



The Astley Cooper School Sixth Form

Y12 Code of Conduct

Start Date: September 2020

Astley Cooper Sixth Form

Welcome to The Astley Cooper School, we are a mixed Co-operative Trust School. We are very proud of our Sixth Form and the individualised approach that we offer to our students, we know all our students and provide opportunities for all abilities. Despite our small size, to offer a wide variety of courses across the two sites. We also work closely with Adeyfield and Longdean School in our Co-operative Trust partnership to deliver combinations tailored to individual needs. All courses have specific entry requirements.

Sixth Form Education provides a transition between compulsory education and higher education, training or employment. Students are encouraged to achieve academic success while also developing as individuals and preparing for their future choice of employment. We pride ourselves on our individual support of students so that they can make the best possible use of their time in the Sixth Form and use this as a springboard to ever greater success in the future.

Sixth Form study is both challenging and rewarding. Students are supported in taking more responsibility for their learning and are expected to undertake individual study outside of lessons. It is essential that students are committed to their learning to achieve greatly so they can move on to higher education or into a career. They are encouraged to make full use of the school's excellent ICT facilities, including a dedicated Sixth Form study area.

PASTORAL CARE

As well as subject teachers all Sixth Form students are allocated a Form Tutor who oversees their personal development and provides individual guidance in one-to-one tutorial sessions throughout the year. We will also support you with advice and guidance on your next steps Post 18, whether this is university, an apprenticeship, a gap year or work.

We also offer our students financial support through our school bursary. This can be used for buying equipment, paying for additional courses, transport fares and costs incurred while on work experience.

Students participate in PSHE lessons once a week which are tailored to the needs of young adults and covers topics such as study skills, time management, money, driving and living in the wider world. We also provide external speakers during the year such as drug awareness, mental health and well-being, gambling and safe driving talks.

NEXT STEPS

All students complete an individual learning and career plan and are supported in finding work experience tailored to their interests and future career ideas. Students also attend careers events such as The Uni and Apprenticeship Show and UCAS Fairs. The process of applying to University is supported through PSHE lessons where students will look at writing a personal statement, choosing and applying to a university. Students will also look at preparing their CV's for a job and discuss possible gap year opportunities that are available.

We work closely with The University of Hertfordshire and Bedfordshire to provide a range of opportunities for our students.

STUDENT COMMITMENT

The Astley Cooper School encourage students to enter the Sixth Form who have decided to commit themselves to the high expectations and academic standards of the school. The transition from GCSE to A-Level and Level 3 BTEC courses is massive and it is very important that students work in and outside of lesson time to ensure they achieve great academic success.

The Sixth Form experience will provide:

- A learning environment within which students can aim to reach their full potential
- A friendly, caring and supportive environment
- A tutor team that monitors progress and provides guidance and assistance in setting targets for improvement
- Guidance and support for university entrance, apprenticeship applications or employment
- Suitable areas of study
- An on-going monitoring and tracking process within which there will be parents' evenings, written reports, interim assessments and interventions

PERSONAL DEVELOPMENT

Being a Sixth Form student is more than just gaining qualifications, it is about becoming a good well-rounded individual. We offer a wide range of activities that provide students with the opportunity to develop themselves which students will be able to add to a CV and UCAS applications.

Some of the opportunities on offer include;

- Active Citizens
- Running a school club such as music, drama or sport
- Helping with lunchtime duties
- Being a mentor to younger students
- Supporting KS3 forms
- Duke of Edinburgh awards
- Interact Club
- School Council
- Head Boy, Girl Team

Each year we appoint a Head Girl and Head Boy; these whole school appointments have a very important role in the school. Being the senior students and ambassadors in the school they are role models and are looked up to by younger students. They are given responsibilities such as; promoting the sixth form, running social events, speaking at school events and helping the school council with promoting student voice.

Pre-Apprenticeship Programme

In an innovative exciting development, we bring together the worlds of education and business. This unique programme in Dacorum is a combination of in-school study and work in local placements. It is an ideal preparation for a traineeship or apprenticeship. Input from local employers, Pearson and the Careers and Enterprise Company has ensured that our students will be equipped with exactly the right skills for work in designated sectors and are accredited with appropriate qualifications.

The programme includes two days a week in a placement, which is carefully tailored to the student and two days in school completing units in employment skills alongside the opportunity to improve on grades in English and Maths or study the Extended Project Qualification. Our dedicated learning mentor supports these students.

This programme will give the students a skill set that will give them a head start and make them stand above other candidates of the same age when applying for jobs. This course will need perseverance and commitment from students especially when they are out at work.

MONITORING

Monitoring is a crucial part of making sure students are on target. Data is collected across the year and reported home, so you can see how your child is performing. We also hold parent's evenings to allow you and your child to discuss their grades with their subject teacher.

