

Sixth Form Learner Contract

As a member of the Sixth Form you are a senior student and as such enjoy a range of rights and privileges. We want you to enjoy your time in the Sixth Form and leave having achieved your potential and fully prepared for the next stage of your life. This document sets out those things that you have a right to expect from us and also what we expect from you, in order that all students have the opportunity to succeed.

This is what you, as a student at Rushden Academy have a right to expect from us:

- A programme of study will be provided for each subject you have opted for.
- Lessons will start punctually.
- Work submitted by you will be marked according to the Academy marking policy and appropriate feedback will be given.
- Members of staff will inform you if they know in advance that they will be absent.
- Work will be set when staff are absent and registers taken by the 6th form team at the appropriate site.
- In the event of a member of staff being absent for a longer period, alternative provision will be provided as soon as possible.
- Teaching staff will formally review your progress and report this data twice a year and you will receive feedback on your performance.
- You will be able to discuss any concerns you have about your studies with your Tutor. Unresolved problems will be referred to the Head of Sixth Form.
- You will have opportunities to take part in a range of social, cultural and recreational activities.
- You will have access to appropriate careers guidance, Higher and Further educational information and PSHE activities.
- Allowances will be made for driving lessons but these should be booked in your non-contact time and you must let us know in advance of these booked times.

This is what we expect from you:

- To set an example to lower school students in and around the Academy and Huxlow Academy
- To work hard and accept responsibility for your own learning
- To attend all lessons. If you know in advance that you will be absent, you must inform us and make arrangements to complete any missed work.
- To attend form time twice a week (if applicable) and stay in the academy or other sites all day. In year 13 you will be given permission to leave between lessons in non-contact time pending adequate progress.
- To be punctual to lessons and maintain at least 96% attendance
- To meet deadlines for all class and coursework
- To be respectful and polite to each other and members of staff
- To behave in an appropriate manner in and around the Academy and respect Academy facilities.
- To adhere to the Sixth Form dress code at all times
- To attend all examinations punctually.
- Holidays should not be taken in term time
- You must attend all PSHE lessons on Thursday mornings
- You maintain a realistic balance between school work and paid work. (Experience shows that 8 hours a week is the optimum. Those undertaking more than 12 hours per week could be jeopardising their results).
- To mentor and support lower school students through the Reading Buddy or Subject Guru programs in year 12.

Complaints Procedure

If you are concerned about any aspect of your course, you should in the first instance talk to your subject teacher. If the matter cannot be resolved, you should speak to your Form Tutor who will resolve the matter with you or on your behalf. Your form tutor may, if he or she thinks it appropriate, refer the matter to the Head of Sixth Form. If you are unhappy with the outcome of your complaint, or if you continue to be concerned, you may ask for the matter to be escalated. We will always make every effort to resolve any difficulties quickly, sensitively and fairly.

Disciplinary Procedure

If you fail to observe the expectations outlined above, the following sanctions will apply:

1. Your teacher will discuss the problem with you and remind you of our expectations. This meeting will have the status of a verbal warning and a record will be kept of it
2. If you do not heed this warning you parents will be contacted by your teacher
3. Should you fail to act upon this warning, your parents will be contacted by the Subject Leader or your Form tutor. You will be placed on Tutor report and put into the silent study room during non-contact time.
4. Should you fail to act on this warning you will be referred to the Head of Sixth Form where you will be invited to a meeting along with your parents. A 4-week contract will be drawn up to monitor the concerns and to check on improvements being made. If there is an improvement, then you will be monitored for the remainder of the term and will remain in silent study to ensure there are no relapses
5. If after the monitoring period, there is still no improvement in the identified area then parents will be asked to return for a second meeting with the Head of Sixth Form in which the student may be advised that they could be withdrawn from exams. They may be asked to leave the Academy. Should this happen we will offer careers advice and support where necessary.

Performance and ATL

Twice a year your teachers will submit Progress Data outlining your academic performance. If your progress grades or ATL scores are deemed of an unacceptable standard, then the following sanctions will apply:

1. In one subject you will meet with your Form tutor. You will be expected to fill in a 'Student Improvement Plan' in collaboration with your subject teacher. This will be monitored over a 6-week period via a progress report.
2. In two or more subjects you will meet with the Head of Sixth Form. You will fill in a 'Student Improvement Plan' for each subject in collaboration with your subject teacher. This will be monitored over a 6-week period via a progress report. Your parents will also be invited to a meeting to discuss concerns.
3. If at the end of the 6 week monitoring period there has been no improvement, you will meet with the Head of Sixth Form and your parents to discuss your future options regarding your education at the Academy.

I have read and understood the above contract and agree to abide by its terms.

NAME: _____

Form: _____

SIGNED: _____

Date: _____