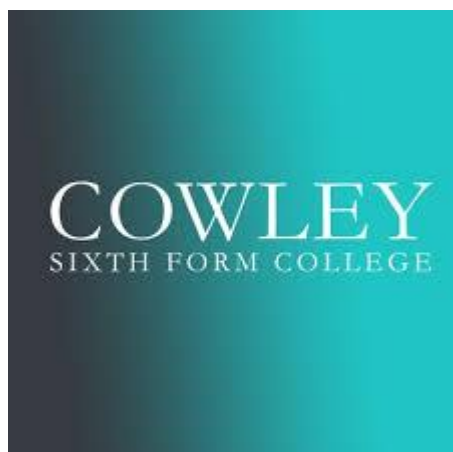




Policy:	Code of Conduct Policy
Date of review:	July 2026
Date of next review:	July 2027
Lead professional:	Senior Leader – Head of Sixth Form
Status:	Statutory
Name of College:	Cowley Sixth Form College

1. Purpose of policy and guiding principles

- 1.1. The Governors and staff of Cowley Sixth Form College are committed to providing a learning environment, which will support the young people in our care.
- 1.2. Cowley Sixth Form College has very high standards and expectations of our students. The college believes that all students have the capacity, and the right, to reach their full potential. Therefore, the policy and our practices have been developed to ensure that there is an environment within the sixth form that is conducive to learning, so that all students of all abilities, backgrounds and needs can achieve academic potential and become life ready.
- 1.3. The sixth form's behavior expectations are guided by our college Cowleian values and 'Professional Standards' of; attend everything, show courtesy, meet deadlines, respect the college, form good habits and seek marginal gains. Staff are expected to model these professional standards and use them in discussions and interactions with students. Students are expected to work towards achieving these professional standards.
- 1.4. Cowley Sixth Form College believes that students should be encouraged to adopt behaviour that supports learning and promotes positive relations. Poor behaviour and low-level disruption threaten the rights of young people to an effective education and can lead to people feeling unsafe, bullied, intimidated, or threatened.
- 1.5. This Code of Conduct Policy seeks to encourage young people to make positive choices and re-enforces those choices through feedback. The Sixth Form's celebration system is based on the professional standards, which are promoted throughout sixth form life.
- 1.6. This policy specifically outlines our code of conduct expectations, consequences of poor behaviour and describes the steps involved in managing student behaviour, which ultimately could result in revocation of a place.
- 1.7. For some students with special educational needs and disabilities reasonable adjustments will be made to ensure they reach their potential.
- 1.8. It is imperative to the operation of this policy that Behaviour for Learning (BfL) remains the responsibility of all staff.

2. Pastoral staff

- 2.1. The college has a Personal Progress Tutor system, which is arranged into two-year groups, with guidance tutors attached. Throughout this policy there is reference to key pastoral staff who have responsibility for monitoring, analysing and implementing the Code of Conduct systems. These staff are:
 - Head of Sixth Form
 - The Head of Achievement
 - The Personal Progress Tutors
- 2.2. Personal Progress Tutors operate the day-to-day implementation of this policy and are able to make decisions to ensure a strong learning environment is embedded in the college.

3. Provisions

- 3.1. Our expectations:

Students and staff work collaboratively to create their own unique CSFC charter (a list of non-negotiable/essential behaviors that everyone must follow). The CSFC charter can be seen on page 15 (appendix 6). The charter encompasses the professional standards and Cowleian values into the non-negotiable behaviors and essential behaviors. All students at Cowley Sixth Form College are asked to meet the following 'non-negotiable' expectations:

 1. **Attend Everything** - Attend all lessons, intervention lessons, achieves and wider curriculum opportunities.
 2. **Show Courtesy** - Clear and timely communication.
 3. **Meet Deadlines** – Make sure you meet deadlines given to you.
- 3.2. Code of Conduct System

The Code of Conduct System is at the core of the Sixth Form's behaviour management policy and procedures. The system is detailed in **Appendix 1**.

3.3. Revocation of a place, suspension and alternatives

Appendices 2 and 3 refer to the college's policy and practices in agreeing sanctions.

