



Sign and return to Sixth Form Office



These are the standard regulations for Sixth Form. Obviously, given evolving regulations around Covid, there are likely to be some updates and amendments to them this year.

1. Identification (Lanyards)

All sixth form students in school are required to wear lanyards (which have their photo ID attached). This is a safeguarding requirement for the school. The lanyard and ID is provided by the school at the start of term, and must be worn at all times around school premises. Students will take their lanyards home and bring them back each day. There is a charge for replacing a lost lanyard, which needs to be paid on ParentPay. While the new lanyard is being ordered, students will need to collect a temporary visitor lanyard from reception in school, and return it at the end of each day until the replacement arrives.

2. COVID Specific Code of Conduct issues

Chewing gum is not allowed in school at all. It presents a transmission risk because it has been in someone's mouth, and then frequently ends up underneath other tables or chairs, which other people then touch.

Vaping is another transmission risk, because vapes or vaping materials are frequently shared by students. Vaping inside school has always been banned. Vaping outside the school site, or on the way to or from school, or carrying vaping materials in bags is now also subject to the whole school consequence system.

We are sure we will have your cooperation and understanding on this, but to be clear, for both of the above issues the whole school consequence system will be applied to Sixth Formers in the same way as for any other student. This will include Friday evening detentions with lower school students, and will quickly escalate to exclusions.

3. Form Time

All sixth form students are part of a form group. This group meets at 8.40 every morning and it is important, firstly to give a sense of community and secondly, so that administrative things that we need to do can be done efficiently, without needing to chase up individual students. Therefore **all students are expected to be at school at 8.40 every morning**. This also sets a good pattern for the working day – students who have study periods during the first two lessons need to be using them to work in the library in order to do well in their A Levels. If students are absent through illness or for any other reason please notify school by calling or emailing Mrs Sargeant in the Sixth Form Office on 01629 581888 ext.165/ rsargeant@highfields.derbyshire.sch.uk.

4. Working after school

In order to succeed in A Levels, students should be doing at least 2 hours of work each day after the end of school. The most successful students do more. Although most students do



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this work at home, some have found that using the library straight away at the end of the day provides good working space for doing this.

5. Study Periods

Periods when students do not have lessons are Study Periods, not Free Periods. Study Periods should be used for work. Students who do not stick to this usually regret it at the end of the year.

6. Where you are when

The school is under an obligation to know where students are at all times. In Sixth Form students can choose where they work best during their study periods – either in the library, the canteen or in a free classroom which has been approved by teachers. They might also have music lessons or be involved in sport. Students need to be in school unless they have been given permission to leave (for example for a medical appointment, which parents/carers have informed us of). In all other circumstances Sixth Form students should be in school from 8.40 to 3.30pm. Once students have settled in to their working pattern, they will fill in a timetable to show where they will be in each of their Study Periods.

7. Part time work

There are many advantages to having a part time job. However, please beware. Students who have prioritised a job over their work have very often left school with lower grades and poorer long term prospects. Under no circumstances should students have paid work during school hours. We recommend that students do not work on school nights, and only on one day at a weekend. If this is not feasible then no more than once on a week night and once at a weekend.

8. Holidays

No holidays should be taken during school time.

After the internal exams in June we need to start Year 13 work, and introduce students to processes like applying to university. Therefore no holidays should be taken during this time. All holidays should be kept to normal school holidays, and in accordance with Department for Education requirements the school is no longer permitted to authorise any absence for holidays. Any unauthorised absences will be referred to the local authority. This may result in parents being issued with a fixed penalty notice and/or court action.

9. Sixth Form Dress Code

Sixth Form students have a great deal of choice in what they wear compared to other students in the school. We want this to be part of the positive ethos of Sixth Form - of working hard and being yourself. However the school remains a working environment for teachers, and a place of high expectations in the uniform of

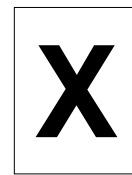
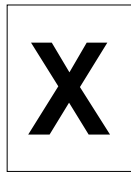


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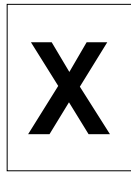


students in Years 7 to 11. We have a responsibility to the rest of the school. Therefore, whatever current fashions might be, the following rules must be followed.

- Tops should not be strappy or low cut, and should not result in a bare midriff.



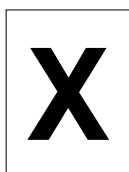
- Excessively ripped jeans are not allowed.



- For girls: short skirts and shorts must be worn with tights and very short skirts and shorts are not allowed.



- For boys: shorts are not allowed. (Except during a heatwave in the summer term, with the Head Teacher's permission).



- Hats, including baseball caps are not allowed in school.



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X

- Excessive piercings are not allowed.



X

- Brightly coloured hair dye (e.g. green/blue/pink) is not allowed.



X



X



Consequences

We know the vast majority students will take on board the code. If there are instances of breaching it then the following consequences may be applied:

- Students will be given alternative clothing that day to wear
- Students will be required to work in the library rather than in lessons
- Students may be asked to return home to change

10. Moving into Year 13

Students do not automatically go from Year 12 to Year 13. A good grade in the internal exams in June is very important for getting an A Level grade at the end of Year 13. It is very rarely in students interests to go into Year 13, if the grades they will achieve are not going to help them get into Higher Education or into a Higher Apprenticeship. For example, achieving grades of DDE at the end of Year 12 could be an indicator that Year 13 work will be a bridge too far, and it would be more sensible to achieve success on a different course which is more likely to be in college. In most cases, a C Grade at the end of Year 12 should be seen as the indicator that Year 13 will be manageable. Although, we will look favourably on students who have achieved a lower grade where they have worked hard during the year and are not more than one grade lower than their Target Grade.



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11. Reporting Home

You should expect a Data Sheet to be taken home (by students) in November followed by an Assessment Profile in March and Internal Exam Results in June.

Year 12 Parents Evening is on Tuesday 9 February.

12. Messaging Home

We will be launching a new Parent Portal/Parent App for the new academic year called Weduc. Letters and communications will be sent home via this system. To help us keep in touch, please ensure that we have the correct parent/carer email addresses on our system. This is updated at the start of each academic year, however, please let us know of any changes to your contact information as appropriate.



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Highfields Sixth Form Expectations Contract 2020

I have read and understood the expectations of Sixth Form and I agree to comply with those expectations.

Signed :.....(Student/Form) Print

Name:.....

Signed :.....(Parent/Carer) Print

Name:.....

Date:

Please return this form to your Form Tutor or Mrs Sargeant (Sixth Form Office).

Highfields Sixth Form, Highfields School, Upper Lumsdale, Matlock, DE4 5NA.
Tel: 01629 581888 ext.165



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