SIXTH FORM CODE OF CONDUCT

PRIVILEGES AND RESPONSIBILITIES

As befits your age and status within school, as sixth form students you enjoy certain privileges and greater independence than is the case lower down the school. Privileges include having study periods, sole use of sixth form facilities, and more freedom with your uniform. However, with privileges come responsibilities and duties. You play a vital role within school and beyond as role models and as leaders.

In the sixth form you are expected:

* To conduct yourself with integrity and dignity, serving as **role models** to younger students;
* To treat all students, staff, visitors and local residents with **respect and consideration**;
* To be **smartly dressed at all times** in accordance with the sixth form dress code;
* To **wear your lanyard** at all times during the school day;
* To **participate fully** in lessons, private study periods and enrichment activities
* To complete all work set by the agreed **deadlines** and develop independent study skills;
* To maintain the highest level of **attendance and punctuality** at all relevant school activities;
* To follow the sixth form procedures for registering and to inform the school of any absence at the earliest opportunity;
* To **take care of the school buildings, resources, equipment and environment**, and act in a safe manner at all times;
* Not to bring cigarettes, alcohol or illegal substances onto the school site;

**ATTENDANCE**

* You must inform Mrs Knight of any absences in advance. In some cases, a letter from home will still be required, requesting leave of absence. Family holidays should not be booked during term time. Any request to waive this rule should be addressed to Mrs Knight.
* The parent/carer must ring the sixth form by 10.00 or make contact via email: MAP6th@marineacademy.org.uk on any day of sickness. If an illness is likely to last for a number of days, a parent should inform the Mrs Knight, by letter, email or telephone. **It is your responsibility to ensure this happens.**
* Driving lessons must not be booked in study period time
* For 16 – 19 Bursary Fund students, meeting the 95% attendance threshold and completion of all work is an additional requirement.
* **If a student’s attendance falls below 95%** a parental meeting will take place and a target will be set for the student to improve their attendance. Failure to improve their attendance may result in the student losing their place in the sixth form.

**PUNCTUALITY**

* Prompt attendance at the 8.40 registration is expected Monday to Friday, whether you have a lesson Period one or not.
* Prompt arrival at lessons is expected. Teaching staff may refuse entry if you arrive more than five minutes after the start of the lesson, unless there is good reason.

**PRIVATE STUDY FACILITIES**

* Private study facilities are open for the use of all sixth formers. **Private study periods are not “free” periods**; they are for wider, independent learning.
* Incomplete home learning will result in an additional hour of study Tuesday- Thursday.

**MOVEMENT AROUND THE SCHOOL**

* You will be expected to transition between lessons in silence like the rest of the school. If any sixth formers are talking during lesson transitions then they will be issued with a detention at the end of the day.

**LEAVING THE SITE**

* Students will not be allowed to leave the school site at break time but **providing they have excellent punctuality at all lessons can leave the site at lunchtime.**
* Where possible, dental, medical and other appointments should be made so as not to miss lessons. Where it is necessary to leave the site for such reasons, or to arrive in school later than 8.35, Mrs Knight should be informed in advance. You should sign in and out as appropriate. If you need to leave the site because of illness, you must let us know.

**EATING**

* You are welcome to use the dining hall canteen area to eat. If you are eating a hot, plated meal, you must return your plate. All food brought to the sixth form common areas must be consumed in the common room and returned to the canteen. **No eating is allowed in the sixth form study area.**

**MOBILE PHONES AND OTHER ELECTRONIC DEVICES**

* You may use mobiles around the school and in the sixth form areas at break and lunch only.

**DETENTION/ EXTRA STUDY**

* Failure to hand in homework, coursework, disrespecting the learning and environment of others or repeated lateness to school and lessons will result in **an hour of additional study or a detention**. This is rarely required but **taking responsibility for our actions is a crucial part of becoming a responsible citizen** and a requirement of entering the 6th form.

**ACADEMIC ORGANISER**

* The academic organiser is a significant outlay on behalf of the school. It needs to be taken care of and treated with respect. In the event of its loss or destruction we ask that students pay £5 towards new folder costs.

**MARINE ACADEMY SIXTH FORM CODE OF CONDUCT**

I have read the Marine Academy Sixth form Code of Conduct and agree to abide by its content. I understand that failure to follow any of these expectations will jeopardise my place in the sixth form and that the school reserves the right to support me to find more suitable alternative arrangements for my post 16 education if I do not comply.

. …………………………………………….. Student signature ……………… Date