



## **STUDENT AND SIXTH FORM AGREEMENT**

**Name:**

**Tutor Group:**

## Student and Sixth Form Agreement

### Attendance

There is a clear correlation between attendance and achievement. Attendance figures are included in any academic reports issued by the school and could be reported in any reference, written by Springwood High School, relating to a student's progression to higher education, further education or employment. It is crucial in these highly competitive times, whether applying for work, training or university, that our students have a high level of attendance.

### **High Expectations**

Students are expected to attend every timetabled session published on their programme of study. This includes **lessons, tutorial time, 1:1 meetings, assemblies, Directed and Independent Study Time (DST & IST)**. Any student missing timetabled sessions without authorisation, will be referred to the Head of Year and appropriate sanctions will be applied.

### **Planned Absence**

The School must be notified, via the Sixth Form Pastoral Team, in advance of any unforeseen absence in the form of a letter or email from the student's parent (s)/guardian(s). This includes:

**Unauthorised absence** – the following reasons for absence from timetabled lessons/activities **will not** be authorised:

- driving lessons;
- shopping trips;
- studying at home outside any allocated study leave;
- holidays (except in exceptional circumstances);
- other activities not deemed to be appropriate.

### **Self-certification is not acceptable.**

In the event of an absence, e.g. illness, without prior knowledge, a parent or guardian should contact the school to inform of the student's absence before 9 am. Please ring **Mrs Franklin or Mrs Williams** on: **01553 779 407** or email [sixthformoffice@springwoodhighschool.co.uk](mailto:sixthformoffice@springwoodhighschool.co.uk) .

A parent or guardian should ring the school each day that the student is absent in order to provide an update.

Occasionally we may become concerned about a student's attendance - especially if a parent/guardian has not contacted the school. The school may at this point call parents on the first day of absence to ascertain the reason for the absence(s).

### **Please note:**

Any student with a continuous absence of longer than five school days is expected to provide a medical note in the case of illness before the absence will be authorised. Should a student require more than ten school days absence due to illness, parents/guardians are expected contact the school to discuss the student's ability to continue with their study programme. Cases will be considered on an individual basis. Any student with unauthorised continuous absence of longer than 15 school days will be assumed to have left the school and will be removed from the school roll.

### **Punctuality**

Students are expected to be punctual at all times. This includes lessons, both curricular and extra-curricular; form-time; 1:1 meetings; assemblies and any other scheduled activity. The number of 'lates' will be monitored on a weekly basis. Students who are late two times during a week will receive an appropriate sanction.

### **Behaviour**

#### **Our expectations:**

- students are expected to be well mannered in their dealings with one another and staff, whether they be teachers, administrative staff, caterers, or guests of the school;
- students are expected to model appropriate behaviour for students in the main school;
- students are expected to co-operate with both their peers and staff.

### **Target Grades and Attitude to Learning (ATLs)**

#### **Our expectations:**

- students are expected to maintain a strong work ethic throughout their course of study;
- students are expected to endeavour to meet and surpass their minimum target grades (TMGs). However, target grades should not be viewed as 'a lid' on aspirations. Rather, they should be viewed as a minimum expectation;
- students are expected to prepare fully for all formal assessments and PPEs throughout the year;
- students are expected to engage in additional work outside the classroom, whether that be the review and consolidation of learning; the completion of tasks set by their teachers, or wider, super-curricular learning.

Any student who receives an ATL of 3 (unsatisfactory) or 4 (poor) in one or more subjects will be closely monitored and may be expected to undertake additional Directed Study Time.

### **Work Experience, Voluntary Work and Enrichment.**

Work Experience is compulsory in Year 12. Virtual opportunities will be promoted by the sixth form team, or you can source your own, and you will be required to complete at least one of these by the end of Term 2. In addition, you will be required to source your own workplace work experience for completion by the end of Term 3. We may be able to support you in your search for appropriate, local provision and you will have opportunities to meet with employers throughout the year to build your contacts e.g. through Futures Lectures and careers fairs.

In addition to this, you will be expected to engage fully in our Enrichment programme. You must undertake one timetabled enrichment activity in year 12. You will also have the opportunity to undertake a student leadership role within the school. This might involve mentoring lower school students, working within faculties, supporting a lower school form, or running extra-curricular activities for younger pupils. All of the opportunities listed above will enable you to develop important skills and may be referred to in your applications for university, apprenticeship or employment so it is important that you log them on Unifrog and in your student planner for easy reference.

### **Our expectations**

- students are expected to actively pursue work experience opportunities;
- students on work experience are expected to conduct themselves in a mature and professional manner which reflects well on both them and the school;
- students are expected to engage with the school Enrichment programme – engaging fully in lessons and maintaining full attendance.

### **Dress Code**

At Springwood High School we have high expectations of all our students. This applies to work ethic and effort, but also presentation and appearance.

It is important to maintain high standards of personal appearance: Sixth Form is a place of study and work and the dress code reflects that.

The general principle is that all clothing should be smart and suitable for study in a school environment. **Lanyards are compulsory at all times.**

It is the right of senior members of staff at the school to determine whether a particular item of dress is appropriate for the sixth form or not.

Students who turn up to sixth form inappropriately dressed may be asked to go home and change, particularly if it is a repeat offence.

By signing below, you are hereby agreeing to the terms outlined in this Student Agreement

PRINT NAME \_\_\_\_\_ SIGNATURE

\_\_\_\_\_

DATE \_\_\_\_\_ TUTOR GROUP

\_\_\_\_\_



Mrs N Thompson  
Head of Sixth Form (Year 12)



Mr L Rawling  
Head of Sixth Form (Year 13)

Please note that this agreement will be kept on file until you leave **Sixth Form**.