

Learning Agreement

2023-2024

**SOUTH
HUNSLEY**
Sixth Form



SOUTH HUNSLEY SIXTH FORM

We are delighted to welcome you to South Hunsley Sixth Form. 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. 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 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



Suzy Macdougall
Head of Year 12



Lou Taylor
Head of Year 13



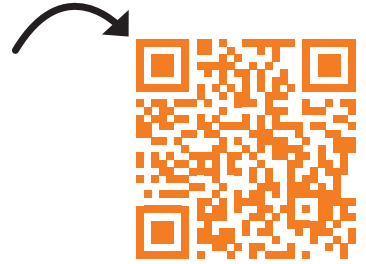
Karen Berry
LRC Supervisor



Rebecca Thacker
LRC Supervisor

HOW TO REPORT AN ABSENCE

You are responsible for ensuring that the Sixth Form is informed of any absence. If you know in advance that you will be absent, please use the online Absence Notification Form for all pre-planned absences. This should be completed in advance of any absence with supporting evidence (where possible) attached.



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. Students cannot self-certify on Community and Personal (CP) days/sessions; any absence notifications will need to come directly from parents. CP is an important element of our Personal Development provision and we would expect all students to attend (see page 10 for dates).

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.



“STATE A
REASON
WHY YOU
CANNOT
ATTEND”

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
- 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.

By law, Headteachers are unable 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

Students are expected to:

1. 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. If you arrive on site without your lanyard, you must collect a temporary lanyard from the LRC. Replacement of lost lanyards is payable via ParentMail.
3. Be in authorised areas, such as the Sixth Form Centre, in the library or in departmental study areas if you are not in lessons and on the school site. 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.
4. Access cover work posted on Teams, which must be completed and uploaded as required on the day of the lesson.
5. Check your school email and Teams on a daily basis.
6. Behave in a manner, which causes no offence or danger to other students or members of staff and remember that you are a role model to our younger students.
7. Dress in a manner appropriate for a working environment and in a way, which does not cause any offence to staff, students or visitors.
8. Contribute positively and purposefully to your Sixth Form experience and to our community, including a minimum of one hour Community Contribution per week.

Attendance at all timetabled lessons, CP sessions and 1-2-1 meetings is compulsory. Any student whose attendance falls below 90% will be closely monitored. Students should be aware that it is common practice for colleges and prospective employers to request details of student attendance.

You may not be entered for an exam in any subject where your attendance is below 85%.



“NO LANYARD
NO LUNCH”

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. During LRC assessments mobile phones should be kept in bags at all times.
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.



**“FORGOTTEN
YOUR LANYARD?
HEAD STRAIGHT TO
THE LRC FOR A SPARE!”**

OTHER INFORMATION

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 12 hours in a week. Studies have shown that working more than this amount can have a detrimental effect on students' results.

STUDENT CAR PARKING

From September 2023, Sixth Form students can park in the front 'Visitors Car Park' in the bays marked orange. You will need to register your car with the Sixth Form team. You will then be provided with a permit that must be displayed at all times. Any student who does not register their car or display the provided permit will be asked to park off school site. Students must also adhere to the 10mph speed limit, only park within the orange bays and drive with care and attention at all times. Anyone not following this guidance will have their parking permit revoked.

LOCKERS

Lockers are available to students on a first come first served basis. Lockers are shared between two students and a £5 non-refundable payment per locker is required to secure the locker for a period of 2 years. Keys must be returned at the end of the 2 years. If you'd like a locker fill in the Form:



