

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 6th 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

- Students are to dress appropriately for a school environment. If a member of staff feels that what the student is wearing is inappropriate or likely to cause offense, the student will be asked to go home and change. The Head of Sixth Form will make the final decision on appeal.
- Modesty should be considered at all time. Shoulders and midriffs should be covered (i.e. no strappy tops, low neck lines or vests). Skirts should be an appropriate length.
- **No hats or caps** of any kind are to be worn on any part of the school premises including the playground at any time.
- Trousers should be full length and worn to not reveal ones underwear. No tattered denim is allowed.
- Tailored shorts can be worn but football shorts and three-quarter length trousers are not permitted.
- Words and diagrams on clothing should not be offensive or possibly be seen as offensive (e.g. references to drugs or sex)
- Footwear should be appropriate for the lesson. Open shoes are not suitable for practical subjects and flip-flops are not recommended in the busy areas of the school.
- Facial piercings of any kind are not allowed.
- Extremes of hair style are not allowed i.e. the dying of hair to extreme and shaven heads
- Mobile phones and ear phones are not to be seen within the school
- ID cards must be on display at all times. **If students do not wear their ID they will not be allowed on the premises, either in St Aloysius' College or in other IC6 schools**

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.**

Learning and Behaviour Policy for Sixth Form

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.

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