

Sixth Form Contract

Archbishop Ilsey Catholic School Sixth Form expects a firm commitment from all Sixth Form students.

As a school we will:

- Care for all of our students' safety and wellbeing in school
- Provide a creative and engaging curriculum that instils a love of learning, confidence and aspiration and promotes the characteristics of effective learning: Vision; Effort; Systems, Practice; Attitude and Resilience
- Encourage students to do their best in all aspects of school life.
- Celebrate success and share any concerns with students and parents/carers as appropriate.
- Provide information regarding students' progress through parents' evenings and written reports.
- Provide information about school activities and events through the ABI Update, the school website, Twitter, letters and texts.
- Be open and welcoming at all times.

Sixth Form Tutors play a key role in supporting you in your studies. It is important that you maintain regular contact with your Tutor. In turn your Tutor will ensure that they are supporting you throughout your time in the Sixth Form.

Your tutor will:

- Monitor your overall progress, behaviour and attendance on a weekly basis and intervene, in accordance with the school's policies on behaviour and attendance
- Meet with you at least once a term to review your progress and set realistic targets to ensure progress
- Support you with organisation of work, folders and independent study strategies
- Make contact with your parents/guardians where appropriate
- Provide advice, support and guidance on a regular basis
- Support you with post-18 options, including guidance with work experience, personal statements and provision of references for university and apprenticeship applications

As a member of Archbishop Ilsey Catholic School Sixth Form I will:

- Ensure 95%+ attendance to all lessons and tutor time sessions
- Remain on site from 8.40am to 3.15pm with the exception of lunchtime. *4.15pm if you have a sixth period
- Be punctual to all lessons including enrichment, CoRE, tutor time, assemblies and Study sessions
- Engage in at least one week of Work Experience in Year 12
- Ensure my parents/guardians report any absence as soon as possible to the Sixth Form Admin Support
- Make medical appointments outside the school day and apply for pre-authorisation for university visits, driving lessons or medical appointments that take place during the school day
- Use the Victoria Road entrance and sign in via Inventory in Main Reception when arriving/leaving school.
- Wear my identification card and lanyard at all times

To ensure academic success at Sixth Form I will:

- Ensure every assignment, piece of coursework or homework is submitted in accordance with my teacher's deadlines
- Complete all classwork and homework to a high standard and to the best of my ability and engage in proactive study
- Work hard towards achieving or exceeding my learning targets
- Ask for help from staff to ensure support is being provided to meet my needs
- Inform my tutor if there are circumstances that may affect my learning
- Complete any work missed due to absence
- Keep my folders up to date for each subject
- Plan and manage deadlines and revision on an ongoing basis
- Make use of the Sixth Form study areas between the hours of 7.30am and 4.15pm
- Engage in no more than 10 hours a week of part time employment
- Take up opportunities offered for further study, enrichment and leadership
- Check emails daily to receive messages from staff and for career opportunities

We recognise the importance of the effective use of ICT and as such, offer the following advice to help keep everyone safe online. I agree to follow the Archbishop Ilsley Catholic School Acceptable Usage Policy which states that I will:

- Ensure that IT facilities are only used for the support of subject development/learning
- Not attempt to access or send information that is racist, sexist, obscene or offensive to others
- Ensure that my school computer, email and internet use are appropriate to my studies
- Not use personal social media
- Not enter any personal details online
- Remember that I have a digital footprint; I will act as a responsible internet and social media user. I understand that future employers may view my social network sites; they may even 'google' me
- Be careful when using social media sites – I will think before I accept 'friend' requests from people I do not know – people are not always who they say they are. I will review privacy settings to avoid everyone seeing my profile. – I will never release my current location. I will think about the images of myself that I post online; I will not compromise myself or others
- Not put up inappropriate comments/photos regarding Sixth Form or teachers. I understand that this will result in disciplinary action
- When using information from the internet I will:
 - Not pretend online content is my own work; plagiarism is taken very seriously
 - Reference the source and always consider the validity and quality of information found and add my own ideas and views

As part of the Sixth Form and wider Archbishop Ilsley Catholic School community I will:

- Take an active part in the Sixth Form and school community and act as a role model for others
- Take an active part in the Catholic life of the school including attendance at mass and charity events
- Attend and perform duties at Open Evening, Parents' Evenings etc as required
- Adhere to the dress code and look smart at all times
- Ensure I do not park on the school site
- Keep mobile phone and headphone use to the Sixth Form Common Room area and not use in full view of lower school students around the school site
- Ensure I use my study time effectively at all times
- Treat the Sixth form facilities with respect. This includes clearing away rubbish, cups and plates and returning them to the Canteen/Bistro area
- Only consume water near the computers and in study areas. All other food and drink should be consumed in the Bistro area or other social spaces
- Ensure the learning space is left as I found it. If I notice any problems, I will notify a member of the Sixth Form Team
- Respect the rules of each learning area

If I am not meeting the school's expectations, I can expect:

- Sixth Form sanctions to be issued at the request of my teachers, tutor or Head of Sixth Form
- To be detained for 30 minutes after school if I am late
- To be sent home to change if I am not dressed in accordance with the school's dress code
- To be assigned additional hours of supported study if I am not managing my study periods
- To be placed on monitoring with my tutor, KS5 Coordinator or the Head of Sixth Form for additional meetings and support
- Restrictions to be placed on my privileges as a Sixth Form student
- To be invited to a meeting, with parents/guardians, to review my progress

As parents/guardians your role will remain an important one in ensuring your child meets the expectations of the Sixth Form and therefore achieves success in Sixth Form and in their next steps.

To support my child in the Sixth Form I will:

- Ensure that attendance to school remains above 95%, inclusive of all lessons including enrichment, tutor time, assemblies and Study sessions
- Notify the Sixth Form Admin Support of any absences by leaving a message on Sixth Form Absence Line (0121 706 4200 Option 2). The message will be picked up by the Sixth Form Administrator and your child's appropriate mark for the day will be entered on to the school system.
- Advise my child's tutor of any appointments for my child during the school day and where appropriate provide medical notes
- Discuss with my child their progress in their subjects and independent learning
- Support my child in dressing in accordance with the dress code

- Support my child in meeting the expectations of Archbishop Ilsley Catholic School Sixth Form
- Attend Parent Consultations' and Sixth Form information evenings
- Notify my child's tutor of any changes in circumstances or concerns I have about my child's education or wellbeing

High Standards Agreement:

We enroll students in Sixth Form with the intention that they maintain their course for the full duration of the two years. However, in some circumstances it may become necessary to withdraw a student's placement after the first year.

At the end of Year 12, the student's place in Sixth Form will be reviewed to ensure they are on the right pathway for them and that they are meeting the ongoing requirements of Sixth Form study.

A student's place in sixth form may be at risk if:

- The student's attendance for the year is below 90%. Our expectations as a Sixth Form are that students attain at least 95% attendance, therefore being below 90% constitutes persistent absence
- The student has accrued multiple lates over the course of the year without any noticeable improvement. We expect students to be on time every day.
- The student has accrued multiple sanction points. ClassCharts and the Sixth Form Six Behaviour Code is used to support students in correcting behaviours which do not reflect the high standards of our school.
- The student's PPE grades are consistently below expectations
- The student's effort or attitude to homework grades on reports are causing concern. This indicates that teachers have judged effort to be below what is expected on a consistent basis. When faced with any of the above issues, the school will first take action to support students in correcting the issue and communicate with parents or carers our concerns and actions.

Signed student:

Date:

Signed parent/guardian:

Date:

Signed tutor:

Date: