



DENBIGH SCHOOL



Denbigh School

Sixth Form

Behaviour Policy

2025

Policy Name:	Sixth Form Behaviour Policy
Version:	1
Date published:	April 2025
Date to be reviewed by:	April 2026
Role of Reviewer:	Local School Board
Statutory (Y/N):	Y
Published on website: *	1
Policy Level: **	3
Relevant to:	Sixth Form
Produced in consultation with:	Director of Post 16
Approved by:	Local School Board
Approval date:	01/04/25

*Publication on website			
Trust website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO. Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

1. INTRODUCTION

The Sixth Form Behaviour Policy at Denbigh School establishes the ways in which all members of the Sixth Form will contribute to the learning environment and '***create a culture of success***', whilst acting as role models for the younger students in the school. Sixth Form students are expected to attend school, be engaged with their learning and to behave well. They should have the opportunity to reflect and learn from their experiences and understand the consequences of their actions. We have high expectations of all students to create a positive community and learning environment. Students are expected to be good ambassadors for the school at all times. This Policy provides a framework for supporting behaviour of students within the School but must be applied with knowledge of specific events and individuals.

2. A SYSTEM BASED ON CONSISTENCY, REWARDS AND CONSEQUENCES

2.1. Core Values for Positive Behaviour at Denbigh

2.1.1. Our behaviour system is based on the development of our school community, where students make positive choices within the school environment. This is reinforced through our core values:

- **Be engaged**
- **Be kind and respectful**
- **Do no harm**

2.1.2. When making our expectations clear to students, staff should refer directly to our core values. Rewards and consequences are used to provide a consistent staff response to both positive and negative learning behaviours and conduct, guiding students to follow our core values.

2.2. Praise and Rewards

2.2.1. Praise and rewards are central to encouraging positive choices and maintaining a strong community. We expect high standards and particularly celebrate those students who go 'above and beyond'. Examples of rewards used to celebrate those demonstrating our core values include:

- 2.2.1.1.** Teacher praise in school.
- 2.2.1.2.** A celebration postcard or phone call home
- 2.2.1.3.** Recognition letters and/or certificates
- 2.2.1.4.** Achievement rewards and commendations
- 2.2.1.5.** Student celebration events
- 2.2.1.6.** Involvement in school trips and activities
- 2.2.1.7.** Involvement in Year 13 Leavers events

2.3. Consequences

Our Sixth Form Behaviour Policy is designed, first and foremost, to enable us to teach and reinforce good academic practice. Students are encouraged to reflect on their choices and learn from their mistakes. The consequences of poor choices which do not adhere to our Sixth Form Home Expectations will be decided and agreed by the Sixth Form Team and Headteacher.

3. ROLES AND RESPONSIBILITIES

- 3.1** The Denbigh Local School Board will establish, in consultation with the Headteacher, staff and parents and carers, the Policy for the promotion of good behaviour and keep it under review.
- 3.2** The Headteacher will be responsible for the implementation and the day-to-day management of the Policy.
- 3.3** Staff, including teachers, support staff and volunteers, will be responsible for ensuring that the policy and procedures are followed and consistently and fairly applied. This Policy defines the powers of staff to respond to misconduct when it does occur.
- 3.4** Parents and carers will take responsibility for the behaviour of their child, both inside and outside the School. They will be encouraged to work in partnership with the School, particularly in seeking to reinforce and live by our shared values.
- 3.5** Students will be expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedures and expectations. Students will also be clear what action to expect if they fail to meet these expectations and have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported.
- 3.6** If serious misconduct has occurred, students are expected to be helpful to staff investigating. Students who wilfully conceal important information will face sanctions as they have not met the expectations of the School. The level of co-operation offered by a student facing any investigation will be taken into account in determining the severity of sanctions imposed.

4. DEFINITION OF SCHOOL JURISDICTION

- 4.1.** This Policy applies on school premises and during school hours, on visits and trips, at school events or other occasions related to the School, and on occasions when the students are the responsibility of the staff.

- 4.2. The Policy applies when students are off site on study leave or work experience. When students are travelling to and from school they are considered to be representing the School, therefore the school rules apply. This includes Sixth Form students, who remain subject to school jurisdiction even if off site, for example, at lunch or when allowed off site if not being taught or in transit to another institution.
- 4.3. The School reserves the right to take an interest in and impose sanctions for any misconduct by any student at any time, beyond the bounds of the school day, week, and term, where such misconduct prejudices the good order, reputation and welfare of the school and its students.

