



SACKVILLE SIXTH FORM CODE OF CONDUCT: TOGETHER WE ACHIEVE

Congratulations on joining Sackville Sixth Form - welcome to the most exciting and rewarding part of your educational journey! We aim to provide all our students with a broad and inclusive curriculum, expert teaching and pastoral support, varied opportunities for enrichment and excellent preparation for your next steps after sixth form. As an 11-18 school, we set high expectations for our sixth form students - we encourage you all to set a positive example, to be role models for younger students and become a visible leadership presence within your communities.

The Home-School Agreement document must be read and accepted by all students as they enrol into Sackville School Sixth Form. **This is a precondition of acceptance into our Sixth Form.**

1. Attendance

Students will:

- arrive at school on time and be **punctual** for all lessons, form times and assemblies
- enter and leave the school site via the **sixth form entrance**, using their own photocard to access/exit the school site during the school day
- **attend** all timetabled sessions, including: lessons, supervised study, form time, assembly, Learning for Life and Wednesday P5 enrichment sessions
- ensure a priority family contact informs the school of any **unavoidable absence** by 8.25am, either via [Study Bugs](#) or by emailing ks5attendance@sackvilleschool.org.uk
- maintain a **minimum of 96% attendance**; attendance is rigorously monitored and falling below this level will trigger support strategies being put in place
- understand that **persistent low attendance** may result in their parent/carer being asked to attend support meetings and, in extreme cases, to pay for exam entries
- understand that they are enrolled as a **full-time student** (for Level 3 study) and ensure that paid work and extra-curricular activities (e.g. driving lessons) **do not** take place during the school day, or interfere with their ability to keep up with their studies

2. Sixth Form study and independent learning

Students will:

- use **study periods** productively and keep up-to-date with all work set; ensuring they undertake at least five-hours independent study per subject, per week
- attend all timetabled **supervised study** sessions in B01, following the study supervisor's expectations for silent, phone-free study at all times
- use the Sackville Centre for **quiet study** during lesson times and the Bistro for social time
- undertake appropriate **independent learning** tasks for all their subjects (e.g. wider reading, research, practical or applied learning), seeking guidance from subject teachers where necessary
- seek permission for any **subject changes** from the Head/Deputy Head of Sixth Form, the Curriculum Leader of the relevant subject/s **and** a parent/carer, ahead of the published deadline
- regularly **check their school email address** (at least twice a day), as this is where important communication from teaching staff, tutors and the 6th form team will be sent
- regularly check the **google classrooms** for all their teaching groups and form group, ensuring that any work set is completed and submitted on time

3. Sixth Form conduct and dress code

Students will:

- wear their **community lanyard**, with photocard visible, **at all times** while on the school site; this is an essential safeguarding requirement
- not allow **non-Sackville students** access to the school site
- follow the sixth form [dress code](#) at all times when on school site, responding respectfully if staff make them aware of a dress code violation and seeking to correct the issue as soon as possible
- take shared responsibility for the maintenance of the Sackville Centre & Bistro areas, ensuring they are **kept clean and tidy**, leaving chromebooks on charge after use and reporting any damage to staff
- behave in a **prosocial way** towards all other students and members of staff, following the school's [culture for learning policy](#), as it applies to the Sixth Form
- understand that any **unsocial or antisocial behaviour** will be challenged, recorded and may result in a sixth-form appropriate sanction
- understand that Sackville School is a **non-smoking site**; smoking, vaping, use of alcohol or other illicit substances is strictly prohibited on the school site, in close proximity to the school or on any school-related activity or trip
- understand that bringing **drugs** onto the school site will be treated very seriously and can result in permanent exclusion

4. Sixth Form enrichment and Futures programmes

Students will:

- attend and **participate positively** in our Learning for Life, assemblies and Wednesday P5 enrichment programmes
- take full advantage of the many opportunities available to develop their **leadership skills**, such as mentoring, student leadership roles, reading buddies, voluntary work, helping at school and community events (e.g. community competitions, fundraising and sporting events)
- attend and participate positively in the comprehensive **Futures programme** that will be provided, including off-timetable days and workshops
- understand that **work experience** is a compulsory and valuable part of the sixth form experience that helps to prepare them for adult life
- commit to **research and organise** their own work experience for the designated week (12-16 July, 2027) and to complete the relevant documentation, meeting any deadlines set

5. Phones, social media and technology

Students will:

- understand that Sackville School bans the use of **mobile phones**, headphones and ear-pods for years 7-11, 'from gate to gate'
- understand that, as sixth form students, they have the privilege of being allowed to use their mobile phones and headphones in the **SACKVILLE CENTRE** and **BISTRO** only; use or sight of phones/headphones/earbuds is prohibited elsewhere in the school at any time
- ensure phones are switched off and that phones and headphones/ear buds are put away safely in their bags, out of sight, in **all other areas** of the school; failure to do so may result in sanctions or confiscation
- ensure that their iPad, laptop or other **learning device** is brought to school and fully charged ready for use each day
- log into and use only their **school google account** on devices used during lessons and follow the school's IT acceptable use policy at all times
- Exercise caution in their use of **social media**; any social media posts relating to Sackville School and/or the sixth form must be approved by Head/Deputy Head of sixth form and must not bring the school into disrepute
- follow the advice of subject teachers on the appropriate/acceptable **use of AI** in their lessons and wider studies
- read and follow all **exam board rules** on the use of AI (e.g. in relation to coursework, controlled assessments and other NEAs), understanding that misuse of AI may constitute exam malpractice and could result in disqualification

Student name (in capital letters): _____

Student signature: _____

Thank you for agreeing to this code of conduct. In doing so you demonstrate a positive commitment to our whole school community and an undertaking to maximise your own opportunities for success and wellbeing.