



1. This document is a contract between Hawarden Sixth Form and

Name:

Date:

## 2. Enrolment Agreement

Your admission into the Sixth Form at Hawarden High is subject to the requirement that you adhere to the sixth form rules and expectations. You must agree to comply with the terms and conditions set out in this document

## 3. Attendance and Punctuality

Our aim is to work with students, parents/carers to maintain an attendance of at least 96% and subsequently improve attainment. Registration is compulsory from 8.40am until 9.05am for all sixth form students and students should arrive promptly as for all of their lessons. References requested for UCAS, apprenticeships, training courses and employment will include each student's attendance record and will be taken into consideration when assessing applications.

Attendance has a direct effect on learning and subsequently the grades students achieve. Attendance below 90% equates to the half a day a week of lessons that are missed and where attendance is below 80% we would expect a student's grades to drop by at least a grade.

- a. Attend all registration, assembly and any other morning activities promptly
- b. Attend all lessons promptly and participate appropriately in all activities which form part of the course.
- c. You agree that all absence will be authorised and you agree to undertake additional study which may be necessary to catch up on missed work
- d. If students are unable to attend sixth form due to illness, the student, parent or carer should ring school (01244 526400) before 9.00am on every day of absence.
- e. In the case of planned absences such as medical appointments, students must sign out with the attendance officer before leaving the school site
- f. Students who are unwell and need to go home must follow the current protocol and report to the main school office. Once parents/carers have been contacted, the student must sign out with the attendance officer before leaving the school site
- g. Students must ensure that when they leave the school premises they sign out. Persistent failure to sign out breaches health and safety regulations and may lead to formal intervention
- h. Unauthorised absence may lead to formal intervention and persistent unauthorised absence may even result in you being excluded from the sixth form
- i. Study diligently and use study periods appropriately (students are required to remain on site during study periods, unless otherwise agreed with a member of sixth form staff)
- j. Attendance must remain above 95%; attendance below this will result in an intervention meeting with Mrs R Southwell, Director of Sixth Form

**Please note:** Any student whose attendance falls below 90% (the equivalent of 1 day off per fortnight) will be required to contribute towards their examination entries (unless there are exceptional circumstances surrounding this)

#### 4. Holidays

The school will only authorise planned absences during term-time in **exceptional circumstances**. All students are expected to maintain an attendance figure of 95%.

- a. An absence of no more than 10 days can be authorised between 5<sup>th</sup> September and 22<sup>nd</sup> December 2017 and will not be authorised for students with an attendance figure of <95%
- b. Holidays are not permitted between 10<sup>th</sup> January and 21<sup>st</sup> May 2019

**Please note:** That any holidays taken during term time will count towards % non-attendance and any student whose attendance falls below 90% will be required to contribute towards their examination entries

#### 4. Academic Requirements

The workload increases dramatically from GCSE to A level and students need to have a practical approach to their learning. Good organisation is crucial, as is the ability to work independently, making the best use of time, both in and out of school. Students are required to develop independent study skills and research and read around their subjects. As a general guide, students should be studying 3-4 hours per day beyond their lessons, either in school or at home. Our advice is to fully utilise the study periods in school, which will then free up more time for leisure pursuits or part time work outside of school hours.

- a. All students are expected to attend all timetabled lessons
- b. Fulfil all the academic requirements of each course, including submission of homework, course work and any other assignments on time
- c. Student work in books/files/folders should be of the highest standard and presentation of work should follow school procedures as outlined by teachers
- d. Students should keep files of notes up to date and hand them in for checking when required to do so by teachers (This will be at least once per half term)
- e. Students should expect to be set work to be completed independently outside of lessons and the completion of this is mandatory
- f. Share the responsibility for your learning, recognising the role of independent study and self-motivation in your studies
- g. Your Attitude to learning score each lesson will consistently be the 'Expected Level (2)' or higher. An attitude to learning score of 3 or 6 will result in an intervention meeting with Mrs R Southwell, Director of Sixth Form
- h. All work submitted for informal and formal assessment must be your own work
- i. You must prepare and revise adequately for all formal and informal tests and examinations
- j. Attendance at mock examinations is compulsory, and you must arrive on time with the correct equipment

Students who consistently fail to meet deadlines and keep up to date with work will be required to pay for their own examination entries.

#### 5. Conduct

As members of Hawarden Sixth Form and the wider village community, it is expected that students will behave appropriately, with due care, consideration and respect to others, including staff, students or members of the wider community. High standards of student behaviour are essential to ensure

- The health and safety of all students, staff, visitors and members of the public
- An environment which is conducive to academic achievement
- The personal growth of students within the community
- A sense of fairness and respect for self, others and the environment
- Enhancing moral principles and community standards of good citizenship

As a student at Hawarden Sixth Form and a member of the wider community:

- a. You must conduct yourself at all times with due respect for all staff, students and the public in an appropriate manner
- b. You must co-operate with members of staff, follow instructions, behave appropriately, responsibly and treat all members of Hawarden High School with respect and dignity
- c. Be an appropriate a role model for younger pupils
- d. As role models, we expect students to comply with school rules when moving between lessons. This means no phones or earphones on corridors or in classrooms, and ensuring that all students use appropriate language
- e. Treat all school property and the local community with respect and refrain from causing damage to property
- f. Be proactive in seeking appropriate advice and support in the event of difficulty whether academic or personal

## 6. Dress Code

### Rationale

- a. Dress appropriately at all times for a learning environment, upholding the schools image and ethos
- b. To ensure that students are seen to be taking their studies seriously and care about the impression created to others
- c. Set a good example and to be a role model to younger students
- d. To create the right impression for visitors to Hawarden High School

### Expectation of Sixth Form Dress

- a. Standards of dress and appearance should be appropriate for the business of studying and should not include styles which are extreme
  - I. Low cut tops, strappy tops, bare shoulders, ripped clothing and bare midriffs are not permitted
  - II. See through clothing that exposes underwear should not be worn
  - III. Skirts and shorts should be of a respectable mid-thigh length
  - IV. All students should wear suitable footwear for health and safety reasons, especially when students are in laboratories or workshops
  - V. No items of clothing that are offensive or contain provocative logos or remarks which are inappropriate or likely to cause offence to others
  - VI. Jewellery and piercings should not be worn excessively nor amount to an unacceptable risk to yourself or other students
  - VII. Tattoos should not be visible.
  - VIII. Appropriate hair/makeup
- b. Dress for more formal occasions (Open Evening, Success Assembly etc.) must be a smart, tidy appearance; male students are expected to wear a shirt and tie, female students are expected to wear smart, blouses or tops, skirts, trousers or dresses.
- c. If students fail to meet these standards they may be asked to go home and change
- d. If students are uncertain about the dress code, they should check with the Sixth Form Team
- e. The school has the final decision on what is appropriate dress

## 7. Part-time Work

Many Sixth Form students have part time jobs, not only does work provide for economic well-being and build confidence, but also enables students to acquire valuable skills of how to work in a team, responsibility, accountability, reliability etc. Whilst we encourage students to take on some part-time work, we recommend a **maximum of 12 hours per week** in order to maintain a healthy balance between work, leisure and study.

## **8. Consequences**

If the expected level of conduct outlined in the rules and responsibilities set out above, is not adhered to:

- a. Initially students will be informally reminded of the expected level of conduct by their form tutor or Mr S Philips, Assistant Director of Sixth Form.
- b. Students may then be referred to Mrs R Southwell, Director of Sixth Form for an intervention meeting.
- c. Students who continue to not meet the expected requirements of sixth form conduct will be invited to attend a formal intervention meeting with their parent/guardian/carer, where formal intervention strategies and targets will be set.
- d. If the student outcomes of agreed intervention strategies/targets are still deemed to be inadequate for successful academic studies within Hawarden Sixth Form, students and their parent/guardian/carer will be invited to attend a meeting with Mrs R Southwell, Director of Sixth and Mr B Budgen, Headteacher or Mr J MacDonald, Assistant Headteacher to discuss alternative education/apprenticeship/employment opportunities.

## **9. Serious misconduct**

Students involved in a serious complaint of misconduct may be suspended immediately by Hawarden High School. The suspected misconduct will then be investigated thoroughly by the Director of Sixth Form and Senior Leadership.

**I agree to adhere to the rules and expectations set out in the above document.**

**Name:**

**Signature:**

**Parent/Carer Signature:**

**Date:**