



Sixth Form Learning Agreement

NAME:

The purpose of this agreement is to make a clear statement about the requirements of sixth form study and our expectations of you.

Sixth form learning is significantly different from that experienced earlier in the Academy. You will need to become more independent, taking responsibility for the completion of more open-ended tasks and balancing a variety of demands upon your time. The transition will require guidance from Academy staff and effort on your part.

As the oldest students in the Academy, you will be seen as a role model to younger students and be expected to conduct yourself accordingly. In order to ensure you have the skills necessary for employment, you will also be expected to take on extra responsibility and contribute to the Academy community.

September 2021

Montsaye Academy will provide:

- **Teaching and support** that will prepare you to meet the specification requirements of your chosen courses.
- **Induction activities**, particularly in the form of **study skills**, to enable a successful transition to Sixth Form learning.
- Information about your potential in the form of **target grades**.
- Information about **your progress** in meeting the requirements of each subject, in the form of marking, subject reviews, estimated grades and mentoring discussions.
- An understanding of what is required to make **further progress**.
- A **working environment** conducive to the completion of work outside lessons, including non-contact time for your independent study.
- **Resources and study areas** to enable the completion of work outside lessons.
- **Opportunities** to contribute to the Academy and wider communities, and develop the **skills necessary for employment**, by taking on extra responsibility.
- **Careers and higher education guidance**.
- **Personal support** should the need arise.

In order to be successful in my Sixth Form courses I understand that I should:

- View Sixth Form as a **full-time commitment**.
- **Take responsibility** for my own learning.
- Discuss any changes I wish to make to my subjects with the Head of Sixth Form. **I may not drop or change a subject without following this process.**
- Create and maintain **organised folders** of work as advised by my teachers.
- **Complete work as it is set** in order to meet deadlines and avoid falling behind.
- Participate in the **review process**, both in lessons and by attending all tutor discussions.
- Be prepared to **discuss any difficulties** that may arise with subject teachers or the sixth form team.

I will comply with the guidelines set out in the ‘Attendance and Punctuality Guide’. In particular, I will:

- **Attend all timetabled lessons**, including PSHE. I will ensure that my attendance does not fall below 95%.
- **Sign in on arrival to school** every day so that my attendance is recorded.

- Ensure that any paid work I do does not take priority over my Academy work. **Under no circumstances should paid work be undertaken during the school day, whether you have timetabled lessons or not. It is advisable not to exceed 10 hours per week of paid work during term-time.**
- Avoid making appointments that coincide with lessons (including PSHE).
- **Sign in and out of the Academy**, using the sheets in the Sixth Form Centre, to provide an attendance record for the purpose of emergency evacuation.

I will comply with the guidelines set out in the ‘Managing your Private Study Guide’. In particular, I will:

- **Plan** the work I will complete during **my non-contact time** so these periods are used appropriately.
- Spend the same number of hours on **work outside lessons** that I spend in lessons.
- **Not use my phone during non-contact time in school.**
- Use the study areas provided in a **quiet and sensible manner**, being **respectful** of others studying around me.

In order to fulfil my responsibilities as a Sixth Form student I should:

- Recognise that, as a sixth form student, my conduct and decisions should set an **example for younger students**.
- **Check my school email account on a daily basis** so that I do not miss important information.
- Adhere to the **sixth form dress code**.
- Recognise that, although I am now in the sixth form, I should still observe Academy guidelines about **student conduct**, especially in lessons.

Sixth Form Network and Internet Agreement

Responsible use of network and internet facilities is a standard workplace requirement, and your use of the Academy network should reflect that you understand this.

I understand that:

- Access to the Academy network and internet connection is controlled by standard login and password – **neither of which should be shared with other students.**
- I should only store material relevant to Academy courses in my network area.
- I am responsible for everything stored in my network area.
- My work area and any storage devices, including personal laptops, used in conjunction with the Academy network, may be checked by Academy staff.
- If I bring my own laptop or tablet to school, I must comply with the guidelines set out in the ‘Bring Your Own Device’ Policy.

Sixth Form Plagiarism Agreement

Plagiarism is taking someone else’s work and pretending that it is your own. It includes copying work completed by another student, or copying work from other sources, e.g. the internet.

I understand that:

- If I commit plagiarism, that this is a serious breach of exam regulations which could result in being asked to resubmit work, or disqualification from the final examination. If this reduces the number of subjects studied, then my place in the sixth form could be at risk.

Sixth Form Dress Code

Like any place of work, Montsaye has expectations of how members of its community should dress. This is not in order to suppress individuality but so that everybody understands what is acceptable and where the boundaries are located. The dress code is designed to enable all members of the community to work together in a safe environment free from embarrassment.

Sixth Form students should dress smartly and appropriately for a working day at the academy. They should be sensitive to the needs of our community and set a good example to our younger students. We expect our students to use their common sense and judgment when choosing clothes for work at the academy. Students should dress in ways which are appropriate for a working day in the academy and this may need to be different from how they dress in other situations.

The Sixth Form Dress Code at Montsaye Academy is as follows:

- Smart footwear. No trainers, converse or similar canvas shoes, flip flops or Ugg boots.
- Smart, dark coloured trousers. Jeans and denim are not permitted. Trousers should not have any frays, fringes or rips.
- Smart skirts. No shorter than 10cm above the knee.
- Smart style dresses. No shorter than 10cm above the knee. No 'body con' style dresses. Dresses must have wide fitting shoulder straps - thin or spaghetti straps are not permitted. No shoulders should be on show.
- Smart cotton shirt or polo shirt (buttoned up). No large logos, although a small, discreet logo on the breast pocket is allowed.
- Smart blouse.
- Tops should cover midriffs.
- Smart jumper or cardigan. No hoods or logos. Plain jumpers of a 'sweatshirt-type' material are permitted.
- Ties optional.
- Blazers optional.
- Outer coats – no denim jackets.
- Unobtrusive jewellery.
- Natural hair colours.
- No hats or caps should be worn anywhere inside the school building.
- No visible tattoos. If any student has a tattoo in a visible place, it must be covered when in school.
- Sixth Form Lanyard and ID card.

Appropriate dress is part of the sixth form code of behaviour and, if necessary, will be dealt with as outlined in the learning agreement.

Sixth form tutors and teaching staff will check each morning that students are adhering to the dress code. Any infringements will be recorded as a sanction on Go 4 School as S1 'Uniform Expectations'.

For students following courses that involve a practical element (e.g. activewear for Dance), students should bring a change of clothes suitable for the rest of the school day.

Sixth Form Behaviour Management Policy

It is expected that all students develop the correct attitude to sixth form learning, behaviour and attendance within the first six weeks of term. Students must also show compliance with the dress code and the signing in and out procedures. If, during the first six weeks, it is felt that a student has not made the necessary adaptations to sixth form life, then they may be asked to talk to the Head of Sixth Form about their ability to continue their studies at Montsaye Academy.

Students should appreciate that the early stages of this behaviour management policy are seen by the Academy as part of a process that enables students to make a successful transition to sixth form learning. However, the latter stages of this policy provide a structure by which the Academy may deal with persistent concerns about work, attendance or behaviour. Students should be aware that failure to meet the expectations outlined in the Learning Agreement could result in permanent exclusion from the Academy.

Stage 1 Subject staff will raise concerns about quality of work, meeting deadlines or behaviour in lessons with the student. This will include contact with parents/carers, and will be recorded as a sanction on Go 4 Schools in the usual way. Sixth Form staff will run a weekly behaviour check on G4S to identify students on stage 1.

Stage 2 If the concern continues, sixth form staff will be informed. They will then raise the concerns with the student, and discuss expectations and strategies for improvement. Targets for improvement will be set, which will be reviewed after a four-week period.

Stage 3 If students do not respond to guidance at stages 1 or 2, the Head of Sixth Form will contact parents/carers to raise concerns about behaviour in lessons, attendance, quality of work, meeting deadlines, etc.

Isolated incidents of poor behaviour will be referred directly to the Head of Sixth Form, who will decide, in consultation with senior colleagues, how best to proceed. This could include moving directly to stages 4 or 5, or a period of internal exclusion.

Stage 4 If there is no improvement from stage 3, the Head of Sixth Form will invite parents/carers into the Academy to discuss the lack of progress. Targets for improvement and a review date will be agreed during the meeting.

Stage 5 The student may be excluded from the Academy if he or she fails to meet the targets agreed at stage 4.

Sixth Form Lesson Attendance Policy

Students should appreciate that attendance in lessons is crucial to the success of their studies and that choosing which lessons to attend is not a privilege accorded to Sixth Form students. The latter stages of this procedure provide a structure within which the school may deal with persistent concerns about attendance. Students should be aware that failure to meet the expectations of high attendance (at least 95%) could result in them being asked to leave. Please read this section in conjunction with the 'Attendance and Punctuality Guide' you have been given.

- Stage 1** Based on information gathered from weekly attendance checks, sixth form staff will raise concerns about low attendance with the student directly once it reaches 95%, and ensure students are aware that their parents will be informed if attendance does not improve.
- Stage 2** If the student's attendance does not improve and falls below 95%, a letter will be sent to parents/carers to ensure that they are aware of the situation, to emphasise the importance of regular attendance and to investigate any reasons that may explain it. Students will then have a four-week period of attendance monitoring in which to improve.
- Stage 3** If a student's attendance does not improve after four weeks, and in response to guidance at stages 1 or 2, they will have a meeting with the Head of Sixth Form, where concerns will be discussed and targets set.
- Stage 4** If there is no improvement from stage 3, the Head of Sixth Form will invite parents/carers into school to discuss the lack of improvement. An attendance target will be set and a review date will be agreed during the meeting.
- Stage 5** If the student fails to meet the target agreed at stage 4, the student will have a meeting with the Head of Sixth Form and the Vice Principal in charge of Sixth Form to explain the reasons why this has not been possible. If it is decided that there is unlikely to be any improvement in the situation, and that therefore Montsaye Academy is not the appropriate place for the student to pursue their education, then the student will be taken off roll and provided with the support necessary to pursue their education elsewhere.

Please sign below to say that you have read and understand each section of the Sixth Form Agreement. Once you have signed, please detach this page and hand it in. You may then take the Agreement home for your reference.

I understand what I need to do to be successful as a sixth-form student.

I understand my responsibilities as a sixth-form student.

I understand and will comply with the network and internet agreement.

I understand and will comply with the plagiarism agreement.

I have read and will comply with the sixth-form dress code.

I have read and understand the Sixth Form Behaviour Policy.

I have read and understand the Sixth Form Attendance Policy.

I understand that my sixth form place could be revoked within the first six weeks if I do not meet the sixth form expectations outlined in this agreement.

Print	
Sign	
Date	