

2026-2027

6th Form Handbook and Student Agreement

St Laurence School

St Laurence School
Care • Inspire • Succeed



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Introduction

We want you to make the most of all opportunities and develop as an individual during your time in the 6th Form. Our aim is to support you in leaving with the best possible outcomes. Teachers, tutors and the 6th Form team are here to challenge you to fulfil your academic potential and in finding a wider sense of achievement on a more personal level.

Most students find the transition from GCSE to 6th Form study quite daunting at first and, as in Key Stage 3 & 4, your Tutor is the first person you should turn to for advice.

In 6th Form we hope to offer you greater freedom. As young adults, we expect you to:

- Act responsibly; you are a role model
- Recognise the part you play in the school and wider community
- Be courteous in your manner and actions
- Respect the rights of others

The expectations of our 6th Form students are generally in line with those of the rest of the school. That is that you should always *be in the right place, at the right time, doing the right thing*. In some ways they should be even higher. You are the role models for the school and you have chosen to continue studying at our wonderful school.

There are some specifics to 6th Form life that you need to be aware of. These are detailed within this agreement for you to commit to as you transition to St Laurence 6th Form. They should be read in conjunction with other documents and policies.

If at any time you, or your parents / carers, would like to contact a member of the 6th Form team, our details are below.



Mrs J Brown
6th Form Support Officer
joabro@st-laurence.com

Mr T Hainsworth
Assistant Headteacher &
Director of 6th Form
thohai@st-laurence.com

Mrs T Chatfield
Deputy Director of 6th Form
trucha@st-laurence.com

In short, by joining St Laurence 6th Form, you are agreeing to:

Our ethos

- conduct yourself as a role model by acting responsibly, respectfully and courteously at all times, both within school and the wider community
- contribute positively to lessons and the culture of the school; always follow the school behaviour policy and respond appropriately to feedback, support and consequences

Attendance and punctuality

- try your hardest to maintain attendance of 96% or higher
- prioritise attendance at all timetabled sessions, recognising that lessons are essential and should only be missed for significant reasons
- being punctual for all commitments
- remain on site from 8.35am until 10.05am regardless of having a lesson on your timetable
- attend all tutorial sessions, briefings and CORE sessions as per your timetable

Communication and absence

- meet deadlines and communicate proactively and respectfully with staff, particularly regarding absence, deadlines and support
- along with your parents / carers, inform Mrs Brown of any planned or unplanned absence
- follow all safeguarding procedures including signing in and out of site and ensuring staff are aware of your whereabouts during the school day
- catch up on any work missed as a consequence of any absence

Learning and academic responsibility

- attending all lessons with the necessary materials, books and equipment
- demonstrate independent learning by revisiting, consolidating and extending your understanding beyond set work (e.g. following the 17-hour study expectation)
- act on feedback and take responsibility for your academic progress towards your target and predicted grades
- fully engage in the 6th Form enrichment programme including CORE sessions, volunteering, work experience and wider opportunities

Environment, behaviour and conduct in school

- respect designated 6th Form learning environments by maintaining appropriate noise levels and not disrupting others' study as well as leaving them clean and tidy
- follow the whole school and 6th Form policies on the use of mobile phones whilst on site; use mobile devices only in permitted areas and in a way that supports learning, while role modelling expectations to younger students
- use ICT in a responsible manner

Presentation and practical expectations

- dress appropriately, in line with the 6th Form dress code and wear your lanyard and photo ID at all times
- park your car considerately off the school site, if driving to school

Attendance expectations and procedures

Excellent attendance is one of the key factors in ensuring your success with your chosen subjects. It is **your** responsibility to be on time to all timetabled sessions and to have an excellent attendance rate. At St Laurence 6th Form, our expectations are in line with work related expectations; those that you will need to become accustomed to as you transition towards the world of work. Our expectations of you are not radical but are there to support you in achieving your best.

Your lesson attendance is reviewed on a weekly basis. You can track this in the Bromcom app. In line with the whole school Attendance Policy, all students are expected to maintain an attendance figure of 96% and above. If your attendance falls below this, the 6th Form team will discuss the issue with you to find out if there are any issues surrounding your attendance, and if there is any support we can offer you. If your attendance falls below 96%, we will contact your parents by letter to let them know, and your attendance will be monitored to see if it improves. If, at the end of a two-week period, your attendance has continued to fall, you will have a meeting with the Assistant Director of 6th Form to discuss reasons for this decline in attendance. Following this, a continual decline in attendance could lead to your parents being asked to come into school to discuss this further. Ultimately, if there is no improvement in your attendance, we may have to question if studying for A Levels at St Laurence is the right thing for you.

Please see Appendix 1 for our attendance process.

What does your attendance figure actually mean?

