



## Sixth Form Contract

This contract sets out our expectations to help you achieve your potential-to achieve the best results possible and to develop employability and study skills which will give you the best chance of future success.

### Attendance

- You must be in school by 8.20am, and either in lesson 1 or settled down to quiet study by 8.30 am. If you arrive after 8.45am, you must sign in at student reception.
- You must aim to maintain a 95% record of attendance, days of religious observation and work experience are not deducted in this calculation. Medical appointments, driving lessons, illness and family visits are deducted. (Bursary is paid for monthly attendance above 95%).
- You must tell your form tutor about any pre-arranged absence, this should be covered by a note. Extended absence will require a doctor's note.
- If you are ill and cannot come in to school, parents or you should contact the school to inform us of your absence.
- You should not take holidays during term time. If there is a compelling reason to do so, parents must request this in writing in advance to the Head of Secondary, Mr. Scott.
- You must sign in and out when leaving the premises at lunchtime. Sixth formers are not allowed off site except at lunchtime. If you are ill during the day and need to go home, you must be authorised to sign out by the Head of Post 16 or Cherry Tree staff.
- You must have prompt attendance at all timetabled classes, form times, exams and assemblies. You must also attend any intervention sessions (lesson 6) as directed.
- You are expected to attend your commitments to extracurricular activities e.g. buddy reading. There will also be subject, year group and Sixth Form specific events which you are expected to attend.

### Sixth Form Work Ethos

- Study periods are for independent study and should be spent in the Common Room, Library or Community Lounge. You may work in classrooms if permitted by members of staff.
- In study periods, work should be completed quietly to allow you and others to concentrate fully.
- You should be ready to learn and fully prepared for lessons.
- You must meet deadlines for all homework, projects and coursework.
- You should always strive to achieve the highest standards possible in your work and will be directed to redo work if it is below the standard expected. Progress should be made as the expectations of your target grades. Your subject teachers will be asked to comment on your progress at regular intervals throughout the year. Monitoring of progress will be carried out and you will be interviewed if we are concerned. You will be expected to meet any targets set for improvement.
- You are expected to engage fully with careers education; as well as taught sessions this will involve researching and planning for future courses and careers and organising your own work experience placement/s.

### Conduct and Courtesy

1. You are expected to be a role model for behaviour and work ethic to other students in the school.
2. You must wear your Sixth Form Lanyard at all times for safeguarding purposes.
3. You should only use mobile phones and media devices (with earphones) in the common room/ Sixth Form study areas and not on the corridors. These devices are not to disturb other students working.
4. You must not smoke on site or at the bottom of the drive or in clear public view. We consider that smoking is both harmful to the individual and adversely affects the reputation of the school.



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5. Students are not permitted to park anywhere on the school site. If you choose to drive to school, you will have to park off-site and are reminded to be courteous to our neighbours and other road users.
6. You are strongly discouraged from doing more than 10 hours of part-time employment per week. Research shows students who work more than this amount of time are likely to underachieve.
7. You are to look after the Common Room and study areas; work areas should be left tidy at the end of your study period.
8. You should respect others and their property.
9. From time to time, you are expected to take part in service to the school which could include making yourself available for Open Evening in October, carrying out door duties during exams and helping out at careers events for lower school pupils.

### Dress Code:

As role models and leaders of our student community, Sixth Form students are expected to set an example to the rest of the school through a high standard of business-like dress and the way they present themselves. The Sixth Form dress code is smart office wear (traditional wear is allowed), the requirements are:

#### Girls

Smart skirt, trousers or dress

Fitted shirt or smart top without logos. Shirts and blouses must cover the midriff and need to be tucked in if not fitted. Vest tops, low cut tops or tops that reveal midriffs are not suitable.

Smart shoes (not trainers or other casual shoes)

A smart jumper and/or tailored jacket can be worn in addition to the above

#### Boys

Tailored trousers and suit jacket

Shirt and tie

Smart shoes (not trainers or other casual shoes)

Smart jumpers can be worn in addition to the above

#### All students

Jewellery; small items suitable for a school environment permitted

Facial piercings should not be worn

Denim, lycra, vest tops or lumberjack shirts or hooded tops are not to be worn

Outdoor coats must be removed in class, form and assemblies

For PE lessons, students need to bring appropriate clothing to change into for that lesson

*There are a range of rewards available for sixth formers who meet the terms of this contract, including:*

- Reward trips
- Positive letters home
- Gift vouchers

*The following sanctions may be imposed if points within the contract are not followed:*

- Detentions
- Loss of privileges
- Confiscation of property until collected
- Isolation
- Loss of bursary payment
- Exam fees payable by student

I have read the contract and agree to meet the terms and conditions.

Print Name:

Signature:

Date: