Guide for Students
Who’s who in Post 16

Mr Suckling: Assistant Principal, Head of Post 16

Ms Hughes: Head of Year 12

Mr Revel: Head of Year 13

Ms Mann: Post 16 Co-ordinator

Ms Pan: Post 16 Intervention

Mr Connor: UCAS Co-ordinator

Ms Essaye: Raising Aspirations Co-ordinator

If you require any further information or would like to discuss any issues relating to post 16 please contact the Post 16 Office (Room 209).

Tel: 020 7828 0881, ext. 278

Email: post16@pimlicoacademy.org
## Post 16 Key Dates

### Term 1: **Tuesday 3rd September 2019 – Friday 18th October 2019**
- **Tuesday 3rd September**: Yr 12 Induction
- **Wednesday 4th September**: Yr 12 Induction trip to Sussex
- **Thursday 5th September**: Yr 12 & 13 Lessons begin
- **Thursday 12th September**: Yr 12 Parents’ Post 16 Welcome evening 6.00pm
- **Tuesday 15th October**: Oxbridge/medicine deadline

### Term 2: **Tuesday 29th October - Friday 20th December 2019**
- **Thursday 7th November**: Post 16 Open Evening
- **Thursday 5th December**: Yr 12 & 13 Parents’ Evening

### Term 3: **Monday 7th January - Friday 14th February 2020**
- **Monday 10th January**: UCAS deadline

### Term 4: **Monday 24th February – Thursday 2nd April 2020**
- **Monday 24th – 28th February**: Yr 12 Work Experience Week

### Term 5: **Tuesday 20th April - Friday 22nd May 2020**
- **Monday 20th April**: Yr 12 AP1 opens
- **Wednesday 6th May**: Yr 12 AP1 closes

### Term 6: **Monday 1st June 2019 – Friday 17th July 2020**
- **Thursday 2nd July**: Y12 Destinations Evening
- **Friday 10th July**: Personal Statements due
### Year 12 Timetable

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<tr>
<th>Block A</th>
<th>Block B</th>
<th>Block C</th>
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<tbody>
<tr>
<td>Biology</td>
<td>Chemistry</td>
<td>Maths</td>
<td>Physics</td>
<td>Economics</td>
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<td>Maths</td>
<td>History</td>
<td>Geography</td>
<td>Philosophy</td>
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<td>Computer Science</td>
<td>Sociology</td>
<td>English Literature</td>
<td>Psychology</td>
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<td>Politics</td>
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<td>Media</td>
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Timings of the school day are as follows:
- **08.30 – 09.20**  Period 1
- **09.20 – 10.10**  Period 2
- **10.10 – 10.30**  Break
- **10.30 – 11.00**  I SPACE
- **11.00 – 11.50**  Period 3
- **11.50 – 12.40**  Period 4
- **12.40 – 13.25**  Lunch
- **13.25 – 14.15**  Period 5
- **14.15 – 15.05**  Period 6
POST 16 LEARNING AGREEMENT

Our learning agreement sets out what you can expect from us and what we expect of you as a student.

What you can expect from us:

1. To create a Post 16 provision that delivers academic excellence through study programmes that best suit our students.
2. To provide highly skilled Post 16 teaching that inspires excellent attitudes to learning.
3. To engender high aspirations through a wider set of experiences that meet with students’ interests and pathways to ensure they are well-prepared for life beyond Post 16.
4. To inspire and develop social responsibility, where students are role models who actively contribute to Academy and community life.
5. To ensure student experience and outcomes are underpinned by careful monitoring and systems that ensure the needs of all students are met.

