

6th form Code of conduct

We have a Code which makes clear how we should conduct ourselves at Grace Academy Coventry.

It has the following aims:

- to allow all students to learn in safety and security;
- to support teaching and learning in the classroom;
- to encourage honesty, trust, fairness, tolerance and compassion;
- to encourage and develop self-discipline and self-respect.

If students follow our Code they will be helping to create a positive and supportive learning environment in which everyone can be successful and have their achievements recognised and rewarded. If students break our Code they should be prepared to take responsibility for this.

General conduct and expectations within Sixth Form:

All Sixth Form students will be expected to adhere to the following rules:

- Attend registration each morning at 08.30 promptly
- Maintain an attendance of at least 95%
- To be punctual to all lessons
- Attend Parents' Evening
- Attend all external and internal examinations.
- Complete all coursework as per deadlines set out by subject staff
- Complete all homework and lesson preparation as per deadlines set out by subject staff
- Participate in daily morning tutorial programme as instructed
- Participate in at least one enrichment activity per week

6th Form students are not permitted to leave the Academy site during lesson periods unless a leave of absence form has been completed or other written authorisation from the Principal or a member of ALT has been given.

Y13 students are permitted to leave the Academy site during lunch time between 13:10-13:50 but must ensure they swipe/sign out of the building and swipe/sign in upon return. Y13 students who do not have a timetabled lesson during period 5 may leave the Academy site.

Lesson Conduct

6th Form students have the right to learn and teachers have the right to teach. All students must respect the rights of others and follow these simple routines and rules:

- Arrive on time to lessons and demonstrate a consistent level of maturity.
- Allow teachers to teach without distraction and allow others to learn without distraction.
- As a matter of courtesy, alert subject teachers to any planned absences or delays in getting to school whenever possible.

Academy Conduct

All 6th Form students and staff have the right to learn and work in a clean and tidy environment where everyone feels safe and secure.

All students should follow these rules and demonstrate courtesy and respect to others at all times:

- Follow the 6th Form dress code (see separate documentation)
- Drinking alcohol and / or smoking is not permitted on site or immediately outside of the school building
- Food may only be eaten in designated areas which include the 6th Form study area or school canteen.
- The 6th form study area, restaurant and private study rooms should be treated with respect.
- It is not permitted to bring hot items of food from external providers into Grace Academy.

6th Form study area conduct

The 6th Form study area serves as both a social space for 6th formers to relax and a more formal working area for private study and group seminars. 6th form students are expected to adhere to the following guidance regarding the study area;

- During lesson periods the study area environment should reflect a library setting – **eating, playing music, games and other social activities are not permitted.** Students should be completing private study work or additional reading.
- During break time and lunch time, students are permitted to use the area for eating and general socialising.
- The staff work desk, IT facilities and telephone are not to be used by students under any circumstances.

Absence

Students/parents/carers should give notification of absence by sending an email before 08:00 explaining the nature of the absence and the expected return date. A written note should also be provided upon return to the Academy.

The email should be sent to - laurasimmonds@graceacademy.org.uk

Sanctions

6th Form students can be excluded or isolated for misconduct, being unprepared, being late to lessons or failing to follow the dress code policy.

Additional sanctions include:

- Directed private study time at the end of the Academy day.
- Course removal for continued absence.
- Individual Student contracts drawn up by Head of 6th Form

There are, of course, further sanctions that the Academy may take in the case of very serious incidents.

Failure to meet the any aspect of the Code of conduct during the probationary period may result in your 6th Form offer being withdrawn