

Sixth Form Agreement

Learning, Assessment and Conduct

Parents/Carer: I/we will:

- Discuss with my son/daughter their studies, providing support as necessary and appropriate.
- Keep in contact with Sixth Form concerning my son's/daughter's progress and attendance.
- Notify the Sixth Form before 8.30am if my son/daughter is unable to attend due to illness by calling 01243 558218.
- Support the school with regards to its policies on dress code, registration and attendance to lessons.
- Not take family holidays during term time, which includes June and July of Year 12.
- Encourage personal responsibility and learning independence.
- Ensure, where appropriate, that my son/daughter limits the number of hours used for part-time employment to 8-10 hours/week.
- Encourage my son/daughter to engage with the extra-curricular and enrichment opportunities provided, thus contributing to the life of the overall school community and developing their own interpersonal skills.
- Act on the advice given by staff regarding the most suitable courses for my child to study.

School: We will:

- Deliver high quality lessons by specialist staff who are committed to helping you succeed.
- Provide you with pastoral support and guidance through a tutor time programme and a personal tutor who will monitor and discuss your academic and personal progress in the Sixth Form.
- Provide appropriate opportunities for you to further develop your knowledge and skills to fulfil your academic potential.
- Provide guidance about course options.
- Inform you of your progress through parents' evenings, monitoring and individual meetings.
- Provide spiritual enrichment opportunities

throughout the school year.

- Listen and respond appropriately to the 'student voice' – particularly via the Sixth Form Leadership Team.
- Provide support and guidance in relation to progression beyond the Sixth Form into higher education, work-based training or employment.
- Provide a comfortable, well-resourced learning environment in which to study.

Student: I will:

- Be respectful of other students, members of staff, visitors, the school property and myself, including when commenting on any St Philip Howard social media channels.
- Maintain a minimum attendance of 95% in each of the courses I study.
- Arrive on time for school and for lessons and have all of the necessary equipment. (If you are late for a lesson or not properly prepared, you may be sent away. You will make up the time after school.)
- Produce high quality work, meeting agreed work deadlines and using supervised/unsupervised study time productively.
- Keep term time employment to a level which comfortably allows me to spend 5 hours per week per subject on homework/independent study in addition to timetabled classes.
- Be actively involved in the school community (such as voluntary/school service, peer mentoring, paired reading, student subject leaders, sporting activities) acting as a positive role model for the younger students.
- Abide by the student dress code.
- Respect the Sixth Form Centre as a place of quiet study during lesson times
- Try my very best at all times and ensure that I ask for help when I need it.
- Be respectful of the rights of local residents, especially if I drive to school and park on public roads, taking care not to block driveways or park on corners. If I drive to school I will provide my vehicle details to the Sixth Form.
- I will not book driving lessons within school hours.

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I agree to wear my SPH ID badge at all times when on the school site and log in and out at the Sixth Form Centre screen every day. NO LANYARD, NO ENTRY. This is a safeguarding and fire regulation requirement of the school. The badge and lanyard will be provided free of charge, but if it gets lost or broken there will be a replacement charge of £3. You will be expected to use the same badge for Year 12 and 13.

I agree to attend the following as they are compulsory: P11 assessments, Core R.E., Enrichment, Assemblies, whole school events, 1 to 1 meetings regarding careers, Tutor Time and organised Sixth Form events.

Work Experience (Year 12)

All Year 12 students will complete one week of work experience during June 2021. Work experience is essential in helping students gain a greater insight into their chosen future career and can add value when writing an application for either University or an Apprenticeship.

Claire Skaptason, Careers Coach, will meet with all students to discuss future career options and work experience and will provide support where necessary. However, students are expected to find their own work experience. Those students who are not able to find a work experience placement will be expected to come into school during the work experience week.

Annual Contribution

A Sixth Form annual contribution of £25 is requested at the start of each school year and details of how to pay this are contained within the enrolment process online. This is used for things such as social events, including BBQs, initial provision of lanyards and planners.

Parent/Carer consent to Trips, Educational Visits and Off-site Activities

As the parent/carer I agree for my son/daughter to attend any work experience placements, trips, educational visits or off-site activities (including residential) organised by the school. As the parent/carer I allow my son/daughter to travel to and from any venue independently if deemed appropriate by the school. I also agree to pay any reasonable travel expenses that may be additionally incurred (each trip and any cost will be notified in advance). I further agree to authorise members of staff (during the course of the visits) to approve such medical treatment for my son/daughter as is deemed necessary in an emergency on the advice of a qualified medical practitioner. Those supervising my child are in loco parentis and will exercise a standard of care which would be expected of a reasonably prudent parent.