Within each school year there are 190 school days. Below is a breakdown of your attendance rate and what this would mean by the end of the academic year. Each day of school absence means missing 5.5 hours of learning / school time (inc. tutorial, taught lessons and study periods). There are only 360 guided learning hours for each A Level so missing the odd day, or lesson, can add up.

100%	96%	95%	90%	85%	80%
190 days of learning	182 days of learning	181 days of learning	171 days of learning	162 days of learning	152 days of learning
0 days of absence	7.6 days of absence	9.5 days of absence	19 days of absence	28.5 days of absence	38 days of absence
0 hours of learning lost	~42 hours of learning lost	~52 hours of learning lost	~105 hours of learning lost	~157 hours of learning lost	~209 hours of learning lost
EXCELLENT High attendance = high achievement	Minimum expectation	CONCERNING Attendance monitoring begins		SERIOUS CONCERN High impact on progress and can reduce life chances	

High levels of attendance begins at 8.35am with tutorial. We expect all 6th Form students to not only be present in tutorial sessions everyday but to act as a role model within their tutor group and support the tutor in making these sessions successful. This might be through some of the following (this is not an exhaustive list):

- Mentoring younger students
- Facilitating the quiz
- Leading St Laurence Reads

Attendance is a basic expectation of being a part of St Laurence 6th Form. You will not be excused by your tutor for any reason (except for activities such as Peer Mentoring, Literacy Leaders, House or School Council).

Lessons are sacrosanct and should not be missed unless for a significant reason. Your presence in front of subject experts in the areas you have chosen to study is what will give you the best chance to succeed in your A Levels.

Should your attendance drop below 85% in Y13, we reserve the right to withdraw entry to your Y13 exams.

Promoting good attendance

In order to maintain the highest levels of attendance you might:

- Get plenty of sleep and go to bed at roughly the same time every night. No phones, games or TV at night within an hour before you plan to go to sleep.
- Eat breakfast and be ready for the day.
- Keep on top of homework so that you know you are organised for the week.
- Pack your school bag the night before.
- Set an alarm to get yourself up. Don't always rely on parents/carers to get you up.
- Get involved in school life. The more you contribute, the more you get back.
- Be motivated to be the best you can be.
- Avoid having days off wherever possible. If you are well enough, come to school.

Students that are on or above the 6th Form target for attendance (inc. authorised absence) will be issued with reward points. These will be recorded on Bromcom and will mean that 6th Form students with high attendance will be entered into the termly house rewards raffle to receive prizes.

Authorised and unauthorised absences

We are aware that some absences are unavoidable. Therefore, the following are examples of some absences that may be authorised or unauthorised in your time with us. Please note that this is not an exhaustive list.

There are 175 non-school days per year for holidays, shopping and appointments. There is no need, except in extreme circumstances to miss a day's education. If you miss one session in a week (remember, there are two sessions per day) your attendance is 90%. This means you miss 19 days of education in a year and by missing this amount of time in school, your grades will be affected.

Authorised	Unauthorised
• Driving practical and theory tests (booking confirmation required) • Attendance at a funeral • University open days, interviews and auditions (booking confirmation required) • School trips 	• Holidays during term-time • Routine doctors / dentist appointments which could be made outside of school hours • Part time work • Birthdays or similar situations • Looking after siblings or relatives (unless registered as a young carer) • Accompanying a friend or family member to an appointment • Driving lessons 

It is yours and your parents / carers responsibility to inform Mrs Brown of any absences. If you are planning on taking a period of time away from school, you must ask for a holiday request form from Mrs Brown. This must be completed by your parents / carer and submitted to school for the attention of Mr Farrer (Headteacher).

If you have a planned absence, is it polite to let your teachers know in advance that you will be missing their lesson. It is your responsibility to collect the work that you will / have missed from them. It is also your responsibility to catch up on this work in your own time and speak to your teacher if you have questions about the content that was covered.

