



Trinity School

Requirements for Success and Contract of Agreement Year 12

Trinity School Sixth Form Centre

This document contains a brief guide to studies, conduct and curriculum in Year 12 and a Contract of Agreement.

Parents/carers are encouraged to be involved as much as possible in the education of their children. At the end of this document, a Contract of Agreement briefly summarises the key points. We would like you to **read this document carefully**, and along with your parents/carers sign and return the Contract to your Form Tutor by **Friday 21 September 2012**. We aim to give you as much information and support as we can and if, at any time, you have any concerns, you should contact us through your Form Tutor, Student Manager, Pastoral Leader or Assistant Head (Sixth Form). Equally, if there is any aspect of the Contract that you would like to discuss before signing, please do not hesitate to contact us.

KEY POINTS:

1. ATTENDANCE AND PUNCTUALITY

100% attendance is expected from all students. Students must attend all scheduled lessons, registrations, tutorials, assemblies, mentoring interviews and Supervised Study sessions. We do recognise, however, that this is not always possible and students who have genuine, authorised reasons for absence will be treated in a supportive way.

In the case of absence, the Sixth Form Reception Office must be notified by telephone on 01228 516051 ext 263 **before 9.00am** on the first day and **then each subsequent day of absence**.

Requests for leave during term time for unavoidable reasons such as medical/practical driving test (not driving lessons or theory test)/religious observation/sporting activities/university visits/etc should be made on the 'Leave of Absence' form, available from the Sixth Form Reception Office. It must be completed and signed by appropriate members of staff, and returned to the Sixth Form Reception Office as soon as possible **before** the first day of absence. **Parents are strongly requested not to arrange family holidays during term time.**

ARRIVING LATE

We put great emphasis on **PUNCTUALITY**. Late arrival is discourteous and disrupts the process of learning for all in the class. For health and safety purposes and fire regulations, students must sign the late sheet outside the Sixth Form Reception Office if they arrive after registration has closed.

2. APPROACH TO LEARNING

Success on Sixth Form courses depends on a positive approach to learning and a high level of commitment to completing work to as high a standard as possible. We expect students to meet all deadlines for handing in work.

We expect all students to be **responsible learners**, and have agreed the following criteria in consultation with students and staff. Responsible, independent learners:

- Find things out for themselves

- Take responsibility for making sure they understand, asking for help if it is needed
- Read around a subject and carry out extended research
- Manage time well in order to meet deadlines
- Arrive at lessons with preparatory work completed
- Work well in a group, focusing on the task
- Take action based on feedback and listen carefully to advice
- Know, with the teacher's help, what the examiners are looking for
- Organise themselves well with a folder for each subject
- Find out work missed when absent and complete it promptly
- Challenge themselves
- Reflect on their learning and progress

Planning your work and time management is an essential part of all courses and subject teachers will give you clear guidelines on what you are expected to do outside class time. As a general rule, for each hour spent in the classroom you are expected to spend one hour in private study. **Overall, we recommend between 15-20 hours of private study a week.**

3. THREE STAGE RESPONSE PROCESS

The **THREE STAGE RESPONSE** to poor attendance, punctuality and a poor approach to learning is used to support and guide students whose approach is below our expectations in terms of attendance, punctuality and work rate.

STAGE ONE: Where absences are not authorised and subject staff or Form Tutors report either an attendance rate that falls below 90% during a full school month, or where tutors express concern about a poor approach to learning and work rate, then you will receive a **Stage One formal letter**. This letter will require you to attend a meeting with your Student Manager and/or your Form Tutor, to discuss the causes and consequences of your poor attendance or work rate. Agreements will be made about how you can remedy matters and how we can help you

STAGE TWO: If poor attendance and/or poor approach and work rate continues, then you will receive a **Stage Two formal letter** requiring you to attend a panel interview with your Student Manager and Mrs Medley, and your Parents/Carers. Here, we will consider why no progress has been made and what further may be done to support your attendance and learning in Trinity Sixth Form.