5. ATTENDANCE AND PUNCTUALITY

- 5.1. All students are expected to be ready to learn. They should have excellent attendance and punctuality at all points in the school day.
- 5.2. Parents and carers are asked to contact the school absence mailbox or the Sixth Form Attendance Officer in the morning of any day of absence confirming the reason for non-attendance.
- 5.3. Attendance and punctuality procedures are outlined in the Sixth Form Attendance Policy.

6. POSITIVE BEHAVIOUR FOR LEARNING AND ACADEMIC STANDARDS

- 6.1. All students should be able to fully engage with their learning. Behaviour of students should promote this opportunity to learn and demonstrate respect for others. Our high expectations of behaviour create a positive environment for learning.
- 6.2. Classroom disruption is unacceptable as it prevents the learning of others. Poor behaviour from students is dealt with by the classroom teacher with the view to enable students to learn from their mistakes and make positive changes.
- 6.3. Persistent poor behaviour will be addressed by the Sixth Form Team and may involve the implementation of a Pastoral Support Plan.
- 6.4. Students whose behaviour warrants such intervention as listed above but which does not result in any sustained improvement over time may result in other sanctions, up to and including permanent exclusion.
- 6.5. **Plagiarism**
 - 6.5.1. Any work submitted by a student for assessment must be the student's own work. This applies to both 'coursework' and any examination situation. Students who submit work copied from elsewhere as their own, be it from

a peer, text source, internet or from any other source, should expect a sanction. In the case of work for public examination, the School will follow the actions required by examination boards, including reporting the student to the examination board.

- 6.5.2.** Students who assist a peer by knowingly allowing their work to be copied will face sanction; in the case of public examination coursework, this might extend up to fixed term exclusion from school.

6.6. Use of ICT facilities

- 6.6.1.** The School has a clear policy on the appropriate use of school computers and all students are required to sign and comply with the 'Acceptable Use of ICT' policy. Misconduct in this area, such as 'hacking' or improper use of the internet, can result in a range of sanctions from simple loss of privileges to exclusion from school, which may be used in more serious cases where the conduct is repeated or involved real or potential harm or criminal activity.

7. DRESS CODE

- 7.1.** Sixth Form students are expected to conform to the Sixth Form Dress Code within school and on journeys to and from school. As young adults, they are preparing themselves for the next steps in their lives and this includes taking responsibility for what they wear to school. Denbigh Sixth Formers should be dressed for an academic environment in the same manner as their teachers. Please refer to Appendix 4.

8. THE SCHOOL ENVIRONMENT

8.1. Damage to property

- 8.1.1.** We expect all members of our school community to show respect for our facilities and resources. Teachers who observe damage being made will assess whether this is accidental and deliberate and will proceed accordingly.
- 8.1.2.** Students may be billed for any subsequent costs incurred for replacement or repair as a result of damage in consultation with the Finance Office and the Estates and Lettings Team.

8.2. Designated accessible areas of the school building

- 8.2.1.** Students are expected to be in designated areas during break and lunchtimes, and before and after school. Student are issued with clear guidelines as to areas with restricted access, but such areas include:

- 8.2.1.1.** All laboratories and specialist rooms
- 8.2.1.2.** The kitchen and staff offices
- 8.2.1.3.** All roof spaces, windows and fire escapes
- 8.2.1.4.** Any area where building work is taking place
- 8.2.1.5.** Areas designated for exclusive use for years 7 -11
- 8.2.1.6.** School fields when weather conditions prevent these from being available for use (Senior staff will advise via the screens in the Street)

8.2.2. Clear guidelines are issued to students about where they can eat during the school day. Students should not eat as they are walking around the school and between lessons. Sixth Form students can eat in the Sixth Form Centre at designated break and lunch times only. The Pronto Café and the seating area outside the Sixth Form Centre and Pronto Café can be used throughout the day.

8.2.3. Only food purchased in the Pronto Café can be consumed inside the Pronto Café.

8.2.4. Food must not be consumed in spaces designated for study, including the Independent Learning Centre.

8.2.5. All students are responsible for cleaning their immediate area, showing respect to the School environment.

9. OFFENSIVE AND IMPROPER CONDUCT

9.1. Any bullying or harassment will not be tolerated and is always serious. In instances where this has been reported the situation will be monitored and persistent bullying of any kind or aggravated incidents may result in a detention or an internal isolation or a fixed period of exclusion, or permanent exclusion.

9.2. Unacceptable behaviour

- 9.2.1.** Unacceptable behaviours include, but is not limited to:
- 9.2.1.1.** Physical threats and verbal intimidation
 - 9.2.1.2.** Use of abusive and offensive language
 - 9.2.1.3.** Repeated and deliberate teasing by an individual or group
 - 9.2.1.4.** Physical assault intended to hurt and frighten
 - 9.2.1.5.** Pushing, tripping, spitting at any individual
 - 9.2.1.6.** Abuse of personal property intended to cause distress
 - 9.2.1.7.** Writing, whispering and spreading rumours about a person to cause hurt
 - 9.2.1.8.** Intentional exclusion or isolation of an individual
 - 9.2.1.9.** Insults directed at a person or family on the grounds of race, gender, belief, dress or appearance
 - 9.2.1.10.** Insults directed at a person relating to sexual orientation
 - 9.2.1.11.** Use of electronic or telephonic means including email, social networking, messaging to cause harass, alarm or distress
- 9.2.2.** If a student is harassed physically or verbally by another student within the school, they should bring this to the attention of a member of staff so that the appropriate action can be taken. Using retaliation to deal with the matter may lead to a consequence for both parties involved.
- 9.2.3.** Where reports of abuse towards staff are made, a member of the Senior Leadership Team or Pastoral Leaders should be informed, and this will be investigated. Threatening or aggressive conduct, damaging conduct, or repeated misconduct of this sort, could result in a serious sanction up to and including permanent exclusion.
- 9.2.4.** If a student is found to have wilfully made a malicious allegation against a member of staff, this will be viewed as a very serious incident.
- 9.2.5.** Physically affectionate and sexual activity between students is not appropriate in an educational environment. Where such activity involves coercion, harassment, assault, or duress it will be treated as an issue of utmost seriousness; this may involve police action, and sanctions from the School.
- 9.2.6.** Possession of pornography, racist or other inflammatory literature or other associated items is forbidden and such will be confiscated and subsequently destroyed. The incident will be dealt with by means of sanctions depending on the degree to which the misconduct would cause real or potential harm.
- 9.2.7.** The School reserves the right to take interest in and impose sanctions for any misconduct by any student at any time, beyond the bounds of the

school day, week, and term, where such misconduct prejudices the good order, reputation and welfare of the school and its students.

- 9.2.8.** Where student conduct is reckless and dangerous, placing others at risk, serious sanction may be set even where the student's intent is not malicious. This includes improper use of fire safety equipment and making a hoax 999 call.

9.3. Theft

- 9.3.1.** All cases involving theft, including taking property without permission, (e.g.: removing foodstuffs from the canteen without payment) should be investigated by a member of the Senior Leadership Team or Sixth Form Team and appropriate sanctions will be issued. The police may be informed.
- 9.3.2.** To avoid difficulties, we insist that no article may be bought or sold, nor should any collection of money take place within the school, without the express permission of a senior member of staff.

10. POSSESSION OR USE OF AN OFFENSIVE WEAPON

- 10.1.** An offensive weapon is anything that could be used as a weapon or to intimidate others. This includes replica items. Items within the category of weapons include knives and blades of any length, catapults, any item capable of firing a projectile, fireworks and any noxious substances. Such items are inappropriate within school.
- 10.2.** Any weapon will be confiscated and the police contacted if the weapon is a blade or knife. The weapon will not be returned to the student. Sanctions will depend on the degree to which the item was used to cause harm, alarm or distress to others; the degree to which the student carrying such a weapon intended to use it to cause harm, alarm or distress to others; and the potential for the item to cause harm, alarm or distress to others. Bringing dangerous weapons on to school premises, such as knives and blades, is likely to lead to a serious sanction and may lead to permanent exclusion. This may lead to either an external suspension or permanent exclusion.
- 10.3.** Laser light pens are highly dangerous, even if students have no intent to use them in an offensive way. Possession by students or use on school premises is very serious and will lead to a serious sanction.

11. POSSESSION OF MOBILE PHONES OR ELECTRICAL GOODS

- 11.1.** Students should be engaged with their learning and should remove any possible distractions, including mobile phones, headphones and speakers. Mobile

phones, headphones and speakers are not allowed to be used in lessons, unless with specific permission from the class teacher. They should all be turned off and kept out of sight whilst moving around the school.

- 11.2.** Any unauthorised use of a mobile phone in lessons during the school day may result in confiscation. Further sanctions will be taken if the item is being used in a way detrimental to good order, including taking photographs and videos.
- 11.3.** Music should not be played using speakers at any point during the day.
- 11.4.** Confiscated items will usually be returned at the end of the day unless there are exceptional circumstances, or the items have been confiscated on repeated occasions when parents will be asked to come and collect the items [see confiscation procedures Appendix 3].
- 11.5.** School staff reserve the right to confiscate phones and will ask the student's permission to access the phone's memory where they believe that to do so will help an investigation into serious misconduct. They will limit such a search to the issue in hand. Should a student withhold permission to follow a reasonable request, they may be liable for a sanction, and in serious cases of student misconduct the police may then be informed in order to gain access to this information.

12. SMOKING, ALCOHOL AND DRUG RELATED OFFENCES

- 12.1.** Smoking is not allowed on the school site, and it is against the law to do so. If students are caught smoking in or in close proximity to the school or are part of a group in which people are smoking, or are in possession of smoking materials (this includes vapes and E-cigarettes) they will be subject to the sanctions as set out in the School's Drugs Policy.

Sixth Form students may not smoke anywhere on site or within close proximity of the Denbigh School main entrance during the bounds of the school day.

- 12.2.** All incidents suspected to involve alcohol, drugs or substance abuse should be dealt with as described in the School's Drugs Policy. Where the substance is not illegal but thought to be a danger to the individual or to others, confiscation will be followed by a sanction. Consuming an illegal substance while under school jurisdiction, or purchasing such a substance, or being under the influence of such a substance, are all serious incidents.
- 12.3.** Any involvement in supply of illegal substances is extremely serious and is likely to lead to permanent exclusion. This will not necessarily be restricted to the sale of drugs to others. Sharing an illegal substance or making an arrangement to sell a substance off the school premises, or intent to supply, are also both illegal and of utmost seriousness, and may lead to permanent exclusion.

13. ANCILLARY POWERS OF STAFF

13.1. Searching and confiscation

- 13.1.1.** The Headteacher and members of the Senior Leadership Team are able to search students and their possessions, including lockers, under certain circumstances.
- 13.1.2.** There is a statutory power to search students or their possessions without consent where they suspect that they may possess a knife or weapons, alcohol, illegal drugs, tobacco and cigarette papers, vapes and e-cigarettes, fireworks, pornographic images, stolen items or any item which the member of staff reasonably suspects has been, or is likely to be used to commit an offence or to cause personal injury to or damage to the property of any person.
- 13.1.3.** Staff can also search a student without consent for any item banned as being detrimental to school safety and discipline. Such items include lighters, matches and other incendiary devices. The School may search students for any other item with their verbal consent.
- 13.1.4.** The School is not required to inform parents before a search takes place or seek consent to search their child. Any items found in the course of such a search will be retained by the School to be disposed of or delivered to the police as appropriate.
- 13.1.5.** All searches will be carried out in accordance with guidance as outlined in *'Searching, screening and confiscation'*. DfE. January 2018.

13.2. Use of Reasonable Force

- 13.2.1.** In exceptional circumstances it may be necessary for staff to physically restrain a student, referring to the school policy on Use of Reasonable Force.
- 13.2.2.** Staff are not expected to put themselves at risk and may reserve the right to decline to physically restrain a student. However, the Education and Inspections Act specifies that staff can use reasonable force to restrain a student where this is necessary to prevent the student harming themselves or others, prevent damage to property, or prevent serious disruption to the good order of the School's operations.

13.3. Referral for Police Action

In the case of serious offences, the Senior Leadership Team will make a decision as to whether the matter is to be reported for additional police action.

DENBIGH SCHOOL CORE VALUES:

We are engaged:

- ✓ We are punctual to all lessons, ensuring we are ready to learn at the start of all lessons.
- ✓ We have the correct equipment.
- ✓ We have a positive attitude towards learning; are ready to ask and answer questions, challenge ourselves and take some risks with our learning.
- ✓ We work effectively and creatively with others.
- ✓ We remove all distractions including mobile phones.
- ✓ We wear the school uniform correctly and with pride.
- ✓ We show pride in the quality and presentation in our work.

We are kind and respectful:

- ✓ We approach all others in the school community with kindness and respect at all times.
- ✓ We show that we are considerate of the needs of others, allowing everyone to learn and contribute.
- ✓ We actively listen and engage with the contributions of staff and other students.
- ✓ We take care of our property and do not mistreat property belonging to others.
- ✓ We take care of the school environment and property.
- ✓ We establish and maintain positive relationships with everyone in the school community.

We do no harm:

- ✓ We follow the instructions that we have been given.
- ✓ We act in a safe and sensible manner in all areas of the school.
- ✓ We move around the school calmly using all the designated one way systems, exits and entrances.
- ✓ We consider the impact of our choices and behaviour on ourselves and others.
- ✓ We use any communication platforms, including Social Media, positively and responsibly.

SANCTIONS

1. THE CONSEQUENCE SYSTEM

1.1 Staff will normally issue a verbal warning about inappropriate behaviour unless the behaviour is sufficiently serious to warrant an immediate sanction.

1.2 Sanctions will be considered in any circumstance where a student is perceived to not be meeting the core values and expectations of the School.

1.3 Removal from current lesson

1.3.1 Teachers may use the School's on-call system to have a student who is disrupting the learning of others in the class removed from the lesson. Students may then be put in a faculty withdrawal room to continue their work.

1.3.1 On the rare occasions where a serious matter such as physical or verbal abuse is involved, the student will work out of normal lessons under supervision while the matter is investigated.

1.3.2 All teaching staff, including supply teachers, unqualified and student teachers and support staff, are empowered by the Headteacher to impose confiscation, community service, and emergency removal (from their lesson). Other adults working in the School, such as coaches and volunteer helpers, are empowered to impose confiscation, and emergency removal; they may also supervise students completing sanctions set by teaching staff.

1.4 Confiscation

1.4.1 This will apply to items which are forbidden in school, contrary to uniform rules, items which are harmful to others, or which are being used in a way contrary to rules or in an inappropriate place or time.

1.4.2 Low value items, such as foodstuffs being consumed in a corridor, will be confiscated and/or discarded at the discretion of the member of staff. Other items will normally be kept until the end of the day but there is a scale for extending this period of time for repeat offenders (please see Confiscation Procedures Appendix 3).

1.4.3 Where confiscation refers to mobile phones, please refer to the School's Mobile Phone Policy.

2 FURTHER SANCTIONS

Where student behaviour persistently does not follow the core values of the School, further sanctions and interventions will be implemented.

2.1 Reports

2.1.1 Poor standards of engagement or behaviour may lead to the student being placed on report to a Sixth Form Mentor, Head of Year or Senior member of staff, dependent upon the seriousness of the poor behaviour. Students may be escalated through the report system if they fail to engage. This includes:

2.1.1.1 Failing to get the report signed

2.1.1.2 Failing to show the report to Sixth Form Mentor or Head of Year

2.1.1.3 Persistently low scores on the report

2.1.2 Parents / Carers will be notified when a student has been placed on a report. Targets will be set to assist the student to improve in the area of concern. A period of time on report will be fixed during which progress can be monitored by school staff and by parents through checking and signing of the report form.

2.1.3 This will be followed by a parental meeting. Continued failure to engage will put the student's place at Denbigh School at risk.

2.2 Removal from lessons

2.2.1 Students may be removed from specific lessons for a maximum period initially of two weeks. This will be for continued disruption of the learning of others and will be done in consultation with the Head of Faculty and Heads of Year, with parents being informed. The student will work under supervision in another classroom or area of the school.

2.2.2 Students may be removed from all lessons for a fixed period of time. In this instance, students will likely work in isolation and be supervised during break and lunch time. This sanction will be used as part of our consequences system, for serious misconduct which is not quite of a level which would merit fixed term exclusion from school. Parents will be informed. Failure to comply with the sanctions may lead to further consequences.

2.3 Withdrawal of privileges

2.3.1 In addition to, or in place of, other sanctions, students may have certain privileges withdrawn as a sanction for poor behaviour and/or engagement. These may include:

2.3.1.1 Attending school on days when they would otherwise not be required in school. This might include INSET days and end of terms where students normally leave early, and so on.

2.3.1.2 Students be removed from participation in educational visits.

2.3.1.3 Sixth Form students may lose privileges such as the freedom to leave the site at lunchtime and in study leave / free periods, and the freedom to choose their own use of non-teaching periods.

2.3.1.4 Students' lunch and break-times are withdrawn when students will be supervised by senior staff.

2.3.2 These are examples of types of privilege which can be withdrawn, although it should not be considered to be a fully inclusive list.

2.4 Fixed period of suspension from the School

2.4.1 This will be used to deal with serious cases of misconduct, examples of which are listed in our consequences system.

2.4.2 The Headteacher is required to make decisions regarding fixed term exclusions from school however a Deputy Headteacher may carry out this procedure, if explicitly delegated this responsibility, in the absence of the Headteacher.