In an effort to ensure that Year 12 and 13 commitments are fully understood, and to involve parents in agreeing to these commitments, we are asking all parents and students to sign an undertaking to abide by the following points:

1. 100% Attendance
2. 100% Punctuality
3. All homework and all coursework completed to deadlines. To make good progress, a minimum of 15 hours a week reading/private study/homework is essential.
4. Dress Code be followed – smart, well dressed and ready to present a positive image
5. Behaviour expectations followed – respect, grace and politeness at all times. Students are expected to be a role model to the younger students.
6. Respect the Study Room – it must be used for work only.
7. Attend any pre-arranged sessions of specific support or intervention.
8. Holidays – only arranged outside term time
9. Any absence must be reported by parent/guardian by 8:30am and if a known appointment in advance.

I have read the above agreement and understand the requirements I must meet as a Post 16 student. If I do not meet these requirements, I understand my place at the Academy will be reviewed.
PIMLICO ACADEMY POST 16
2019/20 STUDENT CODE OF CONDUCT

Our values: Scholarship, Responsibility, Respect.

Scholarship: Using study to enhance my understanding and ability to perform, analyse, argue and invent.

Responsibility: Leading projects that contribute to the school and wider community. Taking responsibility for my conduct and schedule.

Respect: Communicating honestly and maturely with professionals and students, understanding that the school systems are supportive.

Our vision: every member of Pimlico Post 16 works hard to succeed, take on the commitments and challenges of young adulthood, and treats everyone in the academy with respect.

Targets: above 95% attendance as a sixth-form, all students meet their academic targets, all students embrace expectations and approach their work with a positive attitude, all students know why they are here and what they want to achieve after leaving us.

Code of Conduct: at Post-16 we give you values to live up to rather than rules to follow. As a member of post-16 we expect you to support our values and vision by living up to our principles:

1. We work hard
2. We work together
3. We are open and honest
4. We respect each other
5. We contribute to the our community
6. We are leaders
PIMLICO ACADEMY POST 16

STUDENT CODE OF CONDUCT

1. **We work hard**: because we are here to study and learn
   - Every student has a reason to work hard and push themselves to achieve greater things. Simply ‘passing’ or getting by isn’t the aim, we expect a positive, determined, and aspirational attitude to your studies that informs the way you behave and think around the school.
   - Your attendance and punctuality to lessons is vital to your success. Be sure to schedule appointments after school or in the holidays. Always contact the post-16 office to authorise an absence with at least 24 hours’ notice. Always leave home with plenty of time to spare.

2. **We work together**: so we collaborate with staff and students
   - Work with staff: ask them for specific targets to help you achieve, communicate about what you find difficult or need support with.
   - Work with students: the most successful students at Pimlico have always been those who recognise the value of working with classmates outside the classroom: organise study groups and develop support networks.
   - Your long-term success is built on your ability to collaborate.

3. **We respect each other**: because all members of the academy deserve your respect and you deserve theirs.
   - It is easy to feel at home around school, especially when relaxing with friends. But remember you are in a public institution and spaces shared with young children and adults: be considerate about others’ beliefs, values and feelings.
   - Be friendly, positive, and polite in your dealings with others.

4. **We contribute** to our community: because it is our community.
   - The school environment is what you make it. Volunteer to help staff, take on commitments and responsibilities, and participate in clubs or societies.
   - Getting involved and contributing to the community will create lasting memories, improve your wellbeing, and help reduce stress.

5. **Be open and honest**: so we can support you.
   - Every member of staff is dedicated to supporting you at Pimlico. If you feel like you need support – whether personal or academic – be sure to speak to a member of staff or the post-16 team.
   - **Personal issues**: the post-16 team will respect your right to support and confidentiality, we can help you find specialist support and ensure your academic workload is manageable.
   - **Academic concerns**: if you feel like you are falling behind or not making progress, you need to communicate this with your teachers or the post-16 team. We can make sure you have specific, achievable targets that can help you get back on track. **Ask for help, don’t wait for intervention.**

6. **Be Leaders**: because you’re capable of it.
   - Set up clubs, societies, or events. Help younger students feel welcome and supported. Be the adult you imagine yourself to be in 5 years’ time. Be bold and take on responsibilities or find opportunities that might change your life. Don’t let your peers determine who you will become. You need to find your own pathway.
**Post 16 Concern Processes**

- There are 3 areas of post-16 concern policy: academic progress, attendance and conduct.
- These policies support our values for *Scholarship, Responsibility and Respect* and our Code of Conduct.

