

Sixth Form Dress Code

The Marsh Academy dress code is designed to adhere to that imposed in most workplaces.

Sixth Form students are expected to wear trousers or skirt with a jacket / cardigan / jumper. We do not stipulate the style or colour, but those of denim fabric or camouflage-print are not permitted.

Under the jacket, students may wear a plain t-shirt, shirt or top, but tops should not reveal the midriff or have very low necklines. We recommend a smart shirt / blouse with no significant motifs or logos. Students are required to wear sensible shoes, not trainers or flip-flops. If jewellery is worn, it should be discreet. Any form of body-piercing other than pierced ears should be unseen, as they are usually deemed unacceptable in the workplace: however, clear retainers may be worn.

Hair colour should be a natural tone. Shorts may not be worn.

Hot Weather Concession

If during the summer the weather is very hot, students may forego the jacket / cardigan / jumper, but they must wear a smart blouse / top, but **not a top which exposes the chest or midriff.**

If for any reason you are unable to follow these guidelines you must see one of the Post-16 team.

Absence

Illness – If you are going to be off school due to absence, you must phone the Academy Reception by 8.30 am and report your absence to the Receptionist. The Academy telephone number is **01797 364569.**

Lateness – If you are late in to school you must see the Post-16 Staff who will sign you in before you go to your lesson.

Medical Appointment – If you have a medical appointment you must either inform your Tutor, or Post-16 SDL of the date and time of your appointment in advance.

E-mails

E-mails are used to pass on important messages and all students in Post-16 are required to check them on a daily basis.

Post-16 Facilities

The Post 16 communal area is designed to be used when you have no lessons and have completed all of your independent study and at lunch and break times. Regular checks are made to see if students in the Communal area indeed have no lessons or work to be completing. All Post-16 students are responsible for cleaning the Communal area. Students must tidy up after themselves.

Signing in and out

All Post-16 students must sign in and out of the communal area during the Academy day. The signing in and out book is located in the Post-16 Communal area outside the office. This is extremely important in case the fire alarm sounds; it is used to register Post-16 students on site.

The Fire Alarm

Should the fire alarm sound during the school day, all students who are not in lesson at the time must make their way to the hard playing area near the floodlit tennis courts and queue in a straight line underneath the 'Post-16' sign. All students in lessons should also make their way to the hard playing area near the tennis courts and queue in a straight line under the room number of the room you were in.