



SIR WILLIAM ROBERTSON ACADEMY SIXTH FORM

CONTRACT FOR ENROLMENT

Before joining the Sixth Form at Sir William Robertson Academy you should think about why you have decided to continue your academic studies here and what will be required of you to ensure you are successful. Studying in the Sixth Form will be both academically challenging and rewarding. Sir William Robertson Academy Sixth Form is an academic environment, with high expectations of attendance, commitment to learning and behaviour for all who attend. Students are expected to engage fully with all aspects of their learning and contribute to Academy life in order to achieve academic and personal excellence. Please ensure that you read the following expectations carefully and enrol only if you can comply with the terms of this contract.

By enrolling you are agreeing to the following conditions of study in Sir William Robertson Academy Sixth Form. We expect students to:

- Comply with our attendance and behaviour policies, setting a good example as a role model for younger students.
- Strive to maintain 100% attendance and always be punctual. In the case of absences, a parent/carer must contact the school no later than 8:45am on the day of absence. Appointments should be made outside of school hours where possible. Driving lessons may be taken during non-compulsory activity time, with the agreement of the Head of Sixth Form or Sixth Form Administrator.
- Attend the Academy every day and be on site by 8:45am. Students are allowed to leave site at their own risk during the times indicated here:
 - For Year 12 students, you are expected to be present on site for the full school day, with the exception of lunch time. You must follow safe signing in and out procedures using your ID card when leaving site, and this must fall between 1:00pm and 2:05pm.
 - For Year 13 students, you may leave site during non-contact periods, break and lunch times. You must follow safe signing in and out procedures using your ID card when leaving site.
- Attend all lessons, base time, Enrichment, 1:1 meetings and assemblies. Sanctions will be put in place for truancy.
- Actively and positively contribute to the Academy and community life through being proactive in volunteering opportunities, and acting as an excellent role model to others.
- Come to school ready for learning, which includes the correct homework, stationery, books and equipment as well as a positive attitude to the challenge of Sixth Form studies.
- Complete all work assignments to the deadlines given and to the best of your ability, and to carry out individual research as needed to support your studies.
- Use study periods effectively for academic study and comply with the regulations for the individual study areas, treating all sixth form spaces with the respect that public, shared spaces deserve.
- Comply with the Academy's dress code for Sixth Form students, which is outlined as 'professional business dress' with official guidance available. ID cards and lanyards must be worn at all times.



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- Appropriate use of mobile phones and headphones is expected on site. Confiscation of items may occur if phones are used inappropriately.
- Support and adhere to the Academy's code of conduct, respect and follow the instructions of staff and not bring the Academy's name or the high standards of the Sixth Form into disrepute.
- Ensure any employment undertaken does not take place during the school day. We recommend that students commit to no more than 10-12 hours of employment a week, due to the increased expectations of independent study in Sixth Form.

We ask that parents and carers:

- Support your child attending the Academy every day, on time, in the correct sixth form attire and properly equipped for learning.
- Contact the Academy by 8:45am on the day of any absences, explaining the reason for your child's absence. Similarly, we ask that, where possible, appointments take place out of school hours, but where this is not possible that we are informed following the same procedures.
- Keep the Academy informed of any concerns or problems which might affect your child's work, behaviour, attendance or punctuality.
- Support the Academy's policies for behaviour and attendance, including ensuring that family holidays are taken outside term time.
- Accept that students leaving site during the school day as outlined above do so at their own risk and that the Academy does not bear responsibility for the safety of students when they are off-site.
- Support your child's learning and progression into higher education or employment by:
 - Showing an interest in their learning and discussing their aspirations and next steps with them.
 - Attending parents' evenings and discussions about your child in order to work with the Academy to ensure their progress.
 - Ensuring that your child attends progress support classes where necessary.
- Encourage your child to contribute positively to wider Academy and community life through being an excellent role model for other students. In return we promise to: Keep our students safe and secure in a positive learning environment, showing them respect and treating them as young adults.
- Provide a challenging and balanced curriculum to meet their individual needs, including setting, marking and monitoring homework and independent study work to give students opportunities for extra study outside lesson times to help them fulfil their potential. • Offer opportunities beyond the academic curriculum to enhance their personal development and growth into adults.
- Work closely with parents/carers, keeping you informed about your child's successes and raise any concerns we may have to help support them.
- Provide encouragement, information, advice, guidance, support and experience of higher education and the world of work, as well as references to support them securing your next steps.
- Deliver outstanding pastoral support from all our staff, including the sixth form team and tutors.



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We carefully monitor our students' progress throughout their time at Sixth Form and keep parents/carers and students up-to-date via AEG (A Level Estimated Grade) reports throughout their Sixth Form journey and when causes for concern arise. For continuation from Year 12 into Year 13, we expect that A Level students will achieve a grade D or above in their end of Year 12 examinations to show that they are coping with the academic demands of their courses. If this is not the case, a meeting may be held with parents/carers, the student, Head of Department and Head of Sixth Form to ensure the student is on the right path to succeed. Similarly, students on BTEC programmes need to have met the requirements outlined by the Head of Department and the Head of Sixth Form, showing that they are performing in line to achieve their minimum expected grades, meeting all deadlines they have been set and are fully participating in the course. We will always support our students to be successful in the best way we can and offer appropriate advice to ensure this is the case.

Once you have read this Contract for Enrolment, parents/carers should officially enrol their child using the school ParentPay consent form on behalf of yourself and your child. If you have any queries, please direct these to Miss C. Wilson, Head of Sixth Form.