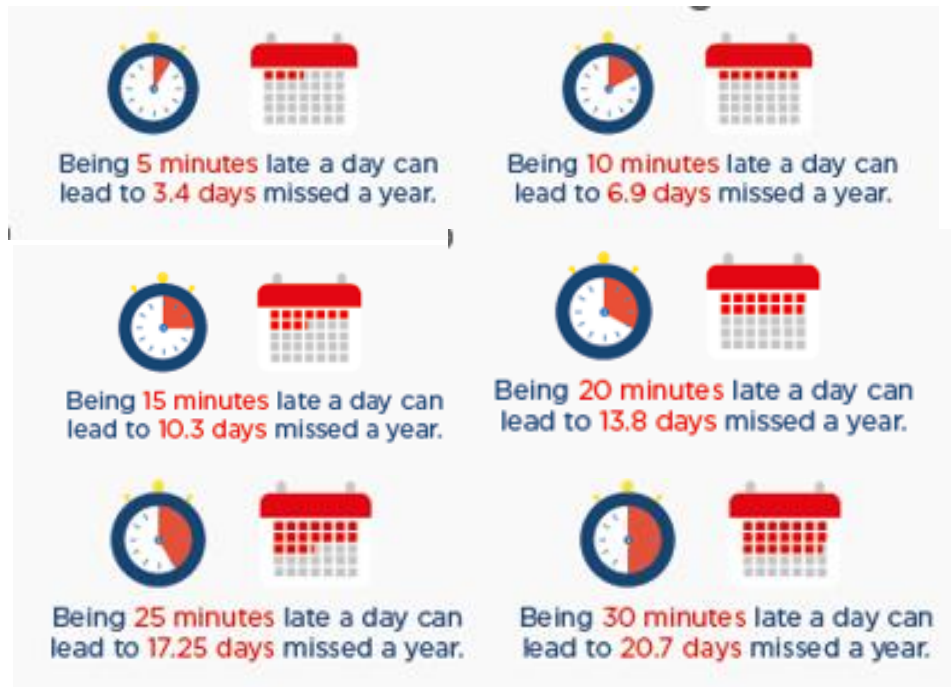
Unplanned absence

An unplanned absence is usually due to illness or an accident, meaning that you are unable to attend school without giving any notice. In this instance, the following procedure must be followed:

- A parent / carer will need to contact Mrs Brown before 8.30am on the first day of absence, and every day of absence that follows this. Mrs Brown can be contacted in the following ways:
 - Phone: 01225 309575
 - Email: joabro@st-laurence.com
- Your parent / carer should state your name, tutor group and reason for absence.
- If you are absent with illness for more than five days, you will be expected to have a back-to-school meeting with Mrs Brown to see if you need any support.
- If you have an unplanned absence, you should contact your teacher as soon as you are able to collect the work you missed.

Punctuality and procedures

Punctuality is also vital for achieving your best by the end of your A Level studies. Attending lessons on time leads to an effective start to learning and allows you to fully engage with the content taught. Arriving just 6 minutes late to one subject's lessons over a two-week cycle will mean you have missed almost one full lesson over that time period. There is also a bigger impact of this in the longer term of an academic year.



Arriving late

If you are late to school for tutorial for any reason, you must go straight to tutorial and sign in with your tutor. This includes on days when you have Collective Worship or Briefing where you should still attend but enter from the back of room.

If you are late to school and tutorial has finished, you must sign in in the 6th Form Centre and speak to Mrs Brown about why you are not on time for school (if you haven't already reported your absence by 8.30am that morning).

If you are late to a lesson for any reason, you will need to explain why you were late to your teacher at an appropriate time during / immediately after the lesson. This is out of courtesy. The number of late marks will be checked on a weekly basis and if you are regularly late to lessons, a consequence will be processed, and you will be spoken to.

If you have not been marked present during tutorial, and we have had no absence reported for you that morning, we will send a truancy call to your parents via the Bromcom / My Child At School app to enquire about your whereabouts. This is a safeguarding concern; we are responsible for you between the hours of 8.35am and 3.00pm. If you are not here, we need to know where you are.

Truantiing from lessons

Teachers can see and will routinely check your attendance to previous lessons in the day as they register you on Bromcom. If Mrs Brown is aware of reason why you will miss a lesson, she will annotate this on Bromcom for the teacher to see and you should have made them aware that you will not be in their lesson.

It is unacceptable to miss a lesson without good reason. Should you truant a lesson, a consequence will be processed, and you will be spoken to. Your teacher will email your parent / carer to make them aware you have missed their lesson.

Signing in and out

If you need to leave school site during the school day, you must sign out using the iPad in the 6th Form Common Room. When you return to school site, you should do the same.

If you become ill during the school day and need to go home, you must speak with Mrs Brown first, who will triage you and make a judgement about whether you should leave or try to remain in school for longer. If she agrees you are not well enough to be in school, you must sign out using the iPad in the common room. Contact will also be made with your parent / carer to make them aware you have left unwell.

This carries added weight in the event of a fire alarm. If the fire alarm sounds and you are not on site, but have failed to sign out, this will be discussed with you and a consequence will be actioned.

Pastoral & Academic monitoring

Pastoral concerns

You are assigned a tutor for your time in the 6th Form. If you studied with us for your GCSEs, this will likely be the same tutor group you had in Y11. You will see them every day in which time your tutor will check in with you and monitor your wellbeing. If you are experiencing any pastoral concerns or worries, you should approach your tutor, a member of the 6th Form team or any other trusted adult in the school to discuss these. The best plan of action will then be discussed on an individual basis.

