

**SOUTH
HUNSLEY**
Sixth Form College

LEARNING

AGREEMENT

2022-23

Sixth Form College

We are delighted to welcome you to South Hunsley Sixth Form College. We hope that this will prove to be a happy, productive and successful time and a place where you will thrive as a member of our highly successful community.

Our Values

Positive personal relationships are an important feature of our school and Sixth Form College. We have a strong sense of our shared values: values by which we live and against which we are happy to measure ourselves and our school.

South Hunsley Sixth Form College will nurture your talent, support you as an individual and provide you with:

- An induction to the Sixth Form and your study programme
- Teaching by suitably qualified staff using a variety of teaching and learning materials and methods
- Access to facilities which will enhance your learning experience
- Appropriate but challenging targets; we will monitor and review your progress throughout the duration of your course
- A form tutor and enrichment programme which will support your studies, encourage your personal development and help you to review your progress
- Regular progress reports and a parents' evening to discuss your progress
- Help and advice regarding Higher and Further Education as well as career options available to you when you complete your course
- A healthy and safe working environment
- Equal opportunities regardless of race, gender, gender identity, level of ability and sexual orientation
- Opportunities outside of the classroom for you to gain wider skills and experience

Please read the Learning Agreement carefully, before submitting the necessary information and completing the agreement form (on a separate sheet).

Meet the Team



Paul White
Director of Sixth Form –
Student Experience

Paul Jacobs
Director of Sixth Form –
Student Support

Lou Taylor
Head of Year 12

Suzy Macdonald
Head of Year 13

Karen Berry
LRC Supervisor

How to report an absence

You are responsible for ensuring that the Sixth Form is informed about any absence.

If you know in advance that you will be absent:

Please use the online Absence Notification Form for pre-planned absences. This should be completed in advance of any absence with supporting evidence (where possible) attached. <https://forms.office.com/r/QeMKLpQ8ET>



For all other absences:

- Please inform the Sixth Form if you are ill or unable to attend by emailing before your first lesson (or tutor meeting) on each day of absence. The address to send a message to is sixthform@southhunsley.org.uk. If you prefer you can call the LRC on 01482 631208 ext. 195. Please note that this telephone extension number is in the Sixth Form Learning Resource Centre and will not always be answered. Please leave a message clearly stating student's name and reason for absence, as the messages are checked on a regular basis.
- When reporting your absence please ensure that you state a reason why you cannot attend.

For all absences, please ensure that you contact your subject teacher(s) and catch up on any missed work.

Students can only self-certify absences up to a maximum of three days in any term, or six days per year. Once this limit has been met, a parent/carer must confirm all absences.

In cases of long-term illness, ensure that the Sixth Form team is informed and updated, so that appropriate arrangements can be made.

Please also read the information on the next page about authorised absences.

Authorised Absence

Wherever possible, students should attempt to arrange non-school activities outside of their course timetable. Where this is not possible, the following is a list of reasons for absence, which would be authorised:

- A hospital or orthodontic appointment
- A family bereavement and/or attendance at a funeral
- A religious observance
- A visit to a university, either to attend an open day or for an interview
- A careers interview
- An appointment with a Youth Family Support Service personal advisor
- A work experience placement (although preferably arranged for during weekends or holidays)
- Moving house (1 day only)
- A job interview
- Driving test (not a lesson)

For each of the above, evidence will be required e.g. screenshot of an appointment text, a forwarded email etc.

Legislation came into effect on 1 September 2013 which means there is no longer a provision in law for Headteachers to authorise an absence for the purpose of a term time holiday other than in a very limited set of exceptional circumstances:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. An absence is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
3. The death or terminal illness of a person close to the family.
4. To attend a wedding or funeral of a person close to the family.

Checking of Attendance

Students with an unexplained absence will be emailed each day. It is crucial that all students check their attendance and respond to these emails to ensure that their attendance record is accurate.

Students can also check their attendance record via the SIMS Student App.

It is your responsibility to keep your attendance record up-to-date and any absence is considered unauthorised until the correct notification is received.

