

## St Olave's Grammar School



### **RULES AND REGULATIONS POLICY SIXTH FORM**

#### **GENERAL REQUIREMENTS**

To mark their growing independence and maturity, Sixth Formers are given a degree of flexibility in uniform matters. Sixth Formers are therefore allowed to wear their own suits. Accordingly, they are expected to take pride in what they wear, and to be smartly and soberly dressed.

The dress code for male and female students is set out in the **Uniform Policy**.

*The general appearance of students should conform to a reasonable norm, which, if necessary, shall be at the discretion of the Director of Sixth Form. It is important that each student should project an image that would bring credit to himself or herself and the School. Students may be sent home to change if they are dressed inappropriately and are not adhering to the Sixth Form Dress Code.*

#### **GENERAL**

School bags and cases must be of a plain dark colour with no large motifs and must be of a design that will enable books to be carried without being damaged. Public displays of affection (PDA) are not permitted.

Mobile phones may be brought to and from school and into school. They may be accessed in Sixth Form-specific areas (namely the Sixth Form Common Room, the Sixth Form Library, the Pavilion and in Small Hall Study Periods), but barring this exception must not be seen in school between 8.00a.m. and 3.30p.m. unless by specific request of a teacher for an educational purpose in the classroom. Mobile phones seen in use in or around school will be confiscated until the end of the school day in the first instance. For a second confiscation, a school detention will be issued. For any additional breaches, further sanctions will accrue. Unless otherwise directed, mobile phones must be switched off at all times in lessons, form and year meetings and assemblies. They must not be used between lessons; this includes at break or lunch times (unless a student is taking advantage of their off-site privilege or is in one of the Sixth Form areas named above). They may not be brought into any school examinations. The same rule applies to hand held games consoles and 'MP3 Players' with the added proviso that, for safety reasons, these should not be used walking to and from school or around the School. Pupils may not take photographs or make videos on the School premises without prior permission from a member of staff. This includes the use of videos or cameras on

mobile 'phones. Students should note that in external examinations mobile phones are banned and we **have** to report any breach of that rule. The exam board will then refuse to award a grade for the subject concerned.

It is important, in a school environment, that each Sixth Form student should project an image that would bring credit to the School and himself or herself.

### **ATTENDANCE AND PUNCTUALITY**

Please see the **Attendance Policy** for details.

### **ABSENCE**

The School must be informed on the first day of absence, even though the absence may continue, either by telephone or via e-mail to [sixthformregistration@saintolaves.net](mailto:sixthformregistration@saintolaves.net). If, after 10 school days since a student has returned, there has been no letter to explain the absence, this will be recorded as an unauthorised absence.

Permission for any foreseen absence should always be applied for in advance. For an absence of a single day, for example to attend a university interview or open day, students need to complete an authorised absence slip. This needs to be signed by subject teachers and handed in to the form tutor before the proposed absence.

For longer periods, requests for leave of absence must be approved by the Head of Year who disapproves strongly of any extension to official School holidays.

### **APPOINTMENTS**

Where possible medical appointments should be made out of school hours. If an appointment is unavoidable a student must complete an authorised absence slip available from his or her tutor.

### **OPEN DAYS/INTERVIEWS**

Students may have days out to attend university open days, although the School strongly requests that these are kept to a minimum. Students need to complete an authorised absence slip. The Director of Sixth Form has the right to refuse permission if the student has missed an unacceptable number of lessons or there are concerns over the student's academic work.

### **REGISTRATION**

If a Sixth Form student arrives after the registers close at 8.40 am, and the student is missing a School Assembly, he or she must sign in with the Sixth Form Administrator in the Sixth Form Library and then remain in the Sixth Form Library. If a Sixth Form student is missing a Sixth Form Assembly or Year Group Assembly, he or she must sign in with the Sixth Form Administrator in the Sixth Form Library and then join the Sixth Form Assembly. Individuals who have permission to leave the School premises during the School Day must

sign out using the book in the Sixth Form Library, and sign in on return. This is an essential requirement and applies not only to all pupils and Sixth Form students but also to members of staff.

