



# Dallam School

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## SIXTH FORM CODE OF CONDUCT

Dallam Sixth Form is committed to provide the highest quality of education and to offer opportunities to students who have the ambition, motivation and desire to live life to the full. The student working together with their friends, parents/carers and teachers will be key to success.

Our aim is to develop confident young people, capable of independent learning, ready and willing to operate as responsible and effective members of the community and equipped for the challenges of life after Sixth Form.

The Sixth Form code of conduct is a reminder to all the stakeholders of their responsibilities. It is essential that students do their best to ensure their responsibilities are met; this will enable them to develop their full potential both academically and as young adults.

The privilege of joining Dallam Sixth Form brings with it both rights and responsibilities. You will become influential role models within the whole school community which will bring with it constraints and benefits. You must accept this as part of the package of being a Sixth Form student and remember that support and understanding does not conflict with the application and enforcement of rules. Where a student fails to meet the terms of this agreement there will be a range of graduated responses including verbal and written warnings, and ultimately, a review of the right of the student to remain in the Sixth Form.

Mr. Henneberry  
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## Dallam Sixth Form Code of Conduct



As a student in post-16 education at Dallam Sixth Form, I agree:

### LEARNING AND ASSESSMENT

- 1) to be prepared for all lessons, including having appropriate writing materials and equipment
- 2) to arrive punctually for school at 8.50 am and attend ALL lessons/tutorials, registrations, tutorials and assemblies as required. Failure to attend 95% of lessons *may* result in examination non-entry
- 3) to complete ALL work on time and to fulfil *ALL* commitments undertaken
- 4) to make sure that all work submitted for assessment is my own and is referenced correctly
- 5) to use independent learning time effectively to review performance and act upon set targets; recommended minimum 4 additional hours per week per subject, not including homework
- 6) to respect the working atmosphere of the Sixth Form Centre during study periods and work quietly
- 7) to avoid engaging in behaviour which disrupts teaching or learning
- 8) to adhere to the Sixth Form acceptable use of mobile phones
- 9) to use mobile phones and/or headphones for educational purposes in the Sixth Form Centre only. Staff will remove items that are seen outside this area and students will be able to collect at the end of the day from the Sixth Form Office

### SAFETY AND RESPECT

- 10) to respect and support other students and staff
- 11) to wear a lanyard around my neck when in school as ID. This is a safeguarding requirement and must be visible at *ALL* times
- 12) to contribute positively to the Sixth Form ethos, including being a good role model contributing to the wider life of the school, and contributing to a positive, safe and supportive environment for all students and staff
- 13) to adhere to the dress code at all times and remove outdoor clothing when in lessons
- 14) to care for the school environment, particularly the Sixth Form Centre
- 15) to ensure that alcohol, tobacco, e-cigarettes or any other illegal substance is neither used/taken during school hours or during any school related activity or brought onto the school site
- 16) to ensure that visitors are not brought onto the school premises without prior arrangement

### COMMUNICATION AND ORGANISATION

- 17) to opening and reading school emails at least once per day
- 18) to keeping parents/carers informed about important school matters
- 19) to inform the Sixth Form Pastoral Coordinator of all known absences
- 20) to sign in at the Sixth Form Office if late
- 21) to complete a Leave of Absence Form via the Sixth Form SharePoint for known absences prior to the date of absence, with 7 days advance notice (where possible)
- 22) to avoid taking holidays during term time
- 23) to ensure that afternoon registration is logged either through lesson registration or signing in at the Sixth Form Office if period 4 is a study period
- 24) to use the Sixth Form Office to sign out and in if leaving the school site during the day for approved appointments
- 25) to ensure that school work takes priority over a part-time job which should not exceed the recommended 9hrs/week, and not engage in any paid employment during school hours

We ask parents/carers:

- 1) to support the Sixth Form through the implementation of the code of conduct
- 2) to telephone the Sixth Form absence line before 8.50 am on days your son/daughter will be absent
- 3) to provide retrospectively a letter to authorise all absences due to illness etc.
- 4) to avoid taking holidays in term time
- 5) to attend any Parents Evenings or meetings concerning your son/daughter's education
- 6) to encourage personal responsibility and learning independence

As a Sixth Form, we will:

- 1) provide you with well planned, challenging and appropriate lessons
- 2) set work regularly, mark and return it promptly providing guidance on how to improve with the expectation that each student will address areas for improvement
- 3) ensure that appropriate work is set if a teacher is absent
- 4) ensure that parents/carers are contacted each day for any student who has not attended school without a valid reason or communication as to their absence
- 5) provide you with advice and guidance which will enable you to successfully apply for higher/further education, apprenticeships or employment

Year 12 and 13 students need to meet the conditions of this contract. Each student will be given a fair opportunity to change their behaviour to meet the conditions of the contract. However, if they continue not to meet one or more of the conditions, we reserve the right to ask a student to leave the Sixth Form. Parents/carers will be kept informed of any issues that arise.

