



## 6<sup>th</sup> Form Code of Conduct

We have a code of conduct which makes clear how we should behave in our community. It has the following aims:

- to allow all students to learn in safety and security;
- to support teaching and learning in the classroom;
- to foster respect for others, for property and the environment;
- to encourage honesty, trust, fairness, tolerance and compassion;
- to encourage and develop self-discipline and self-respect.

If students follow our Code they will be helping to create a positive and supportive learning environment in which everyone can be successful and have their achievements recognised and rewarded. If students break our Code they should be prepared to accept the consequences.

### *General Conduct and Expectations within Sixth Form:*

All Sixth Form students will be expected to adhere to the following rules:

- Attend registration each morning at 8.40am promptly
- Attend assembly every Monday morning promptly at 8.40am
- Attend all timetabled lessons. Regular non-attenders may have their place withdrawn.
- Attend Parents' Evening
- Attend all external examinations
- Complete all coursework as per deadlines set out by subject staff
- Complete all homework and lesson preparation as per deadlines set out by subject staff
- Participate in weekly PDT (Personal Development Time) lessons as instructed
- Participate in the Sixth Form Enrichment Programme

### *Lesson Conduct*

6<sup>th</sup> Form students have the right to learn and teachers have the right to teach. All students must respect the rights of others and follow these simple routines and rules:

- Arrive on time to lessons and demonstrate a consistent level of maturity
- Allow teachers to teach without distraction and allow others to learn without distraction
- As a matter of courtesy, alert subject teachers to any planned absences or delays in getting to school whenever possible

### *School Conduct*

All 6<sup>th</sup> Form students and staff have the right to learn and work in a clean and tidy environment where everyone feels safe and secure.

All students should follow these rules and demonstrate courtesy and respect to others at all times:

- Set a positive example to lower school students by keeping to the left on stairs and in corridors and by walking calmly to lessons
- The dress code of smart casual clothing should be adhered to at all times (see guidelines)
- Coats and hats/baseball caps are not to be worn in the building – place in lockers or in bags
- Drinking alcohol and / or smoking is not permitted on site or immediately outside of the school building



## ***School Conduct (continued)***

- Food may only be eaten in designated areas which include the 6<sup>th</sup> Form common room and kitchen or in the school canteen. Eating in the Foyer and/or corridors is strictly prohibited.
- 6<sup>th</sup> Formers who drive cars may NOT park in the school car park due to limited spaces. They will therefore have to park responsibly in neighbouring roads close by.
- Students /parents/carers should notify Mrs Taylor in 6<sup>th</sup> Form (020 8391 4324 x19, [staylor@southborough.kingston.sch.uk](mailto:staylor@southborough.kingston.sch.uk)) of any absences before 9am each morning.
- The 6<sup>th</sup> form common rooms, kitchen and ICT study rooms should be treated with respect
- Holiday Request Forms will need to be submitted prior to taking any holiday during school term time.

## ***Sanctions***

6<sup>th</sup> Form students can be sent away (home) by subject teachers for misconduct, being unprepared or being late to lessons.

Additional sanctions include:

- Course removal for continued absence
- Individual Student contracts drawn up by Head of 6<sup>th</sup> Form for Attendance & Attitude
- Community Service

There are, of course, further sanctions that the school may take in the case of very serious incidents.



## 6<sup>th</sup> Form Student Agreement

**PLEASE KINDLY SIGN AND RETURN ON ENROLMENT DAY**

We have read the codes of conduct as presented in the information attached and accept the varying responsibilities in which membership of the community of Southborough 6<sup>th</sup> Form engages us.

Signature   
**Mr Ian Needs, Head of Sixth Form  
Southborough High School**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Parent/Carer**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Student**

Name of Student \_\_\_\_\_