

SIXTH FORM STUDENT AGREEMENT

2023-2025

In the Sixth Form at Sir Harry Smith Community College we aim to create a vibrant and supportive environment, with a focus on guidance and academic achievement. We are fully committed to ensuring that every individual student is given every opportunity to reach their full potential and consider preparing students for life after college as a vital part of our role. As a Sixth Form student you will enjoy a range of rights, privileges and freedom but you will also have more responsibilities; balancing these rights and responsibilities to become a highly motivated, organised and efficient independent learner is the key to success. This document sets out those things that you have a right to expect from the College and its staff, and also what we expect from you to ensure that all Sixth Form students are given every opportunity to succeed.

As a student you have the right to expect:

- An individualised study programme that offers the appropriate level of challenge and supports future aspirations.
- Lessons to be thoroughly planned with a variety of learning opportunities to match your needs as an individual student in the class.
- To be treated with respect and consideration by all staff and students.
- Lessons to start punctually.
- Teachers to set appropriate work for you to complete if they are absent.
- Work submitted by you to be assessed promptly and appropriate feedback to be given.
- Independent study guidance and support for all subjects.
- Teachers to regularly review your progress, give accurate assessments of your performance against your target and offer support and guidance to ensure further progress.
- To meet with your Sixth Form Tutor regularly to discuss your progress and the outcome of these meetings to be recorded.
- To be able to discuss any concerns you have about your studies with your Sixth Form Tutor.
- Well informed and objective support and guidance when considering future plans and aspirations.
- Support and guidance when applying to university, for further training opportunities or seeking employment
- Fair references, as requested, which will be shared with you in advance.
- Access to a variety of enrichment opportunities to support you in achieving your future aspirations.

As a College, this is what we expect of you:

- A high level of attendance to school of 96% or higher.
- A commitment to attend to all lessons whenever possible and to avoid any unnecessary absence.
- Commitment to informing teachers of any known absence and catching up any missed work.
- Adherence to the Absence Policy.
- Adherence to the Dress Code.
- Punctuality at all times.
- To make every effort to work to your full potential; study periods should be used productively.
- To register for all lessons and study periods when you are in school.
- To meet all deadlines for routine classwork, homework and coursework.
- To treat Sixth Form accommodation and facilities with care and respect.
- To treat all staff and students with respect and consideration. Staff have a right to teach and students have a right to learn.
- To attend parent/student subject evening and academic tutor day with parents, and by yourself in the absence of a parent.

Entry Criteria for Year 13

- Progress into Year 13 is personalised based on progress during year 12, attendance and punctuality. You will not be permitted to progress into Year 13 if you have not shown a consistently positive attitude to study during Year 12. You will need to study at least 3 subjects in Year 13.

Complaints Procedure

If you are concerned about any aspect of your course, you should, in the first instance, talk to the subject teacher concerned. If the matter cannot be resolved, you should speak to your Sixth Form Tutor, who will try to resolve the matter with you, or on your behalf. If the situation is still not resolved you should speak to the Head of Sixth Form. We will always make every effort to resolve any difficulties quickly, sensitively and fairly.

Consequences Procedure

The consequences procedure is in place to protect the vast majority of our students that are mature, hardworking and focussed on achieving their very best during the Sixth Form. To ensure that the environment in which our Sixth Form students study is highly productive and that we are able to focus our time on supporting all of these students, we have the following consequence procedure.

If a student fails to observe the College expectations, the following sanctions will apply:

1. The student's Sixth Form Tutor will discuss the problem with them and contact their parent(s) by phone to discuss our concerns. This is a supportive measure and where possible and appropriate, support will be offered to help resolve any issues.
2. Should the issue continue, a meeting will be arranged for the student, their parent(s) and the Head of Sixth Form. At this stage the student will be given a written warning and a time frame will be agreed for the issue to be fully addressed.
3. If the issue still continues, a further meeting will be arranged with the student, their parent(s) and the Head of Sixth Form all present, at this stage a contract will be issued.
4. If the student breaks the contract the matter will be referred to the Principal. At this point it is highly likely that the student will be asked to leave the Sixth Form.

Acceptance

I accept the place offered to me and I agree to meet the expectations of Sir Harry Smith Community College Sixth Form. I recognise that College staff will treat me fairly and work towards meeting my academic and pastoral needs, encouraging me to achieve my full potential. I acknowledge that my parents will be kept informed of my progress and that they may be notified if I persistently fail to meet the standards expected.

I understand that if I do not meet the expectations of the College, my place in the Sixth Form will be at risk.

Where examination fees have been paid on my behalf, I understand that if I fail to fulfil the course requirements, I will be liable for such fees.

Signed: Student Date:

Please print name

Signed: Parent Date

Signed..... Tim Smith Date.....

Head of Sixth Form

Please return completed agreement to college.

Copies of this agreement are to be held by both the student and the college.

