

Plympton Academy Sixth Form Learning Agreement 2023/24 (A Level)

This agreement is between the signing student and Plympton Academy. It is intended to give students a clear understanding of what they can expect from the Sixth Form team and what will be expected of them in return. Students at Plympton Academy have been enrolled based upon their academic achievement at Level 2.

UNDER THIS AGREEMENT PLYMPTON ACADEMY WILL ENDEAVOUR TO PROVIDE:

- A full time programme of study that is delivered by effective members of staff using appropriate facilities, resources.
- A friendly, caring and supportive environment that encourages students to reach their full potential.
- A personal tutor who monitors the progress of each student, providing guidance and assistance in setting targets for improvement.
- Support with progression including help in developing good work ethics, study skills and stress management.
- Broader opportunities for personal development through a range of community and enrichment activities.
- A careers programme that is suited to the needs of each individual, with access to independent careers advice.
- Support in securing meaningful work experience that is wherever possible, linked directly to their career aspirations.
- Opportunities each year for your parents/carers to meet with the Plympton Academy Sixth Form team and teachers to discuss your progress.
- One set of written progress reports each year, supplemented with additional interim progress reports as appropriate.
- A planned programme of study which covers Academic year

IN RETURN EACH STUDENT WILL BE EXPECTED TO ADHERE TO THE FOLLOWING:

Attitude and Behaviour

A positive approach to your Sixth Form studies is vitally important if you are going to excel at Plympton Academy. Any failure to adhere to the guidelines below will result in an implementation of the behaviour policy; you may be required to attend supervised study or additional timetabled lessons. Students may be asked to pay for their own exam entries if they fail to exhibit continued poor attitude to their studies.

- To exhibit positive learning behaviours throughout your time at Plympton Academy.
- Accept responsibility for your own learning and progression with the support of your subject teachers and personal tutor.
- To ensure that you arrive at every lesson ready to learn, on time and with the right equipment and resources.
- Exhibit positive commitment to learning in every lesson.
- To complete all work set to the required standard by the deadlines given, this includes both homework and coursework.
- To make effective use of private study time either at home or within Sixth Form and ensure that you are carrying out any prior learning that is expected.
- To abide by the rules and procedures of the academy or any training provider or work experience employer that you attend.
- Respect the right of others to study without disturbance.

- Respect the individual rights of the members of the Academy community and behave according to the whole school Code of Conduct.
- Act as a positive role model to younger students in the Academy. Act as a courteous ambassador of Sixth Form in dealing with school visitors.

Attendance

Attendance is key to success in Sixth Form. Any deviation from the advised attendance criteria will result in the implementation of the Plympton Academy Sixth Form attendance policy. The use of 'free' periods to leave the site will be monitored and adjusted at the Head of Sixth Form's discretion.

What the Academy expects of students

- Attend all lessons in the programme of study, this includes careers time, PSHE, study sessions and tutor time.
- Attend meaningful work experience. This must be adhered to as part of a student's compulsory Guided Learning Hours.
- Attend registration, tutor time, assemblies, enrichment and all planned Sixth Form activities and visits such as University visits etc.
- To tell a member of staff if there is any problem which may prevent them from attending the Academy.
- Make every effort to make dental/medical appointments outside of Academy hours

What the Academy expects of parents/carers

- To fulfil their legal responsibility to ensure that the student attends the Academy regularly, on time and prepared for the day
- To contact the Academy on the first day the student is absent for any reason and then on all subsequent days if the student is unable to contact the Academy him/herself.
- To avoid taking holidays in term time
- To speak to relevant members of staff if they know of any problem which may prevent the student from attending the Academy
- To provide evidence to support absence such as an appointment card/letter, a copy of a prescription slip with name and date visible or medication packaging with name and date visible. Alternatively if none of the above are available a note, signed by the parent/carer, Academy explaining the reason for absence.

