

Paulet High School	School Policy Document		
Document Title	Paulet 6th Form policies and procedures		
Document Status	Approved	Approved Date	July 2016
Document Owner	Deputy Headteacher	Review Date	July 2017
Audience:	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Governors <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>

Paulet 6th Form College policies and procedures

Attendance

The 6th form college expects students to be present and punctual. Students are expected to:

- Register with their learning mentor each morning, this will include a weekly extended form time slot and an assembly
- Maintain an attendance rate of over 95%, this will be a condition of continuation into year 13
- Follow the guidance to improve when attendance is between 90% and 94%
- (Ask a parent/carer to) contact the College on 01283 239792 between 08:30 and 08:45 to notify the office of any absence
- Bring in a letter/proof of reason for absence as soon as they return

Holidays during term time are not authorised. Any holidays taken during term time will count against the student's cumulative attendance percentage. We are often required to comment on students' rate of absence in references which are requested by universities and future employers. Holidays will be classed the same as any other form of absence.

Dress Code

- Students are required to dress in a smart/casual manner whilst in the 6th Form. For boys this is black trousers/jeans, a shirt or polo shirt and shoes. T-shirts should not be visible underneath shirts. For the girls this is black trousers/jeans/skirt of a modest length, a smart top/blouse and shoes. Smart/casual does not include T-shirts, ripped jeans, pumps or sportswear.
- Students, like all adults on the school site, are required to wear their ID badges so as to be visible at all times.
- For PE practical lessons, students should change at the beginning and end of the lesson, and be back in their school dress with ID badge for the start of the next indoor lesson.

ICT

A number of ICT facilities are available for students use throughout the school and the 6th form college. Users are expected to adhere to Paulet High School and 6th Form College's ICT security policy and all will be required to sign an acceptable use agreement.

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Disciplinary Procedure

- The vast majority of students behave excellently, and are wonderful ambassadors of the 6th form. High standards of effort and behavior during lessons, free time, and on trips/visits are an expectation of all.
- Where a student consistently fails to meet expectations, they will be treated fairly and reasonably in line with the main school's disciplinary policy. Students will often be placed on contract in order to monitor performance and ensure they meet expectations. Should they fail to comply with the instructions mentioned on this contract, further action will be taken.
- As with all public buildings, there is a strict non-smoking policy inside our buildings (this includes e-cigarettes). Smoking on school site (including footpaths and playing fields) is a disciplinary offence. Smokers who wish to consider quitting should arrange an appointment with the school nurse.

Deadlines

Students will be set a variety of deadlines throughout their studies, and it is vital that they stick to them. Learning mentors will help students to manage their time more effectively if they feel under pressure and unable to cope with the workload. If students repeatedly miss deadlines:

- The mentors will provide help to enable the students to manage their time more effectively. The student should reflect on how much time they spend doing non-school work (e.g. paid employment) and how much time they spend socialising.
- Study catch-up will be set for students who fall behind with their work – attendance is compulsory.
- Subject teachers may put students on a level 2 contract, which will outline clear expectations which will be reviewed after an agreed time interval.
- Subject leaders may put students on a level 3 contract, which will outline clear expectations which will be reviewed after an agreed time interval.
- The Head of Year or Assistant Head of Year may put students on a level 4 contract, which will outline clear expectations which will be reviewed after an agreed time interval. This will involve students being on site 8:30am-3:00pm daily.
- Students who repeatedly miss deadlines and/or who fail courses due to missing coursework and controlled assessment deadlines may be asked to leave the 6th Form.

Photographs

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A variety of photographs will be taken of students during their time with us. They are used for a variety of reasons including wall displays and the prospectus. If the parent/carer requires their young person not to be included in such material, they should write to the 6th form office.

Examinations

Students are bound by the examinations policy of the school they register at. Examinations are paid for by the school for the first sitting. Students may be required to pay to re-sit an examination and deadlines apply. Requests for re-sits after the deadline will attract a higher fee. Students who do not attend examinations or submit coursework (by the deadline) for which they are entered will be charged the value of the examination.

Subjects

Students are required to study a minimum number of subjects to make-up a 'full time' timetable. Students must not drop below this number of subjects or else they may be asked to leave. In some cases students will have directed study time forming part of their timetable. It is vital that all students familiarise themselves with the course content before starting it, and make a prompt decision if they need to change courses. Course changes will not be allowed after the course change deadline. The deadline for course changes is 30th September 2016. After this date, students will not be allowed to change courses, or be allowed to drop subjects.

Part time work

We recognise the valuable experience that working part-time can provide, however, students should not work more than 10 hours per week. It has been proven that when students work more than 10 hours per week, this begins to have a detrimental effect on their academic performance. The impact of late nights on a student's ability to concentrate the following day should be considered, many of the more reputable employers in the town will not allow full time students to work late at night. Full time students should also never be working during school hours.

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Parking

Six parking spaces are available for 6th form use, requests must be submitted to Mr Bayliss and ½ termly passes will be issued according to need.

We agree to the policies and procedures as outlined above.

Student Signature _____

Parent/Carer Signature _____