



ST THOMAS MORE HIGH SCHOOL

SIXTH FORM CODE OF CONDUCT

STM is a Catholic Christian community, each with a duty and responsibility for creating and sustaining a happy, kind and harmonious school. Our procedures, expectation are underpinned by Gospel values to keep us all safe, orderly and happy and bring about success.

As members of the St Thomas More Sixth Form community, students are expected to demonstrate maturity, responsibility and respect at all times. Sixth Form students are role models within the school and are expected to uphold the values and reputation of the school both on and off site.

RELIGIOUS WORSHIP

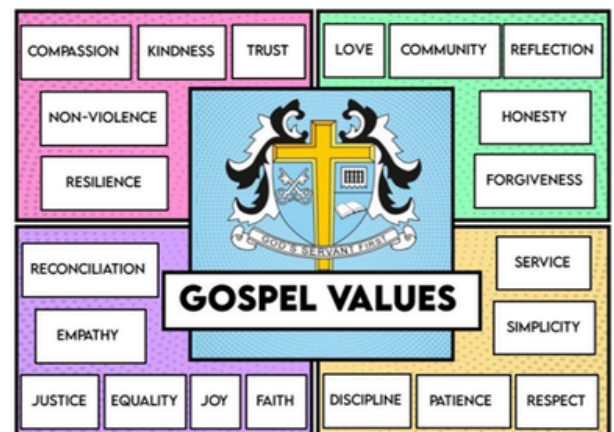
We are a Catholic community, and students must therefore show the utmost respect for the prayer life of our school, and must behave in an appropriate manner during assemblies, prayer, and school Masses. Any misconduct in relation to the religious ethos of our school will be regarded as most serious.

BEARING FALSE WITNESS

Students must always be careful not to bear false witness against another student or member of staff, or to misrepresent an incident or information. Bearing false witness always leads to breakdown in trust, and therefore should not happen and will not be tolerated.

GOSPEL VALUES

- Humility – seeing life as a gift.
- Compassion – Having empathy.
- Kindness – gentleness.
- Justice – working for a fairer world
- Forgiveness – reconciling with self & others
- Integrity – do what you say.
- Peace – committed to peace making and non-violence.
- Courage – standing up for the truth



RELATIONSHIPS

Students must always treat each other, visitors, and staff with courtesy and respect. Staff at St Thomas More High School are dedicated to you achieving your potential. They will show you respect – we expect the same to be returned. (Harassment or attempted intimidation of a teacher, or any member of School staff, as well as failure to follow their requests will not be tolerated: such actions will lead to serious consequences). Anybody who engages in bullying will face a range of sanctions up to and including permanent exclusion.

A student may not hurt another student by word, action, or gesture. 'Play fighting' and hurtful 'jokes' are forbidden. Anybody who engages in bullying will face a range of sanctions up to and including permanent exclusion. The bullying of another student by word or deed, by an individual or group is strictly forbidden and will always be regarded as most serious misconduct. Bullying can be described as deliberately hurtful

Behaviour that is repeated over a period of time and is difficult for the person being bullied to stop. It is important to note that bullying also includes:- the taking of, or deliberate damage to somebody's property, cyber-bullying through the use of defamatory or intimidating messages or images via any form of electronic communication technology in particular social networking sites or any other messaging service, either inside, or outside school, the harassment of another student or person in relation to their age, race, religious belief, special educational needs or disabilities, sexual orientation and gender.

GENERAL EXPECTATIONS

- **BE SAFE**
- **BE POLITE**
- **BE KIND**

HIGH EXPECTATIONS

WE EXPECT YOU TO:

- Be polite to all in our community and our visitors.
- Promote an inclusive and tolerant environment.
- Report any incidents of bullying or sexual harassment
- Always be ready to offer help and support others.

If at any time you feel that you are being bullied it is important that you tell someone, so that we can listen to your concerns and take action to ensure that the bullying stops. On the school website there are two buttons which you can click if you have a concern. Either the Bullying button, which immediately flags up to a senior teacher or the Police CEOP button, if you are concerned about online safety/grooming. Both should be used responsibly. We understand that telling can be difficult, however the following advice should help.

You can talk to your parents and ask them to contact the school; your Form Tutor; Pupil Support Mentor or Director of Sixth Form. This will allow you to raise any concerns that you may have, or allow you to show responsibility for others, by raising your concern about the bullying of another student. Once you have raised an issue relating to bullying, we will monitor the situation very closely, daily (if required) for a long period of time, if necessary, to ensure that the bullying has completely stopped. Restorative Practice is commonly used to resolve differences and is led by one of the Pupil Support Team.

Students must also realise that aggression of any kind cannot be tolerated. Violence towards another student, or carrying, or use of weapons, or instruments as weapons may lead to permanent exclusion. Please note that laser pens are not permitted in school as their inappropriate use can cause injury to others and may therefore be regarded in such context as a weapon.

Our school takes seriously anything which may have an impact on school life. Accordingly, any social networking by a St Thomas More student, whatever their age or status in school, which has a negative impact on this school, its community, its vision or ethos or any individual connected to our community, will face permanent exclusion and Police intervention.

FIRE DRILL PROCEDURE

The school regularly runs fire drills which are denoted by a continuous alarm bell sound. On hearing this alarm, students under the direction of their teacher should vacate the room they are in following a planned route which is displayed in that classroom. Students should exit the building calmly, quietly by the exit identified and proceed to the playground where they will be registered at the muster point by their Form Tutor. All belongings should be left in the classroom.

The Playground, Astroturf, Basketball Cage and the Field areas are a valuable resource for students and are **limited to use by Years 7 – 11 during break and lunch time** as Sixth Form students have the privilege of being able to go off site for their break and lunch time.

BANNED & ILLEGAL ITEMS

It is absolutely forbidden to bring to school any of the following:- Cigarettes, vapes, matches/lighters, fireworks, any illegal substances including drugs and alcohol, or to engage in the misuse of legal substances or prescription medication, any weapon or dangerous implement, any toy weapon, laser pen, metal combs, chewing gum, and aerosol spray (which may cause breathing difficulties). Any student in possession of, using, selling, supplying, under the influence of or involved in alcohol, illegal drugs, misuse of legal drugs or use of weapons may be permanently excluded from the school. In the event of any of these items being confiscated they will be kept in the school safe and parents informed. The Police may additionally be contacted for their advice on next steps with regard the law.

Smoking is prohibited and the bringing of cigarettes, vapes, lighters, matches is forbidden. Students may not smoke or vape while in school uniform or while in school or on the way to and from school. A suspension may be considered for breach of these rules.

Chewing gum is strictly forbidden. It is school policy that any Sixth Former caught chewing gum may be sent home.

BUYING AND SELLING IN SCHOOL

The bringing of items into school to sell or use of the school to buy and sell items is forbidden. Items should not be brought into school to buy, sell or post using online selling platforms. The school will not take responsibility if any such items brought in against advice are lost, damaged or stolen.

MOBILE PHONES

Mobile phones/tablets/laptops. Sixth Form students have some privileges regarding the use of mobile devices in school, we are a mobile free during the school day, 6th Form must model the responsible use of such devices to younger peers. It is expected that:

- Students **MUST not walk around the school site with, using or holding mobile devices between lessons, at break and lunch in view of the younger students.**
- Mobile devices should only be visible in class with the permission of the class teacher.

If a Sixth Form student is seen with or using a mobile phone outside Sixth Form areas during the school day, the phone will be confiscated to a secure place in school. On a first offence, the phone will be returned at the end of the school day and a letter will be sent home. If a student breaks this rule again, the phone will be confiscated to a secure place in school, parents/carers will be informed who then may collect the phone during office hours. Repeated infringements would be seen as a breach of this Student Code of Conduct and further sanctions may follow.

UNIFORM

Students are ambassadors both within school and within the wider community. Their personal appearance and in particular their uniform create a positive image both for themselves and the school. Students should therefore wear the full and correct school uniform to and from school, on school journeys, when representing the school and whilst in school.

SIMPLE...