As the parent/carer it is my responsibility to notify the school of any changes to the medical / dietary needs of my child, or the emergency contact details for the duration of each trip. This information should be sent to the school's Welfare Office – Mrs Leonard – either by email jleonard@sphcs.co.uk or by letter.

Bridging and Transition Work

WHY DO TRANSITION WORK?

1. Because we want you to be really successful. What it takes to be successful at GCSE Level is different to success at A-Levels. Although you have fewer subjects, there are different skills at A-Level and the volume of work is greater because the depth and detail is more demanding.
2. Transition work will reassure you that you have selected the correct subjects for you. Alternatively, it gives you time to change your choice of subject at enrolment provided there is space and you meet the entry criteria. It is

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important to study the course that interests you and that you are sufficiently qualified to study.

IS THERE TRANSITION WORK FOR EVERY SUBJECT?

YES, every A-Level subject has Transition Work to complete.

There are 2 sections to complete:

- a. Skills Based Bridging Work - this only needs to be completed once and needs to be handed in to your Sixth Form Tutor in September.
- b. Subject Specific Transition Work – which needs to be completed and handed into your subject teacher in September to be assessed.

IS THE TRANSITION WORK ASSESSED?

Yes. In September your subject teacher will ask for your Transition Work and it will be assessed. It forms part of your Interim Grade Report.

1. Teachers will diagnose your strengths and areas for improvement from this work and will support you in a 'targeted' way.
2. Transition Work also assesses your 'work ethic' and develops the 'A-Level Mindset' needed to be successful. Feeling motivated to study is key, so the Sixth Form Team will offer advice and support as required.
3. Your Tutor will assess the Skills Based Bridging Work in terms of how much effort has been put in and the Sixth Form Team will implement further advice and support if the work is not sufficient.

WHAT IF I CHOOSE A DIFFERENT SUBJECT IN SEPTEMBER – DO I STILL COMPLETE THE TRANSITION WORK FOR THE NEW SUBJECT?

Yes. You will have a shorter period within which to complete the work in September, but with the correct mindset it should take you no more than two evenings and some study periods.

WHERE IS THE TRANSITION WORK?

Visit www.sphsixthform.co.uk and click on the Bridging and Transition Work link and work on

the subjects you have enrolled for, plus any others which you think you might like to study. The subject specific material must be downloaded and completed for your first lesson in September.

Internet Safety Agreement

As the student and user of the Internet, I agree to follow the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school. I agree to report any misuse of the network to the Sixth Form Team. If I do not follow the rules I understand that this may result in loss of access to the Internet, as well as other disciplinary action.

As the parent/carer I give permission for my child to access networked computer services such as email and the Internet. I understand that students will be held accountable for their own actions. I also understand that although the school will take reasonable steps to ensure that my child is appropriately supervised, according to age and responsibility, I will not hold the school or their ISP (Internet Service Provider) responsible for inappropriate material which my child may obtain. I understand that the school monitors students in relation to network, e-mail and Internet use in order to prevent and detect misuse. I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media. I agree to report any misuse of the network to the school.

PLEASE TICK ALL APPLICABLE BOXES

I give permission for my child to access networked computer services such as email and the Internet.

My child's work, if selected, may be

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published on the school's website, mySPH web application and social media posts.

- My child may take part in Internet/video conferencing between the school and another institution. Please note this does not refer to newspaper publicity.

Bring Your Own Device

Student Agreement

- I have read and understand the terms and conditions stated in the SPH policy document. I confirm agreement to abide by these conditions and understand that a violation of these conditions could lead to a loss of the privilege of using my own device at school and to additional disciplinary action by the school.

Parent Acknowledgement

- I have read and understand the terms and conditions stated in the SPH policy document. I confirm I am granting my son/daughter permission to bring his/her own device to school. I understand and have explained to my son/daughter that failure to abide by these conditions may result in the loss of the privilege of using a personally owned device at school, and in the case of serious infractions, other disciplinary action that may be taken by the school.

Consent to Use of Photographs, Recordings and Data

- As the parent/carer I consent to my son's/daughter's image and details (first name and age) appearing in school prospectuses, brochures, literature, local and national press and any other promotional material relating to St Philip Howard, including the website, social media and moving images. The local or national media may take images of activities that show the child and the school in a

positive light e.g. in class, drama or musical productions, sporting events, or presentations. Photographers acting on behalf of the school or WSCC may take images for use in displays, in publications or on a website.

This consent can be withdrawn at any time in writing.

You may wish to take photographs of your child at school events. Please take appropriate images, be sensitive to others when using or sharing these, and try not to disrupt concerts, performances and events.

- As the parent/carer I consent to my data and my son's/daughter's data being used to communicate by text, telephone and email for all matters relating to the school's study programme, and other educational opportunities provided by the school.