3.4. Screening, Searching and Confiscation

- Please refer to the DfE guidance 'Screening, Searching and Confiscation: advice for schools 2022.' In addition to the practice identified in the DfE guidance, Cowley Sixth Form Cowley also bans any item brought into the college with the intention of the item being sold or passed on to other students which, in the Principal's/Head of Sixth Form opinion, will cause disruption to the college or be detrimental to college practice. As a result, the college is able to search students for these items. **Appendix 4** refers to the college's policy on confiscating items.

3.5. CCTV

Cowley Sixth form College reserves the right to use CCTV for the purpose of maintaining discipline and managing behavior. The use of CCTV is outlined in the College Data Protection Policy and related legislation.

3.6. Use of reasonable force

Please refer to the DfE guidance 'Use of Reasonable Force in Schools 2026'. All members of college staff have a legal power to use reasonable force. This power applies to any member of staff at the Sixth Form. It can also apply to people whom the Principal/Head of Sixth Form has temporarily put in charge of students, such as unpaid volunteers, cover staff or parents/carers accompanying students on a college organised visit. Where reasonable force is necessary and in the best interests of the child, recognised crisis Prevention Institution (CPI) techniques will be used.

3.7. Discipline beyond the college site

Parents/carers are encouraged to report criminal behaviour, anti-social behavior and serious bullying incidents that occur anywhere off the sixth form college's premises which pose a threat to a member of the public or a student to the police as soon as possible. If a member of the public, college staff, parent/carer or student reports criminal behaviour, anti-social behaviour or a serious bullying incident to a sixth form member of staff the Head of Sixth Form or Head of Achievement must be informed. In addition, if the Head of Sixth Form considers that the misbehaviour is linked to a child suffering or being likely to suffer significant harm the sixth form's Child Protection and Safeguarding Policy will be followed.

For health and safety reasons, very high standards of behaviour are expected on sixth form residential and day trips. The college will use the same behaviour sanctions that are applied to incidents of misbehaviour that occur on the Sixth Form site. **Appendix 2** shows the sixth form's Behavior Matrix.

Where poor behaviour outside of sixth form and sixth form hours occurs, the college reserves the right to issue sanctions. The full sanction system, carrying the ultimate sanction of revocation of a sixth form place, will apply at the Head of Sixth Form's discretion.

Students must not be involved in behaviour that could adversely affect the reputation of the Sixth Form or safety of themselves or others. For example:

- Misbehaviour on public transport will result in the College's Code of Conduct sanctions being applied.
- Dangerous behaviour outside of Sixth Form which could adversely affect the reputation of the college, or poses a threat to the sixth form community or wider sixth form community, will be viewed extremely seriously and will result in the sixth form Code of Conduct policy sanctions being applied.

3.8. Police

Cowley Sixth Form College will involve the police in all matters where criminal activity has taken place or is suspected of having taken place. In addition, Cowley Sixth Form College will inform the police of any intelligence which may support the police in preventing or tackling criminal activity. A student and his or her family have the right to contact the police if they feel that a criminal offence has been committed.

3.9. Reasonable adjustments

3.9.1 The college will ensure that students are provided with appropriate support to recognise their individual needs. All staff are provided with detailed information about the needs of the students in their groups, including appropriate strategies and reasonable adjustments to meet their needs, so that the curriculum can be differentiated appropriately.

3.9.2 The reasonable adjustments could include adjustments to the Behaviour Management System, amending behaviour 'triggers' or extending the timeline before revocation of place is considered. All students and staff will be supported to understand reasonable adjustments.

4. Roles and responsibilities

4.1. The Role of the Head of Sixth Form

- The role of Head of Sixth Form is to ensure that this policy is applied fairly and consistently across the academy.
- The Head of Sixth Form will be responsible for reporting to Governors on its performance.

4.2. The Role of the Governing Board

- Governors will be responsible for monitoring the behaviour of students.
- Governors will be responsible for ensuring the policy is adhered to.

4.3. The Role of Parents and Carers

- Parents will be responsible for re-enforcing the policy with students.

5. Monitoring and Evaluation

5.1. The Governing Board will evaluate the impact of this policy by receiving written data from the Principal/Head of Sixth Form at timely intervals throughout the year, to include:

- The number and range of positive achievement points.
- The number and range of negative Conduct points.
- The number of lates.
- Attendance.

5.2. As part of the review of this policy, Governors will seek feedback from the student voice, staff and parents on the effectiveness of this policy. Governors nominated to monitor this policy will visit the College at different times of the day and report on their findings to the relevant Governors Committee.