STAGE THREE: If you receive a **Stage Three formal letter** about poor attendance and/or poor approach and work rate, then we will hold a third meeting to consider whether remaining in Trinity Sixth Form is in your best interests and your place may be withdrawn.

Copies of all letters will be kept on file and may be used when writing references.

4. COMPULSORY STUDY

a) In Year 12 we require students to follow a full course of study comprising four subjects, usually at AS level, unless there are documented health reasons for fewer subjects, but this may include a re-sit and/or Level 2 course. Students will continue with all four subjects until AS examination results are released in August, after which students will be permitted to drop down to three subjects, which they will continue with at A2 level. In addition to the four subjects, students will also take part in the Service and Leadership programme, elements of which will require compulsory attendance at presentations, meetings and/or assemblies in non-lesson times (such as Tuesday and Thursday P3 and Wednesday P4 and 5).

5. REGISTRATION AND MENTORING

All students will be required to attend five morning registration periods for the first half of the Autumn Term, in their form groups. Thereafter, students will register in their form rooms at 8.30 am on Monday, Wednesday and Friday each week.

Negotiated absence(s) with individual student timetables may sometimes be agreed between a student and their Form Tutor.

Students who arrive after 8.35 am (or 8.50 am on a Tuesday or Thursday after the first half of the Autumn Term) but before 10.00am will be marked as late. **If you arrive after registration has closed, you must sign the late sheet outside the Sixth Form Reception Office.** Any student who arrives after 10.00am will be marked as unauthorised. Students must also sign out when leaving the school premises for Health and Safety purposes.

FAQ: Why do I need to attend registration?

Apart from the actual marking of the register, it is a chance to find out about Sixth Form events and receive information on what is happening in school, for example examination entries and timetables, trips and deadlines. Staff also use registration as a way of delivering post to students (for example returned work and receipts).

Individual students will have pre-arranged mentoring interviews to support their learning and to monitor their progress. Each student should have an interview at least twice every term.

FAQ: What is a mentoring interview?

This is a private ten-minute meeting between an individual student and his/her Form Tutor or another staff mentor to discuss progress. Interviews will be held at least twice every term and are a compulsory part of our pastoral support programme. If you miss an interview or are late, you will be given another time by your Form Tutor. Failure to attend an interview could result in you being placed on the **Three Stage Response** process.

6. TUTORIALS AND ASSEMBLIES

Tutorials and assemblies are designed to introduce and promote issues and give information relevant to post-16 studies such as careers guidance, managing finances, university and job applications, health and safety issues, driving awareness, etc. In addition we often invite outside speakers to talk about their work and give advice from their experiences.

Attendance at tutorials and assemblies is compulsory.

7. EXAMINATIONS

- a) The final entry decision is made by the Curriculum Leader.
- b) Once entered, students have a commitment to complete all coursework by the required deadlines and to attend examinations.
- c) In most subjects, modules can be retaken with the agreement of the Curriculum Leader.
- d) It is the students' personal responsibility to manage their own re-sit entries. All re-sit fees must be paid **in advance** by the student, by either cash or cheque.

FAQ: What happens if I miss an examination?

You will have to wait for the next examination period before you can re-sit it. If you fail to turn up for an examination, you will be charged for the entry fee unless there are extenuating circumstances e.g. a medical emergency.

FAQ: Is there automatic progression from Year 12 to Year 13?

Progression from Year 12 to Year 13 is dependent on students fulfilling the

Requirements for Success criteria (attendance, approach to learning, behaviour and achievement of their target levels). Failure in any of these areas may result in the withdrawal of their place in Sixth Form.

8. GENERAL BEHAVIOUR

Students are expected to behave in a mature way which shows they are part of a community of adults with respect for other people and the environment we share.

We are proud of the conduct of our Sixth Form and have little need for formal rules. There are some aspects of behaviour which, should they occur, we will treat very seriously and consider the temporary, or permanent, suspension of the student(s) involved.

What aspects of behaviour are unacceptable?

- Anything which disrupts the learning and wellbeing of others and yourself
- Violence towards, or harassment of others
- Reckless driving in school car parks, or outside the school
- Possession and/or sale of unauthorised drugs or alcohol
- Being under the influence of unauthorised drugs and/or alcohol
- Theft
- Damage to the property of others (students, staff and school property)
- Misuse of Information Technology facilities
- Gambling
- Unauthorised absence from lesson(s)
- Wearing inappropriate clothing to school

DRESS CODE

As leading members of the school community, Sixth Form students should set an example to younger members of school. All students are expected to follow the dress code agreed by staff and Student Council:

1. In relation to female student clothing from the waist down, it is not enough to wear just leggings or jeggings; an appropriate length of either skirt, dress, shorts or shirt should be worn over them. By 'appropriate' it was agreed that this could be assessed by using the length of the arm as it is held down by the side of the body to the tip of the middle finger, and this would be the shortest point. Anything shorter than that is unacceptable.
2. For female students, clothing from the waist up should be modest and not show any cleavage.
3. For male students, (i) it is acceptable to wear shorts, provided they are not 'board shorts' (i.e. beach type shorts), but are of a more formal and business-like nature and (ii) provocative slogans on T-shirts are not acceptable (for female students either).

Any students who break these rules will be asked to go home and get changed into something more acceptable.

9. SERVICE AND LEADERSHIP AND COMMUNITY INVOLVEMENT

We require each student in Sixth Form to fulfil a role in the service and leadership of the school and/or the community. There are many different ways in which a student can contribute, such as working for a charity, helping run a lunchtime club for younger students, supporting younger students through paired reading, lesson assistance or helping to run a homework club. These opportunities provide valuable experiences which can enhance a student's CV, broaden ambitions and help increase confidence and the skills of leadership and organisation.

10. THE LIBRARY

Access to Carlol Library is available Monday – Friday from 8.15am – 3.30pm (4.30pm in Chapman Library). The library is a place of work and noise should be kept to a minimum.

FAQ: How do I borrow books and the laptops?

During the library induction, the process of borrowing books and laptops will be made clear to you. To make sure everyone has a fair chance of using the books/laptops, we ask that they be returned promptly at the end of the loan period.

11. PAID EMPLOYMENT

We appreciate that many students undertake part time paid employment during their time at Trinity School. This is a very useful way of learning transferable skills, saving for Higher Education and gaining some financial independence. However, as a full time student, your first 37 hours **must** be committed to your studies.

FAQ: How many hours can I work in paid employment?

From past experience, we advise no more than 8-10 hours per week, and less in the run up to examinations. Research (and painful experience in the past) proves that more than 10 hours per week seriously interferes with your ability to perform well in your studies.

12. CAR PARKING

There is **no free parking provision for students on site.**

REQUIREMENTS FOR SUCCESS

CONTRACT OF AGREEMENT (YEAR 12)

I have read the document entitled 'Requirements for Success' and understand the expectations within it. I agree that:

- My attendance will be 100% unless there are authorised circumstances.
- My conduct and behaviour will conform to the standards outlined in the Requirements for Success document.
- My homework and coursework will be completed according to the requirements of each subject and within set deadlines.
- I will attend Assistant Head/Pastoral Leader/Student Manager interviews/meetings as and when required.
- I will attend mentoring interviews with my Form Tutor as arranged.
- I will follow absence procedures as outlined in the Requirements for Success document.
- I will abide by the Sixth Form Dress Code as outlined in the Requirements for Success document.
- I understand that it is generally not possible to drop a course unless under exceptional circumstances.
- I understand that I must continue to attend all subject lessons after the Year 12 summer examinations.
- I will wear my ID badge at all times when on school premises.

Name of Student: _____ *(please print)*

Form: _____

Signature of Student: _____

Date: _____

I have read the document entitled 'Requirements for Success' and understand the expectations within it:

Name of Parent/Carer: _____ *(please print)*

Signature of Parent/Carer: _____

Date: _____

**Please return this contract only to your
Form Tutor by Friday 21 September 2012.**