

# POOL HAYES ACADEMY

## PHA SIXTH CONTRACT 2025 - 26



PHA Sixth 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 PHA Sixth, 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 PHA Sixth 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 PHA Sixth, 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 form time.

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

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

If you are genuinely ill, **PARENTS MUST** telephone or email Miss Rudge **EVERY DAY** of your absence on 01902 368147 or email [nichola.rudge@atrust.org.uk](mailto:nichola.rudge@atrust.org.uk). 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 Mrs Patrick, Head of Sixth Form. Parents will be informed of the outcome/targets.

**Step 3** - 92% Attendance - Student and Parents meet with Mrs Rayer, 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**Step 4** - If targets are not reached then the offer of a place at Pool Hayes Sixth Form will be withdrawn.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 8.40am parents will receive a text informing them of your lateness. Persistent lates will result in a Parental Meeting.**

## Behaviour

As PHA Sixth 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 PHA Sixth 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 and vaping is banned anywhere on site and around the school gates.
- Ensure that part time work is kept to a minimum (no more than 10 hours per week) 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 our Sixth Form look smart and professional when representing Pool Hayes Sixth Form in school and also in the community. Students are expected to wear smart, business dress. Failure to comply with the dress code will result in being sent home to change.

- Black, navy, grey or neutral suit/blazer Jacket

(Outdoor jackets, hoodies and coats should not be worn around the academy)

- Black, navy, grey or neutral suit or tailored skirt/trousers (No jeans, leggings, jeggings etc.)

Skirts must be to the knee

- Black, navy, grey or neutral tailored business dress that comes to the knee (no fashion dresses)

- Business shirt and tie

- Smart, business style top

(Must **NOT BE** see through, low cut, showing the midriff or shoulders. No motifs or writing)

- Smart shoes (black/brown - no trainers, pumps, converse etc.)

- No hoodies.
- No vest tops or strappy tops/dresses.
- Tattoos and piercings should be covered up.
- One pair of earrings can be worn.
- Extreme or unnatural hair colours and styles are not acceptable.

## **Academic Standards and Deadlines**

Meeting coursework deadlines is crucial for success. Missing deadlines means that students get behind on their studies, causing a build-up of work. This will have a very negative impact upon achievement. It is important that we work together to ensure that this situation is prevented. If students are below target or staff need them to complete extra work they will set a holiday worklist. The work lists need to be completed for the first lesson back after the break.

Parents will be contacted if deadlines are persistently not met.

## **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 PHA Sixth 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 PHA Sixth 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.

## **Student ID Badges**

Every PHA Sixth student will be given an ID badge which **MUST** be worn at **ALL TIMES**. The badge is part of our safeguarding expectations.

## **Part Time Jobs**

Whilst we understand that many students will seek part-time employment while they are in the Sixth Form, it is important to maintain a good work/study balance. Too much part-time employment will affect students results. 9-10 hours per week is more than enough.

All part time work must be out of school hours. Students will not be authorised to attend work during our hours.

## **Pool Hayes Academy Car Park**

No cars or motorbikes/mopeds may be brought on site or parked due to insurance restrictions.