

Sixth Form Code of Conduct

The Sixth Form Centre is available for the exclusive use of Sixth Form Students. Good conduct in accordance with the School Rules is expected of everyone.

General Regulations

- Sixth Form students may use the Sixth Form Centre (café and Study area) before and after school and during break time/lunchtime only.
 - The outside area may be used when weather permits but **no litter must be left outside.**
 - The Sixth Form Entrance door is also a fire escape so must not be blocked at any time. You must familiarise yourself with the school fire procedures which are clearly displayed in the Sixth Form.
 - Coats must be removed in lessons and in study periods.
 - The school rules about mobile phones also apply in the Sixth Form Centre. Phones can only be used during study time or in the cafe. They should not be seen during lessons.
 - Students must sign in and out when using Sixth Form – once cards are issued, they must do this in the student foyer using their ID card. This is essential to adhere with school regulations.
 - You must use the bins provided.
 - All students will be responsible for general tidying of the Sixth Form each day.
 - ID lanyards **must** be worn at all times
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Dress and Appearance

- Students are expected to adhere to the dress code as specified in the dress code policy. The general requirement is that students should look smart and presentable. A good example must be set.
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Cafe

- Sixth Form students have special privileges regarding the cafe. You can use the facilities during study periods.

- Food should be consumed in the cafe area to avoid any damage to the computers or spillages on the carpets.
 - Students must clear their tables when finished, returning trays and crockery and placing litter in the bins.
 - Students must not enter the kitchen.
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Sixth Form Privileges

- Sixth Formers have many privileges not enjoyed by other students. It is essential that students do not abuse these privileges as this may lead to them being withdrawn. Therefore, these points should be borne in mind:
 - You must arrive by 8.25am ready for Registration at 8.30am.
 - You may go out at lunchtime but must return with plenty of time for your afternoon lessons.
 - You must not leave the premises at break or in your study periods unless you have prior permission and sign out and then back in.
 - Students may leave school when their lessons for the day end, but not before 12:20pm
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In Case of Illness

- It is important that you adhere to a few simple rules if you feel unwell during the school day.
- You must ask either the Head of Year or Student Services for permission to go home.
- You must sign out.
- Unless you follow this procedure, your absence will be regarded as unauthorised, and you will be expected to make up the time.
- You must inform us before 8:30am if you know you are going to be absent from school because of illness. This can be a phone call from a parent/carer or yourself. You can also email sixthform@trinityhigh.com with a reason for your absence.