



# **RAINEY ENDOWED SCHOOL**

## **YEAR 14 SIXTH FORM AGREEMENT**

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As an Upper Sixth student, you have chosen to continue your education at Rainey Endowed School. This choice involves obligations for you and the school.

**For its part**, the school will continue to provide:

- teaching of a quality that will enable you to develop your learning in your chosen courses;
- the necessary resources for class work and for independent study;
- opportunities for you to take on responsibility for your own learning and a self-disciplined approach to study;
- opportunities for extra-curricular activities, when possible;
- information and advice on further and higher education, training and employment;
- opportunities for you to share in the organisation and development of the school, through involvement in the Sixth Form Committee and the Prefect System.

**For your part**, you are required to fulfil the following obligations:

- abide by all school regulations and by the Internet Responsibility Contract;
- maintain a good record of punctuality and attendance, together with a good disciplinary record;
- **register on time** and attend registration and school assemblies;
- attend **all** time-tabled classes;
- be present in school throughout the day (other than for authorised absence);
- prepare conscientiously for class work to complete all written assignments on time and to carry out requirements for independent study;
- devote non-timetabled periods to quiet private study in areas set aside for this purpose in the Study Centre (or in the allocated space for private study).
- inform, and seek advice from, your subject/careers teacher and/or tutor and/or Head of Year as soon as you feel you are finding difficulty with any aspect of the work;
- **ensure, in conjunction with parents/guardians, the submission on time, as required, of all letters/slips/forms (e.g. re absence, lateness, detention, etc);**
- adhere strictly, for reasons of safety, to the regulations regarding the use of cars at school;
- accept a shared responsibility with others in the Sixth Form for good conduct in, and for careful upkeep of, the Sixth Form Recreation Centre;
- report as soon as possible any damage to school/personal property;
- accept a general responsibility for providing leadership and giving good example to younger pupils;
- seek to act in a spirit of co-operation with all staff.

## THE CHALLENGE OF SIXTH FORM

Pupils returning to the Sixth Form courses should be aware that they will continue to face a number of challenges.

### **1. THE ACADEMIC CHALLENGE**

A2 Level work is significantly more demanding than AS. As 'Advanced' implies, the content of each subject is generally more extensive and the degree of difficulty greater. Teachers will expect you to take greater responsibility for your own work – **doing no more work than your teachers formally set for homework is a recipe for failure.**

Remember, teachers will be expecting more **of** you and doing less **for** you! Your aim should be to take control of your learning so that you are 'in the driving seat', with your teachers as partners guiding you to good results.

### **2. THE MANAGEMENT CHALLENGE**

To succeed in the academic challenge, you will need to organise yourself and the time available to you so as to make best use of your opportunities and prepare yourself effectively for A2 Level examinations.

Owing to the increased demands of A2 Level study, part-time employment is not normally in your best long-term interests. It is not recommended, and, where there is a genuine need to undertake such employment, it should be kept to a minimum and should not detract from the time required for your homework and private study.

### **3. THE SOCIAL CHALLENGE**

Upper Sixth brings you opportunities to meet members of the year below you in RES and from other schools through the MLP. We expect courteous behaviour at all times when within our school environment and within the wider community.

You need to remember that you will be the oldest and most influential pupils in the school, and that we rely on you to set a good example. The way you behave will have a very powerful influence on the younger pupils.

### **4. THE PERSONAL CHALLENGE**

During your time in Upper Sixth you will make some very important decisions about your future. Where are you going to go and what are you going to do next year?

Application forms require not only grade predictions but also information on your personal qualities and attitudes. Conversely, foolish, selfish behaviour inevitably colours our opinion of you in a rather less positive direction when we come to write references.

To sum up, being in your last year of school means taking a much greater responsibility for what you do than you have, perhaps, taken so far. It means, above all, recognising that there are some very important challenges ahead of you and that you will have to work hard to meet them.

### **THE SUPPORT SYSTEM**

The role of the school's pastoral system is of vital importance since our school community is concerned with a great deal more than purely academic progress. It is our stated aim to promote also the social, cultural, moral and spiritual, and personal development of our pupils and assist them to become self-disciplined and self-confident young people, capable of taking their place as effective members of the community. The school continues to provide extensive support at Sixth Form level which includes the following:

### **THE FORM SYSTEM**

The Head of Year and the Registration tutors seek to support each pupil. The Head of Year will monitor individual progress, supervise attendance and punctuality, and seek to maintain high standards of behaviour and self-presentation. They aim to know the pupils in their year group in such a way as to become accepted as individuals to whom pupils can turn for guidance and support. They also serve as a vital link between the school and parents, so that effective communication between home and school is maintained.

The tutor who conducts a registration class on a daily basis also plays an important part in pastoral care. It is often to the tutor that a pupil will first turn for help or advice, and, together with the Head of Year, tutors from the nucleus of the pastoral care team.

### **CAREERS EDUCATION AND GUIDANCE**

Careers education aims to help pupils to develop knowledge and understanding of themselves and the opportunities available to them. In Sixth Form pupils are helped to develop the skills and personal qualities needed to manage their career development and cope with the transition from school to adult life.

Aspects of careers education and guidance in Upper Sixth Form include:

- time-tabled Careers Education classes (one period per week), through which pupils have an opportunity to use a wide range of resources and, when available, the Careers library;
- one to one guidance interviews with a careers teacher
- visits to local institutions of Higher Education, when possible;
- the opportunity to attend seminars/information events on a variety of careers, when possible;
- guidance in completing the UCAS/CAO application process.

## ATTENDANCE

The demands of AS/A2 Level courses require a good level of attendance and a genuine commitment to study. Attendance and punctuality are closely monitored, and it is expected that, except in the case of prolonged illness, a pupil's attendance will be **at least 90%**. Pupils falling below this average will be interviewed by their Year Head and parents will be informed by letter.

## STANDARDS OF BEHAVIOUR

A procedure has been determined to deal with pupils who become liable for disciplinary action because they are failing to meet the required standards of conduct. It is the aim of this procedure to give pupils the opportunity to improve their conduct.

It is school policy to keep parents informed about their child's progress and conduct. Where concerns arise about a sixth former's attainment and/or behaviour the Head of Year will contact the parents.

## DISCIPLINARY SANCTIONS AND PROCEDURE

Pupils are expected to conduct themselves in a responsible manner, as self-discipline is recognised to be the best form of discipline.

The school reserves the right to employ the following disciplinary sanctions in response to breach of the Pupil Regulations and/or Code of Conduct and/or Sixth Form Agreement and/or Guide to the Sixth Form:

- verbal admonition
- written imposition
- withdrawal of Recreation period, to be replaced with a Study period
- lunch-time/after-school detention
- reparation where appropriate
- withdrawal from class

The school reserves the right to implement the following disciplinary procedure in response to the substantive breach of the contents of the above documents or in the case of persistent indiscipline by an individual:

**Stage 1\***      HOY detention.

**Stage 2\***      HOY detention and pupil interview by VP and HOY. Parents advised of next Stage.

**Stage 3\***      HOY detention and interview of parents and pupil by VP and HOY. Formal **verbal warning** issued, recorded and retained on file.

**Stage 4\*** Interview of parents and pupil by the Principal and HOY/member of SMT. Disciplinary action at the Principal's discretion. **First written warning** issued, recorded and retained on file.

**Stage 5\*** Interview of parents and pupil by the Principal and HOY/member of SMT. Disciplinary action, which may involve **suspension**, at the Principal's discretion. **Final written warning** issued, recorded and retained on file.

\*This Stage may be augmented by one or more of the disciplinary sanctions outlined above.

**Stage 6** Interview of parents and pupil by the Principal. Disciplinary action, which may result in **expulsion**, at the Principal's discretion. The pupil will have an interview, at which he/she will be entitled to:

- address the decision making body
- be accompanied by parent(s)/guardian(s)
- question any information given at the interview
- be given a reasoned decision at the conclusion of the case.

The interview will be:

- conducted in an objective manner
- held within a reasonable length of time.

**The disciplinary procedure may be invoked at whatever Stage is judged to be commensurate with the seriousness of the breach and the individual's previous disciplinary record.**

The following list offers examples of the type of misconduct which might result in **Stage 1** of the disciplinary procedure being invoked. It is not intended to be comprehensive; the school reserves the right to include other offences in this category.

- Repeated lateness to school
- Failure to explain absence
- Leaving school without permission
- Failure to adhere to the timetable
- Being out of bounds
- Smoking in school uniform
- Not adhering to Acceptable Use of the Internet Policy
- Disrespect for Sixth Form Recreation Centre and the Study Centre

## **BREAK AND LUNCH TIME ARRANGEMENTS**

Pupils are NOT permitted to leave the school grounds at break or at lunch or at any other time without permission.

## **CAR PARKING**

Student cars cannot be parked on the school premises. If you drive a car to school, please be careful when parking on the street and show consideration to local house holders and their car parking spaces. You should also be aware of DOE parking regulations.

## **SIXTH FORM CENTRE AND STUDY CENTRE**

Your Headmaster and the Senior Leadership Team, along with the Heads of Sixth Year (Mrs Thorogood and Dr Kyle), expect you to respect the facilities and furnishings provided in the Sixth Form Recreation Centre and the Study Centre. These are facilities provided to you as a privilege. Failure to show respect for these facilities will result in serious sanctions.

Sixth Form pupils will have access to the Sixth Form Recreation Centre, when possible, and we expect equality in the use of the resources and facilities provided. We expect all pupils to establish a welcoming and harmonious environment for all pupils in the Sixth Form.

In order to ensure that the Sixth Form facilities are used responsibly, rules have been constructed for use of the facilities.

## **RULES**

### **In the Study Centre, you must:**

- Attend the Study Centre or allocated study space when your timetable states
- Always be punctual to each study period and come prepared with relevant materials
- Sign the attendance register and do not leave without permission
- Remain in Study Centre for the entire study period.
- Be mannerly and respectful to staff and others at all times
- Work quietly at all times

### **Please note:**

- With the exception of water, no food or drink is allowed in the Study Centre
- Listening to music through headphones is allowed but must be kept low at all times and no sharing headphones with others. You are permitted to use your phone to listen to music but you must select the playlist and then put your phone away. You are not permitted to use your phone for any other purpose during Private Study, unless you have been given permission by a member of staff to do so. If you are found using your phone other than to select a playlist and turn the music off at the start and end of the period, your phone will be sent to the office and the usual sanctions will apply for repeat offences.
- The Study Centre must be kept clean and tidy at all times.
- Do not leave your bag unattended in the Study Centre.

**In the Sixth Form Recreational Centre:**

- Responsibly use the tables and chairs- do not sit on tables
- Do not play ball games indoors
- Do not graffiti any furnishings
- Put all rubbish in the bins provided
- Report any breakages immediately
- Ensure the kitchen is wiped and left clean and tidy. Remember that it is your responsibility to clean up any dishes you use or any mess you create.