Concern Processes

This diagram describes what happens if we have any concerns about you.

- You can always expect concerns to be dealt with in a clear, consistent, and fair way.
- You can expect us to support you by: involving your parents early on before concerns become more serious, giving you clear and achievable targets to improve, and listening to you individually to support you on a case-by-case basis.
Areas of school life

**ACADEMIC PROGRESS:**
Expected progress between every home learning assignment and at formal assessment points. Monitored by teachers.

**ATTENDANCE:**
above 95%. Punctuality expected (will count against attendance if you are late). Absences must be authorised in advance.

**CONDUCT:**
Expected conduct around school, participation in i-reading, presence around the academy including dress code, headphones etc.
Monitored by all and followed up by post-16.

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**Stage 1: informal warning**

Teacher or tutor will discuss persistent lateness or repeated absences with you. Our concerns will be clearly communicated and you will be reminded of expectations.

All members of staff are expected to challenge you where your conduct in or around school is a concern. Teachers or support staff will inform post-16 team. Tutors will discuss concerns about conduct with you.

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**Stage 2: formal warning**

Teacher or Department will make referral to post-16. You meet with Head of Year and are given an attendance card for 2 weeks. Study periods may be removed. Morning sign-in required.

You are encouraged to ask for support at this stage.

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**Stage 3: final agreement**

You will be invited to a parents’ meeting with Head of Year, Head of Post-16, and Head of Year. Final targets and consequences agreed, place at academy is held under review throughout this period.

For severe incidents or repeated conduct issues you will be invited to a parents’ meeting with Head of Year, Head of Post-16, and teachers and Principal where appropriate. Place at academy is reviewed. If final targets agreed, place at academy is held under review throughout this period.
STUDENT LIFE AND POLICIES

At the core of our Post 16 vision lies our values of scholarship, responsibility and respect. The following details a range of opportunities, policies and support that ensures students reflect and uphold these values in everyday school life.

SCHOLARSHIP

STUDY ROOMS

All students will have between 6 and 12 study periods a week. This time is for you to be developing your subject knowledge and completing home learning. Freedom to choose where you work during this time will be increased over time.

207 & 208: These study room are primarily for quiet independent study. You can rely on this space to provide a calm and focused atmosphere where students can complete tasks either in pairs or individually.

When you are studying in the study room you should focus on the following:

- Completing study task set by teacher
- Doing online research or teacher suggested activity
- Completing further reading
- Organising folder
- Planning week ahead

Important note: Students can eat in the study rooms during break time, lunch and after school. Hot food is not permitted at any time. Food should not be consumed in the study rooms outside these times. If individual students do not meet with the above expectations then they may not be able to use the study rooms.

SUBJECT AMBASSADORS:

Subject Ambassadors are students who are important advocates for their subjects:

- Support with subject enrichment for younger students
- Work with Heads of Department to deliver subject specific lecture/subject specific assembly/select work for publication in Post 16 Periodical
- Be part of student voice for subject areas by meeting with students and feeding back to departments
- Liaise with the raising aspirations team and HOD to discuss what external speakers students would like to have talks from

ACADEMIC TUTORIALS

Post 16 students will receive one-to-one academic tutorials from a dedicated Post 16 tutor team during I Space following an Assessment Point. The tutorials will focus on achievement, progress, attendance, punctuality and setting targets for the term ahead. A transition tutorial at the end of year 12 will focus on the same areas as an academic tutorial but has the additional focus on destinations.