Should you need any support and you are unable to speak to someone for any reason, there are supportive links on the school website via the Safeguarding tab.

Please remember that if you are struggling at any point, you can speak to any of these people:

- Your tutor
- A teacher
- Mrs Brown (6th Form Support Officer) or Mrs Chatfield (Assistant Director of 6th Form)
- A member of the safeguarding team
 - o Miss Waters (DSL)
 - o Mrs Proudman (DDSL)
 - o Mr Hainsworth (DDSL)

- Mrs Turner (DDSL)
- Mrs Kendall (DDSL)
- Any other trusted adult

Academic monitoring

You will be assessed at regular intervals through the year against your indicator grade.

- Mid / End of unit assessments will be conducted within subjects to assess your progress. You will be told in advance of these. Departments will monitor your progress against your indicator grade and report to you the feedback you need to meet / exceed this
- The 6th Form team will look at your attendance and learning profile in your reports to consider your use of study periods. If it is felt that you need additional support or intervention across a range of subjects, the 6th Form team will speak to you and your parents and tailor support. If there is concern within a specific subject, a similar process will take place with your teacher(s).
- You will sit mock exams at two points across your A- Level studies.
 - Y12 written examinations take place in Term 5, prior to the external examinations
 - Y13 written examinations take place at the beginning of Term 3
 - Practical exams will take place in close proximity to these periods
 - You will have study leave for both weeks

Study Periods

A privilege of being in the 6th Form is being able to be in some control of your learning. This includes the ability to sign out and leave school site. For 2026/27, we expect Y12 students to remain on school site during their study periods for Term 1. From Term 2 onwards, this privilege can be earned through high levels of engagement and demonstrating positive learning behaviours in your lessons. This will be assessed through the reports that your teachers complete about you. This is to help you establish the positive learning habits you need for success at A Level.

Meeting deadlines is an important part of this. You will be set a range of work over the course of your studies to complete outside of lessons. This can range from regular homework to more significant pieces of coursework that count towards your final grade. It is important that you are organised and use your study periods effectively. We work on the principle of the “17- hour golden rule”. This is that you have 10 hours of study periods per week being used to complete work, in addition to at least one hour per night at home every night (you can adapt this for your own circumstances). This 17-hour rule means that you give yourself every chance success within the 6th Form and for post 6th Form life.

Your study periods are there to consolidate your learning from lessons you have had and to complete the work that teachers are setting you. You need to be proactive in these periods of time. Teachers might not set you work to fill all of your study periods but there is an expectation that you will use this time to be going back over your notes from lessons and revisiting / retrieving this knowledge to help

secure this learning in your longer-term memory. The 6th Form team will monitor your use of your study periods and may intervene if we sense that they are not being used effectively.

University predicted grades

Predicted grades that will be submitted to universities via UCAS are based on performance in Year 12 in school examinations and assessments. This includes mock exams, interim assessments within subjects, homework assignments, classroom performance and engagement.

Any special factors which may have caused temporary underperformance will be taken into account.

Predictions will not be based on what a student would like to achieve or a promise to work harder, as any university offers based on unrealistic grades are unlikely to be met. It is an honest assessment of the students most likely achievement grade based on evidence subject teachers have available to them. We will always aim to apply the UCAS request for predicted grades to be aspirational but achievable.

You are made aware of your UCAS predicted grades in their Term 1 report of Year 13. If you feel the prediction in a subject is not a true reflection of your likely outcome based on your performance in mock exams, interim assessments, homework assignments and classroom behaviour, then you should speak to Mr Hainsworth in the first instance.

Dress code

St Laurence 6th Form is a professional learning environment, and it should be treated as such. This includes style of dress. If you are in doubt, please see the 6th Form Dress Code. This is shared in Appendix 3. We do not expect you to dress formally (i.e. arrive to school in a suit etc.) but your attire should best reflect the principle of dressing “smart casual”. We recognise that individuality is important, but what you wear must still meet our expectations outlined within the 6th Form Dress Code.

We have a dedicated 6th Form Dress Code which should be adhered to at all times. Should you arrive to school in clothing that is deemed a marginal breach of the dress code, you should expect to be spoken to by a member of staff (e.g. your tutor, teachers or member of the 6th Form team) and this logged for our records. Should you arrive in clothing that is overtly in breach of the dress code, you will be asked to correct it. If it cannot be corrected, you may be asked to go home to correct it and return to school as soon as possible. If you cannot go home, you may be given more suitable clothing to wear until your attire can be corrected.

Identification

You are allowed to wear your own clothes in the 6th Form but this means that we need to know who individuals are at all times. In the lower school, we know students are a member of our community via their school uniform.