2.4.3 A period of fixed term exclusion at lunch times only may be needed for serious disruption on the site outside lesson time. A Behaviour or Pastoral Support Programme will be implemented if appropriate.

2.5 Permanent exclusion from School

2.5.1 This procedure is carried out by the Headteacher and must be endorsed by the appropriate Trustees' panel, in accordance with DfE guidance, for repeated serious misconduct or for one-off misconduct of exceptional seriousness, examples of which may include, but are not limited to, carrying inappropriate objects such as knives or violence towards a member of staff.

2.5.2 The School will endeavour to work with parents and outside agencies to balance the use of sanctions with support strategies for students where appropriate. This may include a Pastoral Support Programme where repeated misdemeanours have placed a student in danger of permanent exclusion from school.

3 SANCTIONS ON EDUCATIONAL VISITS

3.1 Misconduct on educational visits may lead to sanction once the student has returned to school, ranging up to permanent exclusion for a very serious offence. However, immediate action might be required particularly if the visit, is residential or overseas. These might include:

3.1.1 On-site community service.

3.1.2 Restrictions to the student's activities and privileges.

3.1.3 Confiscation of illicit items.

3.1.4 A student might be returned to school early, or a parent or carer may be required to come to collect them at their own expense.

4 SUSPENSION OF SANCTIONS

In certain circumstances, the Headteacher may choose to suspend a sanction where instigating it may place the student at risk of harm.

5 COMPLAINTS AND QUERIES

Where a parent or student wishes to have further clarification of the reasons why a sanction was set, or to query that sanction, the member of staff concerned should be approached in the first instance. If this does not resolve the matter, the Head of Faculty or Pastoral Leaders can be approached. As a last resort, matters can be dealt with by the Headteacher, or through the School's formal complaints procedure.

CONFISCATION PROCEDURES

All staff are authorised to confiscate items from students.

The School reserves the right to confiscate items which are not in themselves harmful but which are in contravention of the Policy or otherwise prejudicial to a positive learning environment. Such items include mobile phones which are being used in contravention of school rules or inappropriate items of uniform. Such items will be returned to the student. The period of confiscation is lengthened with each offence.

The School will also confiscate items such as chewing-gum, which is banned in-school, or food and drink items which are being consumed in prohibited areas. These items will not be returned.

Once a member of staff has received the confiscated item(s) from a student they will follow these instructions:

- Inform the student how many days the item(s) has been confiscated for and therefore when the student can collect it(them) from reception at the end of that given day.
- Take a brown envelope (issued via your tray in the staff room).
- Write **precisely** what the contents of the envelope are.
- Write the student's name (all in block capitals please).
- Write the date you confiscated the item(s).
- Place the item(s) in the envelope and seal the envelope, checking it is secure and that nothing can fall out.
- Take the item to the PA to the Headteacher and hand it in.

Sixth Form Dress Code

Sixth Form students are expected to conform to the Sixth Form dress code within school and on journeys to and from school. As young adults, they are preparing themselves for the next steps in their lives and this includes taking responsibility for what they wear to school. Denbigh Sixth Formers should be dressed for an academic environment.

General dress code requirements:

1. All Denbigh Sixth Formers must have their identity card and lanyard visible around their neck at all times.
2. Religious headwear, durags and wave caps are allowed to be worn in the school building. (Sixth Form only). Durags should be plain black and have no patterns or logos visible and if worn with a tail this should be wrapped up or tucked under at the back. All other items of headwear are not permitted. This includes, but is not limited to, caps, beanies and bucket hats.
3. Jewellery may be worn but it should not be excessive. Sixth Formers must remove any item of jewellery if a member of staff views it as a risk to personal safety. Jewellery must not be worn in practical lessons.
4. Ripped clothing is not allowed. For example, students are not to wear ripped jeans to school.
5. Fishnet tights are not appropriate for a school environment and are not to be worn in the school building.
6. Beach or sports shorts are not to be worn as general clothing. In the summer months, tailored shorts are appropriate.
7. Tops must not be strapless, nor should they be too revealing. Crop-tops are not appropriate for a school environment, neither are vest tops.
8. Appropriate footwear must be worn at all times. Open toe and backless shoes are not allowed in the school building. This prohibits Flip-flops, crocs and sliders for example.
9. T-shirts or other items of clothing with offensive messages or images are also not allowed in school.
10. False nails and nail varnish are allowed but they must be suitable for a classroom environment. Overly long acrylic nails are not suitable for school.