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<thead>
<tr>
<th></th>
<th>ACADEMIC TUTORIALS</th>
<th>TRANSITION TUTORIAL</th>
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<tbody>
<tr>
<td>Year 12</td>
<td>November</td>
<td>May</td>
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<tr>
<td>Year 13</td>
<td>November</td>
<td>April</td>
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<td></td>
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<td>July</td>
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**INTERVENTION:** Either Departments or Post 16 will identify the best intervention for you when necessary. A key focus will be the identification of the most appropriate type of intervention:

**Subject specific:** If you need intervention in a specific subject then you will be supported by subject/department level intervention.

**Literacy support:** If you need literacy support you will be directed to the writing centre on Wednesday 5 & 6.

**Post 16 life:** If you need support across subjects and/or managing the challenges of post 16 life e.g. time management, independent study, prioritising deadlines, then a member of the Post 16 team will meet with you (tutor, Ms Mann, Head of Year or Head of Post 16)

**ENTRY FOR AS**

**Year 12:** We will review academic progress throughout the year. If a student is struggling with linear courses then students may be entered for AS exams at the end of year 12. Decisions are typically made in January. AS entry outcomes will be used to determine if a student needs to move onto more appropriate course/programme at the end of year 12.

**Year 13:** We will review academic progress throughout the year and, if a student is struggling with a linear course, he/she may be entered for an AS exam or withdrawn. Decisions are typically made in January.

**COURSE CHANGES**

Whilst not the norm, it may arise that students need to reconsider a subject because progress is not as expected or extenuating circumstances have influenced a student’s ability to complete a course. This decision would need to be discussed with the Post 16 team and a clear alternative would need to be in place to ensure a student has a sufficient programme that helps him/her meet his/her future goals.

**EXAM WITHDRAWALS**

The Academy reserves the right to withdraw students from exams for which they have been entered if students fail to:

- make sufficient progress throughout the course
- attend lessons
- attend subject specific support classes
- attend pre-arranged intervention sessions
- attend compulsory revision classes
- attend academic tutorials
Responsibility Assembly

Assemblies will be held on Wednesday during I-Space. Assemblies will include the following: a speaker who will focus on either scholarship, responsibility or respect, a performance/presentation by Post 16 students, student board or alumni, priorities for the week/term, key dates, academic achievement, aspirations and rewards.

Attendance is compulsory.

Post 16 I-Space

Students will register with their Post 16 tutor group every day during I-Space. During the week the sessions will focus on developing an A level mindset, building study and revision skills, debating topical issues and a chance to discuss and learn about PSHE topics. Students will also learn about and plan for higher education and careers during these sessions. All Year 12 students will also be involved in supporting lower school tutor groups by being a reading, numeracy or pastoral mentor.

Raising Aspirations Programme

We are very proud of the support we give our students to ensure that they achieve their goals when they leave us. The programme contains many elements created to provide opportunities, develop skills and build confidence. These include:

- Careers Fair
- Community Service (all Year 12s expected to do a minimum of 20 hours volunteering)
- CV workshops
- Presentation skills workshop and mock interviews
- Enterprise competitions
- Dedicated support for Oxbridge and Medical candidates
- Dedicated support for students looking to pursue apprenticeships or employment
- University visits
- Work experience

For more information follow us on Twitter @PimlicoPost16 or contact Ms Essaye, Raising Aspirations Co-ordinator s.essaye@pimlicoacademy.org
### Enrichment Opportunities at Pimlico Post 16

<table>
<thead>
<tr>
<th>Students usually have 5 A grades or above at GCSE.</th>
<th>Students will be interested in university study or professional opportunities in ‘the City’ after their degree (open to all students)</th>
<th>Students will be interested in pursuing either an ‘artistic or performance based route, or looking at non-university options.</th>
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<tr>
<td>Oxbridge* Various programmes to meet undergraduates, gain work experience, etc. OxFizz mock interviews Sutton Trust Fulbright Scheme* (to study in America) Talks from admissions teams Talks from current students Trips to campus</td>
<td>All Universities London Taster Courses: attending short lectures and open days in different subjects at different universities, to meet students and learn about university life. Into-University: support with writing your university application Summer Schools to learn more about degrees and university life</td>
<td>Creative Arts Mentoring from professionals Opportunities for portfolio development. Work experience with local galleries or studios. Audition / Personal statement support</td>
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<tr>
<td>Top Universities Social Mobility Programmes* with UCL, KCL, and other top universities. Summer Schools at the end of Year 12 with top universities to develop subject knowledge. Finding work experience relevant to your subjects: in libraries, museums, magazines, businesses, etc. to support university application. Taster classes: to visit universities and try out degree programmes, meet students, etc. Public lectures around London to develop subject knowledge. Reading lists from teachers to broaden your subject knowledge.</td>
<td>School Leaver Programmes (employment) JP Morgan M&amp;G Investments KPMG PWC Bank of England The Challenge</td>
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<td><strong>Red</strong></td>
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<td><strong>Green</strong></td>
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<tr>
<td>Working with others</td>
<td>Only when directed</td>
<td>Joins a study group</td>
</tr>
<tr>
<td>Folders</td>
<td>Organised when asked to</td>
<td>Manages sections and files where needed</td>
</tr>
<tr>
<td>Time management</td>
<td>Crams near deadlines</td>
<td>Manages most deadlines</td>
</tr>
<tr>
<td>Lesson time</td>
<td>Passive/needs prompting</td>
<td>Asks questions to understand, makes notes</td>
</tr>
<tr>
<td>In school</td>
<td>Chatting in study room, careless in corridors, has to be pushed to volunteer, without pass, pushes dress code</td>
<td>Volunteers at points when asked, studies carefully at quiet times, on time, considerate, generally meets dress code</td>
</tr>
<tr>
<td>Out of school</td>
<td>More focused on friendships groups, paid word</td>
<td>Manages wider responsibilities alongside studies</td>
</tr>
<tr>
<td>Holidays</td>
<td>Only completes required HL</td>
<td>Consolidates notes where required</td>
</tr>
<tr>
<td>Feedback</td>
<td>Only does Improvements when asked</td>
<td>Routinely does improvements</td>
</tr>
<tr>
<td>Research</td>
<td>No further research unless asked</td>
<td>Some further research on preferred topics</td>
</tr>
<tr>
<td>I-Space</td>
<td>Passive</td>
<td>Generally answers questions, brings folders</td>
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**STUDENT BOARD**

The Student Board will be made up of Post 16 students who share a keen interest in the development of life at Post 16. Board members will be required to meet regularly to steer Post 16 student views and interests around academic, social and community life. All members must be fair and effective communicators who are responsible, organised and good at managing their own time and will have to go through a careful selection process.

Students will apply for roles in Sept and following appointment members will meet weekly on Wednesday afternoons. Whilst Post 16 and Raising Aspirations team will support and guide the board, board members will take initiative, be reflective and drive the direction of the board and its role. Roles include Chair, Academic Officer, Social Secretary, Photographer, Equal Opportunities Officer, Extra Curricular, Community officer, Events and School Relations, Environment and Ethos officer. Applications due on the 22nd Sep.

**DESTINATION SUPPORT**

Post 16 offers individual support for both university and apprenticeship applications. We have a clear timeline for students to follow which means that university or apprenticeship applications are carefully thought through and completed early in year 13. Students have clear guidance on finding the right courses and are well prepared for the demands of additional requirements such as interviews or testing; whether for medicine, Oxbridge or international applications. Below are some resources worth using:

- **WWW.LCAS.COM**
  Search university courses and complete online application to all universities.

- **WWW.WHATUNI.COM**
  Loads of information and course search options.

- **WWW.UNIVERSITY.WHICH.CO.UK**
  Loads of information and course search options. Follow@WhichUni on Twitter for some great tips.

- **WWW.PROSPECTS.AC.UK**
  Prospects has lots of useful information on the graduate job market, including salaries and graduate destinations broken down by subject.