1. BE SMART

Always wear the correct uniform, taking pride in your appearance

HIGH EXPECTATIONS

UNIFORM LIST		
OUTDOOR	Overcoat	Sensible coat / Anorak (visible & waterproof)
	Bags	Strong bag for books and school equipment
	Shoes	Smart shoes NO Open toes / Sandals / Flip Flops (Trainers are not allowed)
INDOOR	Suit	Smart suit with jacket or blazer for assembly Smart tailored trousers or skirt (no demin, stretch material or skinny leggings)
	Shirt or Blouse	Short or long-sleeved worn with a sixth form house colour tie with crest (only available from school)
	Tie	Sixth form house colour tie with crest
	Jumper / Cardigan	Plain jumper / Quarter-zip / Cardigan -tie to be seen. Not sportswear or logos and not worn instead of blazer or jacket. Hooded or round neck are NOT allowed and may be confiscated

Sixth formers are expected to set a high standard and model professional dress and work ethic at school. This includes hair which should be clean and tidy and not obscure the face. The school retains the right to use discretion as to what the Headteacher or Sixth Form Team, deem acceptable regarding appearance. No student should wear articles of clothing which partially or fully cover their face or would be offensive to others

Students are encouraged to take pride in their personal appearance and act as role models around the school for younger students. We are also preparing them to enter the world of higher education, employment and apprenticeships which will require them to make a positive first impression at interview.

ATTENDANCE

Excellent punctuality and attendance (96% +) are required if you are to achieve your full potential at school. Government statistics show that a total absence of three weeks over the course of one year reduces your chance of achieving your target grades by 10%. A total absence of five weeks (80%) reduces your chance of achieving the target grades by a third.

When school receives reference requests from employers or higher education institutions, we are always required to comment on your attendance and punctuality. In many cases, we are asked to provide detailed statistical information about your record over the previous year. Our references will be as supportive of you as possible, but ultimately, they will always be truthful. A poor attendance/punctuality record during the Sixth Form will damage your reputation and may compromise your career prospects.

SIMPLE...

2. BE

ORGANISED

HIGH EXPECTATIONS

School is a place of work, and it is expected that students will study independently during their non-contact lessons. Study facilities available for use by sixth formers including the Sixth Form study rooms, Canteen and Library for all study lessons

Sixth formers must attend school from 8.35 a.m. until 3.30 p.m. unless specific permission has been given to be absent from school or in the case of illness. If you arrive late, after 8.45am, you will be marked as late to school. A 30-minute Late Detention will be set if you are late 2 times, and no valid reason or explanation is given. If you arrive more than 5 minutes late to a lesson, you will be marked late to lessons. If you arrive after 9.10am you will need to sign in late at reception and marked as a U (Late after registration has closed) and an after-school detention will be set if no valid reason is given. On each day of an absence where no prior notification has been given, parents/carers must contact the school explaining the absence via:

The school absence line – **01702 344933** – option 1 or [MyChildAtSchool - Login](#) or using the attendance@st-thomasmore.southend.sch.uk email address.

During break times and lunchtimes, sixth formers are permitted to leave the school premises. Students must be back in school promptly. If this privilege is abused, it will be withdrawn. Students who have permission from their parents or carers to leave school for a medical appointment must sign out. Otherwise, students are expected to be in school during lesson time including private and directed study. Students should note that we have systems for checking absences, and for attendance to all lessons. Truancy will always be regarded as serious misconduct, as actions of this nature not only disrupt your education, but also place your safety at risk. If your attendance falls below 90%, you may be asked to pay for your own exam entries.

DRIVING

If you are learning to drive you must only arrange driving lessons outside normal school hours. Remember: the school may require you to attend at short notice—even during normal non-contact lessons/afternoons. This does not apply to the actual theory and practical tests, although absence for these must always be covered by a note.

As there is **no facility for you to park your vehicle on the school premises**, please park considerately and discreetly in the schools' adjoining neighbourhood. Please avoid parking in Arundel Gardens because this road is narrow and becomes easily clogged, impeding access for amenity and emergency vehicles.

Once you have passed your test, it is vital that you register with your Pupil Support Mentor the make, model, colour and registration number of any vehicle you use to travel to school in, however, rarely you intend to do so. If you do bring a vehicle to school, please drive safely, considerately and responsibly. E-Scooters are forbidden to be brought into school or on the school premises and may be removed.