Expectations

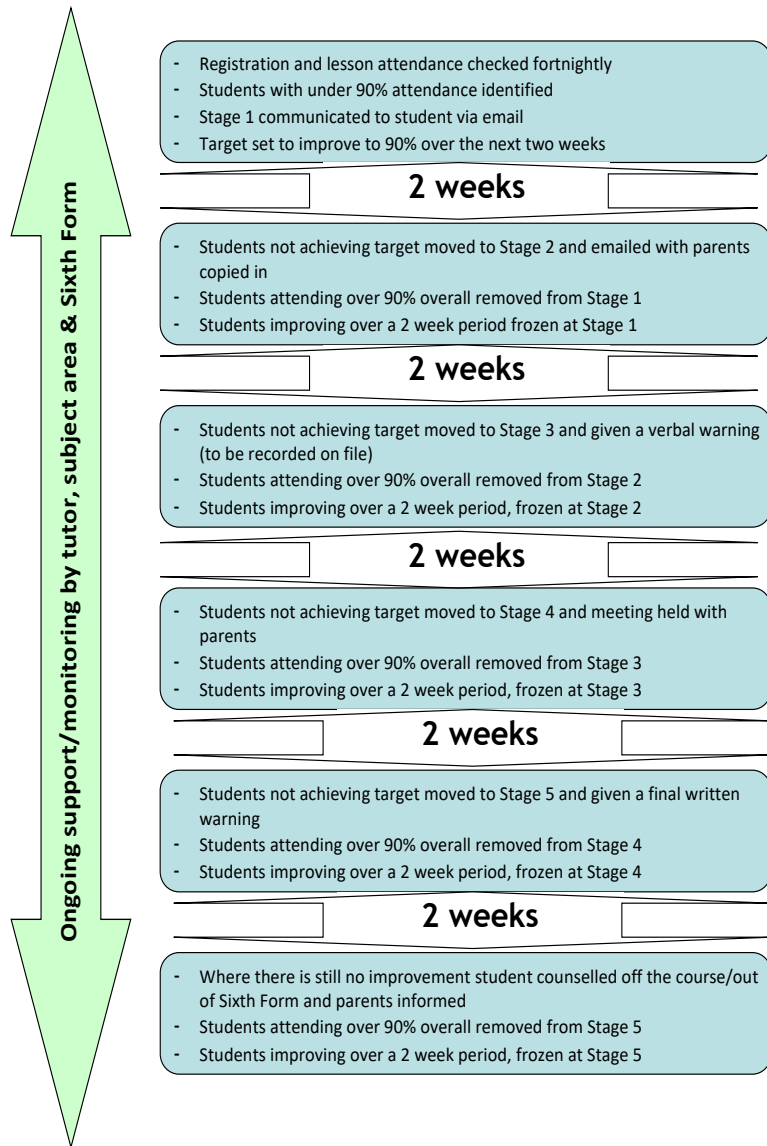
Attendance of all timetabled lessons is compulsory. Any student whose attendance falls below 90% will be closely monitored.

1. Students should arrive to all sessions punctually, fully equipped and prepared.
2. Wear your Sixth Form ID badge and lanyard at all times whilst on the school site.
3. If you fail to attend a timetabled lesson without a valid reason you will be asked to make up the time in the LRC. The right to home study may be removed from students with unsatisfactory attendance and/or Attitude to Learning (A2L) grades.
4. You must attend all progress meetings with your tutor and Personal Development sessions as directed.
5. If you are not in lessons and are on the premises, you will be expected to be in the Sixth Form Centre, in the library or in departmental study areas. If you leave the site, at any point when you have a timetabled lesson or LRC study period, you must sign out with a member of the Sixth Form team in the LRC or the Sixth Form office.
6. All cover lessons will be posted on Teams. Students must complete and upload work as required on the day of the lesson.
7. Attendance at live/hybrid online lessons is also compulsory.
8. Attendance of progress meetings and lessons is closely monitored. Parents/carers of students falling below the agreed attendance level will be notified in accordance with the table below and the referral system.
9. Students should be aware that it is common practice for colleges and prospective employers to request details of student attendance.
10. You may not be entered for an exam in any subject where your attendance is below 85%.
11. Check your school email on a daily basis.
12. Behave in a manner, which causes no offence or danger to other students or members of staff.
13. Dress in an appropriate manner and in a way, which does not cause any offence to staff, students or visitors.
14. Contribute positively and purposefully to your Sixth Form experience and to our community.