### **ILLNESS**

If a student is ill during the school day then he or she must seek permission from his or her Head of Year / Director of Sixth Form before missing lessons or leaving school. If he or she is unavailable then the student should report to the School Reception. The student must sign out in the signing out book in the Sixth Form Office.

### **GAMES**

There is a compulsory programme of games and activities for all during the first two terms of Year 12. This takes place on a Wednesday afternoon. Thereafter, Sixth Formers are not required to participate in games or activities but it is our hope that many will continue to do so on a voluntary basis. Those selected for School teams or squads are expected to attend for matches or training sessions. Non-games players will be expected to devote that time each week to some other extension activity sanctioned by the School.

Sports facilities may be used at break, lunchtimes and after school with the permission of the P.E. staff, but not in lesson time other than timetabled games lessons.

### **USE OF COMMON ROOM, LIBRARY AND STUDY AREAS**

The Sixth Form Common Room is intended for use as a social and recreation area for Sixth Formers outside of lesson times. The Sixth Form are responsible for looking after the common room, ensuring that it is kept free of litter and taking reasonable care of all fixtures, fittings and furnishings.

### **GENERAL BEHAVIOUR**

Sixth Form students are expected at all times to show consideration for others and to conduct themselves in a manner which could give no cause for adverse criticism. They are expected in and out of school to uphold the good name of St. Olave's.

Sixth Form students are expected to show appropriate self-discipline, to organise their studies, to have all necessary equipment and books, to behave sensibly on their journey to and from school, to be good ambassadors for the School when on school trips, to be aware of the School Rules and, as senior members of the School, to set an example for others to follow.

The School will not accept bullying of any type, racist or sexist behaviour, rudeness or disrespect to any members of staff - teaching or non-teaching - rowdy behaviour, swearing, fighting, lack of respect for the

School buildings and grounds. Smoking is not allowed on School premises (buildings and grounds) nor at any time when a student is identifiable as a member of the School.

No weapons or items that could be used as weapons should be brought onto School property; for example, knives, BB Guns, sharpened implements such as screwdrivers or Stanley knives. Other items are also banned from the School premises, such as alcohol, cigarettes, tobacco, lighters, matches, laser pens, cans and aerosols. Pupils must not smoke on the School premises, on School trips or on the way to and from School. Chewing gum is not allowed in school. No alcohol may be brought onto school premises or consumed there, except for certain events, representative tours, and formal dinners when special arrangements will apply. Parents/carers will always be notified of these arrangements in advance.

### **DRUGS**

No proscribed drugs or soft drugs or psycho-active substances may be present at any activity taking place under the aegis of the School. This would include, for example, so called 'legal highs'. Any student breaking this rule faces permanent exclusion from the School. These rules apply also to time spent travelling to and from school, break and lunch times.

### **CONSENT FORMS**

On all School field trips and outside visits and courses, School Rules will normally apply, except where special arrangements have been pre-agreed. There will, however, be occasions on School trips for students of this age group when they will be carrying out field work and studies in small groups without the close supervision or presence at all times of the teaching staff. Parents/carers will receive a consent form requesting their agreement and acknowledgement of this; this form is kept on file at the School and applies to all outside visits during the Sixth Form.

### **TRAVEL TO SCHOOL BY CAR OR MOTOR CYCLE**

Sixth Form students who wish to travel to School using their own vehicles must obtain permission from the Director of Sixth Form. Sixth Form students are encouraged not to drive to School. Sixth Form students are only allowed to park in the bottom car-park after permission has been granted from the Director of Sixth Form; students are encouraged not to park off-site. All drivers must use the Park Avenue entrance (not Goddington Lane) and must be on the School site **before 8.15 am**. All Sixth Form drivers who are parked on the School site cannot use the Park Avenue entrance **between 3.30 pm and 3.50 pm**. Parking permits may be permanently revoked for students who enter or exit the school by car during prohibited times. Students must display their parking permit when parking on the School site.