All students will be given a target grade when they start in Year 12. This is taken from their GCSE grades and their progress score. Students will then be assessed in their subjects across the year and teachers will enter data into our school system.

We then colour code the data as follows:

Red – Students 3 or more grades below their target across all their subjects

Amber – Students not reaching their target by 2 grades across all subjects

Green – Students exceeding their target grade by 1 or more in all subjects

If a student is on Red, they be closely monitored during study periods and may be asked to attend school on a Friday. Friday home study days are a privilege and students may be asked to come in to catch up with work or attend intervention sessions.

SOCIAL DISTANCING GUIDELINES

As from September 2020, the school day has been altered to meet Government guidance to keep staff and students safe while in school due to the Coronavirus pandemic.

Year 12 and 13 will be classed as a 'year group bubble' and all lessons will be taught in the sixth form block where students must remain throughout the day. Students must be at their first lesson for a 9:00am start and will remain in school until 3:15pm. **For health and safety Sixth Form students will not be able to leave the school site at break and lunch time until further notice.** Sixth Form students will have access to the canteen during a specified time where they can order food.

Students travelling to another school for their lessons on the school minibus will need to adhere to guidelines and wear a facemask. The bus will be cleaned thoroughly after use.

Students must bring in their own equipment – folders, writing equipment and textbooks. Students may wish to bring their laptop to work on however this is done at their own risk.

EXPECTATIONS

When students join the Sixth Form it is important that they are aware of what is expected of them. Students often struggle with the transition from Year 11 to Year 12 in the first term.

Sixth Form Students will need to agree and sign to meeting the following expectations:

1. Students are to attend all lessons and registrations on all sites punctually, including private study lessons. Student's attendance must be above 94%.
2. Students must take responsibility for their own learning, complete all homework that is set and use private study time in school effectively. Students will also ensure they catch up on any work missed through absence.
3. Students must know that they are a role model for other students and will comply fully with the Sixth Form Dress Code (see leaflet), always wear their ID badge and demonstrate courtesy and respect towards others.
4. Students will take a positive and active role in the Sixth Form, including attending all form times on both school sites, PSHE and PE sessions and contributing to the school through volunteering and attending school events in the evening.
5. Students are expected to behave in a manner that is respectful towards others. This includes being quiet during study periods in the study area, LRC and other areas of the school. Students are also required to use the school's IT system and Wi-Fi appropriately and check emails daily.
6. Students are not to leave the school site during the day until further notice, except when they travel to a consortium school for a lesson. They are then expected to sign out and in on their return to school.

If you have any concerns about your learning or any aspect of school-life, please let a member of the Sixth Form team know as soon as possible so that the issue can be dealt with as quickly as possible.

SIXTH FORM DRESS CODE

Sixth Form students are expected to set an example to the rest of the school through their high standard of business-like dress and the way they present themselves.

Parents and students choosing to attend Astley Cooper and Adeyfield Sixth Form do so in the full knowledge of what our dress code requires of students.

Formal business wear

- Dress, skirt or tailored trousers
- Blouse or shirt with collar and tie
- Tailored Jacket
- Smart Jumper or Cardigan
- Smart business Shoes

Shirts should be tucked inside trousers or skirts

No strappy vest tops, tops that show midriffs, low-cut or see through tops allowed. Floaty or beach style dresses are not allowed.

If a skirt or dress is worn, it must be of a respectable length, no more than 10cm above the knee. Skirts that ride up due to over stretch material are not acceptable.

Outdoor clothing (hats, scarves, gloves, coats, hoodies) are not allowed to be worn inside the school building

Jeans, leggings, sweatshirts or t-shirts are not allowed

Make up and jewellery should be kept to a minimum to follow the whole school policy. Only one small piercing on each ear. No other piercings are allowed. Hair must be a natural colour and may not be extreme in style.

Shoes must be smart, no exaggerated heels, trainers, canvas shoes sandals or flip-flops. You should be able to wear these shoes to work or a place of business.

Any student who breaches the school dress code can expect to be sent home to change.

Sports Kit is necessary equipment for all core PE lessons. It is essential that the sports kit is appropriate and is only worn for PE, BTEC Sport and Dance practical lessons.

SIXTH FORM CODE OF CONDUCT

This code is designed to ensure Astley Cooper Sixth Form is an environment which is clean and safe, allows students to maximise their educational opportunities and prepares them for the working world. Any breaches of this code will reflect the school discipline process and may also involve loss of various Sixth Form privileges.