In the 6th Form, you are provided with a lanyard and an identification badge which includes your school photograph. This also works as your printing card. You must wear this on a daily basis around your neck, like adults can be seen doing, so that we know those on our site are safe to be on our site. If you forget your lanyard, you must see Mrs Brown before school to collect sticker on which we can write your name having verified who you are. Staff will challenge you on this as it is a basic part of our safeguarding processes. Students who do not have their lanyard with have this logged for our records.

If you have lost your identification (or it is broken), this must be reported as soon as possible. This is to ensure that the access rights for the card are removed to protect you and others. We can provide you with a new one. Any replacements need to be requested through Mrs Brown and there may be a charge for this.

Behaviour expectations

It goes without saying that we expect our more senior students in the school to act as role models to all other year groups. How you act around school is witnessed by approximately 1100 other students who look up to you and will take a lead from your behaviour. Being caring, polite, considerate and supportive human beings is a basic expectation. We expect you to follow the same school code of conduct that we ask all other students to follow. This is shared in Appendix 2.

You should expect to be rewarded for the same things that you were being rewarded for in Key Stage 3 and 4. These will be visible in your Bromcom app.

Use of mobile devices

St Laurence School has transitioned to a mobile phone free policy from September 2026 for students in Key Stage 3 and 4. Whilst students in these year groups are required to have their phones locked in their pouches, you are allowed to use your mobile phones in specific parts of the school. However, we expect you to act as role models when around other parts of the school site.

The Department for Education are clear on what they expect of post-16 students in mainstream school settings:

Schools should consider whether students in the Sixth Form should be permitted access to their mobile phone at certain and limited times and locations, reflecting this period of education as one of increased independence and responsibility, without compromising the school's policy on the use of mobile phones for other pupils. This should include prohibiting the use of mobile phones by Sixth Form students in front of younger pupils, for example limiting use to a Sixth Form common room. Sixth Form students should remain subject to the school's behaviour policy and misuse of their phone should have the potential to lead to sanctions.

Our expectations of you have not changed from previous 6th Form students; you are allowed to use your mobile phones in the following areas:

- 6th Form common room
- 6th Form study room
- Upper ILC
- Restaurant Extension (no phones during P2 or P4 – use other areas if you need to use these)

Mobile phone use by 6th Form students is banned in all other parts of the school. They should be out of sight at all times unless you are using them in the above named areas. As a community, we need your support in role modelling this to younger year groups. Please ensure that mobile phones and headphones are in your bags and off if you are not in the places listed above. Failure to do so will incur a consequence.

During lesson time phones should only be used on the instruction of your teacher; preferably they will be in your bags. During study periods, they should be used only to support your learning (e.g. checking homework, completing learning tasks and research etc.) and not used for other activities. Use of your phones for other activities should be contained to break and lunch times. Again, failure to do so will incur a consequence.

In addition, please be mindful of the material you have open on your phone when you connect to the school WiFi. Before connecting to our network and opening your browser, you should make sure that you have closed any inappropriate websites. Should you fail to do this, it will be flagged to us by our filtering and monitoring provider Smoothwall. We will then have to have a conversation with you (and potentially your parents / carers) about the information / websites that were flagged.

The 6th Form Environment

You are responsible for leaving all shared rooms and spaces in a clean and tidy condition. Any breakages or damage should be reported straight away to Mrs Brown in the 6th Form Office.

There are a range of spaces you have access to. We expect you to use these spaces and learning spaces during periods 1 to 5 and the following learning conditions should be met at all times.

Space	Climate for learning during periods 1 to 5	Expectations during break and lunch times?
Common Room	The common rooms is a quiet workspace. This means: - Conversations are brief and quiet to maintain a calm atmosphere - If listening to music you should do this quietly with headphones - Leave others belongings where they have been left - Remove all litter when you leave - Leave chairs and equipment in their rightful place	Useable as a social space
Study Room	The study room is a silent workspace. This means:	Useable as a social space

	- Keep solely focussed on your work and do not distract others - Use headphones when you are on computers - Leave others belongings where they have been left - Remove all litter when you leave - Leave chairs and equipment in their rightful place	
Upper ILC	The ILC is a silent workspace. This means: - Keep solely focussed on your work and do not distract others - Use headphones when you are on computers - Leave others belongings where they have been left - Remove all litter when you leave - Leave chairs and equipment in their rightful place	Same as during lessons times – no food or drink to be consumed
Restaurant Extension	The restaurant extension is a quiet workspace. This means: - Conversations are brief and quiet to maintain a calm atmosphere - If listening to music you should do this quietly with headphones - Leave others belongings where they have been left - Remove all litter when you leave	Useable as a social space
Free classrooms on the free classroom rota	Free classrooms are quiet workspaces. They should only be used on permission of the member of staff working in that room. This means: - Conversations are brief and quiet to maintain a calm atmosphere - If listening to music you should do this quietly with headphones - Leave others belongings where they have been left - No eating in classrooms - Leave chairs and equipment in their rightful place	Same as during lessons times – no food or drink to be consumed in these spaces

Volunteering

We expect all Y12 students to take part in one hour per week of volunteering. This might take the form of supporting teachers with classes in Key Stage 3 or 4, supporting at local community centres or helping at local hospices, to name a few examples. The wider social and personal skills that you gain from having these sorts of experiences help to develop the well-rounded individuals we are proud to have in our 6th Form. Alongside this there are countless other opportunities to develop yourself. These include a number of our leadership groups, completing the Duke of Edinburgh Gold Award, supporting with extracurricular activities e.g. sport, peer mentoring, music performances and other productions.