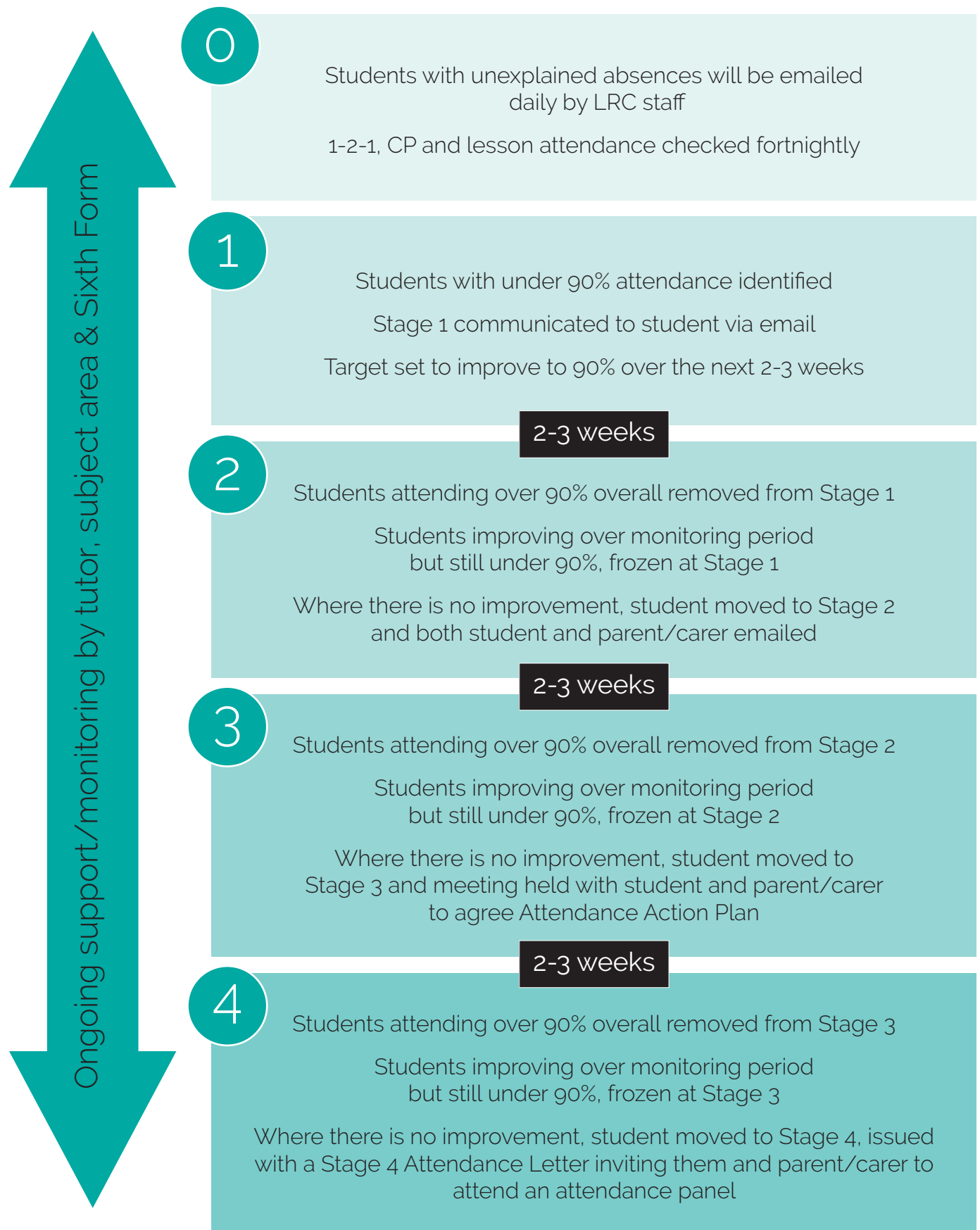
SMOKING AND VAPING

Please note that South Hunsley is a no smoking and vaping site. Smoking and vaping are prohibited in all areas. Sixth Form students must not smoke or vape anywhere in the vicinity of the school between 8:30AM and 4PM.