**Students are not allowed to enter the school via Goddington Lane for any reason unless they have permission from their Head of Year.**

**ST OLAVE'S GRAMMAR SCHOOL  
SIXTH FORM AGREEMENT**

**Please ensure that you have read the accompanying *Rules and Regulations*.  
Copies of the School's Policies are available on the website or by request.**

**Pupils agree to:**

- Take responsibility for personal studies by meeting all work deadlines, preparing thoroughly for assessments, managing and using study time effectively and to make every effort to work to your full potential;
- Attend all lessons, registrations, supervised study periods and enrichment activities and to obtain prior permission from staff before any foreseen absence (*if attendance, despite support and measures to improve, falls below 90%, then the school reserves the right to remove that student from the school roll as they are not taking advantage of the educational provision made in the Sixth Form at St. Olave's Grammar School*);
- Be punctual at all times (*if students are late they are expected to follow the correct school procedures for registering*);
- Explain any absence with a note from parents/carers;
- Be polite and respectful to all members of the school, both staff and students, at all times;
- Show appropriate self-discipline and consideration for others and to set a good example for others to follow as Senior Members of the school;
- Act as good ambassadors for the school at all times and to represent the school when required;
- Comply with the Sixth Form Dress Code (see the **Uniform Policy**);
- Be on site at all times during the school day unless at lunchtime or on afternoon study leave (*students must sign out if leaving before 3.30 pm*);
- Take responsibility for the common room and other areas used exclusively by Sixth Formers;
- Obtain permission before using their vehicle to travel to school;
- Undertake no more than 12 hours per week paid employment during term time;
- Be responsible for any correspondence between school and parents/carers;
- Comply with the **Rules and Regulations for Sixth Form**.

Sixth Form students are required to meet the above expectations. Any member of the Sixth Form who **persistently** or **significantly** fails to meet these expectations will be placed onto an appropriate stage of the Sixth Form Disciplinary System:

**Stage 1:** Verbal Warning

**Stage 2:** Written warning

**Stage 3:** Final written warning - meeting with parents/carers and the setting of targets

**Stage 4:** Removal of Sixth Form place

Please note that depending on the severity of the breach of expectations, intermediate stages may be passed over.

**Parents/carers agree to:**

- Ensure that their child attends school regularly, on time and properly equipped;
- Support the School's policies on behaviour, homework, uniform and extra-curricular activities, and the general ethos of the school as laid out in the prospectus and information booklets;
- Inform the School as early as possible of any unavoidable reason for absence, bearing in mind that there is no right to withdraw children from school to take holidays;
- Inform the School about anything that might affect their child at school;
- Notify the School immediately of any changes of address or contact numbers;
- Ensure that replies to school letters are returned promptly.
- To have read the School's Child Protection Policy available on the website

[http://www.saintolaves.net/uploads/admin/download/file/11/Child\\_Protection\\_policy.pdf](http://www.saintolaves.net/uploads/admin/download/file/11/Child_Protection_policy.pdf)

**The School agrees to provide:**

- A healthy, safe and supportive environment to work in;
- Teaching of academic subjects to high standards, punctual start of lessons, access to facilities and resources for study and the encouragement to acquire sound study skills;
- Regular monitoring and guidance of progress;
- Efficient setting, marking and returning of work that has met any deadline set;
- Pastoral support, advice and guidance at all times and opportunities to voice any concerns you may have (initially this should be to your Form Tutor);
- Opportunities to take roles of responsibility within the Sixth Form and the School as a whole;
- Notification of work to be completed in case of staff absence;
- Notification to parents of any issues of significant concern relating to a student's work, health or well-being which become apparent in School;
- A comprehensive programme for university application and careers education;
- Home study leave afternoons subject to satisfactory progress being maintained and the agreement of your tutor.

I acknowledge receipt of the **Sixth Form Agreement** and agree to be bound by its terms.

Name of Pupil (BlockCapitals): \_\_\_\_\_

Signed: \_\_\_\_\_ (pupil) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (parent/carer) Date: \_\_\_\_\_

Address: \_\_\_\_\_

Mr Andrew Rees  
Headteacher