



Altrincham Grammar School for Boys Sixth Form Enrolment

This booklet contains the following Information:

1. Sixth Form Code of Conduct
2. Student Learner Agreement
3. Bring Your Own Device (BYOD) Policy
4. Computer System Code of Conduct
5. Use of School EMAIL/MESSAGING policy for pupils
6. Mobile Phone Protocol
7. Code of Conduct including School Visits

The Sixth Form A-Z Guide has been emailed to all students and parents and is also on the website.

All students pay £25 to cover a Common Room Bond and their first Lanyard and IDBadge. This will be added to ParentPay from the start of term in September.

*Covid-19 health and safety measures will be in place in September to ensure a safe return to School and the attached policies may be altered and date and locations may be affected.

1. 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.
- The use or possession of alcohol, drugs and cigarettes is strictly forbidden.
- Vaping in School 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 business like. A good example must be set.

Sixth Form dress should either be a business suit or dark jacket, dark trousers, school tie and plain stiff collared shirt. Jumpers must be V-necked (leisure wear, including hoodies, sweatshirts are not acceptable)

Hairstyle should be smart and tidy. It is expected that hair is not in excess of collar length, however, should this be the case hair must be kept tied back away from the face and eyes. The following are not allowed: Patterned or sculpted styles with close shaved cuts, hair should be no closer to the scalp than a number 2; unnaturally dyed hair; hair extensions.

Jewellery is not allowed, no studs are allowed, even if covered by sticking plaster. Rings are also not allowed to be worn.

Students are expected to be clean shaven. By prior agreement with either the Headmaster or Head of Sixth Form and for religious reasons, students may be given exemption from this rule Sixth Formers will also be issued with an identification card and lanyard which must be worn and visible at all times whilst on the school premises

Servery and Maintenance

- Food is served at break and lunchtime.
- 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 when they are free. They will be timetabled to a specific room and 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.
- 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.
- Students can Bring Their Own Devices or use any available computers during Private Study but this 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 or libraries.
- 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.
- Year 13 will also have access to the new school library as a quiet study area during their free periods.
- There will be no music or chatting.
- No food or drink is allowed in the conservatories or the library.
- 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 in time to attend 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 12 and 13 students may study at home if they have completed the relevant permission form and are free during periods 4 and 5.
- Year 12 and Year 13 students may tap out 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, Mr Cummins or Dr Hepden for permission to go home.
- A parent will be notified by the Sixth Form Office.
- You must tap 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.

2. Sixth Form Student Learner Agreement

The School will provide:-

- appropriate teaching and where necessary marking of work;
- regular reports and assessments of progress which take account of your abilities, efforts and your targets for the future;
- further review of progress whenever necessary, at the request of either you or your parents, or on our initiative;
- facilities and resources for study and the encouragement to acquire sound learning skills and habits;
- advice and support in relation to Post-18 Options and to provide advice about careers;
- opportunities to talk about your progress with both you and your parents at published consultation evenings and on other occasions where it may be necessary;
- a general concern for your welfare and development;
- the opportunity to engage in a range of extra-curricular activities which will aid your personal development;
- the opportunity to express your views and ideas through the Sixth Form Council and the School Council;
- payment for the first sittings of all A level exam modules which are required for the courses being studied providing you keep to your side of this agreement.

Signed on behalf of the School by Mr Murray



As a student you are asked to:-

- show respect for others, for their property and for School property;
- make a real effort to maintain good standards of work, to meet course requirements and to realise your full potential;
- complete all homework, coursework, projects etc to set deadlines;
- make thorough use of study time within and outside School to follow and consolidate work covered in lessons;
- show respect for the working environment in designated study areas such as the Library and the study sections of the Sixth Form Building;
- achieve a high rate of attendance at School, including all lessons, with an absolute minimum of absences both during and at the end of term;
- arrive punctually for all registration periods, lessons and assemblies;
- observe Sixth Form procedures and requirements in relation to dress, appearance, notice for open days and appointments, going off site etc.;
- regularly check and act on communications including show my homework, shared during assemblies and form time, **from emails** and the Sixth Form pages on O365;
- follow the School's advice about avoiding excessive commitment to part-time work;
- behave in a mature and sensible way at all times, particularly to set an example to younger pupils.

3. Bring Your Own Device (BYOD) Policy

Bring Your Own Device (BYOD) refers to any student-owned ICT equipment such as:

- Laptops
- Tablets
- Smartphones

BYOD is an addition to the curriculum and is not a compulsory element of a student's education. It is not the School's responsibility to provide or support personal student devices. The purchase, maintenance, safety, insurance and security of all personal devices must be borne by parents/students.

The School recognises the benefits to learning from offering students the opportunity to use personal ICT devices in school to support learners and their learning. It is the intention of this policy to facilitate and support the use of personal ICT devices in school in furtherance of individualised student learning. Students are expected to use personal ICT devices in accordance with this policy and by using any such device in school students agree to be bound by the additional school rules and requirements set out in this policy:

- The use of personal ICT devices falls under AGSB's Network Acceptable Use Policy which all students must agree to, and comply with.
- The purpose of the use of personal devices at school is exclusively educational. Personal use of devices should not take place anywhere in school.
- There are no secure facilities provided at school to store personal ICT devices. Students should therefore keep their personal ICT device with them at all times.
- The use of a personal ICT device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class or Private Study areas in any way. Playing games, accessing social networks or other non-school academic related activities are not permitted.
- Students shall not distribute pictures, video or any other material relating to students or staff (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
- Students must check their personal ICT device daily to ensure the device is charged, free from unsuitable material and free from viruses etc. before bringing the device into school.
- Students must check their personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects. Any personal ICT device that has obvious Health and Safety defects should not be brought into school.
- Under no circumstances are students permitted to bring into school or use privately owned chargers for personal devices. The ONLY authorised charging facilities are any communal ones provided by school.

Consequences for Misuse/Disruption

The current procedures following inappropriate use are:

1. If a personal ICT device is confiscated once it will be returned to the student at the end of the school day with a warning that this must not happen again.
2. If a personal ICT device is confiscated a second time it will be returned to the student at the end of the school day and the parents notified.
3. If a personal ICT device is confiscated for a third time parents are asked to collect the phone at a time that is mutually convenient.
4. If a personal ICT device is repeatedly confiscated the pupil will lose the privilege of bringing the device to school.

School liability statement

Students bring their personal ICT devices to use at AGSB at their own risk. Students are expected to act responsibly with regards to their own device, keeping it up to date via regular

anti-virus and operating system updates and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices. AGSB is in no way responsible for:

- Personal devices that are broken whilst at school or during school-sponsored activities.
- Any data lost on personal devices.
- Personal devices that are lost or stolen at school or during school-sponsored activities.
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

AGSB accepts no liability in respect of any loss/damage to personal ICT devices while at school, during school-sponsored activities or in transit. As BYOD is not a compulsory part of a student's education, the decision to bring a personal ICT device into school rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in school. Parents/Guardians should ensure that suitable private insurance arrangements are in place to cover loss or damage.

Bring Your Own Device User Agreement (Terms and conditions of use)

By using your own personal ICT device in school you agree to the terms and conditions of this Policy and the associated Frequently Asked Questions. Please note:

1. That you understand that the use of a personal ICT device in school is a privilege not a right and agree to use the device for learning only.
2. You understand that students are solely responsible for the correct care, safety and security of my personal ICT device when in school.
3. AGSB accepts no liability in respect of any loss/damage to personal ICT devices while at school, during school-sponsored activities or in transit. The decision to bring a personal ICT device into school rests with the you, as does the liability for any loss/damage that may result from the use of a personal ICT device in school. You should understand that by bringing personal ICT devices into school, you agree to this disclaimer.

4. COMPUTER SYSTEM CODE OF CONDUCT

Pupils are responsible for good behaviour on the School's computer system - which includes the network, the virtual learning environment (Office 365) and the internet - just as they are in any other part of School. General School rules apply.

- Internet access is primarily provided for you to conduct research and to communicate with others on school-related topics. To this end, if you use the internet at school it should be for school work.
- The system can be accessed in the Library, S9 and S10 during lunch or after School. Computers in other areas may only be used with the express permission of, and supervision by, the teacher responsible for that room.
- Your parents' permission is required before you can use the internet.
- You are responsible for your own behaviour and communications over the system, including when using the internet and Office 365. It is expected that you will comply with the high standards set by the School when you are online.
- Staff may review files and communications to ensure that users are using the system responsibly. You should not expect that files stored on the system would always be private.
- USB sticks are banned due to the ease of which viruses may be spread from them.
- The School may take action against any student who posts unsuitable content on social media such as Facebook or Twitter which brings the School into disrepute or constitutes as bullying. Action will either be taken internally or in conjunction with the Police.
- Similarly, any electronic communications sent to staff, such as text messages or email, should not be considered to be private. The School will take action against any communication which is considered inappropriate or of a bullying nature.

ADDITIONALLY, THE FOLLOWING ARE NOT PERMITTED:

1. Interfering in any way with another pupil's computer.
2. Sending or displaying offensive messages or pictures.
3. Using obscene language, either verbally or through the use of the system.
4. Harassing, insulting or attacking others.
5. Damaging computers, computer systems or computer networks.
6. Violating copyright laws.
7. Using other people's passwords.
8. Trespassing in other people's folders, work or files.
9. Intentionally wasting limited resources (such as paper).
10. Playing games, except in the authorised Games Clubs.
11. Using the Internet for personal interests during School hours.
12. Eating and drinking in ICT suites.

SANCTIONS

1. Violations of the rules will result in temporary or permanent exclusion from the School Computer Network.
2. Additional disciplinary action may be taken in line with existing practice on inappropriate language or behaviour.
3. When appropriate, police or local authorities may be involved.

Remember that access is a privilege, not a right, and that access requires responsibility

5. USE OF SCHOOL EMAIL/MESSAGING POLICY FOR PUPILS

- It is expected that you will check for school emails from staff at least once per day.
- Similarly, you should check for messages from other school IT systems such as Microsoft Teams and Satchel One.
- Although you may send emails/messages of a work/academic nature to staff in the evenings, weekends and holidays, there is no expectation for staff to check for, read or reply to emails. Do not give staff time to read and reply. You do not know how busy people are or whether they have had time to check their email; they may be off sick, on a trip, on a course or away on holiday.
- If you have a private or personal issue that you wish to discuss with a member of staff, do try to see them in person; a face to face meeting is generally preferable to using email. However, if you have an issue you find hard to discuss in person, email your concern to help@agsb.co.uk – note that any abuse of this email address will have serious repercussions.
- Always open a conversation politely. Use 'Hi', 'Hello', 'Dear' or similar greetings. Not doing so can come across as rude. Note that once a conversation has begun, there is no need to reply to every email with such a greeting. Avoid terms such as 'Yo', 'Greetings', 'Hey you guys' etc.
- Similarly, always end an email/message politely.
- When a member of staff has replied, it is considered polite to say 'thank you'.
- Email between two persons is considered a private matter in respect that the conversation is private between those two persons. It is inappropriate to forward the contents of a conversation to other persons without the original participant's consent.
- Email can be considered a cold communication medium. Try not to be offended by terse (brief) emails, and remember to stop, consider and proofread what you have typed before clicking 'send'.
- Try to avoid clicking 'Reply to all'.
- Similarly, if you email a group, all members of the group will receive your email. Think carefully before sending/replying to a group email. The same applies to posting a message on a class chat or forum.
- It goes without saying that distributing, disseminating or storing images, text or materials that might be considered of a bullying nature, indecent, pornographic, obscene or illegal, offensive, abusive, sexist or racist, or might be considered as harassment, are expressly forbidden. This is in line with the School's whole-school ICT Policy which states that the School may act against pupils who post such content; action may be taken internally or in conjunction with the Police.

6. MOBILE PHONE PROTOCOL

The School recognizes that all young people find their phones an indispensable part of their everyday life. If a student does bring a phone with him, he must abide by the following rules:

- Mobile phones must be turned off and put away out of sight as soon as a student enters the School gate.
- If a phone is seen or heard during School hours it will be confiscated. Mobile phones will be kept securely in the School safe and will be returned to the student on receipt of a letter from home (this normally means that the student will be without his phone overnight which is meant to be a deterrent against infringements of the School rule)
- There may be some classroom activities where the use of a mobile phone is warranted and permission is granted by the teacher, but for that lesson only.
- The Sixth Form are allowed legitimate use of their phones in their Common Room, and may also use them in their private study lessons for research, or for listening to music while they work.
- Phones may not be used in lessons as calculators.
- **Phones are not allowed in examination rooms.**
- Phones may not be used in School for music playing.
- Students found abusing the use of a phone (e.g. making threatening calls, taking photographs or videos of others in the school community) will be punished. The Head Master's decision on all matters of mobile phone protocol is final.

If a boy needs to make an urgent call during the day he is able to do so from the School Reception.

I understand that the School takes no responsibility for any mobile phone lost or stolen on the School site.

7. Code of Conduct including School Visits

Pupils must not bring any of the following onto school premises (or purchase when on a trip/visit):- any kind of knife, ornamental weapons, replica weapons, alcohol, cigarettes, shish pens, cigarette lighters, drugs, fireworks or laser pens or any other item considered dangerous or hazardous. If any of the items above are found staff will remove them and they will be disposed of.

If pupils are uncertain about any purchase they must consult with a member of staff.

Pupils must not consume alcohol, cigarettes or drugs on school premises or when on a school visit/trip. Mobile phones may be used only with staff permission.

On School Visits and on coaches/minibus:

- Pupils must keep seat belts fastened at all times.
- Pupils must remain seated at all times when the coach is moving.
- Pupils must not disturb the driver at any time.

Pupils must behave in an orderly, sensible, safe and courteous way at all times.

If pupils are allowed time without direct supervision by teachers they must remain in groups of no fewer than four.

Pupils must ensure that they turn up punctually whenever meetings or check-ins are arranged. Pupils are expected to be quiet in their rooms at night so that no disturbance is caused to other residents.

Should pupils be on a ferry during a trip, they must follow carefully the meeting and check-in instructions. Pupils must abide by the specific rules and regulations of all establishments visited.

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