COMMUNITY CONTRIBUTION

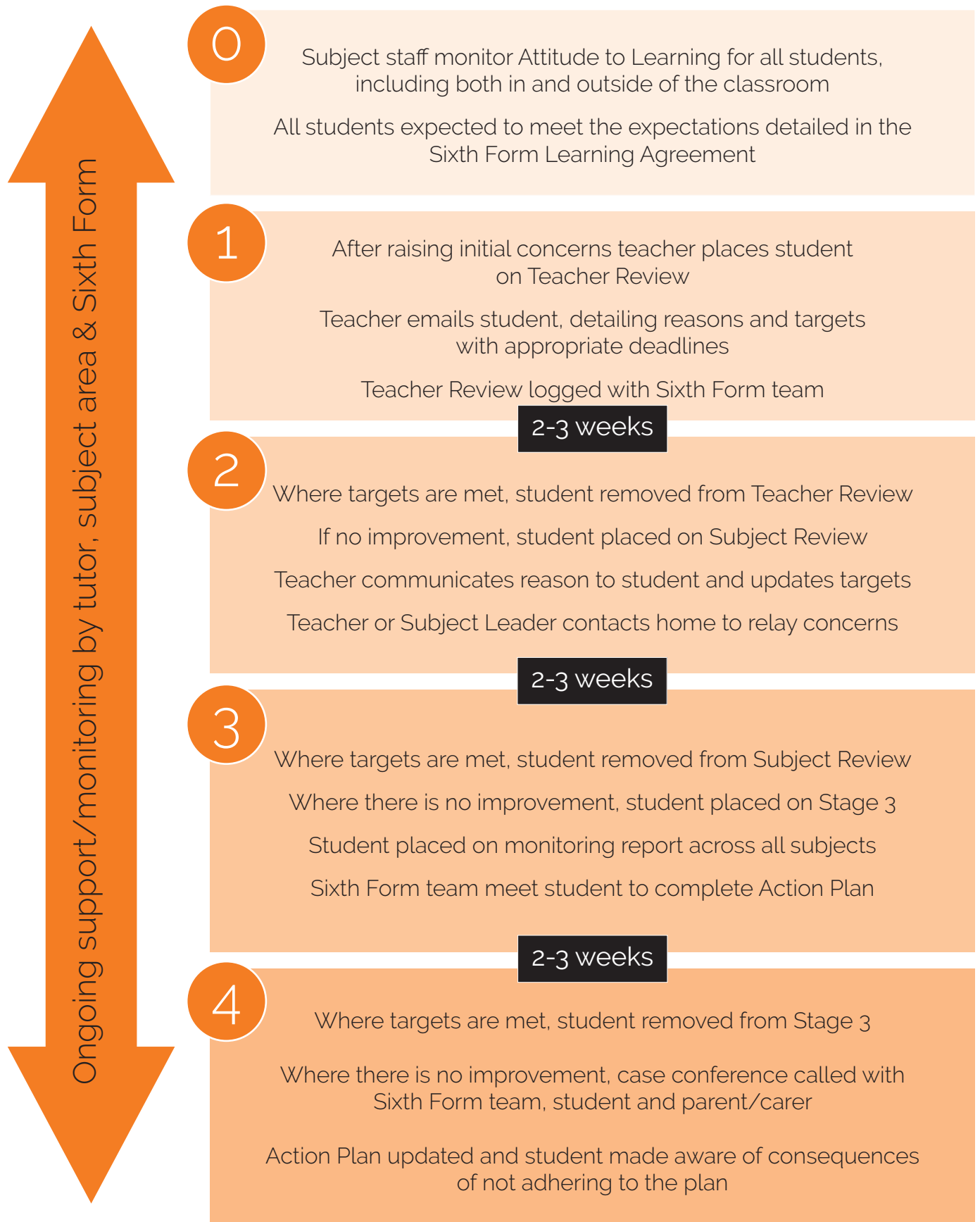
Every Sixth Form student will be expected to make a Community Contribution of at least 36 hours over the course of the academic year (that's roughly an hour per week). The nature of Community Contribution is up to the student. Certain activities will be organised by the Sixth Form, but students are equally 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.

STAGES OF SIXTH FORM ATTENDANCE MONITORING 23/24



Students may not be entered for an exam in a subject where their attendance is below 85%

STAGES OF SIXTH FORM ACADEMIC MONITORING 23/24



After removal from a stage, should subsequent concerns be raised, students will recommence where they left off and not start again at 0

2023-2024 KEY DATES

Tuesday 5 September 2023	School re-opens for Year 7 and Year 12
Wednesday 6 September 2023	School re-opens for all other year groups
Thursday 7 September 2023	Parent's Information Evening
Thursday 12 October 2023	Settling-in Evening
Thursday 26 October 2023	School closes for half-term
Wednesday 15 November 2023	Year 13 CP Day 1
Thursday 23 November 2023	Year 12 CP Day 1
Monday 6 November 2023	School re-opens after half-term
Friday 22 December 2023	School closes for Christmas
Tuesday 9 January 2024	School re-opens after Christmas
Friday 9 February 2024	School closes for half-term
Monday 15 January 2024	Mock Exams
Monday 19 February 2024	School re-opens after half-term
Monday 26 February 2024	Year 13 CP Day 2
Thursday 29 February 2024	Year 13 Progress Evening
Wednesday 13 March 2024	Y12 CP Day 2
Thursday 21 March 2024	School closes for Easter
Monday 8 April 2024	School re-opens after Easter
Friday 3 May 2024 (AM only)	Year 12 CP Day 3
Thursday 9 May 2024	Year 12 Progress Evening
Friday 24 May 2024	School closes for half-term
Monday 3 June 2024	School re-opens after half-term
Monday 17 June 2024	Mock Exams
Friday 28 June 2024	Year 12 HE Day at University of Hull
Monday 1 July 2024	Year 12 Next Steps Evening
Friday 5 July 2024	Year 13 Prom
Friday 19 July 2024	School closes for Summer



SOUTH HUNSLEY

Sixth Form

East Dale Road
Melton
North Ferriby
HU14 3HS

01482 631208

www.southhunsley.org.uk/sixth-form

 @HunsleySixth