

## EXPECTATIONS OF SIXTH FORM STUDENTS

Joining the Sixth Form is a voluntary act by students and we are delighted that you have chosen to join Gordano Sixth Form. We aim to treat students as young adults wherever possible and offer a greater range of privileges than pupils in Years 7-11. These include:

- Use of a dedicated Sixth Form common room, Independent Study Centres, ICT and library for the sole use of Sixth Form students
- The right to leave the school grounds at break and lunchtime
- A less formal dress code than lower school (the same as for staff)
- Independent study time within the school day
- Home study arrangements for Year 13 students
- A host of opportunities for involvement as senior students in leadership roles, as well as in charity and social events

By joining the Sixth Form and becoming senior students of the school, students also accept a greater responsibility than pupils in Year 7-11, this responsibility extends both to their own learning and to the ability of teachers and other students to focus most effectively on their tasks.

### Appearance

There is no uniform requirement for Sixth Form students, however, as we are a Sixth Form within a school we do have a dress code to set an example to the lower school.

We want our students to have freedom of expression but do **not** expect:

- any extremes of hair colour (any colour transcending the extremes of blonde, auburn, brown or brunette)
- facial body piercings (lip, nose, and brow rings need to be removed in school as do extensive ear piercings - one small nose stud is permitted)
- body art on display
- clothing that causes offence to others (by wording, logos, images or by being too revealing)
- beach wear - board shorts, short shorts, flip flops/beach sandals
- hats to be worn indoors
- clothing considered by staff to be a health and safety risk
- coats to be worn in lessons (unless by the permission of a teacher)

### Lanyards

For safeguarding reasons, Sixth Formers must wear their lanyard and ID card at all times - the card allows students access to study areas and school gates and identifies them as an adult on site.

### Individual Equipment

The school endeavours to provide each student with their core textbooks on loan for the duration of their course. Students must return these books to the library at the end of each school year and must pay for any losses. Students are responsible for purchasing any books in which they wish to annotate and any optional additional books they may choose. In addition, it is each student's responsibility to provide themselves with:-

- Suitable ring-binders, with paper, for written work and homework in each course
- All necessary items of stationery, including calculators where needed
- Specialist equipment for certain courses

*Any student needing financial help to provide such items should contact the Head of Sixth Form, as there is a 16-19 Bursary Fund available to support students with the costs of their learning.*

## **Mobile Phones**

In lessons, Library or Independent Study Centres, phones should be switched off unless a teacher gives permission for phones to be used for study purposes. As with staff, students are not expected to have phones out in public areas - they can of course use them in the Common Room at break time. Phones can be confiscated by a teacher and returned at the end of the day if used in undesignated areas.

## **Food/Drink**

In normal school opening conditions, Sixth Form students have their own dedicated café in the Sixth Form Common Room and we aim to open this outside break times if there is sufficient interest. Students may continue to use the main school canteen (unless Covid restrictions are in place) and also have their own dining area. Students also have the privilege of being free to leave the site at lunchtime. Students should also note the following responsibilities:

- Food and drink should always be consumed in the old canteen, common room or new dining hall. Food and drink may not be taken into lessons, registration periods, Learning Curve, Library or computer rooms.
- All litter in the Common Room should be placed in the bins provided
- Smoking or vaping is not permitted anywhere on the school site, or within view of any aspect of the school boundary.
- Students are not permitted to drink alcohol at any time of the school day, including lunchtime, whether on or off site.
- Students are not allowed to order external food deliveries/or bring fast food deliveries on to site.

## **Making the most of lessons**

In taking a place in the Sixth Form, students undertake two fundamental commitments to each course:

- a) to attend all lessons
- b) to complete set work by a deadline.

If a student consistently fails to fulfil these commitments without good reason, they may be asked to leave the course or the Sixth Form.

*To make the most of lesson time, we expect all students to*

- Arrive promptly for lessons
- Bring the correct textbooks, files and other relevant equipment
- Ensure files are correctly organised
- Be equipped with all necessary stationery
- To quickly clear bags/coat and be ready to start
- Contribute positively and willingly to discussion and other activities
- To listen to the opinions of others with respect and courtesy
- Ensure all work is handed in on time

Lessons are only half of the learning time for Post-16 courses; a large part of an Advanced course must be done by a student independently. As a guide, students should expect to spend at least 3-4 hours each week on independent work for each subject of study; for most students, this means a least 12-15 hours of homework each week.

## **Attendance and Home Study**

Under usual school opening, all Sixth Form students are required to register with tutors four mornings a week. On the other morning, the tutor will arrange for 1:1 appointments as appropriate.

Students in Year 12 are required to be in school throughout the school day. Students in Year 13 may, if they choose and parents agree, take up to 3 blocks of study time per fortnight to work at home. However, this privilege would be withdrawn if a student is not keeping up with

set work or deadlines.

The level of supported study provided for each student is gauged following each progress check, and students are allocated study zones accordingly.

When arriving or departing the school site, other than at the start or end of the school day, students must sign in/out in the Sixth Form. This is essential for Health and Safety reasons. For planned absence from school, students should inform their tutor and teachers whose lessons they will miss on that day. They should also complete a Leave of Absence Form. University or job interviews and driving tests are considered as authorised absences. However, students are requested to arrange routine medical appointments to avoid clashing with lessons. Driving lessons are not authorised for absence.

For unplanned absence, such as illness or emergency medical appointments, parents should telephone the Sixth Form absence line (01275 841380) by 10am in the morning to inform the school of the absence. An answerphone is available for a message to be left outside of school hours.

Where no confirmation for absence has been given, students are expected to bring written confirmation from a parent/guardian confirming the reason for the absence within a week of their return, Failure to do this will result in the absence being recorded as unauthorised. If unauthorised absence drops below 90% the school reserves the right to charge students for private exam entry.

### **Leave of Absence / Holidays**

Holidays are not authorised during term time. In cases where this is unavoidable, students should submit a completed application for Leave of Absence well in advance to the Head of Sixth Form, together with an accompanying letter from parents explaining why the holiday needs to be taken in term time. Please note that such authorisation is rarely given. It is the responsibility of a student to catch up on work missed during an absence, including any new tasks set, within a fortnight of their return.

### **Uses of ICT**

Most students find it very helpful to use ICT within their courses and the school endeavours to provide a powerful network and increasing numbers of PCs within school. Each student has their own work space on the network; Sixth Form students have a larger individual area than pupils in Years 7-11. Students also receive an allocation of printer credits.

When they join the Sixth Form, students and parents will be asked to sign a contract regarding the mature and cooperative use of the ICT facilities. A student chooses a personal password for their user area - and must then take full responsibility for the content of that area. If they think their password has been compromised, they should see ICT staff to change it.

Due to the demand on the network, it is not permitted to store games or music files on the network unless authorised by a teacher. Offensive or illegal material is also not permitted. Given the demand for computers to complete work, students are not permitted to use them for playing games.

### **Unifrog**

Each student at Gordano has a log in to Unifrog, an on-line careers platform that helps students research careers, identify courses and apprenticeships, build a portfolio of careers related activities and skills and produce refined applications. Parents can login at [www.unifrog.org](http://www.unifrog.org) and use the form code gordanoparent to set up their own account.

## HOME-SCHOOL AGREEMENT FOR SIXTH FORM STUDENTS

We believe that a student is most likely to fulfil their potential if their education is based on an effective partnership between the student, parent(s)/guardian(s) and the school. Success is most likely if all partners recognise their responsibilities and try to carry them out as best they can.

### The student's responsibilities

I will:

- Take responsibility for my own learning, with the help of my teachers and tutor
- Attend registration, assemblies, lessons, electives and study periods consistently and punctually, obtaining authorisation for any planned absences and recognise that **if unauthorised attendance falls below 90% my place in Sixth Form will be at risk**
- Meet deadlines and complete work on time and to the best of my ability, and attend Head of Sixth Form detentions on Friday after school if work is not provided
- Work quietly and independently in study areas during study periods
- Ensure quick return of library books, so that all students may have fair access
- Treat all school premises with respect
- Dress in a way that meets the Sixth Form dress code
- Show respect for the needs of all staff, students or visitors, regardless of their ethnicity, gender, religion or other personal circumstances
- Respect Gordano School positioning in the wider community to set a good example to the lower school

### The responsibilities of parents/guardians

I/We will:

- Ensure that my/our son/daughter attends school punctually and attends all timetabled activities and complies with the dress code. **All absences must be reported to the Attendance Officer by 10 am on 01275 841380**
- Support my/our son/daughter in their studies and other opportunities for learning
- Support the authority of the school in its expectations of hard work, good behaviour, respect for others and care of school equipment and premises
- Respond quickly to enquiries about my/our son/daughter's education and welfare and make every effort to attend meetings affecting his/her progress
- Make the school aware of any concerns or problems that might affect my/our son/daughter's work or behaviour

### The responsibilities of the school

The school will:

- Aim for the highest standards of work and behaviour through good teaching and pastoral care
- Report regularly on your son/daughter's progress and keep you informed of any concerns
- Respond quickly to all enquiries about your son/daughter's education and welfare
- Provide information and opportunities for you to know more about the opportunities available to your son/daughter

Teachers will:

- Set, mark and monitor work
- Take account of the individual circumstances of your son/daughter, consult colleagues for advice and seek specialist support where necessary
- Be firm but fair in their dealings with students

**PLEASE SIGN THE DECLARATION ON THE NEXT PAGE AND RETURN TO**

**THE SIXTH FORM OFFICE**

# EXPECTATIONS OF SIXTH FORM STUDENTS

Please sign and return this page to the Sixth Form Office.

## Student:

I have read the Expectations of Sixth Form Students document and Home School Agreement their content.

I understand that failure to fulfil my responsibilities could result in me being asked to leave the Sixth Form.

Name ..... Signed ..... Date .....

## Parents / Guardians:

We have also read and accept the Expectations for Sixth Form students.

Name ..... Signed ..... Date .....

Name ..... Signed ..... Date .....

## School

Name ..... Signed ..... Date .....

## Consent:

We consent for my son/daughter to attend the UCAS convention in 2022 and the LSP conference where applicable.

Signed ..... Date .....