LYMM SIXTH FORM

Lymm High Sixth Form Code of Conduct

Lymm High School, Oughtrington Lane, Lymm, Cheshire, WA13 0RB
Telephone: 01925 755458 Email: info@lymmhigh.org.uk

Companies House Registration Number: 08171068 *(Registered in England & Wales)*

Headteacher: Mr Gwyn Williams

Visit our website for more information
www.lymmhigh.org.uk

LYMM HIGH SIXTH FORM
CODE OF CONDUCT

ATTENDANCE
Students to attend all timetabled classes, morning tutorials, supervised study periods and Life programme sessions, arriving punctually, and to notify us of any absence.

BEHAVIOUR
Students to always act as polite and mature role models within the school, showing respect to others and school property and to wear the appropriate business dress.

COMMITMENT
Students to participate in all aspects of school life, to do their best to achieve their full potential and take responsibility for meeting deadlines for the submission of their work.

MINDSET

The following are the skills that are essential for success at Sixth Form.

We expect our students to develop these skills, with support from teachers and tutors over the first year.

VISION
We aim to develop students who understand why they are studying at Sixth Form, who set themselves aspirational goals for their future and can develop action plans to achieve these

EFFORT
We aim to develop students who complete at least 24 hours of study outside of the classroom per week and build on the work set by teachers by completing their own proactive independent study

ATTITUDE
We aim to develop students who demonstrate appropriate behaviour and have the resilience and accountability to respond to a challenge or difficulty in a positive manner

SYSTEMS
We aim to develop students so that they have organised systems in place whereby they manage their learning effectively, using self-reflection and time management

PRACTICE
We aim to develop students who have effective methods of learning that involve active engagement in lessons, reviewing and consolidating subject knowledge outside the classroom and possessing the skills to apply content in exam situations

Attendance & Punctuality

Sixth form students must:

- Come to all lessons, supervised study periods (SSP), assemblies and registration on time, every day.
- Attend study groups as directed by faculties.

Independent Learning & Academic Commitment

Sixth form students must:

- Use study periods effectively by utilising the spaces provided in school, including the Upper and Lower Hexagon and N Block study rooms.
- Complete all assignments to the very best of their ability and meet all deadlines set.
- Complete at least eight hours of independent study per subject per week (one hour of preparation and one hour of consolidation work), equivalent to two hours of work for every hour of taught lesson time.
- Provide their own resources, paper, files and study materials.

Behaviour & Conduct

Sixth form students must:

- Be polite and respectful to all other students and staff at all times.
- Never distract or prevent others from learning.
- Listen carefully and follow staff instructions the first time they are given.
- Act as role models for lower school students.

Presentation & Uniform

Sixth form students must:

- Always wear sixth form uniform.
- Keep their mobile phone hidden and turned off at all times, except when in sixth form areas.

Contribution to the School Community

Sixth form students must:

- Participate in a range of enrichment activities beyond the classroom (students are required to engage in ten activities and record these on Unifrog).
- Respect and care for the school site and report any concerns to a member of the sixth form team.

Site, Facilities & Safety

Sixth form students must:

- Cars/mopeds must be registered and then can be parked in the designated sixth form car park only. Please note any vehicle brought onto the school site is parked at the owner's risk.

The school cannot accept liability for any loss, theft or damage to vehicles or personal belongings left within them.

- Only eat food in designated areas.

Our non-negotiable expectations of attendance, behaviour and commitment are explained in detail below.

Students should read these conditions carefully before signing the student contract so that they are fully aware of the systems used in our sixth form.

Attendance

Lymm High School Sixth Form recognises that good school attendance plays an essential part in academic and personal development for post-16 students. Students are expected to attend all lessons, including supervised study periods and registration each morning, aiming to achieve at least 96% attendance each year.

We will work with students and their parents/carers to ensure that each student attends school regularly and punctually. The Sixth Form will provide students, parents/carers and tutors with a termly attendance report, detailing current attendance data to support effective monitoring, early intervention and appropriate support where attendance concerns are identified. We do provide information about attendance and punctuality when asked to provide references for UCAS and other applications. We also reward students with excellent attendance and punctuality through prize draws and postcards home.

It is crucial that students see the link between attendance and academic achievement, and therefore we:

- do not allow holidays during term time
- expect students to inform us of any planned absences (e.g. university open days, hospital appointments and interviews)
- expect notification via Class Charts from a parent/carer in the event of illness – before 8.25am on the day of illness

We encourage all students to use their time wisely and attend each day from 8:25-3:10pm each day. In the event of students having a non-contact period P5, they can leave the school site at 1:15pm. Students are only able to take on paid work, make routine appointments or have driving lessons, during their afternoon non-contact time.

If a student is unwell this must be reported to school each day by a parent/carer by 8am via Class Charts, it is the student's responsibility to ensure they catch up on any work they miss. For any other absences e.g. unavoidable appointments, exceptional family circumstances, please report this to the sixth form attendance officer.

If there are any concerns over a student's attendance and/or punctuality, they will be required to meet with either their tutor or their Head of Year; a letter will be sent home and the student will be subject to a period of monitoring for at least three weeks. If this does not generate sufficient improvement in attendance, there will be a further meeting with their Head of Year, the student will

lose the right to leave site in the afternoon and will be required to report to N106 instead. If concerns over attendance remain after a further monitoring period, then the staged process outlined in the 'Failure to Meet Expectations' section towards the end of this code of conduct will apply.

In accordance with the Department for Education 16–19 funding rules for 2025–26 and 2026–27: students who do not attend for four continuous weeks (excluding school holidays) may be withdrawn from their programme of study unless there is clear evidence of an intention to return to learning.

Also in accordance with the Department for Education funding guidance[1], students could lose their right to free examination entry if their attendance falls below 85%, or if it means they have not completed necessary work.

To maintain high levels of attendance and maximise academic success, students are expected to adhere to the Sixth Form's 'Fit to Study' guidance. This guidance sets out clear expectations to help students (parents/careers) make informed decisions about their readiness to attend and participate fully in learning and identifies when additional support or intervention may be required to enable effective engagement in their studies.

Behaviour

Sixth form students are young adults who are expected to be role models for the younger students. They have also made a conscious decision to continue with their studies at Lymm High Sixth Form and have signed the contract stating that they have read and accepted the expectations outlined in this code of conduct. It is therefore expected that there should be no disruption of any kind within lessons and that behaviour around school should be exemplary. Expectations of behaviour are, quite rightly, significantly higher than in the main school: as a result, sanctions are likely to be more serious and applied more swiftly than they might be for students in years 7-11. This includes internal isolation, the use of fixed-term and permanent exclusions where students do not meet expectations.

Please see the whole-school policies on behaviour, drugs and exclusions & appeals for further details on typical consequences for certain incidents, particularly more serious incidents such as those involving illegal substances, violent conduct or refusing to comply with staff. For less serious incidents, the whole-school policy acts as a guide but the approach taken towards sixth form students will be a little more flexible than that in the main school. However, the following points ought to be highlighted:

- As in the main school, low level misbehaviour in class will bring a warning. If misbehaviour continues, a negative point will be awarded on Class Charts and a student may be exited from the lesson. The key difference here is that sixth form students exited from lessons will be sent to the sixth form area rather than another classroom.
- Any student exited from a sixth form lesson (including SSP lessons) will also be sanctioned by Head of Year. Parents/carers will be informed if this happens.
- Any student found smoking/vaping or to be in the presence of smokers/vapers on, or near, the school site will be sanctioned and parents will be informed.
- Refusal to co-operate with an instruction to be exited or cases of repeated exits from lessons

[1] 16 to 19 education: funding guidance - GOV.UK **"Institutions can apply reasonable conditions of attendance and completion of work in order to qualify for free examination entry."** It also states that institutions **must ensure that requirements for attendance and coursework are applied reasonably and set out to students from the commencement of their programme.**

will likely result in a fixed term exclusion followed by a readmission meeting with parents and an action plan being drawn up.

- Sixth form students who persistently fail to meet the expectations laid out in this code of conduct will be subject to the staged process outlined in the section 'Failure to Meet Expectations'.

Expectations in the Upper and Lower Hexagon and N Block Study Rooms

All students will have the following features on their timetable:

- ***Lessons*:** typically 8 or 9 hours of lessons per fortnight per subject, with subject teachers.
- ***Supervised (Silent) Study Periods* (SSP)**: 4 x SSP sessions per week will feature on students' timetables and during these periods students must attend the Upper Hexagon* and register with the member of staff on duty. Students are permitted to use their phone for the first 5 minutes to access ClassCharts if needed, and then mobile phones must be placed out of sight.
- ***Non- contact Study periods*:** where students do not have a timetabled lesson or supervised study period, they are able to choose where they study or, if this falls after lunch, they are able to go home. During this time, students are welcome to use the Library, Upper Hex for Silent Study or N block study rooms for quiet study, or they may choose to do a mixture of study and socialising with friends in the Lower Hexagon. Students are free to study in the free rooms available during these times, are allowed to use headphones and may use the time to work in groups.

*The Upper Hexagon is permanently staffed, students are expected to work in silence; the use of mobile phones or headphones is not allowed (after the first 5 minutes) and such items will be confiscated if seen and sanction of mis-use of phone will be issued on ClassCharts. Students will be asked to leave these areas if they are unable to follow these expectations and additional consequences will be applied in line with those used in the event of a student being exited from a subject lesson (please see section on behaviour for more details on this).

Commitment

Sixth form Independent Study / Homework Policy

As a full time student at Lymm High Sixth form, all students are expected to undertake a significant amount of study outside lessons. This additional study is essential if students are to achieve or exceed their target grades, and will help their preparation for university study.

Homework is set in order to:

- reinforce and consolidate work covered in lessons
- encourage independent and reflective learning
- develop a deeper knowledge and understanding
- prepare students for future lessons or assessments
- promote an interest and joy in learning
- enable teachers in to make a judgement about students' progress and level of attainment.

Homework will be varied in terms of tasks but it will always be relevant to students' courses, with vocational courses often constituting on-going work on students' assignments. We recommend that

for each Level 3 qualification A Level and BTEC, applied qualifications, students should study for a minimum of at least **eight hours per week, per subject** outside of lessons; this is roughly the equivalent of two hours independent study (one hour of consolidation and one hour of preparation) for each one hour of taught lesson time in most cases.

Students will be supported with the increased demands on their time through our tutorial sessions, and we certainly do not expect students to be fully independent from the moment they join us in Year 12. Much homework will be structured, but it is **important for students to realise that they are also expected to use their time outside lessons to review their notes, revise material covered in lessons and develop their understanding by reading around the subject**. Even if this is not specified explicitly by teachers every week, students must understand this and organise their time accordingly.

During periods in which there are examinations or controlled assessments, homework will normally be to revise, with the major emphasis being on completing past exam questions to fully prepare students for external examinations.

Where homework or lack of effort in lessons becomes a consistent issue, the staged process outlined in the 'Failure to Meet Expectations' section of this policy will be applied.

Academic Support

Supporting Independent Study

As students transition into sixth form, support is given to help students navigate their non-contact time effectively. Students are advised through targeted transition workshops, assembly, form and life programme sessions on how to use these periods for level three courses wisely and how work can quickly pile up and any student underperforming may have these non-contact periods withdrawn.

We monitor the academic performance of all our students carefully and where subject staff or the sixth for team, feel that students are not making the expected progress, or feel they need additional supervised study support, students will be entered for **additional supervised study periods**.

Students will also receive coaching and mentoring during this time, to prevent further issues arising in the future. This is explained below:

Key Supportive Interventions

SSP Boost

SSP Boosts are allocated by the Sixth Form Team.

Students are required to attend **two additional Silent, Supervised Study Periods (SSPs)** in the UHEX, per week. (This equates to six periods a week of SSP.)

This support is typically given to students who are **underperforming in two subjects**.

Progress is monitored by the Sixth Form Team and this intervention is **reviewed at the next assessment cycle**.

Students who make sufficient progress will return to four SSPs each week.

ASP (Academic Support Plan)

ASPs are allocated by the Sixth Form Team for students requiring more intensive support.

Students on an ASP will have **all non-contact periods removed** and must attend **additional supervised study sessions in N106/N103**, where attendance is formally registered.

This support is typically given to students who are **underperforming in all three subjects**.

Progress is monitored by the Sixth Form Team and this intervention is **reviewed at the next assessment cycle**.

Students who make sufficient progress may have their ASP reviewed and **non-contact periods gradually will be reinstated**.

Subject SSP (Subject-Specific Study Period)

Subject SSPs are allocated by the Head of Subject (HoS) or Head of Faculty (HoF).

Students receive **one additional SSP per week for a specific subject**. During this time, teachers set clear expectations and directed tasks.

Students are accountable for completing this work, which will be **checked in subsequent lessons**.

Subject SSPs can only be issued where a student is **underperforming in one subject only**.

Progress is monitored by the HoF/HoS/Teacher and this intervention is **reviewed at the next assessment cycle**.

Students who make sufficient progress may have their Subject SSP removed.

Reports

Each student will be given a target grade in each subject and this is the minimum grade we expect them to achieve. At each progress point subject staff will report on their progress towards this grade and they will receive the following:

Emerging grade – The emerging grades is an indication of the grades a student is likely to achieve at the end of their courses. This is based on their current performance and students continuing to work in this manner. If a grade has a + or – symbol, this means that there is a possibility of this grade increasing to the grade above (+) or dropping to the grade below (-).

Predicted grade – this is the grade we expect them to achieve at the end of the year if they continue to work as they currently are. This may be any grade and may or may not be accompanied by a '+' or '–' symbol which determines how secure each estimated grade is.

An attitude towards learning grade – this will indicate the student's attitude towards learning in each subject in accordance with the following (n.b. the minimum expectation is a Grade 2):

Grade 1 = Outstanding attitude to learning

Grade 2 = Good

Grade 3 = Inconsistent

Grade 4 = Inadequate

Those students with grade 3s or 4s will be picked up by the sixth form team for additional monitoring and support.

Where students are not making the required progress towards their targets, they will be subject to the following academic support system**:**

Academic Intervention	
Concern	**Action**
Concerns in one subject re work ethic. This may include failing to hand in homework on time, and / or completing work which falls short of our expectations.	Subject teacher conversation. Negative point awarded on Class Charts which will identify the concern raised by staff e.g. Lack of effort. In the event of late homework the student will be given 24 hours to hand this in.
Concerns in one subject regarding work ethic remain, with student showing little or no signs of improving. This may include persistent failure to hand in homework (one subject).	Further conversation with subject teacher, and Head of Subject/Faculty informed. Negative point awarded on Class Charts which will identify the concern raised by staff e.g. Lack of effort. Student may be referred to 'office hours' which involves staying after school, led by sixth form team. Additional SSP lessons may be allocated to student's timetable. Parents will be contacted by the sixth form team.
Concerns in more than one subject regarding work ethic.	Repeated negative points on Class Charts. Student will meet with their Head of Year and parents will be informed. Academic report monitored by Head of Year. Student loses the right to leave school early.
Concerns in more than one subject regarding work ethic remain, Head of Year report is not adhered to.	At this point, the staged process outlined in the 'Failure to Meet Expectations' section of this code of conduct will apply. (N.b. depending on the severity of the issue in relation to homework and/or work ethic, this staged process may be applied sooner)

Equipment, Dress Code and Appearance

Equipment:

Sixth formers are expected to have the right equipment for learning, including a bag, a pencil case (this should include a green pen for student reflections annotations during assessments), their own paper and appropriate storage folders.

Dress Code and Appearance:

The information below outlines the key aspects of the dress code policy.

All students are expected to wear either -

A school shirt and tie, accompanied by a black suit (matching jacket and trousers) and smart shoes.

OR

A school blouse, accompanied by a black jacket and skirt (not lycra or too short) or tailored trousers, black tights minimum 40 denier (if wearing a skirt), with smart shoes.

Students are also allowed to wear a black v-neck jumper under their jackets, this must not contain a logo of any kind.

Students following the BTEC Sport course must follow Sixth Form PE Departmental Unform Policy and can only wear sports clothes during practical sessions.