1. OFF SITE PRIVILEGES: **Students must sign in/out** with Mrs Allen when travelling to a consortium school for lessons **only** or if they are going home for any medical reason. Students must not leave the school site at either **break or lunch times** until further notice. and if they are going home for any medical reason. Students **must attend all** lessons during the school day including PSHE, study periods and PE. Truancy or attendance issues may lead to privileges being taken away or be asked to stay in school to attend the 'extra time' sessions on a Friday. Y12 or Y13 students who want to use the sixth form area to work on a Friday must sign in and out with Mrs Allen as well.
2. ON SITE ILL HEALTH: Students who feel unwell in anyway during the school day should report to Medical at reception or Mrs Houchin (ACS) who will assess the student and if appropriate will make arrangements for the student to go home. **No student can sign themselves out** as unwell until they have spoken with Mrs Houchin or medical.
3. ATTENDANCE: The school must be informed if students are not going to be at school due to illness. Students who are going to be out of school for a valid reason must ensure they collect a blue leave of absence form to notify the sixth form team in advance of absence. Students must ensure they complete work that they have missed. If the school is not informed of any absence, truancy calls are issued.
4. FIELD: Students may use the field when open in the spring and summer terms at break and lunch only. The field should not be used as a working environment. Students will have access to their own outdoor bubble space.
5. EQUIPPED FOR LEARNING: Students are required to have the correct work and equipment for each lesson each day, including core PE lessons once every two weeks. Students may be dismissed from that lesson in order to produce the missing work by the end of the lesson and be expected to catch up on the work they then missed. We encourage all our students to bring their own laptop to school for lessons and independent study periods.
6. ACADEMIC INTEGRITY: Cheating, in any form is unacceptable, including plagiarism. Students must not copy the work of others, nor allow their work to be copied for any aspect of their study.
7. EXTREME WEATHER: The Sixth Form dress code may be relaxed by leadership in extreme weather conditions e.g. wearing of boots when icy or no tie when hot. Students will be informed of this change if this is the case by their form tutors or social media. The Sixth form twitter page is **@ACS_SixthForm**

8. **FOOD:** The only areas where students can eat and drink (other than water) are the Sixth Form, the canteen (after social distancing restrictions have been relaxed) and on the field (when open). No food can be ordered to the school, no food from outside of school is allowed in the school buildings. Food/plate/cutlery brought from the canteen and consumed in the Sixth Form centre must be tidied, washed up and taken back to the canteen otherwise this privilege may be taken away. A takeaway box and own cutlery are advised for this situation.
9. **CARE OF COMMUNITY PROPERTY:** Students should immediately report any damage and explain the circumstances. The Sixth Form Centre is used by several people and may also be used for some lessons and everyone needs to take care of it: students should throw away their litter. **No games** (cards, board games, electronic or ball games) to be played during lesson time – they can be played at break and lunch time only. Students may not sit or stand on tables or put feet on seats/tables. Please do not put your bags on seats. The **computer study area is for quiet working** not for conversations. Printing is covered by the school and must be signed by Miss East. Please ask Mrs Houchin to fill out a green slip for more credit. The library and empty computer rooms may also be used as an area of work when notice is given.
10. **CARE OF PERSONAL PROPERTY:** You can use the lockers to store things; please see Mrs Houchin for this. Students must be responsible for their own belongings.
11. **DIGITAL/ELECTRICAL EQUIPMENT:** Students are encouraged to use their own laptop during study periods in the sixth form area for educational purposes. Wi-Fi codes will be given in September. Students may listen to music in the Sixth Form Centre as long as they are wearing headphones. Please **do not wear** headphones/earphones **outside of the Sixth Form Centre** in the school buildings. You will be asked to remove these by members of staff and may have your phone confiscated.
12. **INTERACTION WITH OTHER STUDENTS:** Students must be aware that if they interact through social media, they are unable to control any information that is placed in the digital world. Students should avoid leaving digital footprints. Interaction in the Sixth Form Centre should be kept quiet and must not disrupt anyone from working.
13. **DRIVING:** Students are not permitted to use private study lessons for driving lessons. Students are also **not allowed to drive and park on school site**. Parents can use the visitors' spaces if they are visiting a member of staff. Students that drive to school must ensure they leave enough time to find a place to park outside the site that isn't restricting the residents and public access vehicles. Student vehicles are left at their own risk.

Student and Parent Agreement

I can confirm that I have read the six expectations, dress code and code of conduct and will follow this throughout my time at Astley Cooper Sixth Form. I understand that if I do not comply with the above then I will jeopardise my place in the Sixth Form and any bursary payments due to me may be withheld.

Student Name _____

Form _____

Student Signature _____

Parent Name _____

Parent Signature _____

Date - _____

Please hand this into your form tutor on your first day in September. This will be kept in your student file.