

### **Attendance expectations**

Students are required to:

- Be in school from 08:40 – 15:10 each school day.
- Attend both AM and PM tutor periods, timetabled lessons, Silent Study (SS) periods, assemblies and enrichment sessions.
- Be in the SFC, canteen, upper LRC or a subject related room during non-timetabled periods Independent Learning Periods (ILPs).

Students that are absent from school for any reason must notify the school by contacting the sixth form office by telephone or email before 08:30 that day.

Sixth form students are permitted to leave the school site during lunch only unless they have a valid reason to leave. They must sign in and out at the sixth form office. In Year 13, some students are granted flexi-time.

For planned absence, a planned absence form must be completed at least 24 hours in advance. Students that leave school early/arrive at school late must sign in/out in the sixth form office with a valid reason. These include the following but must be avoided during periods of trial examinations:

- A driving test;
- A medical appointment that cannot be organised outside of school hours;
- Sickness or illness;
- A university visit;
- A driving lesson provided that it is P2, P4 or P5 only, and they do not have a lesson or SS.

If students are absent from a lesson for any reason, it is their responsibility to communicate with their teacher in order to catch up on any work missed.

*Students are required to maintain at attendance of 95% or more; an attendance record of less than this and with no supporting medical reason, may not be allowed to continue in the sixth form.*

### **Dress expectations**

Students are not required to wear uniform in the sixth form but there are guidelines concerning clothes and accessories. Clothes should be smart, modest and worn with dignity. Minimal jewellery /accessories should be worn.

Students are **NOT** permitted to wear the following items as they are considered inappropriate and do not present a professional image either in terms of the sixth form or to lower school students:

- Very short shorts, skirts or dresses —with or without tights/leggings;
- Leggings can only be worn if there is a skirt or dress covering them to mid-thigh length;
- Cropped and/or strappy or strapless tops/very low tops;
- Clothing containing inappropriate slogans;
- Flip flops;
- Ripped clothing;
- Board shorts
- Inappropriate jewellery, including very obvious facial piercings;
- Hair which is not a natural colour.

*If students do not adhere to these expectations, they may be sent home to change into more appropriate clothing.*

### **Academic and enrichment expectations**

The Purbeck School has high expectations of its sixth form students. All students are expected to:

- Complete all work to a high standard.
- Conduct themselves professionally in each lesson, fully engaging with each task they are asked to complete.
- Meet all deadlines set by teachers and sixth form staff.
- Complete coursework, assignments and tests to at least their target grade, demonstrating how they will improve where this has not been achieved.
- Remain silent during SS. Students who fail to meet this expectation will be asked to leave the session and subsequent sanctions will be put in place by the head of year.
- Use SS and ILP periods to carry out wider reading, research and to complete homework assignments.
- Complete 2-3 hours of enrichment activities per week; in enrichment sessions, tutor time and during ILP periods.

We recognise the importance of financial independence and support students who choose to seek part-time employment. It is however, vital that students do not jeopardise their success on academic courses by taking on too much in addition to their commitments to study. It is recommended that a maximum of 6 hours paid employment per week is reasonable. Work within the school day is obviously unacceptable.

As part of the sixth form offer, year 12 students are expected to undertake at least 1 week of work experience. You are encouraged to research companies of interest and liaise with Mrs Beale to find a rewarding placement.

*If students do not meet these expectations, action will be taken and students may be asked to leave The Purbeck School Sixth Form.*

### **Conduct expectations**

Students within the sixth form are considered young adults who should set a model of good behaviour for students in younger years. As such, they are considered to be able to make informed choices about their conduct.

Students are expected to:

- Exhibit responsible behaviour in and around the school site.
- Show respect for all within the school community and environment.
- Leave all areas of the sixth form centre, and any other study areas, clean and tidy after use.
- Refrain from swearing and/or smoking and vaping around or near the school site, including Allstars Sports Bar terrace.
- Drugs, alcohol and offensive weapons are obviously not allowed.

Whilst sixth form students are permitted to use electronic devices around school, they must be mindful that lower school students are not. Therefore, the use of electronic devices is **not allowed** in areas where lower school students are present. This includes the use of phones and headphones in corridors.

We have a fantastic sixth form centre which together with the Learning Resources Centre are available for students to use. In the sixth form centre there is a communal area, including kitchen appliances, for socialising before school, break and lunch.

*In any circumstances where there is an exceptional behaviour incident the main school behaviour policy will prevail.*