



Year 12 & 13 Expectations – Attendance, Appearance, Behaviour, Safety & Property

Attendance	Appearance	Conduct	Safety	Property
Full time attendance and presence at all registration periods and timetabled lessons is required. Students must be in School by 8.40am and should be punctual for all parts of the School day. If students are late for School, they must report to the Sixth Form Mentor to sign in late. Arrival after 9.30am will be classed as an absence and a Request for Absence form must be completed via the School website. Sixth Form students are permitted to leave the School premises from 12.30pm provided this is during lunchtime or a study period. Absence must be reported to the School Office by parents before 9.30am on the first day of absence. Parents must also explain the absence by phoning or emailing the School Office. Pre-arranged appointments must be notified to the School by parents in writing using the Request for leave of absence form available on the School website. The School requests that all appointments are arranged outside of the School day, where possible and that evidence is provided. For illness or accident, students must in the first instance go to the School Office. No student can go home without permission from the Sixth Form Team or Senior Staff. All students leaving the School premises for any reason MUST sign out.	School uniform is compulsory for all students. The School operates a Gate to Gate approach to uniform standards. School uniform must be worn correctly at all times, including on the journey to and from school. All items of uniform must be clearly marked with your name. Shirts should be tucked inside trousers or skirts. Top buttons must be fastened, and ties worn neatly. Skirts must be no shorter than knee length. Sixth Form students only are permitted to wear a single stud in each ear. No other jewelry is permitted. Natural-looking make-up may be worn. Make-up should be discreet and appropriate for the school environment. False eyelashes are not permitted. False nails are not permitted. Hair must be clean, neat and tidy and of one natural colour. All hair past shoulder length must be tied back around school and in lessons. Boys with facial hair are expected to keep it short and neat. The School reserves the right to make individual decisions about the suitability of a student's appearance and uniform whilst in School and will advise parents if necessary. Sixth Form students may be sent home to change. School shoes should be black and polishable. Trainers or boots are not permitted. While this policy sets out the school's general approach to behaviour and disciplinary procedures, the Headteacher reserves the right to exercise professional judgement and make decisions on individual cases as appropriate, taking into account the specific context and circumstances involved.	Students are expected to refrain from rudeness, discrimination, bullying, aggression, or any form of violence. Students are expected to be polite, kind and supportive of others. Students are expected to respect others' privacy. Students must never open another student's locker or bag and must not attempt to access another student's online user accounts. Gambling of any kind is not permitted. Students are expected to follow instructions given by all School staff. Students are expected to keep the School clean, tidy and free of litter and chewing gum. Hot food and drinks are not permitted to be brought onto School premises. Hot drinks bought in the Bistro should not leave Sixth Form. Students are expected to have positive attitudes to learning and classroom work and submit homework on time. Students are expected to take great care and pride with their books and school resources. Students should have a physical planner and required equipment on them daily.	Students are expected to keep themselves and others safe. They should never be in possession of offensive weapons, smoking materials, drugs or alcohol or any prohibited item. Students must not enter licensed premises whilst identifiable as a Blue Coat student. Students must not activate the fire alarm without good and clear reason. Students are expected to be vigilant for safety. Students are expected to contribute to an orderly, calm and safe School environment. Students must not run on corridors. Students must adhere to the ICT AUP and ensure that they maintain high standards of behaviour and conduct when online. Students must sign in and out of the Clock Tower entrance when entering and leaving the School.	Expensive items (e.g. mobile phones, musical instruments or bicycles) should be covered by parents' insurance and clearly marked with the student's name. Bicycles must be stored in the bike racks provided by the School. We advise that non-essential valuables should not be brought to School. The School cannot be responsible for them. Loss of personal valuables should be reported to the School Office as soon as possible. Students must not have mobile phones or smart watches or air pods/earphones out in lessons or on corridors. They must be switched off and out of sight at these times. Sixth form are permitted to use their mobile phone in the sixth form common room only. Mobile phones, smart watches and air pods/earphones will be confiscated if seen by a member of staff if out in lesson or on corridors. Students will be issued an afterschool detention and will need to collect them from the School Office at the end of the day. Personal laptops can be used to study in the sixth form common area only. Personal headphones can also be used with laptops - students must connect to the school network. The school accepts no responsibility for these items and parental insurance would be recommended.