The following are **not acceptable:**

- casual clothing such as T-shirts, sports shirts, sweatshirts
- jeans, leggings, jeggings, jogging trousers, track suits or any hooded tops
- short skirts
- drainpipe trousers
- stomach/cleavage on show
- trainers or canvas shoes
- flip flops, sliders, sandals or Ugg boots
- any facial or visible piercings
- visible tattoos

Sixth formers who do not follow the dress code will be asked to make amendments or sent home to change. Sixth formers will not be allowed into lessons until these expectations are met. Persistent failure to meet expectations will be dealt with under the staged approach outlined in the 'Failure to Meet Expectations' section of this code of conduct.

Sixth Form Rewards

We recognise that students should rightly be rewarded where they demonstrate excellent:

- attainment
- progress
- attendance
- participation and contribution to enrichment
- contribution to the development of the wider local community
- leadership

The Sixth Form will issue rewards in several ways, including recognising achievement in lessons using the Class Charts 'positive' points system, sending postcards home, rewards breakfasts, celebration assemblies and on The Sixth bulletin.

Failure to Meet Expectations

This Code of Conduct sets out the expectations of sixth form students at Lymm High School. Failure to meet any of these expectations consistently will result in the following staged process being initiated.

Stage	Actions
Stage One	Meeting with Head of Year to discuss concerns. Parents will be informed and an action plan drawn up. A letter will be issued. Students will be reminded of this code of conduct and of the contract that they signed when they joined the sixth form.

Stage Two	If the terms of action plan are not being met and/or student continues to fail to meet the expectations set out in this code of conduct, there will be a meeting involving the student, parents and the Head of Sixth Form. This meeting will generate a letter to parents outlining our concerns and providing a clear written warning that the student's place in the sixth form is at risk should they continue not to meet expectations.
Stage Three	If expectations continue not to be met, there will be a meeting with the headteacher, where a final, written warning will be issued. If this warning is not heeded, then the student is likely to have their place at Lymm High Sixth Form withdrawn.

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Student Contract

The student contract summarises the key aspects of the Sixth Form Code of Conduct, which all sixth form students are expected to familiarise themselves with.

Sixth Form Student's academic responsibility & independent study

You are expected to recognise that, as a post-16 student at Lymm High School Sixth Form, you have chosen to be here and are therefore held to higher expectations than main school students.

You must take greater responsibility for your own learning and commit to at least **24 hours of independent study each week**, in addition to your lessons. This includes making effective use of SSP and your allocated study periods and be completing a 40-hour week of study.

You must always be fully prepared for lessons by bringing the correct resources, and you are expected to complete all homework on time and to a high standard.

Attendance, punctuality & absence

You must attend all tutor sessions, assemblies, timetabled lessons, and supervised study periods on time.

You are required to follow the attendance and punctuality policy fully.

If you know you are going to be absent, please ensure your parent/career contacts sixth form to confirm your absence and make sure you complete any work you miss.

You must ensure that holidays are not taken during term time.

Behaviour, conduct & expectations

You are expected to follow the behaviour policy and respond positively to guidance from staff.

You must act as a role model for younger students at all times.

You are expected to follow policies on equality and respect, take responsibility for the school environment, and treat all students and staff with respect at all times.

Enrichment, leadership & contribution

You are expected to take an active role in school life by contributing to at least one area of extra-curricular activity, whether in your Hall, the school, or the wider community.

You should also take opportunities to show leadership and contribute positively to the school community.

Dress code (professional standards)

You must follow the Sixth Form professional dress code at all times.

You should understand that if you attend school dressed inappropriately, you may be sent home.

IT use & online safety

You must follow the Sixth Form computer and mobile phone use policy and the wider school online safety policy at all times.

Transport & safety on site

If you bring a car or motorcycle onto site, you must comply with the permit policy.

You are expected to behave safely and responsibly at all times while on school premises.

Examinations

You must attend all examinations punctually (15 minutes before exam start time).

You should understand that if you do not attend an exam without a valid reason, you may be required to pay the exam fee.

Please sign to show you have read the Code of Conduct in full and to indicate that you agree by its terms, including the clear understanding that your place in the sixth form may be withdrawn at any time if you do not follow the expectations contained in the Code of Conduct.

Name:

Signature:

Date: