their preparation for their linear examinations.

Lanyard
Lanyards are a compulsory part of the school uniform and must be worn at all times by Sixth Form students with their ID badges/and proximity cards (where applicable). Students who fail to wear their lanyard will have their mobile phone confiscated for the remainder of the day. If this occurs repeatedly – students will be required to travel home in order to locate it. If the initial lanyard is lost, then there is a replacement charge of £1.50 for students in order to obtain another.

Proximity cards
Students in Year 13 will be given proximity cards in order to be able to leave the school site during the day – and to depart the school site after their lessons have finished for the day. The only caveat to this, if students are under contract after their mock examination results or if there have been attendance/punctuality/performance issues within Year 12. There is no automatic right to proximity cards for Year 12 – and these will be awarded after the October half term to those students not receiving any R or I grade descriptors on their assessment data. This will be reviewed after each data capture and students may have the right to leave the school site removed or offered as a result of their application within lessons and their general performance within school. Any students disregarding this and leaving the school site without
authorisation will be expected to attend a meeting with parents and severe warnings and sanctions applied. If this is repeated, this may affect their place within the Sixth Form (applies to Year 12 and 13).

Driving
Students are not automatically entitled to a parking space within the School car park. Students will need to apply – with rationale and reasoning for why this should be offered. A decision will be taken using the following criteria: student’s performance and effort followed by the distance they travel to school. The number of parking places will be restricted to an initial 10 at the beginning of the academic year however this will be looked at again as the year progresses and more drivers pass their driving tests – the permit may be revoked if there are any subsequent concerns over performance and effort.

If there are poor instances of driving/dangerous behaviour within cars on, or on the approach to the school site, then students with permits will be given an initial two-week ban. Any further instances will be followed by a six-week ban then finally a life ban from parking within the school if issues continue. If serious danger is caused by driving within the school site then a life ban on parking can be given immediately, followed by other potential sanctions where appropriate.

Attendance of supervised study periods
Students who are given additional study periods due to concerns over progress/effort will need to attend these sessions regularly. These additional periods will be added after the Year 12 October assessment data has been received. If a student repeatedly misses sessions and progress/effort has not improved, then a parental meeting will need to take place with the Head of Sixth Form. Missed sessions without adequate reasoning, will contribute towards an evidence base that may lead to the student being asked to leave the Sixth Form and find alternative provision.

Workload and use of study periods
Overall, there are fewer subjects but the workload in Sixth Form will be greater than any other course studied. Students are expected to meet all deadlines set by their teachers and complete work to the best of their ability.

Students must attend supervised study sessions if they are required to attend and use their non-contact time wisely. Students should balance their non-contact time between completion of homework, assignments or research using Sixth Form facilities and relaxing or socializing within the Sixth Form Common Room. Time management is a very important skill for students to develop if they are to be successful in post-16 study, higher education and employment. Students should expect an average of around 3 to 4 hours work outside of timetabled classes per week, per subject, during term-time and this will increase leading up to examination periods.

Signing in and out of school
Students have the freedom to sign in and out – once they have been awarded their proximity cards, but this is a privilege and not a right. For Health & Safety reasons if students leave the site, students must use the signing in and out book in the main reception area when entering and leaving the school. If this does not occur then this privilege could be removed.
If students have an appointment (medical/ dental etc.) – students should always sign in/out, even if they have used their proximity cards. This is incredibly important as it will give the school an indication of which students are still within the school premises in case of an emergency.

**Dress code**
The Sixth Form has a smart dress code – students should wear clothing that is suitable for the office. Students will be sent home to change if their clothing is deemed inappropriate or likely to cause offence. See the school website ([www.chelmervalleyhighschool.co.uk](http://www.chelmervalleyhighschool.co.uk)) for details of the dress code.

**Part time employment whilst studying**
If students are to make the most of their academic potential, it is important that they allocate sufficient time to their studies. The demands of AS/A-Level courses means that students need to organise their time effectively and ensure that sufficient time is available if work is to be completed to a high standard. The Sixth Form raises no objection to students working a few part-time hours on evenings or at weekends during term time, provided the number of hours involved is not excessive. Some part-time employment experience can help develop skills and levels of young adult maturity.

However, it is important that levels of part-time work are considered carefully. It is difficult to be entirely prescriptive as to the maximum number of hours of paid employment a student can realistically undertake while maintaining effective study, but research has shown that where students undertake more than 8 hours of part-time employment per week, their work and academic progress invariably suffer, sometimes very significantly. With the current educational demands and heavy student workload, we feel it is particularly important that students and their parents are aware of the need to keep part-time working commitments to a reasonable level.

It is Sixth Form policy, where students do not have a timetabled lesson, that they should undertake academic study either in Sixth Form or at home and should certainly not be engaged in paid employment before 4.30pm at the earliest. Training linked to part-time employment must always be organised outside of Sixth Form timetabled time.

Compulsory study periods for Year 12 and 13 are periods 1 in the library and period 5 within the Sixth Form Study Room/Common room. If there is insufficient room they should liaise with the Sixth Form Office/Pastoral Manager in order to locate other rooms or spaces to work within.

**Entries for examinations**
It is the students’ responsibility to ensure that they are entered for the correct public examinations and they must check the entries and supporting detail when distributed. The Sixth Form will pay the entry fees for students to take a public examination provided their record of attendance and commitment to study have been satisfactory. If a student withdraws from a subject after an entry has been made, fails to complete coursework or does not attend an examination, he/she will be required to pay the examination fee.
Library
The Library is an area for silent private study. Its facilities are for the use and benefit of all students and so we ask students to observe “the rules” in order that all can study in peace. Eating or drinking is not allowed. Students unable to do so will be asked to leave.

Care of the Sixth Form – and the general environment
We are very keen to maintain the excellent physical environment and pleasant atmosphere of the Sixth Form for the benefit of all students and staff. A good physical environment promotes a positive approach and supports student development and success. Students are expected to help keep the Sixth Form Common Room and the Sixth Form Study Room clean and tidy by placing litter in the litterbins provided. We ask students not to chew or deposit chewing gum within Sixth Form at any time. Table tennis and other games are limited to break, lunchtime and after school hours – and not within study lessons.

Mobile Phones
Mobile telephones must be switched off during all lessons. Sixth Form students should only use their mobile within the Sixth Form building and not across the school site. If this occurs, phones will be confiscated and sent to the Sixth Form Office for students to collect at the end of the day.

Alcohol
Students should not consume, possess or be under the influence of alcohol on the Sixth Form site during the Sixth Form day or when involved in Sixth Form activities. Where students have clearly consumed alcohol they will be sent home, parents will be informed as a minimum measure and a disciplinary warning will normally be given. If a repeat incident occurs or there are behavioural difficulties associated with consumption of alcohol, formal disciplinary procedures and permanent exclusion may result.

Illegal substances
No one is allowed to consume, possess or supply illegal substances within Chelmer Valley High School, or at any stage during the Sixth Form day or during any Sixth Form organised activity whether on or off site. Any student suspected of using or dealing illegal substances will be suspended pending an investigation. Where students have been found to be involved, they will be asked to leave the Sixth Form and where appropriate the police will be informed to fulfil our legal obligations.

Smoking
Smoking is not permitted on any part of the Chelmer Valley High School site and we ask Sixth Form students to move away from the school and surrounding residential area to smoke.

A Challenging, Vibrant, Happy and Supportive Community