

# Chestnut Grove Academy

## Sixth Form Student Code of Conduct 2020-21

### Student Responsibilities

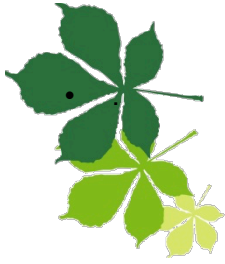
#### You are expected to support our ethos by:

- Attending all classes as timetabled, achieving 100% attendance with all absences authorised. You must arrange with your subject teacher to complete any missed work.
- Being prompt to all lessons, study periods, registration and any other Sixth Form commitments. Attending assembly every week.
- Being fully prepared for every lesson or activity. This includes the completion of any additional work, homework, independent study or coursework as requested.
- Following the Sixth Form dress code.
- Working towards meeting your subject specific targets.
- Planning your study time efficiently to meet all deadlines and consolidate work covered in lessons. (Every hour of lesson time should lead to an hour of independent work).
- Showing respect for all members of our Academy community and Academy property by behaving in a proper manner. Remember, you are a role model for younger students. You must switch off your mobile phone and keep it out of sight anywhere outside the Sixth Form Study and Common Room.
- Wearing your ID card at all times and remaining on site, except during break and lunch times.
- Working to ensure you take every opportunity to enhance your learning and those of your fellow students, including participating in class and contributing to the community.
- Talking to an appropriate member of staff if you are experiencing problems fulfilling these commitments.

Students who do not meet these expectations will be given appropriate support. If they fail to respond to any intervention they may be asked to leave the Sixth Form.

### The Sixth Form's Commitment to you

- Opportunities for you to develop transferable skills to aid employability, independent study and team work.
- Regular reports and reviews on your academic progress.
- A concern for your welfare. The Sixth Form will provide support wherever possible.
- Comprehensive guidance and support on progression routes (Higher Education, Apprenticeships and employment opportunities).
- A high standard of teaching and learning in your lessons.
- Every opportunity to achieve your academic and personal goals



## STUDENT CONTRACT

# Chestnut Grove Academy

During the first 6 weeks of attending Chestnut Grove Sixth Form, ALL students (Years 12 and 13) will be expected to successfully complete a Probationary Passport. During this time, we will expect students to be totally committed to their acceptance of a place at the Sixth Form. ALL students will be expected to display this commitment by:

- Achieving a minimum of 98% attendance;
- Adhering to the Sixth Form dress code;
- Behaving as young adult learners around the school, making every effort to work to the best of their abilities in all lessons and to set standards for others to follow.
- To successfully complete their Probationary Passport.

**Failure to meet the above expectations will result in the student being asked to leave the Sixth Form.**

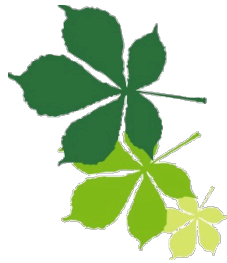
### Student Dress Code

Chestnut Grove Sixth Form is a place of study and all of our members are asked to abide by a simple dress code so that we set an example to the rest of the school and present a positive image to the wider community.

Clothing must be decent, smart and safe:

- Exposed underwear is not acceptable;
- Revealing clothing and bare tops/midriiffs are not acceptable;
- Clothing and accessories that promote alcohol, drugs, sex, violence, profanity, prejudice or racism are not acceptable;
- Sportswear is not appropriate for the Sixth Form; students should not wear jogging bottoms;
- Ripped jeans, hats, hoods, headphones/ear phones or bandanas should not be worn;
- Shorts may be worn in the summer term only if they are below the knee, tailored and clean cut;
- Students must accept that staff have the right to object to any item they find inappropriate.

As a young adult, exercise good judgement. If you think what you are wearing may contravene the above dress code, then wear something else that won't!



# STUDENT CONTRACT

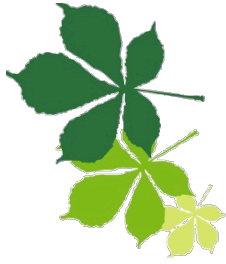
# Chestnut Grove Academy

## Chestnut Grove Sixth Form Attendance Policy

### General Principles:

1. We expect 100% attendance from every student in our Sixth Form. This includes attendance to all timetabled lessons, independent study, tutor periods and Health lessons and will include lessons that are timetabled outside the normal school day.
2. If your attendance falls below 98% the school will contact your parent or guardian and appropriate intervention will be put into place.
3. If you miss a lesson or series of lessons without authorisation you will be given the opportunity to provide evidence of authorisation. If you cannot provide this evidence, your absence will be classed as truancy and the school will contact your parent or guardian.
4. The following situations may be considered authorised absence:
  - a. A medical or dentist appointment that you cannot arrange outside school hours. You must provide a letter or appointment card as evidence of the appointment.
  - b. A one-off requirement to urgently care for a member of your immediate family. If this is a regular occurrence, it will not be considered an authorised absence and we will ask to talk with your parent or guardian about the situation.
  - c. A funeral.
  - d. An extra-curricular activity that requires you to miss lessons and for which you have permission from your subject teacher and the Head of Sixth Form/Deputy Head of Sixth Form.
  - e. A religious holiday.
  - f. A school trip that is related to one of your courses and for which you have permission from each of your subject teachers.
  - g. An open day or interview at a Higher Education college or university (three per year).
  - h. You have permission from the Head of Sixth Form to stay at home to study.

Evidence is considered acceptable in either written form or a telephone call from your parent/carer. However, the school reserves the right to consider a period of absence 'unauthorised' if the same reason is used persistently or we have reasonable grounds to doubt the validity of the evidence you have provided us with. This decision will be made by the Head of Sixth Form or Deputy Head of Sixth Form.



## STUDENT CONTRACT

# Chestnut Grove Academy

5. An absence will be considered unauthorised in the following circumstances:

a. Your parents/carers have not called the school to inform us of the reason for your absence.

or

b. You have not provided us with written evidence from your parent/carer informing us of the reason for your absence.

In addition, the following circumstances will also be categorised as unauthorised reasons for absence:

a. a part time job or an interview for a part time job

b. a holiday

c. driving lessons

d. driving test

e. visiting a friend in hospital

f. a day off for a birthday or family birthday

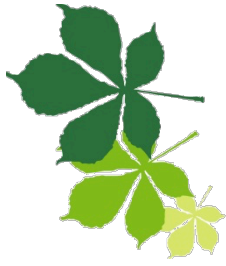
g. babysitting

h. times when the same reason is used persistently or we have reasonable grounds to doubt the validity of the evidence you have provided us with.

6. If your attendance is a cause for concern in a particular subject, you may be placed on Sixth Form Subject Intervention and this can, after a series of stages, result in your removal from that course.

7. If your attendance in a subject falls below 90%, the school reserves the right to withdraw you from exam entry in that subject or require you to pay the costs of entry. This will be subject to a rigorous appeals process.

**In the event of an unexpected (overwhelmingly medical) absence, a parent/carer will need to call the Sixth Form office before school on the day of the absence.**



## STUDENT CONTRACT

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### **Information & Communication Technology: Code of Conduct**

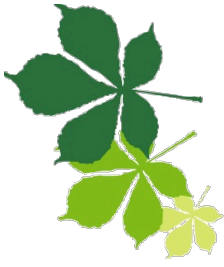
#### **When using computers, I agree that I will:**

- Behave in a safe and responsible manner
- Treat equipment with respect
- Not waste resources
- Not access or damage other people's work
- Only use the school's ICT resources for legal activity
- Only use the school's ICT resources with permission
- Save my work into my personal student area and ensure that my work is constantly backed up
- Always have work available in lessons

#### **When using the internet and e-mail, I agree that I will:**

- Be polite and not use e-mail to bully or insult others
- Not use inappropriate or unacceptable language
- Never reveal my personal address
- Never say anything that I would not be happy to write on a postcard that could be read by everyone
- Only visit web sites that are not offensive in any way
- Not use chat rooms or newsgroups
- Not do anything that could damage the reputation of the school

# STUDENT CONTRACT



## Chestnut Grove Academy

### **Student Agreement:**

I have read the Chestnut Grove Sixth Form Code of Conduct and agree to abide by it. I recognise that a persistent failure to follow the rules outlined in the Student Contract may result in my removal from the Sixth Form or in me not being entered for my exams.

In addition, I have read and agree to respect the ICT Code of Conduct. I understand that breaching the Code may result in the suspension or permanent withdrawal of access to the school's ICT facilities.

**Student name:** \_\_\_\_\_ **Student signature:** \_\_\_\_\_

**Parent name:** \_\_\_\_\_ **Parent signature:** \_\_\_\_\_

**Staff name:** \_\_\_\_\_

**Date:** \_\_\_\_\_