

# Sixth Form Contract 2023-2024



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**

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 attitude to learning in any review you receive, and demonstrate that you are making progress over time towards achieving your target grades in each subject. This may result in alternative provision being offered through the Sixth Form to better suit your needs. This will be discussed with you and your subject teachers on a case by case basis.

### **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. You must exhibit the Hayes Way and Hayes Habits at all times. Failure to adhere to this will result in sanctions being put in place.

### **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. This is especially true of students who are completing vocational qualifications where failure to meet deadlines will limit overall achievement. In some cases this may result in you being removed from your course or an alternative pathway through the Sixth Form being given to you.

### **Use your independent study periods carefully**

When you are not in lessons or a Period 11/Period 12, you should use your independent study periods as productively as possible. 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 an expectation that students will achieve at least a grade D/Merit (for BTEC/Cam Tech) in order to smoothly transition from Year 12 into Year 13. If we have concerns about you passing a qualification, we will review your place on the course and your progression into Year 13. This could result in you being asked to undertake an AS course in your chosen subject or to pick up a new course for which you are more suited.

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

### **Attend all registration periods.**

Registration is a legal requirement. Registration for Sixth Form is at 8.30am every morning, 1.10pm every afternoon.

Registration is considered a vital part of life as a Hayes Sixth Former and students will actively engage with the tutor programme of events. This includes silent reading and debating.

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 student who truant a registration period will be placed on tutor report and sanction put in place. These sanctions will escalate should the student continue to truant lessons.

- Students are considered persistently absent from school with attendance 90% and will be subject to intervention from tutors and Sixth Form Directors.
- Where attendance falls below 90% students may risk being removed from course lines – and/or being asked to retake a year.
- Students are severely absent if their attendance falls below 50%. Students in this category will not be able to make successful transitions to Year 13 if in Year 12, and will not be entered for their qualifications if in Year 13.

We recognise that absences from school can occur for a range of reason, and we will work with students and parents to support them improving attendance, making reasonable adjustments if necessary.

### **Lesson Attendance**

High levels lesson attendance is important in supporting sixth form students to achieve well in their chosen course lines.

As a school we aim that all our students have attendance which is greater than 96% as we firmly believe that we high levels of attendance students maximise the opportunities for learning and interaction with staff to ensure aspirational next steps. Following the summer 2022 results we conducted the below analysis of student's results and attendance:

Percentage Attendance Band	100%	99%-96%	95%-90%	89%-80%	Below 80%
Average Grade Achieved	A=	A=	B=	B-	C-

As you can see attendance to lessons has a direct impact on outcomes at KS5. Therefore sixth form students must maintain high levels of lesson attendance.

If a student truant a lesson they will be placed in a Principal's Detention (Saturday AM - 2 Hour), persistent repeated truancy will result in an escalated sanction, and/or students risking being removed from the course line.

### **Signing in/out**

You must follow the procedure for signing in/out when coming into/leaving during the school day. Failure to sign in/out effectively is a safeguarding breach and will result in a severe sanction.

### **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.

The Senior Leadership Team fully support the Sixth Form Dress Code to:

- Promote self-esteem amongst our students
- Prepare students for the world of work
- Provide our wider community with a positive image of our school
- Act as a role model to the students in lower school

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### **DRESS CODE**

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**Students should dress as if they are attending a formal face-to-face interview.**

Sixth Form students are issued with a lanyard with photo identification and this should be **worn and visible, around necks at all times** whilst in school for security reasons.

We respect that all students have the right to dress according to the gender they identify with. As such our dress code is gender neutral.

