

## St Aloysius Sixth Form General Rules

- 1. Smoking:** St Aloysius is a NO smoking establishment.
- 2. Mobile Phones:** They are allowed in school for Sixth Formers, but must be on silent in lessons. Under NO circumstances may they be taken into examinations. Students may use mobiles in the common room, but they must not be used at any other time around the school building in front of the secondary school students.
- 3. Pubs:** They are strictly out of bounds during the school day whatever the age of the student, whatever the occasion.
- 4. Driving lessons:** You must not book a lesson during the school day. The only exception is your driving test.
- 5. Car parking:** Sixth Formers **do not** have permission to park or drive vehicles on the school grounds.
- 6. Dress:** See dress code.
- 7. Personal Stereos/Music:** Only use in the Sixth Form common room. Headphones must not be used to listen to music in and around the school building or in class.
- 8. General Behaviour:** Sixth Formers should set a positive example to the younger pupils in school. We expect a high standard of behaviour at all times.
- 9. Personal information:** Your personal information, such as your home address, home contact details, emergency numbers etc must be accurate on our system. If you or your parents change address or phone numbers, you must inform the Sixth Form office immediately.
- 10. Use of emails:** The Sixth Form staff communicate via email and will email students and parents frequently with very useful and important information. Students will be given their own student emails. They must check them every 2 days to access information from the Sixth Form Team. Parents' email addresses must be accurate and on our system. Please inform the Sixth Form office immediately of any changes to email addresses.

## Punctuality and Attendance

- Attendance to all lessons will be recorded.
- Absences should be reported to the school **before** 9.00am. Call 6<sup>th</sup> form administrator on: **020 7561 7800 Ext: 256 to report an absence.**
- No appointments are to be made in class time (e.g. dentist, doctor, or optician).
- Proof of absence may be required on your return to College.

## Punctuality/Attendance Policy

Punctuality to lessons is expected. If you are late you should report to the Sixth Form administrator in the sixth form office to pick up a late slip.

Students who are late to **a session** more than **twice in the same week** will be sent home for the day.

Your punctuality and attendance will affect your access to the bursary grant. Punctuality and attendance should be above 96% in each of your subjects for you to be considered for the bursary.

Students whose attendance falls below 96% in the first two months will be placed on **Stage 1** of the attendance monitoring procedure.

If those students fail to improve, they will be placed on Stage 2. Stage 3 will involve parents and the academic board where students' future in IC6 will be discussed.

## Dress Code

### Appearance – Sixth Form Students Only

Students should dress in accordance with the Year 12 and Year 13 Dress Code. The Sixth Form dress code is designed to promote a positive image of the school. All sixth-formers are expected to adhere to the code. This dress code allows considerable freedom whilst ensuring that everyone's appearance is **smart and business** like.

#### The expectations are:

- Knee-length skirt (girls) / full length trousers (boys/girls) - Black
- Shirt with collar/Blouse - White or plain black colour
- Ties should be worn by male students on formal occasions
- V-necked Cardigan/jumper and/or smart jacket - Black
- Polishable dark shoes - not Vans, Converse, trainers or pumps

All the above items are available from your local high street chains such as Asda, Marks and Spencer, Tesco, Peacocks, etc.

#### You are not permitted to wear:

- Any outdoor coat around the building. A tailored jacket is permitted
- Sports clothing
- Trainers/Flip-flops/canvas shoes/shoes containing any logo
- Jeans\*/denim/skinny jeans or skinny trousers
- Strappy/revealing tops or bare midriffs/shoulders
- Leggings/jeggings/leather or leather-look trousers/skirts
- Skirts that are overly tight or short
- Hooded tops
- Non-natural hair colours

You are expected to wear clean, safe and functional clothing, which is always appropriate to the study you are undertaking.

**Under no circumstances will denim, baseball caps, hats, hoodies or shorts be deemed acceptable dress.**

\* Please note that trousers with back pockets and rivets, even if they are not denim, count as jeans and should not be worn.

## Sixth Form Centre Rules

- 1. Identity cards are to be worn at all times around students' necks.**
- 2. Private Study:** Common Room and Study room. There will be consequences if private study is not used appropriately.
- 3. The Common Room:** During lesson time the Common Room and extension can be used only for private study where there are tables. These areas are appropriate for pairs or small group work that will not disturb others. No music.
- 4. Study Room:** The Study Room is to be used for **silent** study at all times. Inappropriate use of the computers will result in access being denied. No food or drink. Do not use the fire exit unless there is an alarm.
- 5. Other study rooms:** When not in use by a class the library can be used.
- 6. Eating and Drinking:** Normally at break and lunchtime. **Food can only be consumed in the school canteen.**
- 7. Litter:** Use the bins, not the floor!
- 8. Show My Homework:** All Sixth Formers will need to use Show My Homework to access homework and research work. Teachers will also send messages through SMH.
- 9. Staff Absence:** Work set will be sent to students through Show My Homework.
- 10. Notice Board:** Please make a point of looking at the notice board in the sixth form entrance on a daily basis for messages, cover work and events.
- 11. Fire Assembly Point for all Sixth Form students is at the back of the dining hall next to the Music block.**

**Minor Cases of Misconduct:**

- e.g. rowdiness, eating/drinking, homework, punctuality & attendance etc dealt in class by teacher – HOD notified when necessary.
- If a problem persists, concerns discussed with HOY and a decision is made as to whether stage 1 is engaged. **Stage 1- Formal behaviour procedure.**
- Teacher & HOY inform student that they are on stage 1 of the behaviour procedure.
- A letter is sent home notifying parents of concerns raised.
- If behaviour is improved, the student is taken off stage one.

**Stage 2- If stage 1 fails**

- Parents and students will be invited in for a meeting with HOY, teacher & HOD.
- Confirmation letter will be sent home by sixth form administrator.

**Stage 3- If stage 2 fails**

- Parents and student will be invited in for a final meeting with HOY and HOD.
- Disciplinary action will be decided by the school Academic Board, which could include moving permanently to a partner school or exclusion.

**Gross Misconduct – No Warning Exclusion from IC6**

- Cases of gross misconduct include fighting, assault, verbal abuse of staff, bullying, theft, damage to property, causing a serious safety hazard, intoxication, possession or use of illegal substances, possession or use of a weapon or anything which resembles or which can be used as a weapon and other serious matters.

## **Underperformance Policy**

Performance is closely monitored for each student.

- Following AP1 (year 13): a report is written and parents may be invited to discuss an early concern and issued with a warning.
  - Following AP2 (year 12 & 13): same as above. If a concern continues after the AP1 for the student, a second parental meeting will take place to issue a final warning.
  - The AP3 (year 12 & 13) will be sat as Mock Exams in the school Hall and under exam condition.
1. Any students getting a U will be removed from the course, and will therefore, not sit their AS exam at the end of the year.
  2. Any students getting an E might also be withdrawn if the teachers think it is likely the students will drop to a U.

## Learning and Behaviour Policy for Sixth Form

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