Work Experience and Careers

All Y12 students will complete one week of work experience (WEX). This normally takes place in the first week back after the May half term. All students are expected to take part and there will be no lessons within school time during this week.

The Careers team will work with you to help you find a suitable placement. It is best advised that you try to gain a placement with a company in an industry related to a field you are interested in. You will comment on your WEX within your personal statements as part of the UCAS application you make, should you apply to university.

Other Careers related education will take place within the CORE programme, along with statutory PSHE and RSHE elements amongst other items.

6th Form CORE

Core enrichment is a central part of the Sixth Form experience, designed to create a well-rounded education that extends beyond academic study. It provides students with opportunities to develop personally, socially, and professionally, ensuring they are fully prepared for life after school. Through a structured programme that includes PSHE, citizenship, career guidance, and dedicated personal development sessions, core enrichment supports holistic growth and equips students with the skills needed for future success.

The Sixth Form Enrichment Programme is built around four key areas: academic excellence, work-related learning, community participation, and personal development. Together, these strands ensure that students not only achieve strong academic outcomes, but also gain the wider skills and experiences that universities, employers, and society value. Attendance is recorded in the same way as students' academic lessons and is a compulsory part of their programme of study.

A significant aspect of core enrichment is the opportunity for students to engage in voluntary and work-related activities and they are expected to commit two hours a fortnight to this. Many students choose to support younger learners within the school, while others gain experience in primary schools, medical settings, or other community environments. These experiences are invaluable in developing key employability skills such as communication, teamwork, leadership, and initiative. Students are empowered to select activities that align with their interests and aspirations, fostering motivation and ownership over their development.

This programme is further enhanced by a dedicated work experience week in July. During this time, students organise and undertake placements independently, allowing them to explore potential career paths in meaningful, real-world contexts. This not only strengthens their understanding of their chosen fields but also builds confidence, resilience, and professional awareness.

Overall, the purpose of core enrichment is to complement academic study by developing the whole person. The benefits are far-reaching: improved employability skills, greater self-confidence, stronger community engagement, and clearer career direction. By participating fully in core enrichment,

students leave Sixth Form not only with qualifications, but with the experience, skills, and personal maturity needed to thrive in higher education and beyond.

Consequences of failing to meet expectations

6th Form students at St Laurence demonstrate high standards of behaviour. On the rare occasions that a student's behaviour falls below that expected, the following procedures may be applied. All incidents will be logged on Bromcom for parents and carers to see via the My Child At School app.

The below is not an exhaustive list but is demonstrative of the approaches that may be taken to support you in adapting your approach to 6th Form in order to reach your potential, should this be needed.

Description	Behaviour	Action to be taken / consequence
Unacceptable level of work	Student produces little or no work	- After school detention (Level 2 sanction) with subject teacher - Contact home
	Further incidents	- Student meets with subject teacher to agree targets for improvement - Contact home
	Failure to comply	- Students meets with the Head of Department to agree targets for improvement. Department report enacted - Contact home
	Failure to comply	- Meeting arranged between subject teacher / Head of Department and parents - Department report extended with revised targets - Director of 6th Form informed of meeting and outcomes
	Failure to comply	Referral made to Director of 6th Form for further parental meeting and decisions on best plan of action for student involved
Poor conduct	Behaviours contrary to those expected of a 6 th Form student at St Laurence (e.g. repeated infringement of the dress code, no lanyard etc.)	Each instance will be logged as a Level 1 on Bromcom by teachers
	Further incidents	Teacher will continue to log on Bromcom
	After three Level 1s for the same issue within a term.	- An after-school detention will be set for the student by the 6th Form Team. - Repeated for each set of three Level 1s
	Failure to comply	- Meeting between 6th Form Team and parents - Student placed on report

	Failure to comply	Referral made to Director of 6th Form for further parental meeting and decisions on best plan of action for student involved
Missing lessons (tutorial, CORE, subject lessons)	Missing 1 st lesson without permission	- After school detention - Class teacher contacts home
	Missing 2 nd lesson without permission	- Escalated after school detention - Class teacher contacts home
	Further incidents	- Meeting arranged between subject teacher / Head of Department and parents - Department report considered - Director of 6th Form informed of meeting and outcomes
	Failure to comply	Referral made to Director of 6th Form for further parental meeting and decisions on best plan of action for student involved
Late to a timetabled session (tutorial, CORE, subject lesson)	If you arrive late to a timetabled session three times in a term	- Each instance will be logged as a Level 1 on Bromcom by teachers. - After three late to lesson Level 1s, an after-school detention will be processed.
	If you arrive late to a timetabled session 6 times in a term	After school detention of greater length
	Each cumulation of three late marks in a term following this	After school detention of greater length
Mobile phones	If you are found using your mobile phones outside of agreed areas	- Phone is locked in a pouch / unit for the rest of the day. - It can be reclaimed at 3pm from Mrs Brown and the pouch returned.
	Mobile phone used for things other than that related to schoolwork	- Level 1 will be logged on the system - Repeated offences may mean phone is confiscated for the day and collected by parents / carers.

Learning contracts or report cards will be used if you continue to fail to meet expectations as set out above (or in other circumstances). These learning contracts are a supportive measure to try and ensure that all students have the tools they need to succeed. They typically last for up to a term and can involve a range of targets that will be assessed and monitored across this period. For example:

- high attendance rate
- punctuality
- meeting deadlines
- displaying excellent learning traits
- extended day

If a student fails their learning contract this will result in a final consequence. This could include a discussion about your suitability to continue studying in the 6th Form.

Linked policies / guidance

This document should be read in conjunction with the following school documents:

- Attendance policy
- Child protection & safeguarding policy
- Behaviour in school policy
- Online safety policy
- Acceptable use policy

Student / parent agreement

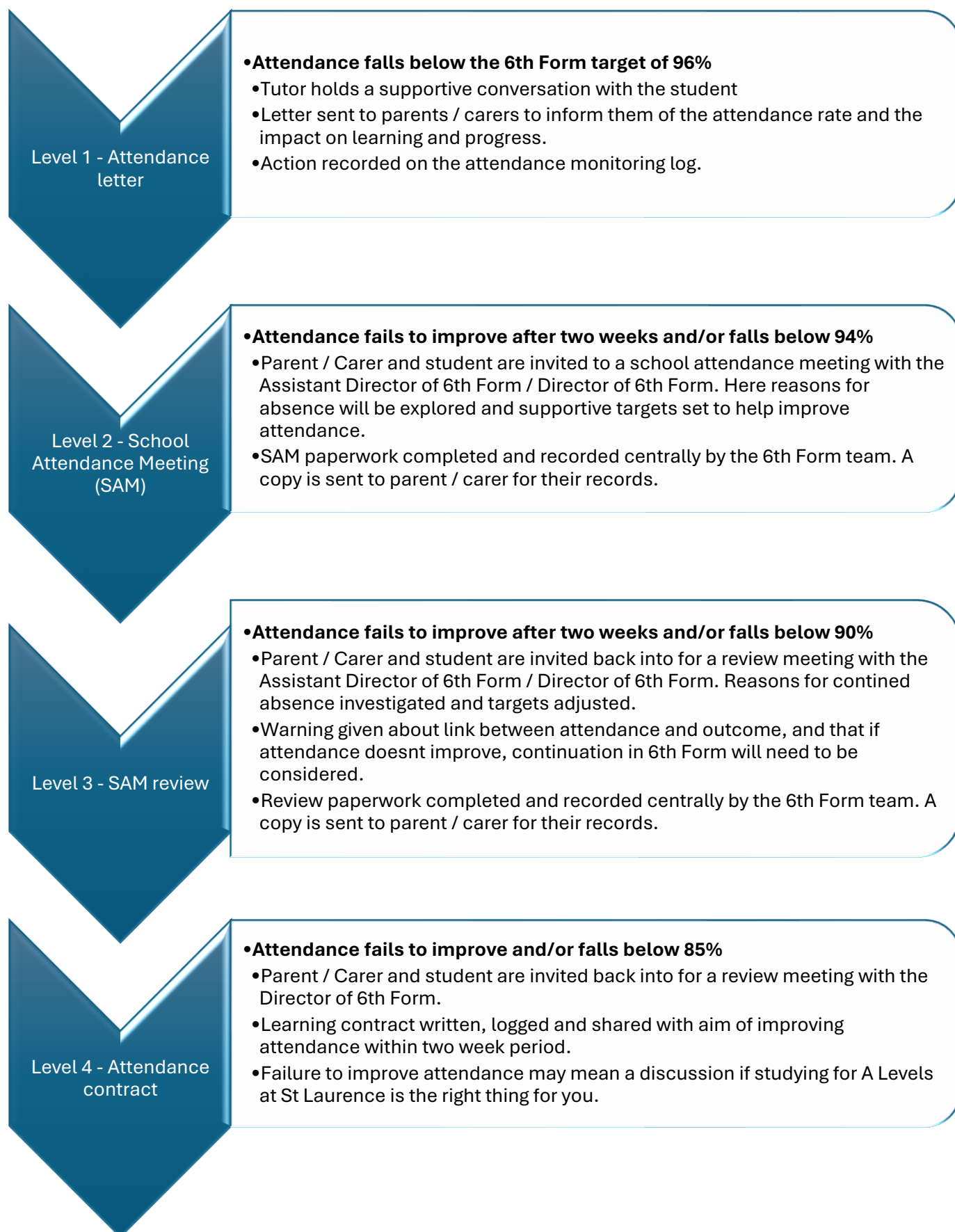
Thank you for taking the time to read through this handbook.

