

# Stephen Perse

Cambridge

Sixth Form

## The Sixth Form - Code of Conduct and Rules

1. The Sixth Form operates a system of sanctions that is appropriate for an institution educating young adults. Cooperation, discussion and understanding are the guiding principles. The Sixth Form does not use any form of corporal punishment.
2. Students are only permitted to be in the teaching buildings with staff present and in the designated areas outside normal Sixth Form hours. The Sixth Form campus is open for study Monday to Friday, from 8am-5.30pm (5.00pm on a Friday), during term time. After 4.00pm, unless attending an additional class or under the supervision of a member of staff, students must leave the classrooms and laboratories and move to the Library in the West Wing of the Bateman Street Campus. Students must sign in and out on the InVentry system. The basement and top two floors of the Brookside building at Rosedale House and second floor corridor of the Bateman building as well as both kitchens are out of bounds at all times.
3. Outside areas can only be used during normal Sixth Form hours. No one is allowed to walk on the grass in the Bateman Street quad.
4. Students are expected to be polite and courteous in their conduct in and around the Sixth Form and School buildings and to be considerate of the needs of other students, staff and visitors. This applies to all aspects of behaviour including the use of language and physical behaviour. They are expected to be punctual and to observe the hours of opening. Students are expected to attend all tutorial meetings, assemblies and where applicable, house meetings.
5. Students are expected to respect the environment of the Sixth Form and to look after the facilities and the equipment, including the iPads and computers. The student notice boards in the Sixth Form teaching buildings and boarding houses must be used appropriately with regard to the use of language and any images.
6. On site, food should only be consumed in the cafe, dining rooms or outdoor areas and these areas should be left tidy. The use of lidded cups is encouraged to reduce the risk of damage due to spillages. Neither high caffeine energy drinks or chewing gum are allowed.
7. The Sixth Form operates the policy that students should dress in an appropriate style for a place of study and appropriate to the work or activity that they are doing, be that in a laboratory, in a classroom, or on a visit. The phrase 'smart but informal' should be a guiding principle. If a student is unsure about a matter of the dress code we would encourage him or her to talk to a senior member of staff. No item of dress should be offensive or provocative. Students must not wear clothing or other adornments or bring equipment emblazoned with offensive or inappropriate images or slogans.
8. Students must wear their lanyard at all times whilst on Sixth Form campuses and other Foundation sites.

9. The first point of call for anyone who is unwell during the Sixth Form day must be the reception desk. If unwell and leaving the site to go home, students must make sure that they sign out at reception, in person, and speak to a member of reception staff. If a student is taken ill at the Senior School site she/he must report to the Senior School reception before she/he leaves to go home or to go to the Healthcare Practitioner based at the Senior School site.
10. The Sixth Form campus, including all buildings and outdoor areas, is a no-smoking area. All other buildings and grounds of The Stephen Perse Foundation including the Latham Road sports field, the nature reserve and the boarding houses are also no-smoking areas. This includes e-cigarettes and vapes.
11. Students should also not smoke in the vicinity of the Sixth Form or School sites or when under our care. Similarly, there is a complete ban on alcohol, illegal drugs and any other behaviour or mood influencing substance that has not been medically prescribed. Any student who is in possession of, or under the influence of, any of the aforementioned whilst on the Sixth Form or Foundation premises or on a Sixth Form or Foundation activity may face exclusion.

