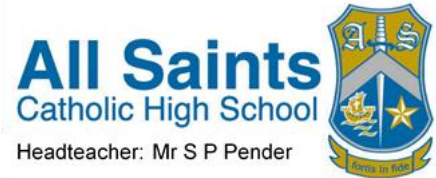


**All Saints Catholic High School**  
**SIXTH FORM AIMS AND CODE OF CONDUCT – PLEASE READ**  
**CAREFULLY**



Welcome to All Saints Catholic High School Sixth Form. We are pleased that you have chosen to continue your studies here. It is our aim to ensure that you receive a quality post-16 experience and fulfil your potential in a caring, supportive and ambitious learning environment.

We will endeavour to provide:

- programmes of study which motivate, challenge and reward you for your efforts.
- opportunities for you to develop the skills to equip you for your place in society.
- a caring, loving environment which encourages you to work hard and to be successful and happy.

Our expectation is that you make the most of the opportunities offered, and that by working with us you will be able to realise your ambitions through further or higher education, an apprenticeship or in the career of your choice.

**To be successful in Sixth Form you will need to:**

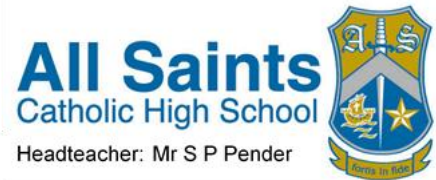
**Attend regularly** – all timetabled lessons, Form and Tutorial periods, Assembly, Core RE and Enrichment Attendance should not fall below 95%. Additional attendance procedures are available and students should be familiar with procedures for requesting and reporting absences.

**Arrive on time:** All students are expected to attend Form Period every day. Lessons start promptly according to timetables and lateness causes disruption to learning. Persistent lateness will result in sanctions including detentions and in extreme cases, loss of study privileges.

**Value your time** and aim to do as well as possible in coursework assignments and examinations. Meet all deadlines – completing all homework and coursework. Attend all lessons and catch up on any work missed through absence. Strive to exceed your Target Minimum Grades.

**Make study your priority** – negotiate, plan and organise your study time effectively. Ensure that part-time employment does not interfere with study (you should not take a job that requires you to work during the school day). Try to not arrange driving lessons during the school day. Read and work independently outside of the classroom. Ask for help when there are problems. Use the study areas to complete at least 5 hours of independent study per subject per week. Use study periods to consolidate your learning or to extend your understanding or commit to wider reading and research. Respect others use of study spaces and keep group work for afternoon sessions. Use Periods 1 and 2 each day for quiet independent study.

**Act as a role model** for younger pupils – setting examples of conduct, commitment to study and participation in school life. Wear lanyards around school. Treat all staff and students with respect and model behaviour in shared areas.



**Mobile phones** should only be used in sixth form areas and only in class with the teacher's permission for educational purposes. They should never be brought into an examination. Phones should not be used or visible in the corridors. Headphones etc. should not be worn in lessons even turned off.

**Smoking/vaping** – there is a no smoking/vaping policy on or near the school site. This also applies to alcohol and any other form of drug.

**Contribute to the school community** by accepting additional responsibility possibly as part of Student Leadership, Leading a sports team, Mentoring, Student Voice, Common Room Representatives and by involvement in Curriculum Enrichment or Work Experience.

**Respect** the school site and all students' right to learn free from distraction, as well as the rules laid down for the rest of the school community.

**Plagiarism – the deliberate act of intellectual theft – is completely unacceptable** and could result in a student losing their right to sit exams at the centre / be permanently excluded. All students are expected to sign and commit to the Sixth Form academic honesty policy.

**Be an ambassador of the sixth form** and never engage in activity that could bring the school's or the individual's reputation into disrepute. This includes posting inappropriate comments on social media.

Expectations regarding personal conduct and learning behaviour in the Sixth Form are high and relationships with each other and staff based on mutual respect. You should communicate with staff in a mature, professional manner. If there are any problems with other students, in lessons or with workload these should be addressed in the first instance with the relevant teacher. If this difficult, you should speak to your form tutor. If the problem is not resolved, you should then speak to your Head of Year and then the Director of Sixth Form.

We hope that you will be successful in meeting the expectations set out in this code of conduct. Staff in the Sixth Form will be available to help and provide support in areas you may find difficult.

Behaviour that fails to meet our minimum expectations will result in interventions and/or sanctions set out in the Sixth Form Disciplinary Procedure.

## SIXTH FORM DISCIPLINARY PROCEDURE

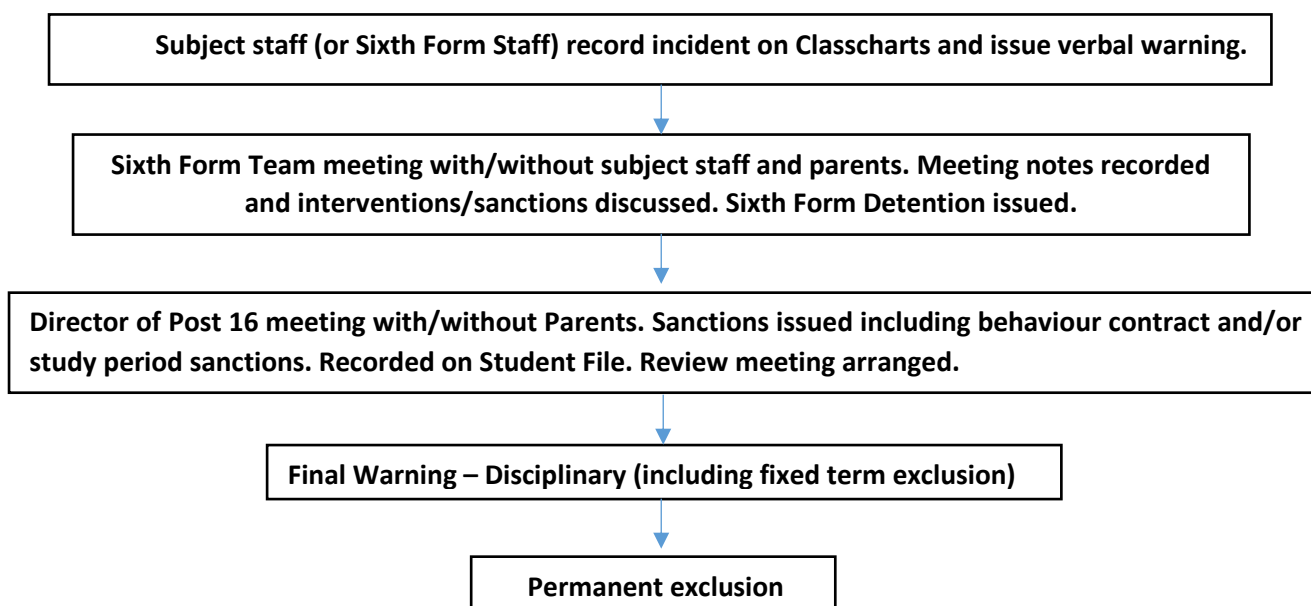


The highest levels of conduct and behaviour are expected from all students. We aim to provide a safe environment where everyone is expected to show respect and consideration and where all pupils can make progress in an atmosphere conducive to study. Students are supported to develop their self-regulating study skills and use their independent time responsibly. All students are expected to show concern and consideration for others and this shall be reflected in their behaviour at all times. Students are required to demonstrate a commitment to all aspects of their education in order to achieve their maximum potential and be a role model to younger students in the school.

Parents are expected to support the school in matters of discipline and expectations. Parents can actively track attendance and behaviour on ClassCharts and may be asked to attend support meetings with Sixth Form Staff.

Students' attendance and punctuality is checked regularly and parents will be informed by letter about patterns of absence and any ongoing concerns. Where a student's attendance during sixth form has continued to be unsatisfactory and attempts of support have been offered, All Saints Catholic High School reserves the right to suggest suitable alternative pathways to progression and remove students from role.

The procedure for Sixth Form discipline is designed to uphold the values and aims of All Saints Catholic High School and be used in addition to lower school policies. Please note the following stages:



It is hoped that no student will move beyond Stages 2 or 3 and each case will be dealt with individually. It may be that **gross misconduct** will lead directly to Stage 5 before a written warning has been issued. Please note the following list is not exhaustive and the school reserve the right to interpret the procedure according to individual circumstances.

**Disciplinary offences include:**

- Persistent disruptive behaviour
- Truancy
- Plagiarism
- Anti-social behaviour
- Persistent Lateness
- Refusal to wear ID/lanyard
- Refusal to follow reasonable instructions
- Irresponsible/harmful use of social media/internet
- Persistent missed deadlines/work not submitted

**Gross misconduct offences include:**

1	Physical assault against pupil/adult Includes fighting, violent behaviour, wounding, obstruction and jostling
2	Verbal abuse/threatening behaviour against pupil/adult Includes threatened violence, aggressive behaviour, swearing, homophobic abuse and harassment, verbal intimidation, carrying an offensive weapon
3	Bullying and/or abuse Includes verbal, physical, homophobic bullying, racist bullying or any prejudice-based bullying (behaviour motivated by prejudice based on an individual's actual or perceived identity; it can be based on characteristics unique to a child or young person's identity or circumstance)
4	Sexual misconduct Includes sexual abuse, sexual assault, sexual harassment, lewd behaviour, sexual bullying, sexual graffiti
5	Drug and alcohol related Includes possession of illegal drugs, inappropriate use of prescribed drugs, drug dealing, smoking, alcohol abuse, substance abuse
6	Damage Includes vandalism, arson, graffiti
7	Theft Includes stealing school property, stealing personal property (pupil or adult), stealing from local shops on a school outing, selling and dealing in stolen property