Huntington School Sixth Form

Welcome Pack and Student Handbook

2026-2027

Important information

In form on the first day, place your sticker underneath here which includes your printer code, ClassCharts password & email address.

Letter = colour of the block

B = Blue block
R = Red block
G = Green block
Y = Yellow block
P = Purple block
C= Central block

You could choose to colour code your timetable on the next page,



Timetable

Staple/Glue in your timetable below:

Timetable will be issued on first day

Year 12 Key dates

Friday 11th September - Y12 Photos in the hall

Thursday 24th September - Y12 Learn and Succeed Evening

Wednesday 30th September – School closes at 12:15pm for Y6 Open Evening

Thursday 14th January – Sixth Form Taster Day for current Year 11s, school closed for Y12

Wednesday 3rd March – Training day school closed

Wednesday 14th April - Y12 Parents' Evening (online)

w/c 21st June – Year 12 Exam week (These form your predicted grades & allow you to continue into Year 13)

Friday 2nd July – Training day school closed

Welcome from the Sixth Form Team

We hope you are looking forward to starting with us on Wednesday 9th September. Whether you are an existing student at Huntington School or you are joining us from another school, Huntington Sixth Form will feel very different from being in Year 11.

You will have fewer subjects to study, a range of non-academic courses to choose from, more independent time during the day and of course no school uniform. We have lots of exciting plans for the next two years to make your Sixth Form experience as interesting as possible and we are looking forward to getting you involved!

The aim of this pack is to give students and parents an introduction to our systems and policies that we use on a daily basis. Hopefully these will help prepare you for your Sixth Form journey. Don't forget, joining Sixth Form is YOUR choice to study the subjects YOU have chosen – it should be an exciting moment!

We are all looking forward to meeting you soon. Don't forget, we are here to help make the Year 11 transition to Sixth Form as seamless as possible.

The Sixth Form Team



Mr H Richards	***Mrs L Hopson***	***Mrs R Wilson***	***Mrs A Blunt***
Director of Sixth Form	***Head of Year 12***	***Head of Year 13***	***Student Support Leader***
h.richards@huntington-ed.org.uk	***l.hopson@huntington-ed.org.uk***	***r.wilson@huntington-ed.org.uk***	***a.blunt@huntington-ed.org.uk***

The School Day

SCHOOL OPEN	**8:00am**
Registration / Assembly	8.30am
Lesson 1	9.00am
Lesson 2	10.00am
Break	**11.00am**
Lesson 3	11.20am
LUNCH BREAK	**12.20pm**
Lesson 4 and Registration	13.05pm
Lesson 5	14.10pm
End of School Day*	15.15pm
Every other Monday (Week A)	
Registration / Assembly	8.30am
Lesson 1 (M1)	8.45am
Lesson 2	9.30am
Break	**10.30am**
Lesson 3	10.50am
LUNCH BREAK	**11.50am**
Lesson 4 and Registration	12.35pm
Lesson 5	13.35pm
End of School Day*	14.40pm

**Staggered finish times at the end of the school day*

Huntington School Key Dates 2026 – 2027

Autumn Term			
Sixth Form begins Wednesday 9th September 2026	School closes: Friday 23rd October 2026	School opens: Monday 2nd November 2026	School Closes: Friday 18th December 2026 at 12:15 pm
Spring Term			
Monday 4th January 2027	School closes: Friday 5th February 2027	School opens: Monday 15th February 2027	School closes: Friday 19th March 2027 at normal time
Summer Term			
Monday 5th April 2027	School closes: Friday 28th May 2027	School opens: Monday 7th June 2027	School closes: Friday 23rd July 2027 at 12:15 pm

School closed for Training Days: Wednesday 3rd March, Friday 2nd July

Week A – 'Short Mondays' 2026-2027

Short Mondays in Week A end at 14.40pm. These are as follows:

Autumn Term	Spring Term	Summer Term
7th September	4th January	5th April
21st September	18th January	19th April
5th October	1st February	3rd May
19th October	22nd February	17th May
9th November	8th March	7th June
23rd November		21st June
7th December		5th July
16th December		19th July

Form time – Flexible tutor time model

You will be in form time every day until Christmas. This is to get you used to the Sixth Form systems and for us to get to know you. The schedule is as follows:

Day	Year 12 (until Christmas)
Monday	Check in & homework
Tuesday	Memo & actions
Wednesday	Tutor led session
Thursday	Quick skills
Friday	Quiz or Assembly

After Christmas, students who have been on time to form each day, will see themselves move to the flexible tutor time model. **Students who have not been punctual to school, will not have this privilege.**

	Year 12 (After Christmas)	
Day	Week A	Week B
Monday	M1 Registration	
Tuesday	Memo	Memo
Wednesday		
Thursday		
Friday	Assembly/ check in	Assembly/ check in

Roughly once a half term you will have a 1 to 1 with your form tutor.

These will be conducted in 15-minute slots during those flexible slots.

Please do not miss this

Critical information: Safeguarding the site

There are two critical rules that **all** Sixth Form students must follow to keep students across school safe:

1. **Students MUST wear their lanyards**
2. **at all times. A temporary green lanyard can be loaned from Student reception but must be handed back at the end of the school day.**





3. **Every time you enter or exit the buildings you MUST sign in and out on the InVentry system at student reception.**



Gaining access into the school

- Sixth Form students must enter at the P block entrance/student reception.
- Sixth Form students can enter the building from 8am.
- Lower school students will all enter through the green block gates from 8.15am.
- Do not let lower school students into the building or through the maglock doors.

Part time employment

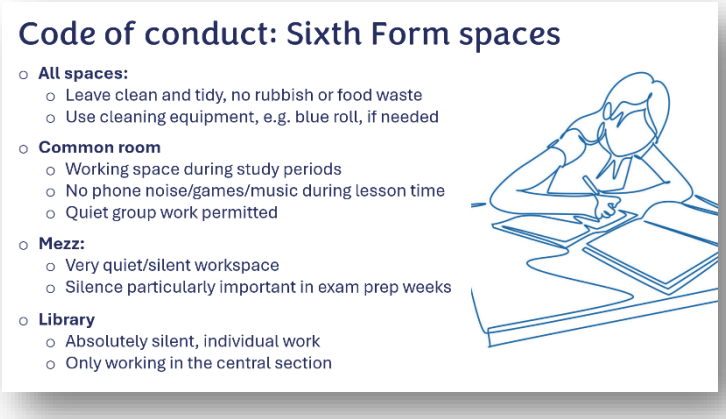
- Having a part time job while attending Sixth Form is common and a fantastic way to gain wider skills which will help students with a future career.
- **We ask that students do not exceed 10 hours of part time work a week.** Interviews and training for part time jobs is not permitted in school time.

Study privilege

- Students are allowed to study off site if they do not have a lesson. They do not have to explain why they are leaving the site but must sign out in Student Reception using their lanyards.
- If a student falls behind with their academic work, then their study privilege (their ability to leave the site to return home to study) maybe removed for a period of time.
- Students may also be required to attend form time five days a week if the Sixth Form leadership decide this would help them meet the expectations of study.

Study Periods

- If you have a study period, you will need to head to the Mezz, Library or Common Room and use this time to complete homework, further reading, revision or go back over class notes.



Lockers

- All students are advised to have a school locker to keep their belongings safe and because bags can become very heavy with books, folders etc.
- The cost of the locker is £10 for 2 years. Your student will then be issued with a locker within the first 4 weeks.
- They must bring a key lock padlock to use on their locker.
- You can pay for a locker on Wisepay.
- Then email Mr Vilar on jr.vilar@huntington-ed.org.uk to be allocated your locker.

Bikes

- Bike sheds are located behind green block.
- If you need to leave site before the end of the school day, please leave your bike on the Astro bike racks.
- Please ensure you have securely locked your bike.

Personal Development Programme

- On Wednesday afternoons you will take part in the Personal Development Programme. (PDP)
- **PDP is compulsory – you must attend.**
- On Wednesday 16th September you will be required to attend a PDP launch in the main hall (period 4) followed by a fair in the drama studio during (period 5).
- The launch will explain all you need to know about PDP and the fair will help you to confirm which PDP option to select.
- You will then begin PDP on the 23rd September.
- PDP runs in 4 blocks – three options blocks, each 1.5 terms, until February Half Term in Year 13. The final block after that will be dedicated to revision and exam preparation tasks.

Extended Project Qualification

- The **Extended Project Qualification (EPQ)** is an optional extra you can **choose** to study. This is worth UCAS points equivalent to AS grades.
- If you choose NOT to study this, you will be studying for your other A Levels during this time.
- You will attend a EPQ launch where you will receive further information on this option.
- It is currently on your timetable, but we can remove it if you choose not to take it.

Sixth Form Dress Code

Our Sixth Form dress code is gender neutral and promotes religious and ethnic equality. Sixth Form students are rightly given a good deal of freedom about the way they dress. We must recognise though, that in an 11-18 school, Sixth Form students are role models to younger students: it is therefore important that Sixth Formers can express their own identity through the way they dress, while at the same time dressing appropriately in the context of the wider school community.

- Every workplace has a dress code, we are no different.
- In our school, the lower school students wear a uniform; staff and sixth formers have a dress code.
- Some sixth forms have uniform or have a dress code of 'business wear' – we have chosen not to go down this route.
- Even when it's warmer, you are able to dress appropriately and stay cool in the heat.

Sixth Form students should take the following as a guide to what is considered appropriate dress:

- Smart casual day wear which is suitable for wearing at a school
- No beach wear, swimwear or clothing of a similar silhouette.
- No backless or low-back tops. The back of the top should not sit lower than the shoulder blades.
- No items of clothing that are fully or partially transparent.
- No items of underwear should be visible.
- Subtle cropped tops are allowed, but bra tops are not. The bottom edge of the top must be near the waistline.
- Shorts, dresses, and skirts should be significantly closer to the knee than the top of the leg
- Clothing should not display inappropriate slogans

Images to guide choices of cropped tops and 'beachwear'



Images to guide choices of shorts:



Sixth Form Code of Conduct

Habits, attributes, personal skills and routines that will lead you to great success at Sixth Form:

- Independent, proactive, organised approach.
- Consistently engages with sessions, asking for help when needed.
- Attends all sessions punctually.
- Completes classwork, homework and coursework, challenging themselves to extend and develop.
- Consolidates learning throughout courses.
- *Consequently,* meets or exceeds minimum expected grade.
- Ambitious & proactive about future.
- Catches up after unavoidable absence.
- Positively contributes to the Sixth Form community and leads the school by example

Conduct around school:

- Lead the school by example and do not damage the reputation of the Sixth Form.
- Do not swear or shout at each other.
- Do not verbally abuse staff. Any form of discriminatory abuse will not be tolerated.
- Follow the school's values of RHK and expectations.
- Follow instructions from all staff and treat all with respect. This includes in electronic communications such as emails.
- Wear clothes that meet the dress code and are safe for your learning environments.
- Always wear a lanyard around your neck.
- Mobile phones, smart devices and headphones should not be used outside of the Common Room, Mezz and other Sixth Form areas.
- In common with other public spaces, no illegal substances are to be brought onto the school site (including cigarettes, vapes and alcohol.)
- Respect the surrounding community before and after the school day.

Conduct in lessons:

- Arrive on time.
- Devices and mobile phones should only be used in lessons at the teacher's request.
- Focussed and proactive participation in the lesson.
- When required to work in groups, share the work evenly and take collaborative responsibility for the outcome of the group, contributing equally as agreed.
- Complete all tasks to the absolute best of your ability.
- Proactively ask for, and fully complete, any catch-up work needed. Do this via email initially.

Conduct in Sixth Form spaces:

- **All spaces:** Leave clean and tidy, no rubbish or food waste. Use cleaning equipment, e.g. blue roll, if needed. Respect those around you.

- **Common room:** respect it as a working space during study periods. No phone noise/games/music during lesson time. Quiet group work permitted.
- **Mezz:** Very quiet/silent workspace. Silence particularly important in exam prep weeks.
- **Library**: Absolutely silent, individual work. Only working in the central section.

Conditions of Study Agreement

The conditions of study agreement set out the expectations that you agree to meet to study at Huntington Sixth Form. You and your parents will sign a copy of this at the start of Year 12, to confirm you are aware of these basic expectations.

To study at Huntington Sixth Form, I agree to the following conditions of study:

Strive to achieve 'pass' grades in all subjects.

- This will judged primarily via end of Year 12 assessments.
- For A levels: a pass means E grade and above. For Level 3 courses: Pass or above.
- Complete all classwork, homework, coursework and catch-up tasks.

- **Maintain an overall attendance above 172 days (90%) across the school year.**
  - Students need to be in lesson to pass subjects. We expect most to attend nearly every day of the school year – the above number is a minimum.
  - We are not a distance-learning Sixth Form and, while it is reasonable for subject teachers and support staff to be flexible on a temporary basis, prolonged periods of absence cannot be sustainable.
  - Please see the student handbook for more details on attendance.

- **Attend Tutor times when required.**
  - Including 1:1 tutor sessions, assemblies, and other form time commitments.

- **Attend M1/PHSE lessons and 'drop down days'**
  - One lesson per fortnight. Many sessions help prepare for post-18 life.

- **Complete the Personal Development Programme.**
  - Attending in line with the requirements of your chosen options.

- **Follow the Sixth Form Code of Conduct.**
  - Follow protocols around signing in, wearing lanyards and the dress code.

Please note: the appendices below outline exceptions and extraordinary circumstances, as well as additional conditions of study for these circumstances.

You will sign a hard copy of this on your first day in Sixth Form.

Appendix 1: Code of Conduct

Please see above.

Appendix 2: Exceptions and extraordinary circumstances

- We will always seek to provide appropriate support to any student with ill health, whether the condition was pre-existing or commences during Sixth Form study. If the nature of the medical condition requires adjustment to the programme of study this will be done in negotiation with parents/carers and the student, appropriate to each individual circumstance. The support or adjustment plan may also involve referral to or a request for documentary evidence from outside agencies, such as the student's GP. This is particularly true where the health condition causes significant concerns with regards to examinations.
- Each case will be considered on its merits, but a minimum level of attendance needs to be maintained that will allow a student to realistically achieve. It is reasonable for teaching staff, on a short-term, temporary basis, to liaise with students via email but this cannot continue long-term. **We are not a distance-learning Sixth Form and, while it is reasonable for subject teachers and support staff to be flexible on a temporary basis, prolonged periods of absence cannot be sustainable.**

- **Academic success depends on engagement in classroom activity, so excessively long periods of complete absence or very poor attendance will make a student's studies untenable.** With regards to coursework and homework, if students fall significantly behind with their deadlines, despite extensions being offered, then there comes a point at which catching up is not viable. The Sixth Form pastoral team will continue to monitor attendance levels and progress with work and coursework, with the addition of an attendance report that can inform prompt action and support. This attendance report will give students the chance, where possible, to rectify their academic position.

- On rare occasions exemptions will be made to the 90% attendance criteria for exceptional individual circumstances. Careful consideration will be made in consultation with parents or carers. Any decision regarding an exemption will draw on evidence from assessments to determine whether a student can still succeed in their examinations.