- **WWW.TARGETJOBS.CO.UK**
  TargetJobs outlines information regarding job sectors and career options. It’s also a good source for finding internships.

- **WWW.UKOURSEFINDER.CO.UK**
  UkCourseFinder is an excellent and quick way of tracking down courses. It also offers lots of general information and links to other useful sites.

- **WWW.LONDON.AC.UK/TASTERS**
  University taster courses for prospective undergraduate students. Choose from over a hundred courses in multiple subject areas at numerous universities in and around London.

- **http://sacu-student.com**
  Great tool for finding out about possible careers/courses based on interests and strengths.
FINANCIAL SUPPORT (N/A CONSORTIUM STUDENTS)

16-19 Bursary Fund

What is a bursary?

We understand that some of our learners will need financial help during their further education and it is our aim to use the 16-19 Bursary Fund to assist those who need it most.

Under the 16-19 Bursary Scheme, Post 16 providers can make discretionary bursary awards to students to help them overcome the individual barriers to participation they face, for example help with the cost of transport, meals, books and equipment.

A decision for a learner’s entitlement will be made on an individual basis and will be awarded in the following ways:

1. A termly allowance paid into student account once a short term
2. Contribution towards enrichment opportunities and travel for educational events (open days etc)
3. Contribution towards texts books and subject materials

Who is eligible?

Priority will be given to students on Free School Meals. Each application will be assessed on an individual basis; a learner’s eligibility for support does not automatically entitle them to receive it and it is not guaranteed that all students in this category will receive an award.

How do I apply?

Application forms and further information are available from the Post 16 Office. If demand exceeds the available funds, reduced awards may be given and when the fund is fully committed, no further awards will be made. For this reason please ensure that application forms and supporting documents are submitted as early as possible. If you think your child may be eligible for Free School Meals you should apply now - students who receive Free School Meals are automatically eligible for a Bursary Award. Students should check when their eligibility for Free Schools Meals expires if they have received FSM lower down in the school. This will ensure applications and paper work can be supported by up to date free school meal status. The Bursary will be deposited directly into the student’s bank account. All students applying for the Bursary must therefore hold a bank account in their own name.
POST 16 WELL BEING POLICY: Our student welfare is of key importance. At Pimlico we understand that ensuring students are well, both physically and mentally, is key to academic successes and happiness. In order to help our young people move through the challenges of A-level and maintain a healthy study/life balance we offer support in a number of ways. All students are offered the following:

Academic & Enrichment Support

- Tutor programme that helps students develop a growth mind set to their own capabilities and learning.
  We offer academic support with time management, study skills
- Academic tutorials to support a student in reflecting on his/her progress
- Ensuring students are on the right pathway through careful guidance pre-enrolment. Moving in the right direction is pivotal to enabling young people gain confidence and find interesting destinations
- Two study rooms for Post 16 students with computers
- A personalised Raising Aspirations Programme which provides wider enrichment opportunities suited to the young person
- Support in making choices about their own futures
- An opportunity to develop as a role model by supporting younger students with reading

Supporting Healthy Lifestyles

- Free breakfast & fruit during the day
- Lockers to help with the practical side of storing and managing resources
- Exercise and extra-curricular opportunities specifically for post 16 students
- I-space programme that gives student a forum to discuss and become more knowledgeable about relationships, internet safety, sex, drug and alcohol

Student Voice: We carefully reflect on how our students are progressing through surveys which take place twice a year and also through our student board who liaise with students to share student opinions, thoughts and needs.

