

## Sixth Form Contract 2023-2024

We aim to treat all our Sixth Form students as responsible young adults who enjoy a degree of freedom within a secure framework. This Sixth Form Contract sets clear guidelines and offers students and their parents/carers an outline of our ethos and expectations.

We expect all students to keep to both the detail and spirit of the contract so that the environment in which we all work is as pleasant and constructive as possible. **Please read the contract carefully. You will be issued with a copy which should be signed before your son/daughter can be enrolled with the Sixth Form.**

### CHILTERN HILLS ACADEMY - SIXTH FORM CONTRACT

To ensure the smooth running of the Sixth Form community it is important that students share our values and closely adhere to the guidelines below.

Your acceptance into the Chiltern Hills Academy Sixth Form is conditional upon you and your parents/carers agreeing to the terms of this contract:

- I promise to treat all members of the community with courtesy and respect.
- I will be punctual for lessons and registration periods.
- I accept that attendance at all lessons and morning and afternoon registration is compulsory.
- I will email the AYL, my Form tutor and Attendance before 8.30am each day if I am not able to attend the Academy.
- I understand and accept the consequences and protocol of falling attendance ([protocol on the reverse](#)).
- I will avoid taking holidays during the school term and endeavour to ensure all appointments made are outside the academy hours.
- I accept the guidelines laid down by the Academy regarding an appropriate programme of study.
- I will work to a structured timetable agreed between my Academic Form Tutor and myself. Having opted for a particular programme of study, no student may alter their timetable without full discussion with their Sixth Form Academic Form Tutor, Director of Sixth Form and appropriate subject staff.
- I understand that study periods will be spent working in the library, study area and atrium.
- I understand that participation in Complementary Studies and Enrichment (Year 12), as part of the Core Study programme, is compulsory.
- I am permitted to leave the Academy premises at lunchtimes but at no other time without the approval of the AYL. I will sign out before I leave and return 5 minutes before the start of P5.
- If I don't have a lesson P5 I will be sure to sign in to maintain my attendance rate.
- I accept the expectation that all students will participate in the excursions and cultural outings that are organised on a regular basis for the Sixth Form.
- I understand that I should adhere to the Sixth Form dress code at all times. No extremes of fashion are permitted. Please see full policy [here](#)
- I accept that I am allowed to bring a mobile telephone into school but it must be switched off in lessons and only used discreetly in the common room.
- I understand the consequences and protocol for underperformance and how this may affect my future options ([see overleaf](#)).
- Part time jobs must be no longer than 10 hours a week to ensure school work doesn't become affected.

I have read and understood the above contract and promise to adhere to its guidelines.

I understand that if I break this agreement, my future at Chiltern Hills Academy will be under review.

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#### ***I fully support the contents of this contract***

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_

***The original contract will be retained and a copy returned to the student.***

## **PROTOCOL FOR DEALING WITH FALLING ATTENDANCE**

1. Attendance expectation is 100% throughout the academic year.
2. If attendance starts dropping below 95% a conversation will be had with the Academic Form Tutor. Parents/carers will be informed by a phone call.
3. If there is no improvement and attendance drops below 90% a written warning will be issued by the Director of Sixth Form. Parents will be informed in writing and students will be supported by their Academic Form Tutor and an AYL of Sixth Form to improve attendance.
4. If there is no improvement and attendance drops below 85% a second written warning will be issued to invite parents and the student in for a meeting by an AYL of Sixth Form. Parents will be informed in writing followed by a Parent/Student consultation.
5. After this meeting attendance will be monitored for another five weeks by an AYL of Sixth Form. Parents will be informed in writing of any attendance improvements and if there are still attendance concerns. This will be followed up by another Parent/Student consultation.
6. If any individual subject has a continuing subject attendance level of below 80% students are at risk of not being entered for their examinations. A parent/carers and student meeting with the Key Stage 5 Vice Principal, along with an AYL of Sixth Form will be organised to discuss future options.