- There are occasions, however, when physical or mental health issues are so complex or so significant that this is not possible. Clearly each student needs to be considered on a case-by-case basis and the Sixth Form team needs to be kept fully informed of all pertinent medical evidence and the wishes of the student and the parents or carers. Ideally, a clear consensus would always emerge about the best way forward, but this will not always be the case. There will be occasions where the Sixth Form team believes that the student is unable to maintain their fitness to study and trying to catch up after a lengthy absence will be too stressful and likely to negatively impact on their health.

The best interests of the individual student and their welfare are always at the centre of any withdrawal decision.

Appendix 2: Conditions for reviewing the curriculum offer

In extraordinary personal or medical circumstances, it is occasionally possible to review the curriculum offer before the end of Year 12. This will happen with the close involvement of parents, Head of Year and/or Director of Sixth Form. In these circumstances, students will need to attend allocated study periods to replace any subject they are withdrawing from. A minimum of two subjects is necessary to continue studying at Huntington Sixth Form.

For non A-level subjects, a decision to drop after the end of February in Year 12 may result in a requirement to pay entry fees, as the school will have already committed financially to the course.

Appendix 3: Additional conditions for anyone re-sitting Year 12

Occasionally, in circumstances where automatic progression into Year 13 is not the right move for the student, there may be a case for the Director of Sixth Form to permit a re-start of Year 12. This process is not automatic, but rather a result of extraordinary circumstances.

Additional conditions of study will apply for students re-starting Year 12:

- Use of Sixth Form Study Room for all non-contact time until October half term.
- No missing work comments - lower thresholds for going on Tutor and Head of Year radars may apply.
- Students may not repeat subjects they have already got a U grade in for the end of Year 12 exams.

What will happen if you don't meet the Code of Conduct

Standard of work

- Many Sixth Form sanctions are departmental, to fix academic issues
- 50% of Sixth Form study is independent work – so non-completion of any type of work is treated in the same way:
  - poor performance in assessments
  - non-completion of homework, classwork or catch-up work
  - falling behind with coursework
- Tend to be set at lunchtimes, but can be after school at the discretion of the department



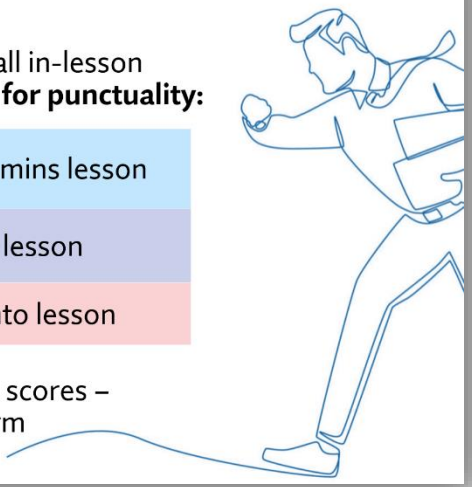
Punctuality

the PAL system in Sixth Form

In the main school PAL score includes all in-lesson behaviour. In Sixth Form it is **just used for punctuality:**

PAL 1	On time - arrive less than 5 mins lesson
PAL 2	Late – arrive 6-10 mins into lesson
PAL 3	Very late –arrive 11 mins+ into lesson

PAL scores form an average. High PAL scores – i.e. consistent lateness –will trigger form tutor monitoring

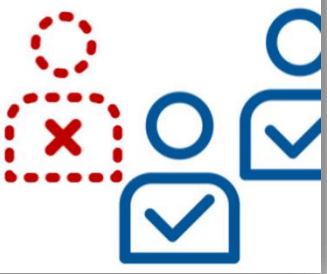


Truancy

Truancy is different to overall poor attendance. This is a *deliberate decision* to miss *the majority or the whole* of a specific lesson or session (M1, PDP etc)

Actions taken, based on number of sessions missed in a half term:

1	Head of Year/SSL contact home, 2x Supervised Study lunchtimes
2	Head of Year radar, Head of Year contact home, 2 x extra supervised study lunchtimes.
3	Director of Sixth Form radar, parental meeting in school



Continued conduct issues: the 'radar' system

Form Tutor Radar

Initial support needed



Caused by

Indicative, not exhaustive list

- **Attendance**: 6 or more days absent across the year
- **Punctuality**: PALS of 1.2 (3 lessons or more in a week) or above in a week
- **Comments:** two or more in two weeks for:
  - Non-completion of work
  - Conduct

Actions & support

Students own actions the most important change

- Minimum of **10 days monitoring by Tutor**
- **Catch up for any attendance gaps** monitored
- **Tutor contacts home** to inform parents/carers of monitoring
- Tutor may also **contact teachers** for updates
- **At least one extra 1:1** form time conversation
- **One Supervised Study lunchtime**
- 10 days without further issues ends monitoring

Head of Year/SSL Radar

Significant intervention required



Caused by

Indicative, not exhaustive list

- **Attendance:** 12 or more days absent across the year
- **Comments:** four or more in two weeks for:
  - Non-completion of work
  - Conduct comments
- **Conduct:** failure to respond to Tutor intervention.
- Other circumstances that move the student beyond Tutor intervention

Actions & support

Students own actions the most important change

- Minimum of **10 school days close monitoring** by Head of Year/SSL
- Head of Year/SSL **contacts home**
- One **1:1 conversation with Head of Year per week** of monitoring
- Minimum of **two sessions of lunchtime supervised study**
- **Supervised study in non-contact periods,** up to 5 non-contact periods
- 10 days without further issue ends monitoring

Director of Sixth Form Radar

Final opportunity for further support



Caused by

Indicative, not exhaustive list

- Failure to improve whilst on Head of Year monitoring
- Referral from Head of Year

Actions & support

Students own actions the most important change

- Minimum of **10 school days close monitoring** by DoSF
- **Meeting with parents** and student in-person
- **Review of Conditions of Study agreement** terms
- **Regular check ins** with DoSF each week
- Supervised study in **all** non-contact periods
- **Headteacher informed**
- If necessary, further conversations with DoSF, parents and Aspirations team about **supported move to educational and training routes outside of Huntington Sixth Form**

Wisepay

- Huntington School uses the Wisepay system for parents and carers to make payments to the school, this can be for textbooks, school meals and drinks, trips and fundraising.
- If you are new to Huntington, your first contact will have received an email with their username and password.
- Here is a link to the Wisepay login screen, (the link is also on our school website under 'quicklinks') Wisepay - login
- **Our organisation code is 93884335,** parents will need this to use the Wisepay App.
- If you have any issues using Wisepay once you have received your login details, please contact us at accounts@huntington-ed.org.uk

16-19 Bursary

It is important you are aware of the 16-19 Bursary Fund. Students can get a bursary to help with education-related costs if they are between 16 and 19 and studying at a publicly funded school or college in England. The Bursary of up to £1,200 per year is available to students to use for course related costs.
Some examples of the things that can be claimed for are:

- Specialist clothing (not everyday clothing), Textbooks, Folders and stationery, Transport i.e. a bus annual ticket, Lunch (money added to Wisepay account when required) and Subject trips/visits which are part of the course curriculum.

Students may be eligible for the Bursary if they fall into one of the following categories:

- **High Priority Groups** (identified vulnerable students)
  - Young people who are in the care of the Local Authority of foster parents
  - Care leavers
  - Those young people who receive Income Support
  - Disabled young people in receipt of both employment support Allowance and Disability Living Allowance

- **Medium Priority Groups**
  - In receipt of Free School Meals
  - With an annual household income of £16,190 or under

- **Low Priority Groups**
  - Whose household is in receipt of means tested benefits
  - With an annual income of between £16,190 and £35,000

In order to apply for 16-19 Bursary please complete the online Financial Assessment Form, a link to this will be emailed to you at the start of term or by contacting the finance office, accounts@huntington-ed.org.uk or from the Student Support office on the mezzanine.
Further information is available at www.gov.uk/1619-bursary-fund/overview

Attendance and Absence

If a student is unwell, we ask that a parent/carer calls our Sixth Form absence line before 8.30am with details of the absence (01904 752156) or add to Class Charts. This will usually be an answer phone before 9.00am.

Planned absences need to be recorded on Class Charts. If an absence is planned, students must also inform their teachers 48 hours in advance to receive their work and then have it completed by the next lesson.

Absences will only be authorised if the reason is a good one. The following reasons are examples which would normally be accepted:

- A medical appointment which cannot be arranged outside of school hours.
- A visit to a university, or career related interview.
- Driving test - practical or theory.
- Religious event.

Clearly this list is not meant to be exhaustive and applications for authorised absence will be considered on their own merits, considering the reasons of each case. The following reasons for absence are **not** considered acceptable:

- Holidays taken during term time.
- Driving lessons.
- Dental appointments.
- Interviews, training or shifts for part time jobs.
- Flexible medical appointments which can be booked in advance.
- Hairdressing/Nail appointments.

The jump from GCSE & Level 2 qualifications is significant. **To best support our students, a minimum level of 95% attendance (10 school days missed across the year) needs to be maintained that will allow a student to realistically achieve.**

Class Charts Parent & Student App

We have a convenient way to share information through the Student & Parent ClassCharts App. Download the relevant app and use the codes on the sticker at the front of this handbook to login.

What will you find in the Class Charts App:

- Important information such as student timetables, attendance, behaviour and achievement.
- Notifications to remind you about important information such as key dates for your diary.
- The ability to inform school of student absence.
- Details of student homework, including tasks, due dates and completion.
- The ability to view your young person's merits and sanctions.
- If you have more than one student at school, you will have access to information for all your students, from the same app.

The information that you receive through the app will help you to stay up-to-date with your young person's school life as well as support your young person's development and progress. Students can also use the app on their phone to monitor their progress as well as exchange their merits for rewards.



School Transport

City of York Council offer school bus passes to students attending their 'catchment school' but do not live within a safe walking distance. Here is a link to their website if you need further information or have any queries. Please note that there is a cost to the school buses. If a student is eligible for the school Bursary, travel costs can be reimbursed for school or public transport.

https://www.york.gov.uk/SchoolBuses

The York Pullman bus timetable is on their website; it shows the times and locations for picking up students. Here is a link to their website

https://www.yorkpullmanbus.co.uk/school-services/

Return trips start at 3:15pm

Pullman will update their website with further details for the first day of term, later in the year.

If you have any queries about the service, they offer then please contact York Pullman via their website.

Morse Coaches provide transport from Buttercrambe, Gate Helmsley, Sheriff Hutton, Flaxton & Barton Le Willows, they can be contacted on 01347 878969, their website is www.morsecoaches.com

Privacy Notice

Huntington School complies with General Data Protection Regulation and is a registered Data Controller. Our data protection notification is registered with the Information Commissioner's Office (ICO) – reference Z6491489.

Here are links to our privacy notices:
Huntington School Privacy Notice for Pupils and Parents
CCTV Privacy Notice

If you would like to discuss anything in these privacy notices, please contact:
Jonathan Meehan, School Business Manager (01904 752100 or accounts@huntington-ed.org.uk).

Student Device use and E-Safety

Introduction and Scope

Most of us use digital technologies every day, both within and outside school. These technologies can help your education and development by promoting creativity, curiosity, and an engagement with the wider world. With an awareness of the risks involved, you should have safe access to these digital technologies and the opportunities they provide.

This Acceptable Use policy outlines what is expected of students when using the school's network and related technologies, to maintain the safety and security of the systems and other users.

This applies to the school's computers, devices such as laptops and tablets, personal devices such as mobile phones, and any activity that makes use of computer networks, such as the school's Wi-Fi.

Using computer accounts and the internet

The school provides you with an email account and use of the internet for educational purposes.

Personal use

Whilst your school email account should primarily be used for educational purposes, you may use them in a personal capacity so long as:

- It does not negatively impact the learning environment for other students and teaching staff,
- It does not damage the reputation of the school,
- You understand that the school has access to your email account and internet browsers, including your emails and browsing history.

Inappropriate use

The school does not permit you to send emails or use the internet in any way that could be insulting, disruptive, or offensive to someone else. Material not allowed includes, but is not limited to:

- Sexually explicit messages, images, cartoons, jokes or movie files,
- Profanity, obscenity, slander or libel,
- Ethnic, religious or racial slurs,
- Any content that could be seen as bullying or belittling of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.

You are also not permitted to use the internet in a way which could affect usage for others. This means not downloading software, streaming or downloading media files such as music or films, and not using the internet for playing online games.

You must also be aware of copyright restrictions when using the internet. You are not permitted to use materials in ways that would infringe intellectual property laws, including copyright. This means you should be careful when reusing online materials and content.

Online security

You will take care to use your accounts with information security in mind. You will:

- Not click on links from un-trusted or unverified sources in emails or on web pages,
- Keep your passwords unique, private and not share these with others,
- Log out when you are finished or lock your account when away from the computer,
- Not sign up to marketing material that could jeopardise the school's IT network,
- Not send very large files without authorisation from a member of staff.

Monitoring

To support and protect students and staff, the school may monitor your use of the computer network, including:

- Checking and reviewing all email traffic that comes to and from your account,
- Monitoring your internet activity,
- Using e-monitoring software that blocks banned content, monitors internet use and can alert the school if your use looks like there is a safeguarding concern or inappropriate use.

Social media use

Using social media during school is not permitted.

You should not use social media in a which violates the privacy or dignity of other users, including staff, students and other members of the wider community.

Remote learning and remote access

If the school uses remote learning, you may be engaging in more online activities than usual and provided with accounts for more services.

All of the expectations above apply when you are accessing your school accounts from home, such as when completing home learning or in the event of remote classrooms. When learning from home, you should also consider:

- Not leaving drinks or food near your schoolwork, computer or devices – if it spills it could destroy your work or equipment,
- Only using appropriate methods to contact teachers, such as using designated school email accounts,
- Remember that the school's behaviour policy and classroom expectations still apply to virtual classrooms.

Safe use of online services

In addition to the safe applications provided by the school for your educational use, students should take care when using online services and websites independently either on their own or a school device. Some online services are paid for and others are free at the point of use but are funded by advertisements:

Online services may include:

- Games
- Apps
- Social media
- Streaming services
- Anything that offers goods and services

Along with the requirements to follow school's student acceptable use policy, students are strictly prohibited from accessing gambling sites or apps during school.

When using the internet, both within and outside school, students should be particularly mindful of protecting their personal information and safety. Before using any online service, students should consider whether the service:

- Is age appropriate,
- Uses child-friendly language and methods of communication,
- Has information from a reliable source or sources,
- Has high privacy settings in place by default, e.g. private rather than public profiles,
- Has privacy and safety options such as blocking and reporting,
- Allows you to set the user age,
- Has location tracking switched off by default.

Using age-appropriate services will help protect and promote your best interests.

Consequences of inappropriate use

Inappropriate use may result in sanctions in line with the school's behaviour policy. If you misuse the computer network and related devices, the school may:

- Remove your access to the internet or the school network,
- Temporarily ban you from using school equipment,
- Remove permissions to use personal devices in school or on the school WIFI
- Confiscate your personal device(s),
- Contact your parents,
- Take further action in accordance with school's behaviour policy, as appropriate.