## 12. Prohibited and Banned Items

- 12.1. Students may not bring onto any Foundation site or possess whilst in the care of the Foundation the following prohibited Items (as specified in paragraph 3.1 of the Foundation's policy on Searching and the Retention and Disposal of Confiscated Items):
  - knives or weapons
  - alcohol
  - illegal drugs
  - stolen items
  - tobacco and cigarette papers
  - fireworks
  - pornographic images
  - any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to, the property of, any person (including the student themselves).
- 12.2. In addition to the above Prohibited Items, students may not bring onto any Foundation site or possess whilst in the care of the Foundation the following items:
  - Chemicals
  - Aerosol sprays (excluding deodorant)
  - Correction fluid
  - Laser pens
  - Matches or lighters
  - Toy/replica weapons
  - E-cigarettes or vaporisers
  - Illegal drugs paraphernalia

Together, the "**Banned Items**".
- 12.3. Students may not bring into school or use in school and controlled drug or medicine without medical authorisation.
- 12.4. Students may not bring to school or be under the influence at the Sixth Form of any substances intended to alter their mental state or performance, including chemical substances of any kind, laughing gas, caffeine tablets/drinks.

- 12.5. Prohibited and Banned items may be searched for without the agreement of the student in accordance with the Foundation's policy on Searching and the Retention and Disposal of Confiscated Items.
13. Students must follow the health and safety guidelines for the use of the Sixth Form and Foundation facilities.
14. Students are asked to be courteous and considerate in their use of personal mobile devices including cameras and other smart devices which are rarely, if ever, appropriate to use in classrooms, laboratories or the library (see Technology Acceptable Use Policy). Mobile phones must be switched off and kept out of sight at all times at the senior school.
15. When students are listening to music or watching videos on an iPad or phone in the Sixth Form, the volume should be at a level that causes no disturbance to other students or to staff.
16. Students are responsible for securing their personal items and lockers are made available to all students for their personal use. The Stephen Perse Foundation reserves the right for authorised members of staff to open any locker or to search a student and/or their private property in accordance with the Foundation Behaviour, Rewards and Sanctions Policy, the Searching and Retention and Disposal of Confiscated Items Policy and the Smoking, Alcohol and the Misuse of Drugs and Substances Policy.
17. Students are responsible for securing their personal items, for example, wallets, purses, sports equipment, mobile phones and calculators. Any loss or damage to such items may not be covered by the Foundation insurance policy. Items of value may not be left in the Sixth Form overnight. Every student is responsible for the safe-keeping of the iPad which will be issued to them at the start of the academic year.
18. Any damage to equipment or facilities in the Sixth Form must be reported to the relevant Sixth Form office immediately. This includes any damage, accidental or otherwise.
19. Our computer network is monitored centrally and students must accept and adhere to our Technology Acceptable Use Policy. Students must use language appropriate for a place of work in all their communications using our network. This includes emails between students and communications with other people via email and messaging sites. Access to some internet sites on our computer network is automatically barred. The Sixth Form will not tolerate any form of bullying or cyberbullying (see Anti-Bullying Policy). Students must not have any messaging services, social networking sites or personal emails 'open' during lessons unless necessary for teaching purposes. If any student feels they are being bullied or is aware of the bullying of another student, they are strongly advised to speak up and tell someone e.g. a teacher or other member of staff.
20. Whilst we acknowledge a variety of benefits from employment during the Sixth Form years, students must not commit themselves to part-time work during Sixth Form hours unless in exceptional circumstances such as preparation for university application and with prior agreement with the Head of Sixth Form. We also ask that students avoid arranging appointments during their lesson hours if at all possible and seek permission from their class teachers and tutor if an absence is unavoidable. For example, a driving lesson during class time would be unacceptable.
21. Students must not invite or bring visitors onto the site without prior arrangement with a member of staff and also with the relevant Sixth Form office. It is not appropriate for students to request permission for 'social' visitors.
22. The Sixth Form has high academic expectations and requires that all students engage with their lessons and wider studies in a suitable manner. This includes respect for deadlines and for a suitable quality and quantity of study to be evidenced.

**Related policies:**

- Anti-Bullying Policy
- Behaviour, Rewards and Sanctions Policy
- Code of Conduct and Rules for Boarding
- Searching and Retention and Disposal of Confiscated Items Policy
- Smoking, Alcohol and the Misuse of Drugs and Substances Policy
- Technology Acceptable Use Policy
- Safeguarding and Child Protection Policy

**Reviewed:** August 2024