

### **Carlton le Willows Academy Sixth Form Code of Conduct**

By choosing to study at Carlton le Willows Academy Sixth Form students are committing themselves to our expectations. We are dedicated to providing high-quality teaching, support, and guidance. In return, we expect our students to adhere to our strict Code of Conduct.

Outlined here is an agreement between students and Carlton le Willows Academy Sixth Form.

- I will adhere to the general rules and policies of Carlton le Willows Academy. I will behave maturely whilst on Academy premises, and in the wider community.
- I will aim for 100% attendance to all lessons and sessions. I understand that if my attendance falls below 95% and / or causes concern, I will be subject to disciplinary stages and my attendance will be closely monitored (see page 2 for the disciplinary stages process).
- I will arrive at lessons on time. I understand that if I am regularly late raising concern, I will be subject to disciplinary levels and my punctuality will be closely monitored (see page 2 for the disciplinary stage process).
- I understand that in the event of unavoidable absence my parent/carer will contact sixth form attendance during the morning of each day of absence. I agree to arrange routine appointments and other activities outside of the Academy day.
- Between 8.25am and 3.30pm, I understand that I must be available for lessons, form time and other school activities (some of which may be one off events). I must not arrange other activities during this time (for example driving lessons, paid work or appointments).
- If requested, I will make myself available to attend compulsory booster sessions or one-off 'drop-down events' before or after my timetabled lessons, and engage with all support provided.
- I will arrive at sixth form suitably dressed for a working environment and adhere to the dress code
- I will wear, and visibly display around my neck, my sixth form ID badge at all times.
- I will electronically sign in and out at the terminal at South whenever I enter or leave the Academy site.
- I will take responsibility for my learning and use my Directed Study Hub Periods and Independent Study Periods effectively, completing assigned work and undertaking extra reading and research. I will arrive at Sixth Form equipped and ready to learn.
- I will complete all homework and coursework on time and to the best of my ability.

- I understand that if I am not using my Independent Study Periods effectively, causing concerns for my progress, I will be required to attend additional Directed Study Hubs (which will be added to my timetable) to support my learning.
- I will not use my mobile phone during lesson, or outside of the Sixth Form block, unless given permission by a member of staff.
- I will not wear headphones during lesson, or outside of the Sixth Form block, unless given permission by a member of staff.

Stage	Typical reason	Action	Period before de-escalation
1	Concerns raised about attendance (drops below 95%)	<ul style="list-style-type: none"> <li>• Attendance Officer to issue an Attendance Report.</li> <li>• Initial conversation and warning delivered.</li> </ul>	If an improvement in attendance is seen after 1 week, the stage 1 will be removed
2	Attendance falls below 90% OR no improvement on Stage 1	<ul style="list-style-type: none"> <li>• Formal review meeting with Attendance Officer/Learning Manager.</li> <li>• Subject teacher feedback gathered to assess academic impact.</li> <li>• Follow up meeting date set</li> <li>• Parents/carers informed</li> </ul>	If an improvement in attendance is seen after 2 weeks, student will return to stage 1
3	Attendance falls below 85% OR no improvement since stage 2	<ul style="list-style-type: none"> <li>• Parent/carer meeting required with Head of 6<sup>th</sup> Form</li> <li>• Student and parent sign an Attendance Contract</li> </ul>	If an improvement in attendance is seen after 3 weeks, student will return to stage 2
4	Further decline in attendance/breach of Attendance Contract/Failure to engage with interventions	<ul style="list-style-type: none"> <li>• Can only be actioned by Head of 6<sup>th</sup> Form</li> <li>• Final Warning Letter issued to student and parents</li> <li>• Invitation to a Senior Leadership Programme Review meeting</li> </ul>	If improvements are made and maintained for 4 consecutive weeks, student will return to stage 3. Failure to improve may result in the student being removed from one or more courses and placed onto an adjusted study programme.

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Delta Academies Trust

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