



Montsaye Academy
The best in everyone™
Part of United Learning

MONTsaye ACADEMY SIXTH FORM LEARNING AGREEMENT

NAME	
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The purpose of this agreement is to make a clear statement about the requirements of sixth form study and our expectations of you.

Sixth form learning is significantly different from that experienced earlier in the Academy. You will need to become more independent, taking responsibility for the completion of more open-ended tasks and balancing a variety of demands upon your time. The transition will require guidance from Academy staff and effort on your part.

As the oldest students in the Academy, you will be seen as a role model to younger students and be expected to conduct yourself accordingly. In order to ensure you have the skills necessary for employment, you will also be expected to take on extra responsibility and contribute to the Academy community. You will be expected to adhere to the Academy values of **Honesty, Respect and Compassion** at all times.

Montsaye Academy will provide:

- **Teaching and support** that will prepare you to meet the specification requirements of your chosen courses.
- **Induction activities**, particularly in the form of **study skills**, to enable a successful transition to Sixth Form learning.
- Information about your potential in the form of **target grades**.
- Information about **your progress** in meeting the requirements of each subject, in the form of marking, subject reviews, estimated grades and mentoring discussions.
- An understanding of what is required to make **further progress**.
- A **working environment** conducive to the completion of work outside lessons, including non-contact time for your independent study.
- **Resources and study areas** to enable the completion of work outside lessons.
- **Opportunities** to contribute to the Academy and wider community, and develop the **skills necessary for employment**, by taking on extra responsibility.
- **Careers and higher education** guidance to help you prepare for your next steps.
- **Personal support** should the need arise.

In order to be successful in my chosen courses, I understand that I should:

- View Sixth Form as a **full-time commitment**.
- **Take responsibility** for my own learning.
- Create and maintain **organised folders** of work as advised by my teachers.
- **Complete work as it is set in order to meet deadlines and avoid falling behind**.
- Be prepared to **discuss any difficulties** that may arise with subject teachers, my form tutor, or the sixth form team.

In order to fulfil my responsibilities as a Sixth Form student, I should:

- Recognise that, as a sixth form student, my conduct and decisions should set an **example for younger students**.
- Recognise that, although I am now in the sixth form, I should still observe Academy guidelines about **student conduct**, especially in lessons.
- **Check my school email account on a daily basis** so that I do not miss important information.
- Adhere to the **sixth form dress code**. Make sure I am **always wearing my Sixth Form Lanyard** for identification and safeguarding purposes. Please see the Student Handbook for further information about the Dress Code.

I will comply with the guideline surrounding Attendance and Punctuality as outlined in the Student Handbook. In particular, I will:

- **Arrive on time to form every morning so that my attendance is recorded.**
- **Attend all timetabled lessons**, including Character lessons. I will ensure that my attendance does not fall below 97%.
- Ensure that paid work does not take priority over my Academy work. **Under no circumstances should paid work be undertaken during the school day. It is advisable not to exceed 10 hours per week of paid work during term-time.**
- **Avoid** making appointments that coincide with lessons (including Character lessons).
- Use the sheets on Mrs McNish's desk to **Sign in and out of the Academy if I arrive late or have to leave early**, to provide an attendance record for the purpose of emergency evacuation.

I will comply with the guideline surrounding good study habits as outlined in the Student Handbook. In particular, I will:

- **Plan** the work I will complete during my **non-contact time** so these periods are used appropriately.
- Spend the same number of hours on **work outside lessons** that I spend in lessons.
- Use the study areas provided in a **quiet and sensible manner**, being **respectful** of others studying around me.
- Refrain from using my mobile phone during study time. Mobile phones can be used for the first 10 minutes of each study session to check emails, Arbor, or select music. After this, phones must be out of sight. Mobile phones and headphones should never be used in the main school.

Sixth Form Network and Internet Agreement

Responsible use of network and internet facilities is a standard workplace requirement, and your use of the Academy network should reflect that you understand this.

I understand that:

- Access to the Academy network and internet connection is controlled by standard login and password – **neither of which should be shared with other students.**
- If you are using your school-issued laptop during the evening and weekend, our monitoring systems will still be live and able to see what you are using your laptop for.
- I should only store material relevant to Academy courses in my network area.
- I am responsible for everything stored in my network area.
- My work area and any storage devices, including personal laptops, used in conjunction with the Academy network, may be checked by Academy staff.
- I will not leave my PC or laptop open and unattended. This is to prevent other students using the network facilities under my login details.

Sixth Form Plagiarism Statement

Plagiarism is taking someone else's work and pretending that it is your own. It includes copying work completed by another student, or copying work from other sources, e.g. the internet.

I understand that:

- If I commit plagiarism, that this is a serious breach of exam regulations which could result in being asked to resubmit work, or disqualification from the final examination. If this reduces the number of subjects studied, then my place in the sixth form could be at risk.

Sixth Form Behaviour Management Policy

It is expected that all students develop the correct attitude to sixth form learning, behaviour and attendance within the first six weeks of term. Students must also show compliance with the dress code and the signing in and out procedures. If, during the first six weeks, it is felt that a student has not made the necessary adaptations to sixth form life, then they may be asked to talk to the Head of Sixth Form about their ability to continue their studies at Montsaye Academy.

Students should appreciate that the early stages of this behaviour management policy are seen by the Academy as part of a process that enables students to make a successful transition to sixth form learning. However, the latter stages of this policy provide a structure by which the Academy may deal with persistent concerns about work, attendance or behaviour. Students should be aware that failure to meet the expectations outlined in this Agreement could result in permanent exclusion from the Academy.

Stage 1. Subject staff will raise concerns about quality of work, meeting deadlines or behaviour in lessons with the student. This will include contact with parents/carers, and will be recorded as a sanction on Arbor in the usual way. Sixth Form staff will run a weekly behaviour check on Arbor to identify students on stage 1.

Stage 2. If the concern continues, sixth form staff will be informed. They will then raise the concerns with the student, and discuss expectations and strategies for improvement. Targets for improvement will be set, which will be reviewed after a four-week period.

Stage 3. If students do not respond to guidance at stages 1 or 2, the Head of Sixth Form will contact parents/carers to raise concerns about behaviour in lessons, attendance, quality of work, meeting deadlines, etc.

Isolated incidents of poor behaviour will be referred directly to the Head of Sixth Form, who will decide, in consultation with senior colleagues, how best to proceed. This could include moving directly to stages 4 or 5, or a period of internal exclusion.

Stage 4. If there is no improvement from stage 3, the Head of Sixth Form will invite parents/carers into the Academy to discuss the lack of progress. Targets for improvement and a review date will be agreed during the meeting.

Stage 5. The student may be excluded from the Academy if he or she fails to meet the targets agreed at stage 4.

Sixth Form Attendance Policy

Students should appreciate that attendance in lessons is crucial to the success of their studies and that choosing which lessons to attend is not a privilege accorded to Sixth Form students. The latter stages of this procedure provide a structure within which the school may deal with persistent concerns about attendance. Students should always aim for 100%, and be aware that failure to meet the expectations of high attendance (97%) could result in them being asked to leave. Please read this section in conjunction with the Attendance section of the Student Handbook.

Stage 1. Based on information gathered from weekly attendance checks, sixth form tutors will raise concerns about low attendance with the student directly once it reaches 97%, and ensure students are aware that their parents will be informed if attendance does not improve.

Stage 2. If the student's attendance does not improve and falls below 97%, a letter will be sent to parents/carers to ensure that they are aware of the situation, to emphasise the importance of regular attendance and to investigate any reasons that may explain it. Students will then have a four-week period of attendance monitoring in which to improve.

Stage 3. If a student's attendance does not show signs of improvement after four weeks, and in response to guidance at stages 1 or 2, they will have a meeting with the Head of Sixth Form, where concerns will be discussed and targets set.

Stage 4. If there is no improvement from stage 3, the Head of Sixth Form will invite parents/ carers into school to discuss the lack of improvement. An attendance target will be set and a review date will be agreed during the meeting.

Stage 5. If the student fails to meet the target agreed at stage 4, the student will have a meeting with the Head of Sixth Form and the SLT Line Manager for Sixth Form to explain the reasons why this has not been possible. If it is decided that there is unlikely to be any improvement in the situation, and that therefore Montsaye Academy is not the appropriate place for the student to pursue their education, then the student will be taken off roll and provided with the support necessary to pursue their education elsewhere.

Please sign below to say that you have read and understand each section of the Sixth Form Agreement. Once you have signed, please detach this page and hand it in. You may then take the Agreement home for your reference.

I understand what I need to do to be successful as a sixth-form student.

I understand my responsibilities as a sixth-form student.

I will read my school emails every day, and respond to them as necessary.

I will comply with the Dress Code, and wear my lanyard at all times.

I understand and will comply with the network and internet agreement.

I understand and will comply with the plagiarism agreement.

I have read and understand the Sixth Form Behaviour Policy.

I have read and understand the Sixth Form Attendance Policy.

I understand that my sixth form place could be revoked within the first six weeks if I do not meet the sixth form expectations outlined in this agreement.

Print name	
Sign	
Date	