

Student Academy Agreement

What is expected of the Student

1 To fulfil the responsibilities and requirements with regard to membership of the Sixth Form:

- Regular and punctual attendance which does not fall below 95%. Punctuality is also a requirement.
- All absences to be covered by notes from your Parent/Carer.
- Compliance with the Sixth Form dress code.
- Care and consideration within the Academy environment.
- Remain on Academy premises unless given permission negotiated with the Director of Learning.
- Always sign in or out if arriving late or leaving early.
- Attend gatherings and special events as notified.
- Continue to attend classes after the AS examinations, during which time, A2 teaching will commence; failure to attend will endanger continuation on the course.
- Ensure that any books or equipment borrowed from the Academy are returned in good condition on or before the requested time. You must return all books and equipment before you leave the Academy.
- Only park on-site if a Blue Badge holder.
- Wherever possible, use an alternative form of travel such as taking the bus, cycling or walking
- Set an example to other members of the Academy and visitors.
- Maintain standards of behaviour; no smoking, drinking alcohol, substance abuse or other actions likely to reflect badly on you or the Academy. No smoking, drinking alcohol or use of illegal substances in Academy, on excursions or on the journey to and from the Academy.
- Work co-operatively and treat all members of staff with respect, including Tutors and Support Staff.
- Liaise with the appropriate Academy offices. You can make a difference – if you see bullying or anti-social behaviour of any kind, speak in confidence to a member of staff.
- Become involved in extra-curricular activities and offer to help to the Academy when appropriate.
- Protect the Academy environment.
- Use the Institutions' facilities and equipment with care and respect following any additional rules relating to that area; eat only in areas designated for this purpose and follow all Health & Safety regulations.
- Abide by all of the relevant policies - for example, Use of the Internet, Behaviour Policy, Data Protection, Equal Opportunities and Academic Honesty.

2 To fulfil the responsibilities and requirements with regard to the courses you undertake:

- Attend all timetabled lessons and avoid any holidays during term time.
- Meet deadlines – use a planner or diary and plan your work commitments.
- Ensure submission of work at the appropriate standard. Take greater responsibility for your own learning, using private study time effectively and limiting the amount of time committed to part-time work to no more than an average of 9 hours per week.
- Understand that no changes to the learning programmes can be made without the agreement of the Director of Learning.
- Seek learning support where necessary. As a Sixth Former you are expected to be active in seeking help.
- Use private study time appropriately. Our expectation is that, for every hour you spent in the classroom, you will spend at least a further hour on independent study.
- Work co-operatively with others, including your Tutors.
- Research and access appropriate resources where necessary, compiling adequate and well-organised files of notes.
- Work to achieve continuous improvement in all areas by evaluating your own strengths and weaknesses, as well as working towards the targets developed by your Tutors.
- Seek careers and further education advice and guidance.
- Undertake to avoid plagiarism in all work and comply with the Academic Honesty Policy.

3 To fulfil your responsibilities in meeting the requirements of the Examination Boards:

- Fulfil examination attendance/coursework requirements.
- Understand the Boards' requirement concerning plagiarism in coursework.
- Attend punctually and behave appropriately for all examinations.
- Ensure that mobile phones and media players are switched off during lessons; phones are not to be taken into examination rooms.
- Ensure that you read the examination regulations and abide by them.

What the Student may expect

1 To receive support for learning:

- Tuition and guidance throughout the course of study.
- Access to resources to support the programme of study.
- Progress information and periodic attainment grades and a full report. Guidance as to your academic standards and potential.
- Support and guidance from your Tutors should you find it difficult to maintain the expected level of performance.
- A Personal Tutor who will monitor your progress, provide guidance and who supports the achievement of your goals.

2 To receive personal support and development:

- Individual interviews with your Tutor or a member of the Sixth Form team.
- Careers education and guidance.
- Higher Education introductory sessions.
- Full support for any HE/job seeking application including academic references.
- Access to external agencies giving support and counselling.
- Sessions on successful management of finances.
- Opportunities to pursue extra-curricular activities.
- Continued support through references after you have left.

- Failure to agree to, sign or abide by these constraints will result in the right to remain in the Sixth Form Academy being withdrawn.
- Being a Sixth Former at Tamworth Sixth Form brings both rights and responsibilities.

Student name			
Student signature		Date	
Parent/Carer name			
Parent/Carer signature		Date	