

# SIXTH FORM CONTRACT FOR ENTRY 2019 2020

The following contract has been agreed following consultation with members of the Sixth Form and Staff.

As a member of the Sixth Form I will:

1. I understand that in order to be accepted onto a course at the Academy, I must meet the published entry requirements. If I do not, my entry will be at the discretion of the Teaching and Learning Manager.
2. I understand that as a student in Sixth Form I will be expected to improve upon my previous qualifications and ensure that I achieve my maximum academic potential. I will also endeavour to develop my personal skills set, confidence and become a responsible citizen which will prepare me for life after Sixth Form and enable me to successfully access employment, training or further higher educational opportunities.
3. I will attend all Sixth Form lessons on time, be in the Academy full time and maintain at least a 96% attendance figure both to lessons and overall at the Academy.
4. I will attend all Sixth Form assemblies, including Church every Friday and understand that attendance is compulsory.
5. I will behave, at all times, in a manner appropriate to my position as a Sixth Form student, I understand I have a duty to be a positive role model and set a good example to younger students in the Academy. I understand that the use of mobile phones is not permitted during the Academy day except in the designated Sixth Form area of the Common Room. I will not have earpieces visible or use any other device of a similar nature in the rest of the Academy.
6. I will attend Sixth Form in the appropriate dress code at all times.
7. If I am ill or there is any other urgent reason why I am unable to attend the Academy, I will ensure that the Head of Sixth Form is informed on the first morning of my absence, and any other subsequent days by phone on 01922-720 558 x105 or by email to [st-vernion-s@bluecoatacademy.org](mailto:st-vernion-s@bluecoatacademy.org)
8. I understand that my progress at the end of Lower sixth will be reviewed and a decision made as to whether I progress into Upper Sixth. I understand that the Academy reserves the right to limit provision for me at the end of Lower Sixth if this is felt to be in the best interests of the Academy and/or me as a student.
9. I will sign out in the Attendance Book held in the Sixth Form Office if I leave the Academy during the day and sign back in on my return.
10. I understand that holidays are not permitted in term time and that I must agree any request for time off with the Head of Sixth Form in advance and complete a request form.
11. I understand it is my responsibility to provide all the necessary equipment to successfully participate in my studies at the Academy. This includes pens, paper, resources, etc. Bursary students are exempt.
12. I must meet deadlines set by all subject staff, work to the best of my ability and demonstrate the required standards set by subject staff for the courses I am following. I understand that if I fail to do so I may be asked to drop a course or leave Sixth Form.
13. It is my responsibility to keep my work organised and I will undertake independent study outside my timetabled lessons for each of my subjects. I understand this should be based on a minimum of three hours per subject per week.
14. If I am engaged in any part time work outside the Academy, I will not allow this to interfere with my courses or other commitments. I will not miss any Sixth Form lesson or activity for paid work and I will inform my Form Tutor and the Sixth Form team of my working hours and place of work.
15. I will attend Form every day and participate in all form time activities fully.
16. If requested, I must be present for examiners visits with all coursework and other documentation suitably organised.
17. I will attend and participate in all courses, enrichment activities, Senior Citizens Christmas Party, Lent Appeal and community projects as required by me as a Sixth Form Student and I will co-operate with staff in organising and completing any necessary documentation.
18. I understand that I have a responsibility to care for and keep clean and tidy the Sixth Form areas of the school, including the Sixth Form Common Room and teaching rooms.

19. I will display a positive attitude to learning at all times and be a good role model to Lower School students.
20. I will not smoke on or near the Academy site.
21. I will complete all requests made by the Examinations Officer and I will take responsibility for checking my exam entries and timetable. I understand I am expected to attend all examinations for which I am entered on time and failure to do so may incur charges.
22. I understand that betting or gambling or playing any game for money in the Common Room or school premises is not allowed.
23. I understand that any loss of, or damage to school property, including books or the property of another person, must be immediately reported to a member of staff.
24. If I drive a car to school I will bring my driving licence and evidence of valid insurance to be shown to my form tutor and Head of Sixth Form where a copy will be taken for my student file.
25. I understand that if I do not meet the terms of the Sixth Form Agreement I will receive a verbal warning. If this continues a written warning will be issued and I may be asked to leave Sixth Form. I understand that in the case of a serious misdemeanour the Head of Sixth Form reserves the right to take whatever action is deemed appropriate.

**The school will:**

1. Provide you with excellent teaching and a thorough knowledge of the syllabus you are studying.
2. Send home annual reports.
3. Inform parents/guardians of your progress regularly.
4. Help and support you with university applications.
5. Provide consequences for unsafe behaviour whether this is the absence of signing in, standards of dress or behaviour around the school.

*The consequence system will be:-*

- ✓ *Step 1 an initial verbal warning and a phone call home.*
- ✓ *Step 2 if appropriate you will be placed on report*
- ✓ *Step 3 a meeting with Directors of Sixth Form and Parents/Carers*
- ✓ *Step 4 a meeting with the Principal, Assistant Principal, Directors of Sixth Form and Parents/carers to discuss your future in the Sixth Form.*

6. Offer support to all of our students and provide a quiet learning area where you can develop your independent study skills.
7. Offer a programme of extra-curricular activities which will enhance your UCAS application.
8. Ensure that the Sixth Form team will support you pastorally and academically throughout your time in the Sixth Form.

**I agree to the terms and conditions of this contract.**

Student name: \_\_\_\_\_ Student signature: \_\_\_\_\_

I have read this contract and agree to it. I understand that this is what is expected of my son/daughter.

Parent/carer name: \_\_\_\_\_ Parent Carer signature: \_\_\_\_\_

Date: \_\_\_\_\_