

## **William Morris Sixth Form Learners' Code**

The Sixth Form is a place where people come to learn, develop and mature. This can only happen if everyone feels secure and confident. It is vital therefore that everybody is treated with proper respect. Respect is the core theme within our learners' code. The purpose of our learners' code is to guide you and explain our expectations of you so that you can achieve success. Read the code and reflect on its implications for you.

### **REQUIREMENTS FOR GOOD PERFORMANCE**

Good learning can only happen if you meet the requirements listed below:

- Attend all lessons, tutorials, supported study sessions, visits, activities etc.
- Arrive on time for all of the above.
- Co-operate with Sixth Form staff and participate fully in all lessons.
- Come to lessons well prepared with all set work complete.
- Use study time effectively by developing the ability to study on your own outside lessons using a regular weekly schedule.
- Make effective use of the learning resource centre facilities.
- Organise your time to make sure that all deadlines are met. (You must have the organiser with you at all times).
- Have very high expectations of yourself, with personal aims for improvement.

### **SANCTIONS FOR POOR PERFORMANCE**

- If you miss lessons without notifying us, we will telephone home or send a letter.
- If you are more than five minutes late for a lesson, you may be excluded from that lesson. If you are regularly late, you will be excluded from lessons until your parent(s)/carer(s) have been contacted.
- The Sixth Form has a system of two warning letters leading to a written contract for students with poor attendance, poor punctuality, or not completing work. Parent(s)/carer(s) are always involved if a contract is needed. Targets are set and then monitored regularly.
- If the contract does not lead to improvement, then we will ask a student to leave. This will happen if a student's performance is so poor that the course requirements cannot be met.
- If you do not perform well over the year you may not be allowed back to start a new course or complete the second year of your course.

## **BEHAVIOUR REQUIREMENTS**

### Respect for the Sixth Form community

- Everybody must be treated with respect in accordance with our Equal Opportunities Policy. We do not tolerate disrespectful behaviour or remarks to any student, teachers and non-teaching staff – for example, racist or sexist comments.
- You must not bully or harass any other student. This includes sending disrespectful or offensive or threatening emails and text messages.
- You must never refuse to give your name to a member of staff including our site care staff. You must always wear your ID card.
- You must not disrupt the learning of other students by being loud, rude, uncooperative or violent.
- The lifts are only to be used by disabled people and those with health problems.
- Students are not allowed to carry weapons of any kind or be in possession or under the influence of drugs or alcohol.
- You must not invite non-students onto site without prior permission. Intruders can pose a threat to everyone's safety.
- You must have respect for our neighbours. Do not drop litter outside their houses, sit on their property or cause disruption or noise as you leave or arrive.
- You must not socialise or gather in large groups outside the gates or in the streets near to the Sixth Form.

### Respect for the Sixth Form environment

- Students using any area in the Sixth Form should help to maintain a clean environment and behave appropriately. You can help to keep the Sixth Form clean by, for example, returning plates in the canteen and putting all rubbish in the bins. In the foyer, it is important that students show respect to all visitors and help to maintain a quiet, clean environment.
- You are only allowed to smoke in the courtyard in the little shelter, well away from doors and windows because of the extreme health risks.
- Eating in classrooms during lessons or study sessions is not allowed. Food and drink must not be taken into any classrooms. Chewing gum damages carpets and is an eyesore – it is important that it is thrown away in the bins.
- You must take care not to damage the Sixth Form's furniture, fittings or equipment, including books borrowed from the learning resource centre.

### Respect for our learning community

- You must try to make the most of your study time, by studying and completing work, not socialising.
- You must only use the computer facilities to enhance learning and not for your own personal entertainment.
- In the learning resource centre, you must avoid noisy discussion, chatting and relaxing, eating and drinking. The canteen study area is also a place where, during study time, you should work sensibly.
- Mobile phones cause disruption to learning. They must be switched off and not visible. They may only be used outside in the courtyard area.
- Card playing is not allowed.
- Personal stereos are not to be used in lessons or in the learning resource centre.
- You may not buy or sell mobile phones or other electronic equipment on our premises.

### **SANCTIONS FOR POOR BEHAVIOUR**

We have clear sanctions so that you are aware of the consequences if you do not behave well and also know that you are being treated fairly.

- If you are disrespectful or uncooperative, you will be referred to your tutor or, in serious cases, to senior staff. You will be sent home until a meeting has been held with your parent(s) or carer(s) to resolve the issue.
- If you are noisy or uncooperative you may be banned from using the learning resource centre or canteen during study time.
- If a mobile phone is used in the building, it will also be confiscated for the day. You will be expected to donate £1 to charity. Playing cards will be confiscated if brought into the Sixth Form.
- If you damage Sixth Form property, you will be charged for repair or replacement.
- You will be sent home if you are found to be in possession of drugs or alcohol or under their influence. Parent(s)/carer(s) will be contacted and further action discussed. This may lead to your dismissal from the Sixth Form.
- We will report to the police any student found dealing in drugs or carrying knives or other weapons. You will also be asked to leave the Sixth Form.
- You will be sent home if you are involved in or associated with violent behaviour. This will lead to your dismissal from the Sixth Form.