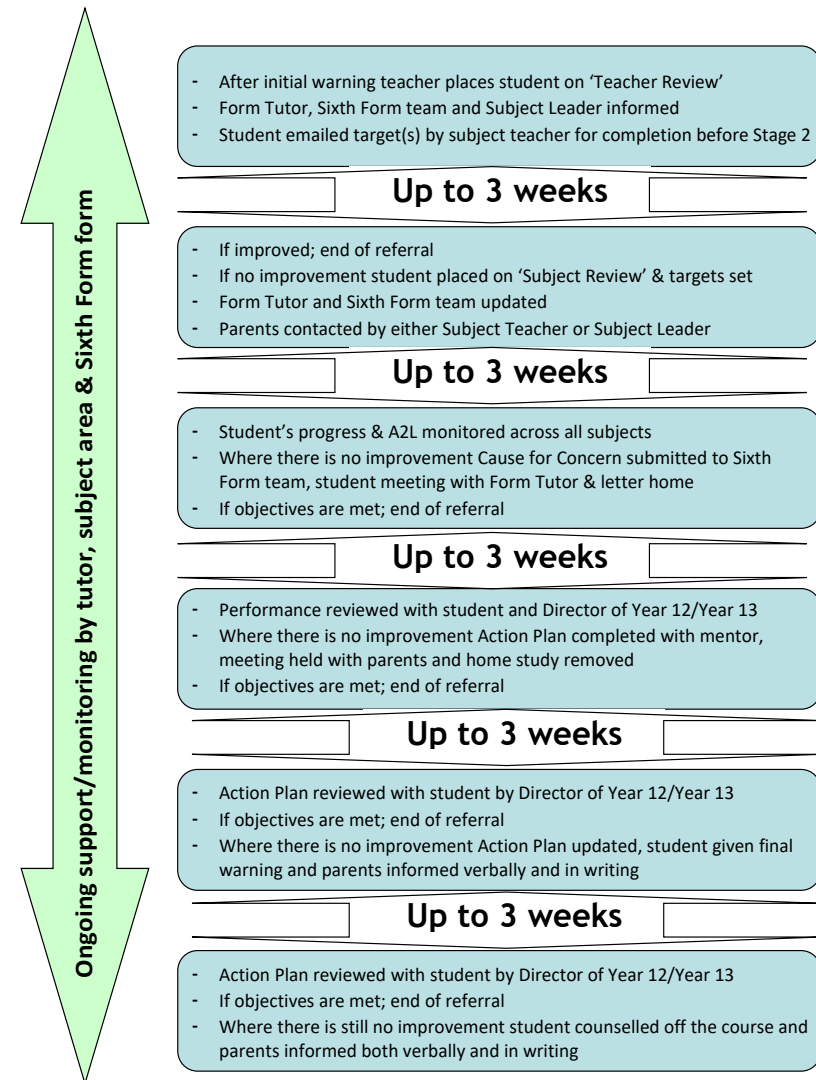
Referral Routes

In response to persistent attendance problems, continued underperformance in subjects or incidents of inappropriate behaviour, students will be placed on the Sixth Form Referral Routes. The next two pages detail the referral routes, which will be put in place to support and monitor students. Subject teachers, subject leaders, form tutors and the Sixth Form Team will work closely with students, to ensure that they are working towards their targets.

Stages of Sixth Form Attendance Monitoring



Stages of Sixth Form Academic Monitoring



NB If an academic referral is triggered for a student who has already been placed on the referral route, the referral route will start at the stage where the student was last removed.

Use of the LRC

The LRC is an excellent resource, exclusively for Sixth Form use. It is open from 8.00am until 4.30pm every day and the LRC supervisors are on-hand throughout the day to help and support students.

We recommend that students make the most of the quiet learning environment to focus on their independent self-study, however, there are a few guidelines which all students must follow:

1. Students must be considerate of others working in the LRC and remember that it is a silent working environment.
2. Students should make sure that they log off and remove memory sticks from the computer and collect all work from the printer before they leave.
3. LRC assessments must be completed by deadlines and in accordance with assessment conditions set by the class teacher.
4. Mobile phones must be handed in to the LRC supervisor at the start of LRC Study Periods and Assessments.
5. LRC Study Periods must be completed in the main LRC and students must remain in the LRC for the duration of the lesson.
6. Any student causing a disruption or preventing others from working will be given a warning and then asked to leave. Any student asked to leave the LRC on repeated occasions will be placed on LRC referral and potentially have access to the LRC removed.
7. By logging on to the school network all students agree to adhere to the ICT Acceptable Use Policy. The policy clearly states that failure to adhere to the ICT policy will result in the withdrawal of access to the computer systems and possibly further disciplinary measures.
8. Any student constantly accessing internet sites unrelated to their study will be asked to leave the LRC. LG12 (the 'Talky Bit') can be used by all students, but priority will be given to those students needing to complete group work or wishing to work collaboratively on tasks. The same LRC guidelines will apply when working in LG12.
9. Students are requested to sanitise their work station before and after study in the LRC.

