

Sixth Form Learning and Conduct Agreement

It is expected that all students in the Sixth Form abide by the conditions outlined herein for the duration of their time at Woodkirk Academy.

Students in the Sixth Form are considered adult role models for the younger members of the Academy and their conduct and attitude should reflect this at all times both in and out of school.

Discipline and conduct are subject to the same requirements as detailed in the Academy Behaviour Policy and we will treat students as young adults when dealing with issues arising.

Attendance and Punctuality will be dealt with in line with the Academy Attendance Policy and the Sixth Form attendance procedures.

Learning and Progress

I understand that I am expected to:

- Sign up to study the equivalent of at least 3 full time level 3 courses and maintain this level of study
- Attend all lessons on my timetable
- Complete all work, including any missed due to absence, to the best of my ability
- Keep organised notes, files or books for all subjects as required
- Be aware of, and make a conscious effort to attain and exceed, my minimum expected grades
- Have my Personal Organiser* and relevant subject material available daily
- Accept constructive criticism positively and use it as a vehicle for self-improvement
- Notify my Subject teacher, in advance, if I am unable to meet a deadline
- Spend independent study periods undertaking academic work
- Respect the right of other students to work without interruption or distraction
- Limit any part time work to a maximum of 12 hours per week
- **Remain behind, without prior notice, until 4pm as and when required and for all assessment weeks**
- Consult a member of the Sixth Form Team regarding any personal issues arising from or affecting my work without delay

*May include electronic organisers on phones or web based apps or be paper based in a diary or on planning sheets

Attendance

I understand that I must:

- Abide by the Sixth Form Attendance Policy
- Aim to achieve 100% attendance, with 96% as the minimum
- Contact the attendance team to notify them of non-attendance on the first day of illness
- Attend all lessons/form punctually (be there in time for the **start** of lessons)
- Provide legitimate documentation and complete a 'Prior Notification of Absence' form in advance of known non-attendance, e.g. hospital appointment, driving test, work experience.
- Consult the Sixth Form Team if needing to leave site (e.g. due to illness)
- Not arrange unauthorised activities during Academy hours, e.g. holidays, driving lessons, non-urgent GP/dental appointments
- The Academy will have the final say on the legitimacy of any absence
- Absences during mock or final exams **will not** be authorised
- Be available to attend meetings/support sessions on all school days at any time throughout the school day until 4pm
- Not undertake paid employment during school hours

Behaviour and Conduct

I understand that I must:

- Role model appropriate behaviour and conduct at all times, including travelling to and from the Academy
- Follow all instructions given by any member of staff immediately
- Abide by the Sixth Form Dress Policy
- Wear my ID badge visibly (on the lanyard provided, around the neck) at all times
- Adhere to the Technology Policy
- Respect Academy property and report damage immediately
- Follow the Behaviour Policy for the Academy
- Abide by the rules of the Student Desktop and 'Bring Your Own' policies
- Not post images of the Academy; post images/video footage of staff, students or visitors; or make reference to the Academy name without prior written consent from the Principal or delegated staff
- Not abuse printing privileges or waste resources
- Not possess on the school site drugs, alcohol, tobacco or tobacco related products, weapons or incendiary devices and understand that to do so is strictly prohibited

Progression Into Year 13

I understand that my place in Year 13 is at risk if I do not:

- Work with dedication and purpose to achieve my MEG in all subjects
- Continue with at least the equivalent of three full time courses
- Maintain more than 96% attendance.

General

I understand that I must:

- Adhere to the Sixth Form Learning and Conduct Agreement with regard to attendance, deadlines, underperformance and conduct.
- Recognise that enrichment activities are vital in demonstrating many skills and attributes, which will help in applying for university courses, apprenticeships and employment.
- Not order food deliveries or consume 'take-aways' anywhere on the Academy premises.
- Not use the grass areas under any circumstances for leisure purposes during Academy time.
- Take responsibility to keep the Academy safe and secure.
- Be responsible for my own valuables. As such, I will not bring unnecessary items or large amounts of money into the Academy.
- Report any anti-social behaviour.
- Not park on Academy premises, including the bus bay, at any time or in the local area in a way that may cause complaint

Student's Name:.....

Student's Signature:.....

Parent's Signature:.....

Date:.....