



Congratulations on achieving the GCSE grades for entry into the Sixth Form at PGW. We hope that you will enjoy your time in the Sixth Form and that you will make a success of your time here. It will be hard work, but the more you put in, the more you will gain. It is important that you work with the school and staff to maximise your achievements and success. The following agreement is intended to support you in this quest; **please read it carefully.**

### **Student Code of Conduct**

PGW Sixth Form aims to provide all its students with the best chance of achieving their full potential and realising their ambitions. The purpose of this Code of Conduct is to ensure that all its students have that opportunity.

We encourage our students to work and behave on the ideals of mutual respect and cooperation, and we believe this provides the basis for the orderly conduct of the Sixth Form. It is made up of three main sections;

#### **1. Expectations about Behaviour towards others**

#### **2. Personal Behaviour**

#### **3. General Rules**

PGW Sixth Form defines acceptable behaviour as that which promotes courtesy, co-operation and consideration from all students in terms of their relationships with other students within/outside the schools, teachers and other centre staff and with visitors or other persons within/outside our two School premises.

The Sixth Form has identified examples of unacceptable behaviour as that which includes name calling, verbal abuse, threatening language or behaviour, intimidation, physical abuse, bullying and harassment, including racist, sexist and homophobic abuse.

#### **Behaviour towards others**

PGW Sixth Form expects all of its students to:

1. Respect others at all times.
2. Respect the building and the property of both schools and the PGW Sixth Form areas.
3. Refrain from interfering with the legitimate actions of others.
4. Report to a member of staff cases where students see behaviour that is inappropriate such as bullying or harassment.

#### **Personal Behaviour**

1. Take personal responsibility for your own learning and career development.
2. Attend all scheduled lessons and activities on time
3. Come to each session properly equipped for the session's activities.
4. Complete all set work, including homework, within the agreed time limit
5. Co-operate fully with the instructions of all staff members
6. Make the most of your individual private study periods



## General Rules

1. Dress in a manner appropriate to a place of learning, students who do not do so may be sent home
2. No head covering to be worn inside the building except those worn for religious reasons
3. No dangerous or illicit items to be brought into either school or the sixth form building
4. Mobile phones to be switched off in lessons, study areas and during all timetabled activities.
5. No smoking of any kind including but not limited to tobacco or vape products within or in the direct vicinity of either Greenacre Academy or Walderslade Girls' School or the Sixth Form site.
6. No food or drinks, other than bottled water, in classrooms or study areas except when food and drink is an integral part of the timetabled activity.
7. No alcoholic drinks to be brought into or consumed on either School or Sixth Form premises.

## Attendance

All students who are in the Sixth Form are expected to attend school for all sessions. Ideally, we are looking for a 100% attendance rate. This is because attendance is a key to success. If you are absent then the Sixth Form will contact you to see why. This is so that we can give you support if you should be off long term. Good attendance is especially important for those students who are entitled for any additional bursaries that are made available. If your attendance becomes an issue, then you may be asked to leave the Sixth Form.

## Dress code policy for PGW Girls

Black, navy or grey formal, tailored business dress suitable for a formal working environment. This consists of:

- Black, navy or grey tailored skirt or dress (no shorter than just above the knee), or tailored trousers,
- Black, navy or grey formal tailored jacket or cardigan
- Any coloured smart top or blouse.
- Smart shoes with a sensible heel or flat.
- Business-wear boots are acceptable.
- Tights should be black or skin coloured. Patterned tights are acceptable.
- There is no restriction on colour of shoes.

Below are examples of unacceptable dress:

- Leggings
- Cropped tops
- Vests (including string straps)
- Low neck line tops
- Informal t-shirts or tops with large or inappropriate logos
- Trainers plimsolls, sandals and flip flops/Ugg/military/ Wellington boots
- Sportswear for general lessons (non-practical)
- Denim (any colour)
- Cargo/combat trousers
- Jogging bottoms
- Hooded tops

Because of the constant changes of fashion that take place, it has to remain the right of the PGW Form Tutor to determine that a particular item of dress and or jewellery is not appropriate for the Sixth Form.



## Behaviour Policy/Intervention

If a student's attitude or behaviour does not meet the standards required in terms of the rules above they may be at risk of losing their place in Sixth Form. Therefore, the following discipline and support structure has been put in place:

- Stage 1.** Interview with Form Tutor
- Stage 2.** Letter home to parents (**First formal warning issued**)
- Stage 3.** Head/Deputy Head of Sixth Form meeting with Student and Parents (**Second formal warning issued**)

**Three Formal Warnings** - A formal recommendation/decision/ by the head teacher to review potential exit process.

**Important Note** – In the case of serious behaviour incidents students will immediately proceed to stage 3 or beyond.

Any clarification regarding the application of the sixth form code of conduct will result in applying the Walderslade Girls' School Behaviour Policy.

The systems in place should have a positive impact ensuring students consistently achieve their academic targets, maintain self-discipline and make effective use of their independent study time. In the Sixth Form the key to success is to take control of your own learning in order to reach your full potential and future ambitions.

Your Teachers/Support Staff will strive to:

- Support and help you
- Assist you in achieving the highest possible grades
- Never say they are too busy when you need help
- Be on time for lessons
- Fully prepare your lessons and make them interesting and educational
- Mark and return work promptly and provide high quality feedback on your work
- Equip you with study skills appropriate to the subject

The Sixth Form Community will:

- Provide opportunities for leadership and enrichment outside the classroom
- Give you opportunities to share in the organisation and running of the school
- Offer advice and guidance on future careers and prepare you for Higher Education
- Deliver UCAS application sessions

I have read and understand the Sixth Form Agreement. By signing this agreement I understand that if I seriously or consistently break the terms of this Agreement I could forfeit my Sixth Form place at PGW Sixth Form.

Name(Print) ..... Form..... Signed.....