

# Rosebery Sixth Form

## Student Learning Agreement 2018-2019



Rosebery School  
Sixth Form

### Our aims are:

- To enable you to become the best version of yourself.
- To prepare you, through excellent teaching, and pastoral guidance, to make the most of your time here and in the future.
- To be able to have everything you need to be happy, and have excellent mental health.
- To ensure that you have the best opportunities to become a truly compassionate intellectual.

### All students will:

- Aim to achieve 95% attendance in **lessons** AND **tutor sessions** (for Year 12 this is a minimum requirement for automatic matriculation into Year 13).
- Complete all work to the required standard by the required deadline and bring a folder to every lesson. This includes work set during teachers' absences.
- Dress appropriately for a professional work place at all times.
- Organise medical and dental appointments outside of school time wherever possible, ALL driving lessons must take place outside lesson time.
- Absence can only be authorised through communication with Mrs Cooley from parents/carers.
- Use the signing in/out system which is particularly important for statutory safeguarding requirements.
- Show respect and consideration towards the Study Area (no eating upstairs), The Sixth Form Common Room and all other parts of the school;
- Act as a positive role model in the wider community, including dressing appropriately and not smoking anywhere near the school site;
- No part time work is allowed to take place during the school day and hours should be kept to a minimum at any time.
- No Year 12 student is allowed off site during the day until they have shown evidence of through their "settling in diligence" in the first half term.

If these expectations are not met your place in Rosebery Sixth Form could be at risk.

### Matriculation into Year 13

**The vast majority of Year 12 students who start at Rosebery complete both years in the Sixth Form. To ensure a smooth and successful transition from Year 12 into Year 13, we expect the following criteria to be met:**

1. Year 12 students should achieve a pass in their matriculation exams at the end of Year 12. This "Pass" is determined by assessment performance throughout the year and the matriculation exam. Those that do not pass will have an opportunity to improve before any decision is made about next steps.
2. All Year 12 students will be expected to go on to study at least three subjects in Year 13, two or more being at A2 level.
3. Year 12 attendance in **TUTOR TIME** and **LESSONS** needs to be at least 90% for automatic matriculation. (Obviously where there are clear and agreed reasons for falling below this the school will be aware.)
4. If a student is allowed entry into Rosebery Sixth without Maths GCSE and/or English GCSE at Grade 4 or better, the requirement will be to attend lessons and re-sit those exams until a pass grade is achieved.

**Under this agreement, Rosebery School Sixth Form will provide:**

- A personalised programme of courses that is delivered by suitably qualified and effective members of staff using appropriate facilities and resources;
- A friendly, caring environment with support for special needs, developing good study skills and coping with stress;
- A tutor who monitors progress, provides guidance and assists in setting targets and opportunities to discuss any concerns you have about your studies;
- The regular setting and marking of formally assessed work and feedback on how to improve progress;
- Lessons that start punctually;
- Work that will be set when teachers are absent;
- Opportunities for you to take part in leisure and extra-curricular activities (enrichment);
- A careers programme suited to your needs with easy access to expert careers advice;
- An opportunity for formal consultation with your parents/guardians each year to discuss your progress;
- Rewards that recognise individuals' progress and commitment to their academic studies and wider school activities.

**Withdrawal from examinations**

**At Rosebery, it is unusual for students not be entered for the courses they embark upon. However, there are a number of performance indicators that would be used to assess if a student is deemed 'educationally unprepared':**

- Attendance in lessons falling below 90%
- Non attendance of catch-up sessions
- Lack of homework completion
- Poor quality of homework
- Poor progress in relation to target grade
- Poor effort in class, including behaviour
- Failure to meet coursework deadlines

Any student deemed to be 'educationally unprepared' will be withdrawn from examination modules. Withdrawals from examinations may jeopardise a student's place in the Sixth Form.

## **Day to day in Rosebery Sixth Form**

### **Registration:**

At its heart, Sixth Form registration is about building partnerships within the tutor group, with the tutor and individual students. The Sixth Form tutor provides their tutor group with continuity. Their daily presence has a positive impact; it allows them to develop a strong, professional bond and a deep sense of mutual understanding and respect with their tutees. In addition, the Sixth Form tutor is a key part of the social architecture of a school; they shape, mould and dictate the ethos of the Sixth Form. Attending Form Time/Registration is a compulsory requirement at Rosebery Sixth.

### **Rewarding Effort:**

Congratulatory communications, Reward Lunches and certificates are awarded to Sixth Formers who show evidence of substantial effort, sustained improvement or outstanding academic attainment.

