

Dear Families,

As you may be aware, a number of changes have occurred in the 6th Form over the past module including the appointment of Ms Oyedele to the post of 6th Form Supervisor and Administrator. These changes have been put in place to ensure that all students have a calm, purposeful environment in which to work and are given every opportunity to succeed in their studies.

As a result, I felt that this was a good time to remind everyone of the key expectations of 6th Form students at UAE and to thank you for your continued support.

1. Attendance and Punctuality to school

All students are expected to be on site by **8:20 am** and in their Community rooms by 8:30 in preparation for the school day to start.

The only reason for absence should be ill health, interviews or unavoidable family emergency. A phone call to the school on the first day of absence is required. Timetables lesson time must not be used for medical/dental appointments or driving lessons.

2. Punctuality to lessons

All students are expected to be punctual to their lessons. Students who are late to lessons will be expected to make up the missed time with their teacher later that day (either at lunch or after school). Lessons begin at the following times:

P1: **9:00**

P2: **10:05**

P3: **11:30**

P4: **12:35**

P5: **13:35**

P6: **14:35**

3. Dress Code

The dress code is as follows:

Boys – Formal, collared shirt; formal trousers; formal, smart shoes (Jacket and tie are optional)

Girls – Formal skirt or formal trousers with formal, collared blouse or Formal dress; formal, smart shoes (Jacket is optional)

Not allowed:

- Casual style dresses such as those with a vest style top, very thin straps and strapless style top;
- Jumpers- with the exception of plain v neck jumpers under the blazer;
- Denim/Jeans trousers, shirts, blouses or skirts;
- Casual trousers – combats, track suits, leggings;
- Casual tops – track suit, fleeces, T-shirts, hooded tops, vest tops;
- Shorts, cropped trousers;
- Sportswear;
- Trainers, pumps, canvas shoes, Vans, Kicker trainers or leisure shoes/pumps;



Students will be sent home if they do not conform to the Dress Code. Parents/Carers will be contacted on the first occasion a student is required to be sent home in relation to a dress code violation. In the event of any subsequent digression from the dress code, the student will be sent home to change, but no contact will be made with the Parent/Carer. If sent home, the student will be expected to make up any lost time after school on the same day.

4. Lunchtimes

Year 12 and 13 students are allowed offsite during their lunch hour but **must sign out and back in again every time**. Failure to do this will result in the privilege of being allowed offsite being revoked. The timings of the lunch breaks are as follows:

Year 12: **12:35 – 1:35**

Year 13: **1:35- 2:35**

Any student found to be offsite outside these times without permission from Mr Lewis will have their offsite privilege revoked.

All food must be eaten in the school restaurant and **no food is allowed in the 6th Form area**.

No take away food may be brought onto the school premises – this must be eaten outside the building.

5. Headphones, mobile phones and other electronic gadgets

Mobile phones are only permitted to be used in the study area during break time (11:10 – 11:30) and lunchtime. Headphones are only to be used in the 6th Form area. If they are seen in lessons or around the school, they will be confiscated and returned at the end of the day.

6. Visitors

Students are not permitted to invite any friends who do not attend UAE South Bank onto the school site as this can result in security concerns. All visitors must sign in at reception.

7. Behaviour Policy

Please see attached guidance document

I thank you in advance for your support in these matters and if you have any queries then please do not hesitate to contact the school using the details on the website.

Yours Sincerely,



Mr Meirion Lewis

Assistant Vice Principal i/c 6th Form