Sixth Form Contract 2018-2019

Name: ________________________  Tutor Group: ____________

This contract is based around the whole school’s Code of Conduct, to which you are expected to adhere at all times. Please read the following and sign at the bottom. Until you have agreed to this contract you will not be allowed to join the Sixth Form.

1. Work hard, allow others to learn and follow staff instructions

Work to your full potential
You are studying at one of the most successful Sixth Forms in Bromley, if not the country. We review your performance on a regular basis and if your teachers believe that you are not making the most of your time at Hayes, we will take action and your place may even be offered to someone else who will value it more highly. In practice this means you will need to be receiving either 1 or 2 (out of 5) for effort in any review you receive, and be at least meeting your benchmark in each subject.

Take responsibility for your own learning
Be proactive in seeking advice and support from your subject teachers.

Behave sensibly in lessons
You are now young adults who should be taking responsibility for your own education. Your behaviour in lessons and attitude to staff must be impeccable at all times.

Complete all work to the required standard by the required deadline
Have consideration for the teaching professionals who are working hard to help you to achieve your goals by respecting their requests for work. You will face departmental sanctions if you fail to meet target grades and/or deadlines without a valid reason.

Use your free time carefully
When you are not in lessons or tenth period, you should use your study periods as productively as possible. In Year 13 you will be expected to attend all timetabled tenth periods. In our experience those who put in more effort to consolidate their learning outside of lessons progress better. Make sure you give yourself the best chance possible to succeed. If you do not make good use of your study periods you will be asked to attend mandatory study.

Maintain a good level of attainment throughout your studies
There is a minimum requirement of grade D (or equivalent) in order to continue with any subject into Year 13.

2. Come to school on time, in uniform, with the necessary equipment, planner and homework

Attend all lessons and sessions punctually
Any instances of truancy and/or unexplained absence will be recorded and may hinder our ability to provide a fully positive reference for work or higher education. All absences will be treated as “unauthorised” unless prior agreement is obtained. Repeated instances can result in you losing your place at Hayes School Sixth Form and any attendance of less than 96% will be considered unsatisfactory. Any attendance below 85% may result in you not being entered for your examinations.

Signing in/out
You must follow the procedure for signing in or out when coming into or leaving during the school day.

Register at the start and end of the school day
Registration is a legal requirement and for Sixth Formers this is at 8:30am each morning and at 12:55pm on Friday and 2:40pm on Monday, Tuesday, Wednesday and Thursday, prompt.

Failure to attend registration may result in you being placed on tutor report, failure of which may result in you being asked to leave.

Adhere to the Sixth Form dress code
We expect and require students to set a good example to the school by following the Dress Code.
Hair should be of an acceptable length, unadorned and tidy. Bizarre and/or attention seeking hair styles, hair colour or clothing are not permitted.

Sixth Form students are issued with photo identification and a lanyard and must be worn and visible at all times whilst in school for security reasons.

MALE
- A suit
- Shirt and tie
- Black or brown leather-type shoes
- Plain pullover, V-neck, can be worn under a jacket

FEMALE
- A suit – jacket with skirt, trousers or dress of matching material. Skirts and dresses should be of an appropriate length (skirts should be long enough to sit down comfortably)
- Formal blouse (should have an appropriate neckline, cover shoulders and not be transparent)
- Formal jumper or cardigan can be worn under a jacket
- Leather-type shoes
- Single items of simple, unobtrusive jewellery and light/subtle make up may be worn

ALSO
- Only stud earrings are allowed
- Ear spacers/gauges must be made of transparent plastic
- Other visible piercings are not allowed
- Body Con skirts and denim clothing are not appropriate
I agree to meet all of the above conditions at all times as a student at Hayes School Sixth Form.

Student: __________________________ Date: ______________

Parent/Carer: __________________________ Date: ______________

Hayes School: __________________________ Date: ______________

Failure to comply with these requirements will result in a student being subject to KS5 sanctions.

3. Be polite, responsible and well mannered and show consideration and respect for others at all times

Behave courteously and sensibly
You are role models for over 1000 younger students who should aspire to be in your position and to enjoy the privileges it brings. You are expected to act responsibly at all times.

Be proactive in your support for the school’s ethos
If you see a visitor around school, consider introducing yourself and offering to help them to their destination, it makes a big difference to their impression of the student body.

Take on extra responsibilities where possible
In Year 13 you will be given the opportunity to be a prefect. All prefects will have one lesson per fortnight timetabled as a Prefect Runner where you could be called upon to help members of staff around school. Any prefect who fails to attend at these times may be asked to relinquish their prefect role and will not be allowed to mention their prefect status on their UCAS/job or apprenticeship application.

4. Maintain a clean, safe and pleasant working environment

Show respect for the fabric of the school and in particular the dedicated Sixth Form areas
As Sixth Formers you are granted great privileges in the form of your own dedicated areas, please remember that privileges can be taken away if they are abused. You are expected to dispose of your litter and treat the resources in H6 and the Sixth Form Centre with care and consideration.

Encourage others to do the same
If you see someone neglecting any area of the school do not hesitate to inform a member of the Sixth Form Team who will follow the matter up.

Parent/Carer Contact
Students who are under the age of 18 or who are deemed to be a ‘vulnerable adult’ are informed that, as a condition of their enrolment, the school will ordinarily communicate with their parents or carers regarding the following:

- absence from school (activities)
- academic progress
- any matters of concern

Signing the school’s enrolment form implies that you consent to the school communicating with your parents or carers.

In accordance with the Data Protection Act 1998, you can withdraw consent for the school to contact your parents but you must follow the appropriate school procedures, as laid out in our Data Protection Policy.

If you reach the age of 18 whilst completing your course, the school will continue to contact your parents or carers until you withdraw your consent using the school’s procedures.

In the event of you withdrawing your consent for us to contact your parents or carers, the school will send a final communication to you confirming that this withdrawal of consent has taken place. Students are made aware of the implications of such a decision.

Students who withdraw their consent to contact parents or carers must provide the school with an emergency contact; the individual named as the emergency contact should know that they have been named and confirm that they are happy to act in that capacity.

You must ensure that all information/communication between home and school are received.