Appendices

For ease the appendices in this policy are numbered below:

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Appendix 1 – Code of Conduct System

1) Code of Conduct

The Code of Conduct System is designed to develop life ready young adults. Its principal role is to support learning and personal development by tackling and dealing with any sort of defiance, i.e. decisions/actions that undermine the student's own learning or that of others. If unchallenged, this sort of behaviour stalls/disrupts learning and undermines the authority of the teacher. Sanction is not a replacement for good classroom management techniques and will not compensate for poor teaching and/or unstructured lessons. The long-term goal is to ensure that students are 'life ready' young people who can think and act independently and autonomously.

The Code of Conduct System is progressive. For example, if a student is late to lesson/college, they will acquire -1 conduct point. This will result in a conversation between the student and Subject Teacher/Personal Progress Tutor. If more points are accrued, the student will progress through a series of stages, each with greater significance than the previous. The severity of the behaviour dictates the level of sanction, and it is at the Senior Teams discretion as to whether a behaviour warrants a higher stage of intervention or not.

The Tiered Behaviour Stages

Students' behaviour record will be judged on a series of stages (see below).

Tier	Conduct Points	Member of Staff	Meeting / Intervention	Additional Guidance
1	30	NA	Automated message to parents/carers & students	Automatically logged on Bromcom
2	60	PPT*	Meet & log Tier 2 on Bromcom	- PPT Contract issued – logged on Bromcom *If student reaches this tier in term by term 2, HOA to be present for tier 2 meeting
3	90	PPT	Meet & log Tier 3 on Bromcom	Review PPT contract from tier 2
4	120	HOA	Meet & log Tier 4 on Bromcom	- Terminal Agreement Commences - Curriculum review - revocation of subject - HOA Phone call home
5	180	HOS	Meet & log Tier 5 on Bromcom	- Review of Terminal Agreement - Revocation of place at college

Conduct Points given to students will be recorded on the College's electronic management system; Bromcom. Students' behaviour records are analysed weekly by the Personal Progress Tutor Team, where there are concerns, these are communicated to students, parents/carers, and where necessary, interventions are put in place. The Tiered Behaviour Stages table above (appendix 1) outlines the sanctions that students may receive as a consequence of their behaviour/accruing conduct points. Please refer to this in conjunction with this Code of Conduct Policy in its entirety as it is referred to throughout.

As previously outlined, students behaviour record will be judged on a series of tiers. The college will ensure that students are provided with appropriate support to recognise their individual needs. All staff are provided with detailed information about the needs of the students in their groups, including appropriate strategies and reasonable adjustments to meet their needs, so that the curriculum can be differentiated appropriately. The reasonable adjustments could include adjustments to the Code of Conduct System, amending behaviour 'stages' or extending the timeline before revocation of place is considered. All students and staff will be supported to understand reasonable adjustments.

2) Monitoring Reports

Conduct points accrued by students are monitored and analysed by the Personal Progress Tutor Team in conjunction with the Leadership Team on a weekly basis. To support students and address any behavioural concerns the college can use a monitoring report. Students can be placed onto one of these monitoring reports when they are issued with the relevant number or repeated incidences of specific behaviours. Alternatively, where the college feels that a student would benefit from being on report at the start of a term a Monitoring Report can be issued.

Students will remain on report until the college deems it necessary to remove them.

Students are to have their report signed every lesson and at the end of the week by the relevant member of staff. If a student receives a conduct point during their lesson the member of staff must record this on the report and record the incident on Bromcom.

Further sanctions can be issued to students who fail to meet their targets. These include progressing students onto the next stage of the code of conduct.

3) Terminal Agreement

Terminal Agreements can be issued to students following the relevant number or repeated incidences of specific behaviour. Alternatively, where the college feels that a student has seriously breached the college rules (see Appendix 3 – Serious Breaches of college Rules). Students will be placed on Terminal Agreements by members of the Senior Leadership Group. See Appendix 5 – Terminal Agreement for more information.

4) Fitness to Study

This policy outlines the process and procedures to be followed when a student's health, wellbeing and / or behaviour affects their ability to cope at Sixth Form, to study or progress on their course or when their health, wellbeing or behaviour poses a risk to the health and safety of self and / or others. The Fitness to Study policy can be found at on the college website.

5) Achievement Points

Students will be awarded Achievement Points throughout the academic year (see appendix 2).

Achievement Points are taken into consideration at the termly Celebration Assemblies which are held at the end of each term. Achievement points are also considered through Graduation in Year 12 and reference writing in Year 13. In addition, students can accrue enhanced achievement points termly.

There is also an annual awards ceremony that carries with it a high degree of prestige and importance amongst all stakeholders of Cowley Sixth Form. The annual awards are held in the final assembly in Term 6.

6) Head of Sixth Form's Commendation

In addition, when a student demonstrates behaviour that is exemplary and beyond what is expected of them, students may receive the principal's commendation. There is a maximum of awards per school per year, students receiving this award will receive a special certificate and will be invited to a formal presentation with parents/carers and the principal.

Appendix 2 – Conduct Point and Achievement Point Matrix

Tier	Description of Behaviour	Points	Actioned by
1	Behaviour out of lesson	-1	All Staff
2	Disrupting learning in a lesson	-1	All Staff
3	Lack of equipment	-1	Admin
4	Late	-1	Automated
5	Deadline not met	-1	All Staff
6	Missed planned session/meeting/TAP time/Work experience	-5	All Staff
7	Serious breach of college rules <i>(see examples numbered 1-21 in Appendix)</i>	- 10	HOA/PPTS/SLG Truancy points only to be logged by PPT'S

Tier	Description of Achievement	Points	Actioned by
1	Attendance (100% in the week)	+5	Automated
2	Attendance (96% + in the term)	+10	Automated
3	Classroom expectations met and going above and beyond in a lesson	+3	Teaching Staff
4	Above and beyond outside of class - demonstrating the core values of the college.	+1	All Staff
5	Teacher Access Point (TAP) time attended	+5	Teaching Staff
6	Punctuality (100% in the week)	+5	Automated

Appendix 3 – Serious Breach of College Rules

Whilst a serious breach of college rules may result in a student being placed on a Terminal Agreement, it may also result in suspension, revocation of a subject or revocation of place. All decisions to suspend or revoke places are serious and only taken as a last resort or where the breach of the college rules is serious.

The following are given as examples:

1. Failure to comply with a reasonable request from a senior member of staff.
2. Breaches of health and safety rules.
3. Verbal abuse of staff, other adults or students.
4. Possession of drugs and or drug paraphernalia and/or alcohol related offences.
5. Failure to comply with the requirements of the 'Code of Conduct System' outlined in Appendix 1.
6. Willful damage to property.
7. Homophobic or racist bullying.
8. Bullying.
9. Sexual harassment or misconduct.
10. Theft.
11. Making a false allegation against a member of staff.
12. Behaviour which calls into question the good name and order of the college.
13. Persistent defiance or disruption. This includes any combination of:
 - ☐ Repeated serious breaches of college rules
 - ☐ Persistent defiance leading to repeated escalation of behaviour interventions
 - ☐ Rapid escalation through the behaviour stages (see page 5).
 - ☐ No or little improvement in conduct despite supportive interventions
14. Truancy/unauthorised absence/missed assessment or external examination.
15. Minor assaults or fighting.
16. Bringing an offensive weapon* into the college.
17. Vaping or smoking inside the college building.
18. Final NEA deadline missed / formal Vocational deadline missed.
19. Plagiarism.
20. Extended absence***.
21. Other serious breaches of college rules. These are examples of serious breaches; the college will have the final say with regards to what is deemed a serious breach of college rules.

*The College has determined that any knife, irrespective of length, constitutes an offensive weapon and should not be brought into the college.

** Poor attendance can sometimes result in fewer conduct points being accrued. Students with poor attendance (students who classify as a persistent absentee = 10%+ absence rate) will be treated on a case-by-case basis to ascertain proportionality of CPs versus attendance.

***Any student that has an extended period of unauthorised absence (4 weeks or more) will have their place revoked at CSFC. Extended periods of absence in term time are not authorised.

In addition to knives; axes, BB guns, air guns, GATT guns, catapults, slings, etc., will also be deemed to be offensive weapons. Other types of offensive weapons will include lengths of pipe, bats, other blunt instruments, or items judged by the Principal, senior leaders or the Governing Board to be carried with the intention to inflict injury on another individual – this would include blades removed from pencil sharpeners, fireworks etc.