Seeking Support: Where a specific concern arises students can self-refer by coming to see us to share concerns. We are well aware that students sometimes struggle with this initial step. In light of this we have a process. If a student appears to be struggling or a cause for concern to a member of staff then the both the post 16 and inclusion team who will then review, discuss and put in place support for the whether it is academic support or pastoral. Where a student is experiencing particular difficulties and require specialist support, we will direct them to one of the following organisations:

- Place2Be, a counselling service that we offer within Academy specifically for Post 16 students [https://www.place2be.org.uk/](https://www.place2be.org.uk/)
- Befriend a Family [http://www.befriendafamily.co.uk/](http://www.befriendafamily.co.uk/)
- Young Westminster [https://www.westminster.gov.uk/young-westminster](https://www.westminster.gov.uk/young-westminster)
- Faces in Focus [http://facesinfocus.org.uk/](http://facesinfocus.org.uk/)
POST 16 SAFEGUARDING POLICY

Further to the Academy wide safeguarding policy, which can be found here: http://www.pimlicoacademy.org/attachments/download.asp?file=42&type=pdf, are the Post 16 specific policies.

1. PREVENT at Pimlico Post 16:

What is the Prevent Duty? Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies, listed in Schedule 3 to the Act (including schools and colleges), to have "due regard to the need to prevent people from being drawn into terrorism".

What is Extremism? The government has defined extremism in the Prevent strategy as: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs."

At Pimlico Post 16 we ensure that all students:

1. Understand the Prevent strategy aims and intentions
2. What to do if they have a concern about a student who may be vulnerable to or suspect is being radicalised
3. Understand British Values through our I-space/assembly programme, as well as reflecting these values in our own inclusive ethos and environment

2. ID and Student Whereabouts: As post 16 students do not wear a uniform then we need to be able to identify sixth form students clearly in the building and for this reason students must wear their ID cards on a lanyard at all times in school. This is an important part of our safeguarding policy and is non-negotiable. Post 16 students must enter the building via the reception and the main entrance, ensuring that they tag in and tag out using the Inventry software so we are aware of their whereabouts at all times. Students are responsible for keeping ID safe and must immediately replace any that go missing otherwise they will not be allowed on site. Replacement ID is £5 from Ms Leighton in 114. Students must not bring external visitors on site.

3. An Inclusive Environment: At Pimlico Academy Post 16 we value our inclusive ethos. We ensure all students feel safe and we do not tolerate bullying or harassment. Our anti-bullying policy can be found here: http://www.pimlicoacademy.org/page/?title=Policies&pid=16. We provide particular support for vulnerable groups such as young people in or leaving care and young carers.
**RESPECT**

**ATTENDANCE & PUNCTUALITY**

Your achievement and success depends upon your attendance to 100% scheduled lessons and sessions at Post 16. We expect you to take full responsibility for your attendance and punctuality.

**Reporting Absence:** Prior absence to be notified to Post 16 Office via email or telephone (a.mann@pimlicoacademy.org) 020 7828 0881 ext. 278). Holidays and non-urgent medical appointments are not to be made during the school day/term time. In the case of genuine sickness, when an absence genuinely cannot be foreseen you must inform the Post 16 Office as soon as possible on the day in question. In the case of illness, a letter from a parent/doctor should be provided when you returns to school.

**Punctuality:** Students are expected to be punctual 100% of the time; If arriving late to lesson at the beginning of a double or single period the student should inform teacher and collect work then report to the Post 16 Office. *Late students will not be allowed into lessons.* They will be recorded absent from that lesson. If students have missed the first lesson of a double lesson they are expected to return for the 2nd period. Students are expected to be up to date with the work they have missed due to lateness and must see staff to apologise and collect work missed by the end of that day.

**DRESS CODE POLICY**

The Post 16 Dress Code fits in with the ethos of the Academy in ensuring you are *well dressed, smart and present a positive image* both in and out of school. You are role models with increasing positions of responsibility within the school. If you are not appropriately dressed will not be allowed in the building. Parents will be informed and you will be sent home and asked to come back dressed appropriately. ID badges must be worn at all times. The following are not permitted:

- blue jeans, leggings or jeggings
- tracksuits
- crop tops
- miniskirts
- hats
- earphones
- ripped jeans
- denim or denim looking fabric

**Mobile phones and headphones on display** within the school building will be confiscated until the end of the school day.

These are examples of acceptable clothing – except the hat in school!