

Wellington School
Sixth Form
Behaviour and Appearance
Code
2017~2018



Name.....

Tutor Group.....

I can confirm that I have read and accept the behaviour and appearance code that forms part of my membership of the sixth form at Wellington School.

Student Signature.....

WE/I can confirm that we/I have read and accept the behaviour and appearance code that my son/daughter has to follow in order to be a member of the sixth form community at Wellington School.

Parental Signature.....

The Governors of Wellington School reserve the right to update this contract. Any updates will be posted on the school website www.wellington.trafford.sch.uk

This contract outlines the conduct and dress code specifically tailored to the sixth form students. However, the sixth form students will also be expected to adhere to the code of conduct outlined in the Schools behaviour and appearance code.

STUDENT CODE OF CONDUCT

The following standards of behaviour and appearance outline the expected conduct and attitude of all sixth form students at Wellington School. It is important to acknowledge that compliance with the following requirements is compulsory and continual failure to meet these standards could jeopardise a student's place in the sixth form.

Being a Role Model

- First and foremost be respectful at all times to both your peers and staff. Our school community belongs to all of us and every individual, has the right to feel safe and comfortable in our community
- Be proactive and act accordingly if you see something is not right around school
- Use Social Media/Internet in a positive manner and not in a personal or destructive way
- To adhere to the Sixth Form Dress Code and whole school policy on hair styles.
- To behave in a responsible and co-operative manner. Students are expected to be mature and adult in their approach, maintaining standards and expectations at all times. A Wellington Sixth Former is not here to solely serve his or her interests but to be a positive role model to the rest of the school.
- Mobile phones / iPods are allowed for discreet use in designated Sixth Form areas or with the permission of a teacher in lesson for an appropriate reason, however, they should not be used or be visible around the school site. They MUST be switched off outside the Sixth Form area. If a student is using a mobile phone outside the sixth form area, it will be confiscated and only returned at the end of the School day.

Whole School Commitment/Contribution

- To commit fully to the school ethos and culture
- To take part in any year group based activity including the university residential visit. Attendance at this is not optional and work outside of School will not be accepted as a reason for failure to attend.
- To contribute to the whole school community during the year assisting staff and students when asked. All students should aim to contribute to the School community a minimum of three times during the academic year.
- To give freely of your time for the greater benefit of the school and our local community
- To fully take part in the personalised programme of enrichment.
- To organise a Professional Work Placement that is meaningful and relevant
- To ensure that school work takes priority over paid work

Sixth Form Studies

- To complete all work on time, meet set deadlines and subject expectations.
- To bring all necessary equipment, including books, folders and stationery to all lessons and all Independent Study sessions.
- To act upon any teacher feedback given and utilise this in order to make required progress.
- To attend every timetabled lesson and Independent study session. Failure to do so will result in the student being asked to stay for an hour at the end of the same day to make up any time missed.
- It is the responsibility of the student to catch up on all work missed due to unavoidable absences and to arrive at the next lesson fully prepared, having caught up on missed work.
- To be punctual when arriving to both tutor sessions and subject lessons. Students should take any required folders from the common room to morning or afternoon tutor and then go straight to lessons rather than returning to the common room to collect their folders.
- Any student who is persistently late for either morning, afternoon registration or lessons will be asked to attend a formal interview and further action may be taken.

Sixth Form/School Facilities

- To treat the school and sixth form environment with respect. This includes the care and appropriate use of all the sixth form facilities, common room and private study. The facilities are for everyone and you are responsible for ensuring they are kept to the expected standard. If found not to be the case, you could be excluded from the use of these facilities
- Common Room – You must take responsibility for where you sit and eat, leaving it tidy and litter free. If found not to be doing this, you will be excluded from the use of the common room.
- Common Room- your personal belongings and folders should be stored in your own cupboard section. Anything left out at the end of the School day will be placed in a storage container. Any content still in the container on Friday will be taken to lost property.
- Students should not enter restricted areas such as the Finance and Business Centre without permission.

Independent Study

- To attend all timetabled private study sessions and to use this time effectively. As stated above any missed sessions will result in the requirement for the student to stay for an hour after School, the same day. Paid work outside of School will not be accepted as reason for failure to make up this time.
- To adhere to the conditions of working in the Independent study suite, respecting the rights of others to have a silent study space.
- To complete each compulsory and optional Independent study task set by departments and hand these in for additional feedback.
- No eating or drinking in the Independent study area.

Dress Code 2017~2018

Students are expected to dress formally and appropriately for a business/professional working environment.

GIRLS

- Dark **formal appropriate length** skirt (no more than two inches above the knee/or **a smart formal trouser suit**.)
- Suit jackets MUST be worn at all times on the school site
- Dark smart shoes. Trainer type shoes/Casual/Non Formal boots are not allowed
- Smart, high cut, plain coloured tops / blouses which cover the chest and the tops of trousers (no exposed midriff). The length of the top should not fall below that of the jacket. Strappy vest tops are not allowed.
- Discreet jewellery (no more than two sets of small earrings in each lobe, one necklace, one bangle).
- Scarves of any description MUST NOT be worn on the school site
- Hooded tops are not to be worn on the school site

BOYS

- Dark formal suit. Suit jackets MUST be worn at all times on the school site
- Shirt and formal tie (no unsuitable images)
- Top buttons must be fastened and shirts tucked in to trousers
- Jumpers/tank tops must be V-neck and have no logo.
- Dark smart shoes. Trainer type shoes are not allowed
- No earrings/ piercings
- Hooded tops are not allowed on the school site
- Scarves of any description must not be worn on the school site

Please note that jackets must be worn at all times around the school site and must be worn appropriately e.g. sleeves must not be rolled up or collars upturned.

HAIRSTYLES must comply with whole school policy.

UNACCEPTABLE DRESS

The School is the arbiter of what is considered "extreme". If in doubt, please contact the School

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| ➤ Trainers | ➤ Tracksuits / Sweatshirts |
| ➤ Denim | ➤ T-Shirts with motif/slogan |
| ➤ Shorts | ➤ Cropped tops / blouses |
| ➤ Visible tattoos/ multiple piercings | ➤ Body/facial piercing |
| ➤ Extreme hairstyles (hairstyles should comply with the whole School appearance policy) | ➤ Excessive Jewellery |
| ➤ Strappy / vest tops | ➤ Tunic tops |
| ➤ Dresses | ➤ Flip Flop / beach style shoes |
| ➤ <u>Very tight fitting 'skinny' trousers</u> | ➤ Short skirts/Non tailored skirts/ <u>jersey stretch skirts</u> |

GIRLS: Discreet make-up

BOYS: Should be clean shaven

PLEASE NOTE- Students will be asked to return home by their tutor at the start of morning registration to change if their appearance is considered inappropriate.