We ask that you acknowledge the contents of this document by electronically signing the student agreement which is available at the link below. This will need to be done annually.

[St Laurence 6th Form Student Agreement – Fill in form](#)

By signing the student agreement, you are agreeing to the principles that are outlined in the 6th Form handbook and understand the possible outcomes of this.

Appendix 1 – St Laurence 6th Form Attendance Process



* The process described above is an illustration of what might happen should your attendance drop. Attendance is assessed on a case-by-case basis and we reserve the right to alter this process based on a student's individual circumstances.



St Laurence School
Care • Inspire • Succeed

Student Code of Conduct - People are our Treasure

Your actions matter. Be in the right place, at the right time, doing the right thing.

Good behaviour choices will be celebrated and rewarded. Poor behaviour choices will be sanctioned.

We will	So we can
Be punctual - • Arrive on time, every time, ready to start lessons with coats off, bags on floor and equipment ready to start lessons promptly • Keep mobile phones switched off, and kept in bags, between 8:30am – 3:00pm • Only access Student Reception during social times except by agreement of staff	Enable a prompt and positive start to all lessons, free from disruption to maximise learning, improve outcomes for students.
Be respectful - • Follow requests from all staff • Be polite and kind to all • Respect the school environment and other people's property and personal space • Move around the school in a quiet and safe manner • Eat only in designated area • Engage in meaningful conversations and improve wellbeing	Demonstrate that we are an inclusive environment, where everyone can feel a sense of belonging. Ensure that learning is not disrupted and that everyone is safe in narrow corridors
Be our best self - • Try our best, actively listen and learn; not talk over others; respecting other's point of views • Wear our uniform correctly and with pride	Ensure teachers can maintain excellent learning progress for all students, maximising learning and improve outcomes for students so we get the best results we possibly can.
Be responsible - • Treat all members of the wider community with respect • Behave appropriately at all times; avoid doing anything which might damage the St Laurence School community reputation • Behave appropriately on school transport and in the community	Be good citizens and be proud of our communities, ensuring they are pleasant places to be in.

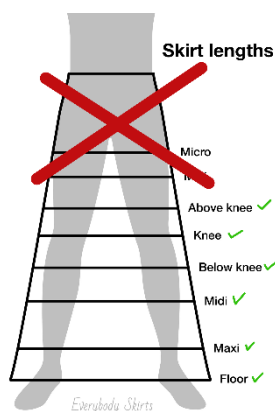
Please note: The following items will be confiscated if brought into school: Aerosol containers e.g. deodorants, chewing gum, any form of weapon/sharp implement, alcohol, tobacco, vape paraphernalia or any illegal substances



St Laurence School 6th Form Dress Code

6th Form students are expected to dress appropriately for the professional learning environment that is St Laurence School 6th Form. Our dress code can best be described as “smart casual”.

- **Footwear in good condition** and suitable for the context of St Laurence School. No flip flops, high heels, crocs, open toed shoes etc.
- **Conventional jewellery/earrings** with a maximum of one facial piercing, not including ears
- **Appropriate taste of clothing** – no expletives or images that may be considered offensive
- **No undergarments should be visible**
- **Reasonable hairstyle** with no extremes of fashion or headwear
- **No crop tops/short tops** – the midriff must be fully covered
- **No strappy tops** (spaghetti straps/thin straps) – we accept a vest top with wider straps at a minimum of 3 finger width.
- **Sensible and modest necklines** for all tops
- **Dresses/Skirts/Shorts** must be at least mid-thigh length
- **No ripped clothes**
- **No beachwear, jogging or tracksuit bottoms and leggings** – jeans or chino trousers preferable. No leisure / gym wear.
- **Smart shorts may be worn** (no sports shorts/football style shorts/hotpants)



If students are in any doubt about what is acceptable, they should check with a member of the 6th Form Team before they choose to invest in it, and/or wear it.