### **PDE:**

PDE is a compulsory part of the Sixth Form curriculum. This programme consists of speakers on a range of issues (political, citizenship, economic, religious, moral and ethical issues as well as maintaining a healthy lifestyle). In the main, it will consist of outside speakers and workshops on topical issues.

### **Absence:**

**A telephone call should be made BEFORE 10am on the morning of any absence from school.** If a student has been absent she is expected to produce an absence note on the day of return. If the absence is for more than one day, inform the Sixth Form Administrator of the reason for absence and the likelihood of length of time away. Please be aware that we are likely to state unauthorised absence percentages on references. Students may attend two University Open Days/Taster Days in school time, per academic year.

### **Lockers or storage:**

All students will have access to a locker or cubbyhole in the Sixth Form common room. Lockers are numbered, allocated on a first-come, first-served basis and only those recorded on our system are allowed to use the numbered lockers. For those that would just like a space for folders then the cubbyholes can be used. Boxes are available that fit these for £4.00 and they are available from the Sixth Form Team.

### **Dress Code Policy:**

**The overall appearance of a Rosebery Sixth Form student should be smart and appropriate for the workplace.** A smart appearance shows that we take pride in ourselves and thus take our learning seriously. Education is a valuable thing and deserves a degree of reverence and we should dress appropriately. We are an outstanding school, so we believe our dress code should reflect this. Clothes should be appropriate for a professional working environment. Students wearing inappropriate clothing will be sent home to change. We wish to avoid any students wearing: ripped jeans, belly tops, sliders and any extremes of style. The purpose of a dress code rather than uniform is to help students with the transition into the workplace and should be seen as a learning opportunity. Any students who we do not feel are dressing in the spirit of this expectation will be sent home to change. Refusal to do so is in breach of this agreement and your place at Rosebery would be at risk.

### **Pastoral Care:**

Please let us know if personal problems are affecting your studies. If you have any personal problems or difficulties at home, please talk to your tutor. The Heads of Yr12 & Yr13 and the Head of Sixth Form are also available for advice and support. In addition, the School Nurse is available for discussion on Wednesday lunchtimes and Family and Bereavement Counsellors visit the school regularly. Other specific counselling can be arranged on request.

### **Starting at Rosebery Sixth Form**

## **Change of courses:**

Any student wishing to drop a course or change to a different course **MUST** fill in the appropriate form which she should collect from the Head of Sixth Form. **The deadline for changes to courses is 22 September 2018.**

## **Use of free time and earning the privilege to go off-site during the day**

At the start of term no students are to leave the school site during the day except for pre-arranged visits and appointments. If not using time in school for study in the work area, students are allowed to use the common room and Sixth Form Café. There are books and board games available to use during this time. Late September teaching and tutor staff will be asked to fill in a brief settling in diligence. Where work is being completed and attendance is not an issue Year 12 students will have earned the right to leave the school site during the day when not in timetabled lessons.

If students do not earn the right to leave and are found doing so, this will be a disciplinary matter. Also anyone allowing them off-site will lose the privilege.

The purpose of this settling in period is to help make the transition from Year 11 into Year 12 and understand the resources available and how much effort is required in order to make good progress in Key Stage 5.

The right to leave the school site during the day can be withdrawn at any point where it is thought to be affecting a student's progress.

## **General information to be aware of**

### **Procedure for Student Complaints:**

- If you are concerned about any aspect of your course, you should first talk directly to the subject teacher concerned.
- If the matter cannot be resolved, you should speak to your Tutor, who will try to resolve the matter on your behalf.
- Your Tutor may refer the matter to the Head of Department.
- If you continue to be concerned, you may refer the matter to the Head of Sixth Form.

We will always make every effort to resolve any difficulties quickly, sensitively and fairly.

### **Disciplinary Procedure for Students Causing Concern**

1. If you fall behind in your studies, fail to submit work, miss deadlines and/or have poor punctuality/ attendance, your teachers will log this on Lesson Monitor and your parent/guardian will receive a letter home.
2. If deadlines or lessons are missed, or punctuality is poor following a letter home, your parent/guardian will receive a telephone call, a meeting will be arranged and targets will be set, usually in the form of a contractual agreement.
3. Continued failure to meet deadlines, attend lessons or be punctual will mean that you will not be entered for exam modules. This matter will be taken very seriously and may shape any future references.

If you choose not to follow the Learning Agreement, the matter will be referred to the Headteacher by the Head of Sixth Form, and you may be required to leave the Sixth Form.

**I confirm that I have read and understood the Learning Agreement for 2018-2019.**

**(Please sign and return this page to your tutor)**

Student signature: .....

Please PRINT name: .....

A copy of this Learning Agreement will be available on the school website and communicated to parents/carers in September upon arrival to start courses at Rosebery Sixth Form