Jobs, Parking & Smoking

Student Employment at South Hunsley

South Hunsley offers a number of employment opportunities and volunteering to our Sixth Form students. As a student and an employee at South Hunsley it is vital that you have the ability to separate these two roles. You will need to demonstrate a mature and responsible outlook with a genuine desire to work. This is an ideal opportunity to learn communication and key skills in a working environment. As an employee you are subject to the school's confidentiality procedures, health and safety guidelines and any policies agreed by the Governing Body.

Paid Employment

Whilst we value the skills and experience that students can develop through a part-time job, we are keen to ensure that any paid employment does not have a negative impact on students' progress in their Post 16 studies. We strongly recommend that students do not work more than 10 hours in a week. Studies have shown that working more than this amount will have a detrimental effect on students' results.

Student Car Parking

Students are not permitted to park on any part of the school site. If you are a member of the sports centre, then you are only permitted to park on the school site outside of school hours.

Smoking Policy

Please note that South Hunsley is a no smoking site, and smoking (including vaping) is prohibited in all areas. Sixth Form students must not smoke anywhere in the vicinity of the school between the hours of 8.30am and 4pm.

Community Contribution

Every Sixth Form student will be expected to make a Community Contribution of at least 36 hours over the course of the academic year (that's roughly an hour per week). The nature of Community Contribution is up to the student. Certain activities will be organised by the Sixth Form, but students are equally encouraged to organise their own activities. The types of activities which could be included could be in-class support, reading with younger students, helping with sports teams, running clubs etc.

Teacher Expectations

South Hunsley Sixth Form College aims to secure outstanding outcomes for all students. Through outstanding classroom practice we strive to develop a love for learning and encourage all of our Sixth Form students to aspire to greatness in everything they do.

As a student at South Hunsley Sixth Form College you can expect to:

- Have a course guide for each of our subjects which sets out:
 - » Expectations for that subject area
 - » Course structure and timings (including scheme of assessment)
 - » Links to the specification
 - » Assessment objectives
 - » Suggestions for independent study
- Have enjoyable, differentiated lessons, which offer both challenge and support
- Have your folders and organisation checked on a regular basis
- Have a one-to-one learning conversation about the progress you are making in each subject prior to every data collection
- Have realistic and accurate grade predictions based upon assessed work
- Have regular homework set alongside suggestions for independent study
- Have work marked regularly and have at least one piece of work assessed using exam assessment objectives every 4 weeks
- Be tracked against your target grade and given targets for improvement
- Be placed on the Post 16 Referral Routes if your teacher has concerns about your attendance and/or attitude to learning

In return you will be expected to:

- Attend all lessons
- Arrive on time and fully equipped and prepared
- Inform your teachers prior to any foreseen absences and on the day of any illness
- Catch up on any missed work prior to the next lesson
- Draw up a study plan which identifies how you will use your study period and free-time
- Complete all work on time and to the best of your ability
- Re-submit any assessed work, which falls two grades below your target grade
- Complete 4-5 hours independent study per subject per week
- Carry out wider reading and independent study for every subject over and above set homework

2022-2023 Term Dates

Tuesday 6 September 2022	School re-opens for Y7 and Y12
Wednesday 7 September 2022	School re-opens for all other year groups
Friday 21 October 2022	School closes for half term
Monday 31 October 2022	School re-opens after half term
Friday 16 December 2022	School closes for Christmas
Wednesday 4 January 2023	School re-opens after Christmas
Friday 10 February 2023	School closes for half term
Monday 20 February 2023	School re-opens after half term
Thursday 30 March 2023	School closes for Easter
Monday 17 April 2023	School re-opens after Easter
Friday 26 May 2023	School closes for half term
Monday 5 June 2023	School re-opens after half term
Friday 21 July 2023	School closes for Summer

**SOUTH
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