

Sixth Form Code of Conduct

You have chosen to become a member of The Duston School Sixth Form. As such you will play a vital role within the school community. You will be a role model and leader within the school, setting an example to younger students. You will demonstrate commitment to your learning and to the values of the school. This document sets out your responsibilities both inside and outside of the classroom.

As part of The Duston School Sixth Form, you are expected to:

- Conduct yourself with integrity and dignity, serving as a role model to younger students.
- Treat all students, staff, visitors and local residents with respect and consideration.
- Demonstrate a smartly dressed appearance at all times in accordance with the Sixth Form dress code.
- Sign in and out of the building and wear your lanyard at all times while on the school premises, without exception.
- Maintain an attendance level of 96% or above (excluding unavoidable medical absence).
- Attend punctually and participate fully in tutor time, all lessons, careers meetings and other activities without exception.
- Demonstrate a committed approach to your learning by completing all classwork, homework, assessments and coursework to agreed deadlines, and by using all study periods effectively.
- Respect school premises, property, equipment and resources, and act in a safe manner at all times. Use computers, laptops and other IT resources appropriately to support your learning.
- Maintain a clean and well-presented working environment, and ensure that when consuming food and drink in the Sixth Form Hub, all areas are left clean and free of rubbish.
- Abide by the regulations of the exam board relating to conduct in examinations and the submission of coursework. Attend all scheduled exams, including both internal and external mock and formal exams, and assessments.
- Ensure that you do not bring prohibited items on to school premises, including cigarettes, vaping materials, alcohol, illegal substances or other items which could be considered dangerous, harmful or illegal.
- Respect the school's mobile phone policy by using your mobile phone only in the Sixth Form Hub. Phones used outside of this area will be confiscated in line with the mobile phone policy.
- Undertake a work experience placement that supports and informs your future career aspirations. This should be for a minimum of 30 hours across Year 12.
- Support the school ethos and contribute to the wider school community by engaging with school events and activities, providing leadership and mentoring to younger students.

This code of conduct will be reviewed termly with yourself and your tutor. Should concerns be raised at any point, the following supportive measures will be put in place:

Step One	Informal discussion with student, tutor and Sixth Form Professional Tutor
Step Two	Formal discussion with student, tutor and Sixth Form Professional Tutor
Step Three	Formal discussion with student, parent/carer and Sixth Form Professional Tutor
Step Four	Formal discussion with student, parent/carer and Director of Sixth Form including the implementation of an agreed action plan. Failure to meet the agreed actions may put your Sixth Form place at risk
Step Five	Formal review of agreed action plan with student, parent/carer and Director of Sixth Form, including review of Sixth Form place

We hope that you will share our commitment to your success in Sixth Form and we look forward to supporting you in this important stage of your education.



Mrs N Whiles
Director of Sixth Form

Please sign below to acknowledge your agreement to the Sixth Form Code of Conduct.

A copy will be returned to you for your own records.

Signed: _____

Print name: _____

Date: _____