**Procedures – Serious Breach of Academy Rules/Serious Concerns
Suspension Revocation of Subject and Revocation of Place**

Review: Where a serious breach has occurred or there are serious concerns regarding a student, the college will undertake a review of the circumstances. This may involve taking statements from students and staff where needed and gathering any other information as required. Parents/carers will always be informed. In some instances where an investigation is undertaken it may also be necessary to isolate/suspend a student for a period of time.

Hearing: Once the review is complete, parents/carers and the student will be asked to attend a meeting with a member of SLT at the College to discuss the situation and any next steps. The findings of the review will be presented, and the student will be given the opportunity to respond.

Outcome: If the findings are upheld by SLT a number of measures may be taken in response. These might involve, but are not limited to:

- Limiting the student's access to enrichment.
- Removal of IT rights (e.g. email and internet college access).
- Attendance at additional lessons to complete missing work.
- Reduction of independent time in/out of the college.
- Lengthening the college day.
- Amendments to timetable.
- Monitoring reports.
- Suspension.
- Termination Agreements.
- Revocation of a place.

Tiered Behaviour Stages (revocation of place):

At 180 points a student has met the threshold to have their place at CSFC revoked (see appendix 1).

Appeals: In the event that the student's place at Cowley Sixth Form is revoked then this will be put in writing. The student and their parent/carer may appeal against the decision to the Head of Sixth Form. The appeal should be lodged in writing within 5 working days of the receipt of the letter confirming the decision.

Appeal Hearing: An appeal hearing will be convened within 10 working days of an appeal being lodged. The panel will be convened of a minimum of 3 governors from Cowley International College. At the appeal hearing the student may make representations as to why the decision should be overturned. The student may be accompanied by his/her parents/carers. The decision of the appeal is final.

Appendix 4 – Confiscation

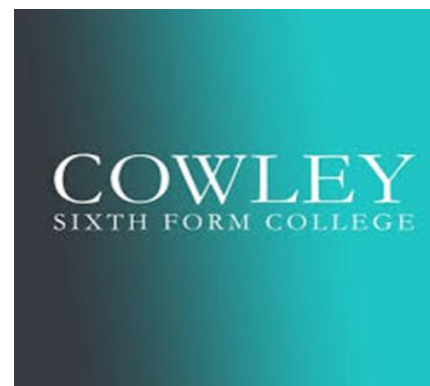
College staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to college discipline.

- Staff should hand the confiscated item to the relevant member of support staff (Personal Progress Tutor, Main Reception etc.) as soon as possible and complete the necessary information to identify the item, the date it was confiscated, the name of the student and the member of staff's name. Staff must not give the confiscated item to another student to hand in and must not leave the item in an unsecure area at any time.
- Any item which staff consider to be dangerous or criminal i.e. drugs, must be brought to the attention of a senior member of staff immediately.
- Items confiscated by the college (other than mobile phones) can be collected by parents/carers except where the college has chosen to dispose of the confiscated items, e.g. cigarettes, alcohol, lighters, vapes.
- The College's general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.
- The Head of Sixth Form will use their discretion to confiscate, retain and/or destroy any item found as a result.
- Electronic equipment, jewellery and other expensive items will be confiscated and held by the college for a period of one year. If, at the end of the year, the item has not been reclaimed then the college reserves the right to destroy the item.
- Where alcohol has been confiscated, the college will retain or dispose of it. This means that the college can dispose of alcohol as they think appropriate (or return it to a parent/carer but under no circumstances should this be returned to the student).
- Vaping and smoking cigarettes is not permitted on the college site, nor is it permitted in the immediate vicinity of the college building. Any student caught vaping or smoking on or in the immediate vicinity of the college site will have their vape and/or cigarettes confiscated. Where cigarettes or vapes have been confiscated, parents will be contacted. The college will retain possession of the confiscated item for a period of one week and will only hand over the items to a parent within that time. After a period of 1 week, the items will be disposed of.
- Where the college finds controlled drugs, these must be delivered to the police as soon as possible but may be disposed of if the Head of Sixth Form thinks there is a good reason to do so.
- Where the College finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, vapes and so called 'legal highs'. Where staff suspect a substance may be controlled, they should treat them as controlled drugs as outlined above.
- Where staff find stolen items, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the Head of Sixth Form thinks that there is a good reason to do so.
- Where a member of staff finds vapes, tobacco or cigarette papers they may retain or dispose of them. As with alcohol, this means that the college can dispose of vapes, tobacco or cigarette papers as they think appropriate but this should not include returning them to the student if they are under the age of 18.
- Fireworks found as a result of a search may be retained or disposed of but should not be returned to the student.
- If a member of staff finds a pornographic image, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police or to retain the image whilst the academy carries out its own investigation.
- Where an article that has been (or could be) used to commit an offence or to cause personal injury or damage to property is found, it may be delivered to the police or returned to the owner. It may also be retained or disposed of.