What parents/carers and pupils can expect from the Academy

- A Sixth form education that is dependent upon regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards
- Efficient and accurate recording and monitoring of absence
- Prompt action when a problem has been identified
- Regular communication with students and parents/carers

Signing In and Out

- As a student, you are expected to register for every subject and attend all timetabled classes and registrations.
- If you leave Sixth Form at any time that you should normally be in timetabled lessons, you will need to sign out by handing in your badge to main reception.
- If you leave Sixth Form because of illness during a lesson you must report to the Sixth Form Administration Office and sign out.

- If you come into Sixth Form much earlier than your set lesson, you must collect your badge to indicate you are on site.
- If you are late to a lesson, please ring ahead wherever possible. On arrival, you must report to the Sixth Form Administration office and sign in, to ensure you are accounted for.
- The rules relating to signing in and out are put in place to ensure that we know who is on or off site, in case of a fire or other emergency.

Illness & Absence Reporting

- Absences and lateness should be avoided wherever possible.
- In the case where absence is unavoidable, this should be reported to the Attendance Officer by 9am on the first day of absence on 03333602220 and select option 1. **Messages can be left on the answer machine.**
- Medical appointments should be made outside of timetabled lessons. Where this is unavoidable, evidence of the appointment to support the absence should be provided wherever possible or the absence will be considered unauthorised.
- All holidays will be treated as unauthorised unless otherwise agreed with the Head of Sixth Form.
- Driving lessons are not an acceptable reason for missing lessons, tutorials or assemblies. All instances of this will be treated as unauthorised absence.
- For students in receipt of the 16-19 Bursary, instances of absence or persistent lateness will result in a deduction of payments. For more information, please refer to the Bursary Contract.

Part Time work

We fully understand the need and desire to work part time now that Sixth Form students are legally able to. However, in order to be successful it is required that the following guidelines are followed:

- No working during the hours of 8am and 4pm on a calendared Academy day unless you have the express permission of the Head of Sixth Form. This permission may be withdrawn at any time.
- Any part time work undertaken is to be carried out on the understanding that academic studies come first.
- Any part-time work is to be carried out with the full knowledge of Plympton Academy. Please inform your tutor of any work you will be undertaking.
- Should you undertake part-time work you should acknowledge that whilst providing valuable opportunities this is proven to have a detrimental impact on outcomes.

Dress Code

- **Student ID Badges should be worn and be visible at all times.**
- Plympton Academy Sixth Form has adopted a dress code rather than a set uniform; this is because we consider the students to be young adults who are attending Sixth Form out of choice.
- Clothing and appearance should not reflect extremes of youth culture. The main principle of the Sixth Form dress code is **decency**, as you would expect in any working environment. Therefore the following examples have been deemed inappropriate:
 - Offensive logos/pictures on items of clothing
 - Exposed midriffs
 - Short skirts or shorts
- The following is offered as guidance of what is appropriate:

- Dress should be neat, tidy and comfortable
 - Only smart clothing is permitted; dress for an office or business environment
 - Jeans are allowed but must be in a good state of repair
 - In the summer months, shorts are permitted provided that they are smart and that they fall within the realms of decency.
- Failure to comply with the dress code will result in students being offered alternative clothing, or being asked to leave site.

Privacy Notice

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR).

Your information will be securely destroyed after it is no longer required for these purposes. Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking any of the following boxes:
About courses or learning opportunities.

- For surveys and research.
- By post.
- By phone.
- By e-mail.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

Personal Details

By signing below, I agree that I have read all of the terms above and that I accept that failure to adhere to these requirements may result in my place in Sixth Form being withdrawn.

Student's mobile Number:

Student's Home Email address:

Student's Address

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How long have you lived at this address?

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Have you lived in the UK for at least the last 3 years? *Circle as Applicable.*

Yes No

Have you enrolled with any other institutions? *Circle as Applicable*

Yes No

Student's Name (Print):

.....

Student's Signature:

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Tutor Group:

Date: