

Sixth Form Procedures

1—Reporting an Absence— A parent must contact school to report any absence, unless you have opted out of parental contact.

Also if you need to be sent home, school must first contact a parent to let them know. You must speak to one of the Sixth Form team (not reception) in this case.

2—Leaving the School site; if you have an appointment you must ensure a parent has contacted school by either email sixthform@uptonhall.org or by giving a parental note to Miss Griffiths, Mrs Crone or Miss Baguley. Appointments must be logged on SIMS before you can leave, by either Miss Griffiths, Mrs Crone or Miss Baguley, . You must go to reception when you are leaving, the receptionist will check your appointment is on the system and you can then sign out and leave.

3— At break or lunch time Sixth form students can go leave the School site. Please sign out and back in to school at reception. Sixth Form must not leave or enter school via the main reception doors, please use the side door.

4—Punctuality to School and lessons. It is essential that you are on time for school at the start of the day and to lessons

5— In an extenuating circumstance and you are late for school please remember you must sign in using the Inentry system at reception.

6— Registration - Please ensure if you have a non contact lesson P1 and P5 you sign in with Miss Baguley. Staff should not have to look for students to register them. If a member of staff is not in a lesson please be proactive and do a paper register and bring it to Miss Baguley. Registration with Miss Baguley will be in the Sixth Form Centre.

7— During non—contact lessons Year 12 must study at a table in the Sixth Form Centre, Library (if there is no class in there) or if there is available space in the Sixth Form Study Room. Year 13 are requested to study in the Sixth Form Study Room or Library during their non contact lessons.

8—Sixth Form Dress Code is expected to be adhered to each day unless you have a PE practical or an Enrichment session.

Remember— Energy drinks and chewing gum are NOT allowed in school