

Sign and return this copy to the Sixth Form office

## Student/Parent – Sixth Form Home School Agreement 2020-2022

We are delighted you have chosen to continue your studies here and we will support you in the transition from lower school to employment, apprenticeship or university. We want you to be successful in your courses, develop as a person and leave us ready to play an effective role as an adult in society.

### Appearance

As role models for younger students and senior students in the school, dress should be appropriate for a study / work environment.

No ripped jeans or tracksuits/tracksuit bottoms. If you have a PE Practical/Wider Studies you are expected to bring in kit to change into. Sports shorts/tracksuit shorts/board shorts are not allowed. Tailored shorts are permitted.

Very short skirts are not permitted; no exposed midriffs; clothing must not be too revealing. Smart tops, trousers, skirts and dresses are permitted.

Coats should not be worn in lessons; hoods should be worn down.

**Piercings:** No flesh holes or facial piercing although a discreet nose stud may be permissible.

**Tattoos:** Must not be visible.

**Hair:** This should not be dyed in unnatural shades

**Make-up:** Appropriate for a work / study environment.

We understand that judgements may be subjective but **staff decisions must be respected** at all times. If we don't think you're smart enough we may send you home to change or isolate you.

### Attendance

Each student must attend all timetabled lessons, arriving on time with all relevant equipment. Attendance in lessons is essential for success in exams. All students should attend tutor time by 8:35 each day and not leave school until 3:00.

### Planned absence

If you know you are going to miss a lesson, you must complete a Green absence form which can be found in the entrance to the Study Centre. It is your responsibility to inform your teacher and arrange to get the work to catch up on. Failure to meet these attendance requirements alongside underperformance may jeopardise your place in Sixth Form

Examples of acceptable reasons for missing a lesson include:

- attending a university open day
- attending a school trip
- appointment with a hospital consultant
- practical driving exam\*

\*You are allowed to take time out of **study periods only** for your Theory test or driving lessons – a maximum of 2 hours per week. There is an online form to fill in to book time off for driving lessons.

We would encourage any students to organise non-emergency appointments with GP, dentist or optician outside of school hours.

### Swipe cards

At the start of year 12, all students are issued with a 'swipe card'. This card must be used every day when you come into school to register you electronically. You must also use this card to register for your supervised study sessions.

After half term in October lunch passes may be awarded to those students working on or above target in each of their subjects. Only these students will be permitted to leave the school site.

Students travelling between sites also need to swipe in on arrival and out as they leave both schools.

Students who persistently forget to use their swipe cards may be placed on attendance report.

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If swipe cards are lost or damaged, replacements can be obtained at a cost of £2.

Please note that the Sixth Form operate an Attendance Detention Scheme. If a student is repeatedly late or misses lessons then they may find themselves placed in a one-hour detention.

### **Unplanned absence / lateness**

If you are unexpectedly absent such as through illness, either you or your parent/guardian should notify the school before 9am on 01747 854498 or e-mail [studentabsence@shaftesburyschool.co.uk](mailto:studentabsence@shaftesburyschool.co.uk)

You should endeavour to call/email each day of absence.

### **Boarding Students**

We would request that parents of boarding students book travel to and from school as far in advance as possible to ensure flights are available at correct times. We know from experience that it can be hard to obtain flights at the start and end of term, especially around Christmas and Easter. It is essential that students are able to remain at school until the very end of term, and arrive back on the first day, otherwise their education may be adversely affected.

### **Leaving site**

Only if authorised by the Sixth Form Office. You must swipe in/out whenever leaving/returning to site and leave via the main Student Entrance.

### **Truancy**

Lesson absence will result in a sanction. Repeat offences will prompt a meeting with the Head of Sixth Form and a letter/email home. Persistent absence may lead to removal of your place in the Sixth Form.

### **Holiday in term time**

We cannot authorise holiday during term. Please do not book holidays in term time.

### **Study**

Success at post-16 level requires a new way of working. Students should undertake 3-4 hours of independent study per day in addition to lessons. The Sixth Form study centre is available for quiet study though subject areas may also offer specialised study facilities. In addition, there is a Free Room Timetable allowing Sixth Form students to access empty classrooms for studying. There is also a Sixth Form area of the library.

### **Subject / timetable changes**

These can only be authorised by the Head of Sixth Form/Year Progress Leader. A course drop/change form must be completed by all parties before a final agreement is made, with the student, teachers and parents all in agreement. Please be aware we operate a 'Right Move' week at the end of September which will allow students to consider changing their subjects. We ask students to wait until then before making a decision. Likewise joining new courses will be unlikely after October due to the catch-up work required.

### **Smoking**

The school is a no-smoking site; you may not smoke/vape near the school, in large groups or with lower school students. Students violating these rules will be directed to work from home for a day and repeat offenders may lose their place in the Sixth Form.

### **Driving**

Please register your vehicle with the Sixth Form Office using the online form. Students are asked to park in the car park at the rear of the school next to the school fields/tennis courts. Please ensure you enter through the Main Student entrance at the front of the school.

### **Finance**

Bursary funding may be available: ask in the Sixth Form Office. Support for school equipment, travel and trips may be available.

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### Part-time employment

We recommend no more than 10hrs/week during term time and none in the build-up to or during exams.

### Subject issues

Discuss emerging issues promptly with tutor and subject staff in the first instance; follow-up with the Head of Sixth Form/Year Progress Leader.

### Leaving Sixth Form

A big decision – discuss with the Head of Sixth Form/Year Progress Leader. Keep your tutor, parents and teachers informed at all times before a final decision is made.

### Personal problems

Your tutor and the rest of the Sixth Form year team may well be able to help. Our counsellor may also be available to help - make appointments through the Sixth Form Office (referral forms in the entrance to the Study Centre).

### Enrichment

All students are expected to participate in enrichment. Students sign up to activities and are timetabled to attend these. Please utilise these extra opportunities to 'add value' and allow a break from your main studies.

### Work Experience

Discuss with your tutor. All students should complete a minimum of 30 hours of meaningful work experience during their time in the Sixth Form. The Sixth Form team will support you with securing a placement. Some students with work experience as an option will complete more hours. Mrs Johnson is the School Careers Coordinator and will introduce Work Experience to all Year 12 in September. Please ensure all paperwork is complete and full agreement has been confirmed from Mrs Johnson **BEFORE** attending any work experience placement.

### Communication

Please check your school email address regularly and ensure that your inbox does not get full. The Sixth Form Office in particular will use this as a key means of communication regarding enrichment and extra-curricular opportunities as well as meeting requests and academic issues. Please also refer to the bulletin emailed out at the start of every week.

We have high expectations of our students not just in terms of academic success but also conduct, appearance, attendance and punctuality. We believe meeting these is of fundamental importance to your success; not meeting these could result in your being asked to leave the Sixth Form.

We hope that you recognise that the policies outlined above are designed to make students' experience during their time in our Sixth Form enjoyable and successful. Please complete the box below and return this agreement to your tutor. We look forward to welcoming you and working with you in the future.

<b>Print Name of student:</b>	<b>First:</b>	<b>Surname:</b>
<b>Student Signature:</b>		
<b>Parent/Carer Signature:</b>		