**POOL HAYES ACADEMY**

**SIXTH FORM CONTRACT 2020 - 2021**

The Sixth Form sets high standards for its students and as these are clearly laid out when joining the school, and any updates are well circulated, there is a firm expectation that all students maintain them.

As a student choosing to take a place at Pool Hayes Sixth Form, you are about to embark on an exciting journey. We aim to help, advise and support you to achieve success in your studies, as well as providing you with many opportunities and experiences that will prepare you for the next steps in your career.

Being a student at Pool Hayes Sixth Form means that you are making a commitment to sharing our values and expectations. It is essential that you achieve excellence in your studies and fulfil your academic potential.

This contract sets out our expectations, which are based on the creation of a professional and enjoyable learning environment where all students can reach their full potential. We therefore expect that, by taking a place in the Sixth Form, you agree to fulfil and cooperate with the following conditions:

**Attendance & Punctuality**

Attendance in the Sixth Form is full time.  You are expected to attend every day and arrive on time.  Attend all timetabled lessons, as well as afternoon registration.

**All appointments such as doctors/dentists/driving lessons/Theory/Driving Tests must be arranged outside of School hours.**

**Holidays during term time are not permitted**.

If you are genuinely ill, **PARENTS MUST** telephone Miss Rudge **EVERY DAY** of your absence on (01902 368147 ext. 226).  If you leave site during the school day, you must ensure that you sign out.  Only leave site with permission and a good reason.

If you are absent due to illness, you are expected to catch up on all missed work.

Attendance will be closely monitored and the following steps will be taken if attendance drops:

**Step 1** - 98% Attendance - Meeting with your tutor to discuss reasons for absences.

**Step 2** - 95% Attendance - Meeting with Assistant Principal.  Parents will be informed of the outcome/targets.

**Step 3** - 92% Attendance - Student and Parents meet with Assistant Principal to discuss future and set a plan of

    improvement.

**Step 4** - If targets are not reached then the offer of a place at Pool Hayes Sixth Form will be withdrawn.

*\* Exceptional circumstances, such as medical issues, will be considered individually.*

**All absences will be considered in view of the impact it has on learning.  Any absence will disadvantage your ability to progress and reach your full potential.  Therefore, we expect all students and parents to fully consider this.**

**Punctuality is closely monitored.  If you are late, after 8.45am parents will receive a text informing them of your lateness.  You will be expected to make the time up that you are late on a Wednesday after school.  Persistent lates will result in a Parental Meeting.**

 **Behaviour**

As Sixth Form students, we expect very high standards of conduct.  This is because you are role models to the rest of the school, setting an example for other pupils, but also because you represent the Sixth Form to the wider community.

* You are expected to respect staff and other students in both attitude and language used.  Bad language in the study area will not be tolerated.
* The study area, common room and school property must be treated with respect.  You must adhere to the rules of the study area at all times.
* Smoking is banned anywhere on site and around the school gates.
* Part time work is kept to a minimum (no more than 10 hours p/w) and that it does not affect your studies.
* Please note that you will be required to attend after school study sessions until 4.30pm in the case of missed deadlines or falling behind on your studies.

**Remember, you are setting an example to others.**

**Dress Code**

Expectations for dress exist to ensure that you look smart and professional when representing Pool Hayes Sixth Form in school and also in the community.  You are expected to wear smart, business dress.  Failure to comply with the dress code will result in you being sent home to change.

* Suit or tailored skirt/trousers and a jacket. (No jeans, leggings, jeggings etc.)
* Tailored business dress that comes to the knee (no fashion dresses)
* Smart, business style top (must not be see through, low cut or showing the midriff.  No motifs or writing)
* Suit (Outdoor jackets, hoodies and coats should not be worn around school)
* Plain business shirt
* Tie
* Plain jumper (in cold weather)
* Smart shoes (black/brown - no trainers, pumps, converse etc.)

**Tattoos and piercings should be covered up.  One pair of earrings can be worn for females. Extreme or unnatural hair colours and styles are not acceptable.**

**No hoodies should be worn around school.**

**No outdoor coats to be warn inside the school building.**

**Academic Standards and Deadlines**

Meeting coursework deadlines is crucial for your success.  Missing deadlines means that you get behind on your studies, causing a build-up of work.  This will have a negative impact upon your achievement. It is important that we work with you to ensure that this situation is prevented.

If a deadline is missed, you will be expected to attend an after school study session until 4.30pm to complete the work.  Attendance to these study sessions is expected until the work is completed.  If this becomes a persistent issue, parents will be contacted and will be required to attend a meeting to discuss your progress.

If you are working below your target grade and work is set for you to complete to get you back on track, you will also be expected to attend after school study sessions until the work is complete.

**We are committed to ensuring you achieve your full academic potential.  Therefore, the after school study sessions are a way for us to support you and help you to get back on track.**

**Study and Extra Curricular Expectations**

You are required to attend lessons fully equipped.  We want to support you to be organised and prepared so that you are able to meet deadlines and achieve to your best ability.

Independent study is an important part of Sixth Form life and an expectation of the courses that you will take.  During study periods, you will be expected to work quietly.  **STUDY PERIODS ARE NOT FREE TIME**.

As a Sixth Form student you have a responsibility to set a positive example to younger pupils, and you will be expected to take part in wider school activities such as assemblies, mentoring, peer tutoring, parents evenings and extra-curricular activities.  You are required to be positive role models for younger pupils.  These activities will provide you with valuable experiences that you can use on applications for Universities, Apprenticeships and jobs.  We are committed to providing you with many experiences and opportunities throughout your time with us and we hope that you will participate in these activities.

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If you fail to comply with the commitments outlined, the following sanctions will apply:

1. Mrs Macey and your Form Tutor will discuss the problem with you and remind you of your commitments.  This will be regarded as a **Verbal Warning**.

1. If you do not heed this warning there will be a further discussion with Mrs Macey who will issue a **Written Warning**, copies of which will be sent to you and your parents.

1. A meeting will be arranged with you and your parents.

1. If the problems persists, your place in Sixth Form will be revoked.

**We have read and understood all the points and agree to abide by them.**

Student Name: .................................................................................................  Form Group: .....................................

Signature (**Student**) ..................................................................................... Date …………………………………………………….

Signature **(Parent/Guardian)** ...................................................................... Date …………………………………………………….

Signature **(Sixth Form)** ................................................................................ Date …………………………………………………….

Additional Information.................................................................................................................................................

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**PLEASE RETURN THIS CONSENT FORM TO MISS RUDGE AS SOON AS POSSIBLE.**