



Sixth Form Code of Conduct

The Sixth Form Code of Conduct applies to all CHS related activities whether on school premises or off site including work experience or enrichment activities.

- You must behave in a reasonable manner at all times respecting other students, staff, visitors and property. Unacceptable behaviour will not be tolerated and will result in the Sixth Form Disciplinary Procedure being implemented.
- You must behave appropriately in the Common Room – e.g. keep it clean and tidy, use all furniture in the way it is intended to be used, respect other students in the room, not play ball games, play music loudly.
- You must behave appropriately in the Study Room – e.g. maintain it as a silent workroom, do not eat or drink in it, use computers only for studying.
- You must observe all health and safety regulations. You must wear your identity badge around your neck, in the correct holder and with a 'Sixth Form Student' lanyard so that it is visible at all times when on school premises. If you do not have your badge with you on a particular day, you must get a temporary one, as soon as you enter the school premises, from the Sixth Form Leadership Team and sign in and out with them when you leave / re-enter the premises.
- You must electronically sign in EVERY time you arrive into school and electronically sign out EVERY time you leave the premises.
- You are expected to attend and be on time for all timetabled sessions, (comprising your main Programme of Study, Tutorial time, Work Experience, Enrichment sessions, Assemblies and Stop Days), and for appointments. If for any reason you cannot attend, you are required to complete a Leave of Absence slip and get this signed by the staff members relevant to your absence.
- You must give in all work set on time and completed to a standard that is commensurate with your ability.
- You must ensure that the required equipment to undertake your course programme is brought with you e.g. pens, writing pads, homework, worksheets etc. You can purchase Sixth Form study booklets from Mr Donnelly for £1.
- You must switch your mobile phone to 'off' mode and put in your bag when in class. You must also remove any listening devices and put them in your bag.
- You must not use your mobile phone or personal music player when walking around the school building. The only suitable places to use your phone are in the Sixth Form Centre.
- You may only eat and drink in the Common Room, the school canteen and the Sixth Form Café. Bottled water is permitted in classrooms with the exception of IT areas, (including the Study Room, and Science laboratories).
- You must ensure that you are dressed appropriately for the school / work environment. Please see Welcome Booklet for appropriate attire for Sixth Form.

- The internet is for educational use only. You must not: download or install any executables (programs, screen savers etc.); change any system settings; send or receive anything that may cause offence to others. Internet use is monitored by the Safeguarding Team. Anything written (even if deleted) will be flagged up by Smoothwall software and followed up. Take ownership of your PC and do not leave it unattended/unlocked if you leave it.
- Smoking, using e-cigarettes or vaping is strictly forbidden on any part of school premises, at the school entrances and in areas off-site but near to school premises (such as Birch Road and surrounding area).
- Possession of any offensive weapons will lead to disciplinary action and where necessary, there will be Police involvement.
- The use of alcohol is not permitted.
- The possession, misuse, sale, purchase or distribution of controlled drugs as classified in the Misuse of Drugs Act 1971 is strictly forbidden.
- Disciplinary action will be taken if you are knowingly under the influence of alcohol or controlled drugs and where necessary, there will be Police involvement.
- You must not accompany any individuals who do not attend CHS onto school premises without having been granted permission by Mr Franklin or Miss Boulton.