

## Enrolment Pack 2

# ALTRINCHAM GRAMMAR SCHOOL FOR BOYS

### 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

- Year 12 students may use the Common Room only before and after School, during break and lunchtime and in period 5 if they are free.
- Year 13 students may use the Common Room at any time provided they are free.
- The garden area may be used when weather permits but **no ball games are allowed and no litter must be left outside.**
- The conservatory doors are fire escapes or for access to the garden. They are not to be used to access Marlborough Road.
- Any music in the Common Room should never be so loud as to disturb classes or study rooms.
- The use or possession of alcohol, drugs and cigarettes is strictly forbidden.
- The School rules about mobile phones also apply in the Sixth Form Centre.
- Students must not enter the Sixth Form Office without permission.

### Dress and Appearance

Students are expected to adhere to the dress code as specified in the A-Z guide to the Sixth Form. The general requirement is that students should look smart and businesslike. A good example must be set.

- Sixth Form dress should be either a business suit or dark jacket, dark trousers, school tie and plain light coloured shirt (e.g. white, pale blue or grey). Sweaters must be plain and V-necked (leisure wear, including hoodies, is not acceptable).
- Hair must be cut above the collar and should be of its natural colour. Exaggerated hairstyles, be they too short or too long, are not allowed, neither is jewellery. No studs are allowed, even if covered by sticking plaster.
- Students are expected to be clean-shaven. By **prior** agreement with the Head Master, and only for religious reasons, students may be given exemption from this rule.

### Servery and Maintenance

- Food is served from 8am until approximately 2.30pm but not from 8.40am to 9.10am.
- Year 12 Students will not be served between or during lessons.
- All food and drink must be consumed within the eating area marked by the laminate floor and must not be taken elsewhere.
- Students must clear their tables when finished, returning trays and crockery to the servery and placing litter in the bins.
- Students must not enter the kitchen.
- Every week, one form will be responsible for general tidying of the Common Room each day.

## Private Study

### Year 12

- Year 12 must go to supervised Private Study in room NI when they are free. The teacher in charge will take a register.
- The only exception is period 5 when students may go home if they have no School commitments.
- Listening to music using Ipods/MP3 etc should not disturb other students and is at the discretion of the supervising member of Staff.
- Students are expected to work in silence.
- Students must seek the permission of the supervising teacher if they wish to go to Art, Technology or the Library.
- Use of the computers is at the discretion of the supervising teacher and must only be for schoolwork. The playing of games on the computers will lead to students being locked out of the School Network.
- It is acceptable to read a **quality** newspaper during Private Study.
- No food or drink is allowed in any of the study rooms.
- The rules also apply at break and lunchtime as some students may wish to study then.

### Year 13

- The two conservatories are designated quiet study areas for Year 13.
- There will be no music or chatting.
- No food or drink is allowed in the conservatories.
- The rules also apply at break and lunchtime as some students may wish to study then.

## Sixth Form Privileges

Sixth Formers have a number of privileges not enjoyed by junior boys. 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 8.35am ready for Registration at 8.40am.
- You may go out at lunchtime but must return in plenty of time for registration at 1.20pm.
- You must not leave the premises at break or in your free lessons unless you have permission from The Head of Sixth or the Deputies.
- Year 13 students may study at home if they are free during periods 4 and 5.
- Year 12 students may sign out at 2.25pm if they are free for period 5.

## 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 Mr Murray, Mrs Harvey-Voyce or Mr Cummins for permission to go home.
- A parent will be notified by the Sixth Form Office.
- 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.
- Your parent must inform us before 10am if you know you are going to be absent from School because of illness and you must bring a note to your Form Tutor from a parent when you return to School.