- Dress, skirt, trousers or a matching suit (**chino or jean style trousers are not permitted**). Skirts and dresses should be no shorter than mid thigh.
- **A Blazer or suit jacket should be worn on school site at all times.**
- Black or brown formal shoes (no trainers, boots (including Chelsea Boots) or open toed shoes).
- A non-branded plain pullover or cardigan can be worn under a suit jacket/ blazer. **Roll neck jumpers and sweatshirts are not permitted.**
- Single items of simple, unobtrusive jewellery and light/subtle make up may be worn. Facial piercings must be discrete.
- Formal blouse or collared shirt with tie (bowties are permitted)

### **ALSO**

- Denim/leather/PVC clothing, hoodies, shorts and skirts are not permitted.
- Low cut tops, spaghetti straps, off the shoulder tops, or any revealing clothes are not permitted.
- No headwear is allowed, other than for religious reasons. (This includes, caps, beanies, do-rags and bucket hats).
- Ear spacers/gauges must be made of transparent plastic.
- Nose piercings must be made of transparent plastic. (**Bull Rings/Septum Piercings are not permitted**).
- Headphones are not to be worn around school and the use of mobile phones on the

school site is not permitted (with the exception of designated Sixth Form areas).

The ultimate decision on whether clothing is acceptable rests with the Sixth Form Directors and the Assistant Principal: Sixth Form. Students may be required to return home and change if their dress is deemed unsuitable for school.

Reasonable adjustments to the dress code will be made, in discussion with (and the prior agreement of) your Sixth Form Director on an individual basis (e.g. for medical reasons/disability)

In hot weather, alternative arrangements may be in place to ensure comfort. These will be communicated to students and parents/carers, as appropriate.

These lists are not exhaustive and serve only as guidelines. Persistent failure to comply with these requirements will result in a student being subject to KS5 sanctions.

### **The Role of Parents/Carers**

As parents/carers we ask that you fully support all aspects of the Sixth Form Dress Code, as it is part of the contract that you enter into when your son/daughter joins our school. Students will be sent home if they do not conform to the Dress Code. Parents/Carers will be contacted on the first occasion a student is required to be sent home in relation to a Dress Code violation. In the event of any subsequent digression from the Dress Code, the student will be issued with three behaviour points and sent home to change, but no contact will be made with parents/carers.

If you are in any doubt about whether an item is acceptable **PLEASE CONSULT THE SCHOOL** before you purchase and ensure you receive a definitive answer from a member of the Sixth Form Team.

### **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 Sixth Form 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**

#### **Respect the school environment 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 school's resources 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.

# THE HAYES WAY

Excellence as Standard - What it means to be a Hayes student



We respect ourselves and our school		We respect each other		We respect staff		We respect the environment & our community																									
<p>We believe we can</p>	<p>We allow others to learn</p>	<p>We look after our facilities, using resources safely and responsibly</p>	<p>We work well with others</p>	<p>We aim high</p>	<p>We follow ALL staff instructions</p>	<p>We do not disrupt or distract others</p>	<p>We get involved</p>	<p>We help and encourage others</p>	<p>We do not drop litter</p>	<p>We are ambassadors of Hayes School outside Hayes School</p>	<p>We do not BULLY!</p>	<p>We attend school on time every day</p>	<p>We arrive at lessons on time, ready to learn</p>	<p>We learn from our mistakes</p>	<p>We do not take things which do not belong to us</p>	<p>We attend detentions</p>	<p>We pick up litter even when it is not our own</p>	<p>We stand in class when other adults enter the room</p>	<p>We know the difference between right and wrong</p>	<p>We support each other in our learning</p>	<p>We wear our school uniform with pride</p>	<p>We are ACTIVE citizens</p>	<p>We strive to be the best we can be</p>	<p>We demonstrate good manners</p>	<p>We look to improve our school for everyone</p>	<p>We do not graffiti or damage school equipment</p>	<p>We volunteer our time</p>	<p>We demonstrate resilience</p>	<p>We are "pro-social" and report or act on concerns</p>	<p>We come prepared for school with the necessary equipment and completed homework</p>	<p>We walk on the left in corridors</p>

**British Values: Democracy - Rule of Law - Individual Liberty - Mutual Respect - Tolerance**

### **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/carers regarding the following:

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

Signing the school's contract confirms that you consent to the school communicating with your parents/carers.

In accordance with the Data Protection Act 2018, 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/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/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/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.

**I agree to meet all of the above conditions at all times as a student of Hayes School Sixth Form.**