Developing Life Ready Learners

- Where a member of staff finds an item, which is banned under the college rules they should consider all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.
- Any weapons or items which are evidence of a serious offence must be passed to the police as soon as possible or retained whilst the college carries out its own investigation.

Appendix 5 – Terminal Agreement



Cowley Sixth Form College - Terminal Agreement

Student Name	
Start Date of Agreement	
First Review Meeting Date	

You have been placed on a Terminal Agreement as you have not met college expectations repeatedly or **have been involved in a serious breach of college rules**. This agreement sets out the standards that are expected of you and what support you will receive from the college.

The agreement gives you a final opportunity to display your desire to be successful in your post-16 studies. It also outlines the college's continuing commitment to supporting you in your studies. Your progress towards the Terminal Agreement will be reviewed in a set timescale (normally 2 to 3 weeks). You must ensure you meet the minimum expectations of this agreement consistently throughout this period.

Your minimum objectives are:

- To attend all lessons and be punctual.
- To complete all work by the deadlines set.
- To complete all work at a standard in line with your target grade.
- To not accumulate Conduct Points.
- To accumulate Achievement Points.
- To not be involved in any breaches of college rules.
- To adhere to any additional rule set by the college.

The college will support you by:

- Providing regular PPT pastoral support.
- Providing you with quality first teaching.
- Setting you regular independent study to support you in achieving your target grades.
- Referring you to work with other members of staff if required.
- Providing you with a Terminal Agreement review meeting with the Year Team.
- Referring you to external agencies as appropriate.
- Providing PPT feedback to your parent/carer.

When there is sufficient progress made you will be taken off Terminal Agreement. However, if appropriate further intervention may be put in place. Failure to meet the minimum objectives above will result in your place at Cowley Sixth Form College being revoked.

If your behaviour escalates again, you may be placed back onto Terminal Agreement. Repeated Terminal Agreements will also result in revoking your place at Cowley Sixth Form.

Student Signature: _____

Personal Progress Tutor Signature: _____

HOA/Head of Sixth Form _____



COWLEY
SIXTH FORM COLLEGE



CSFC Charter

Life Ready Learners

Professional Standards

Learners who are independent and autonomous in their thinking and actions.

Non Negotiable Behaviours

Attend Everything

I commit to attending all subject lessons and wider curriculum opportunities

Show Courtesy

I will practice courtesy by being polite, helpful and respectful at school and beyond. If I am unable to attend a session for any reason, my parent/carer and I will inform the college or a member of staff as soon as possible.

Meet Deadlines

I will complete all independent study, coursework and any other work set within the deadlines provided. If I need help, I will seek it in good time.

Aspirational Behaviours

Respect My College

I will endeavour to take on the responsibility for ensuring that my college performs in the way that I need it to – as a world class institution. With integrity and attention to detail, I will report faults, clean up after myself and support others wherever possible.

Form Good Habits

Through wisdom and a strong work ethic, I will form good habits. I will use these habits to become more independent and autonomous in my learning so that I can leave sixth form life ready.

Seek Marginal Gains

I will seek out marginal gains in all aspects of my journey at Cowley Sixth Form College. I will exercise wisdom in identifying these marginal gains and integrity in actioning them. I will try to support others on their journeys of improvement too.

The Cowley Sixth Form Charter is your contract with Cowley Sixth Form College. We want every single one of you to succeed and we shall go the extra mile to get you to where you want to be. It is a partnership and we shall work as a team; please take very seriously the commitments you make when signing the Cowley Sixth Form College Charter.

I understand the information contained within the Cowley Sixth Form College Charter and that failure to comply with the above could result in my place at college being withdrawn.

Name (print):

Student mobile:

Signed:

Date: