

SIXTH FORM CONTRACT

ATTENDANCE AND PUNCTUALITY

We encourage 100% attendance and punctuality and reward this. We encourage parents to support us by informing us about any absence for ill health so that it can be authorised. We regard good attendance as a parental, as well as a school, responsibility. The school does not condone holidays in term time and requests that parents make such arrangements during calendared holiday dates. A system of penalties is outlined in the Parent Planner. All students have a minimum attendance target of 96%.

SCHOOL PROPERTY

The school building and its resources are our greatest learning asset. We are privileged to enjoy a stunning environment filled with the highest quality furniture, fittings and learning resources. We all have a responsibility to look after these assets and ensure that they are never intentionally damaged. Any student found damaging school resources will be required to replace the item at the original purchase cost. It should be noted that many of the school's resources are bespoke and therefore carry a high value.

PERSONAL BELONGINGS

The school and the Royal Borough can accept no liability whatsoever for any articles brought onto the school premises. Parents are asked to take out their own insurance for bicycles and other items of value. Students may cycle to school but must walk their bicycles in the school grounds for safety reasons. Students may not bring into school any IT software or computer discs to use with our IT equipment. Students may have a mobile phone/MP3 player but they must be unseen and switched off at all times unless used whilst working in the Sixth Form Library. This includes headphones. School accepts no responsibility for their loss or theft. No other electrical equipment is permitted on the school site. Items may be confiscated if students fail to adhere to the school's policy and confiscated possessions will be disposed of if they are not collected within a reasonable time frame.

HEALTH AND SAFETY

All students must follow health and safety instructions inside the classroom and around the building at all times. Smoking is not permitted on or around the school site. Any student found in the possession of drugs, any other illegal substance or alcohol will be excluded from school.

EMPLOYMENT

Students may engage in some paid employment, however, the demands of such a commitment should be balanced carefully against the demands of your studies. Students are not permitted work during the school day (between 08.30 and 16.00). It is not recommended that students undertake employment for more than 10 hours per week.

CHARGING POLICY

We offer a high number of 'extra curricular activities' outside the school day. All students are encouraged to participate in these. Where there is a cost to the activity the school operates a policy of seeking voluntary contributions from parents. This voluntary contribution applies also to subject based visits.

SANCTIONS

The School operates a system of sanctions agreed by the School's Governing Body. Students may be detained for up to an hour without notification to parents in advance.

SIXTH FORM DRESS CODE

PRINCIPLES

- To recognise that Sixth Form students must be smart and professional in appearance.
- To acknowledge that Sixth Form students encounter members of staff and other associated professionals in the course of their work and must present themselves as professional in appearance as a mark of respect and to give professional credibility to their role in the school.

OUR AIMS

- We will provide guidance on maintaining Sixth Form students' professional appearance, reflecting a sense of pride in themselves and the school.
- We will assist Sixth Form students in choosing appropriate work attire.

PRACTICE

- Sixth Form students are professional people and are required to dress smartly and be well groomed.
- It is understood that jackets may be removed whilst being taught in classrooms.
- The following items are considered inappropriate because they do not present a professional image:

Nose studs or body piercing or excessive jewellery (students in Years 7-11 are not permitted to wear any jewellery, however, in view of our Sixth Form being considered part of our adult community, we allow Sixth Form students to wear appropriate jewellery); Jeans, denim and imitation denim, Dr. Martens, trainers, sandals, flip flops, boots or shoes which are a H&S risk; shorts and cropped or skin-tight trousers; t shirts, sweatshirts, cardigans or jumpers; athletic wear (other than for PE); any clothing that could be regarded as brief or revealing and that could give offence; excessive hair colouring that might be deemed to display a casualness.

- Sixth Form students who do not maintain these standards will be challenged and should accept that such contravention may well affect their development in an institution seeking formality. Students may be sent home to change if they fail to adhere to the dress code.
- These standards apply every day including any holiday, after school event, Saturday schooling, visits or residential.

WHAT TO WEAR

Males are expected to wear:

- a formal suit and tie, jacket and trousers matching in pattern and material in black, blue or grey.
- a collared formal business shirt.
- dress shoes in black.
- hair should be of a style that is acceptable in business/professional life e.g. no excessive colouring.

Females are expected to wear:

- a formal suit: a jacket with trousers, dress or a skirt (both of an appropriate length) matching in pattern and material in black, blue or grey.
- a collared formal business shirt or blouse.
- dress shoes in black.
- hair should be of a style that is acceptable in business/professional life e.g. no excessive colouring.