



Sixth Form Contract 2025 - 26

Altwood Church of England School expects a firm commitment from all Sixth Form students.

As a member of Altwood Sixth Form I will:

- Ensure 95%+ attendance to all lessons and tutor sessions.
- Normally remain on site from 8.40am to 3.10pm with the exception of break and lunchtime.
- Sign out with Ms Williams to leave site at break and lunchtime.
- Attend punctually to lessons including enrichment, tutor time, assemblies and independent study sessions.
- Engage in at least one week of Post 18 Activities which could include work experience in Year 12.
- Ensure my parents/carers report any absence as soon as possible to the Attendance Officer.
- If at all possible, make medical appointments outside the school day
- Apply for pre-authorisation for university visits, driving lessons or medical appointments that take place during the school day.
- Wear my identification card and lanyard at all times.
- Adhere to the 'Code of Conduct' Be Safe, Be Ready, Be Respectful.
- Abide by the IT and Bring your own device (BYOD) Agreement.

To ensure academic success at Sixth Form I will:

- Ensure every assignment, piece of coursework or homework is submitted in accordance with my teacher's deadlines.
- Use Teams to support learning.
- Complete all classwork and homework to a high standard and to the best of my ability.
- Work hard towards achieving or exceeding my learning targets.
- Ask for help from staff to ensure support is being provided to meet my needs.
- Inform Sixth Form team if there are circumstances that may affect my learning.
- Complete any work missed due to absence.
- Keep my notes up to date for each subject and undertake wider reading/research.

- Plan and manage deadlines and revision on an ongoing basis.
- Complete 15-20 hours of study outside of taught lessons each week.
- Make use of the Sixth Form study areas between the hours of 8.30am and 4:30pm
- Make sure part time work does not impact study (ideally no more than 10 hours per week).
- Take up opportunities offered for further study and leadership.
- Ensure that IT facilities are only used for the support of subject development/learning.
- Check emails and Microsoft Teams communication daily to receive messages from staff and for career opportunities.

As part of the Sixth Form and wider Altwood community I will:

- Take an active part in the Sixth Form and school community and act as a role model for others in the school.
- Complete community service as required.
- Attend and perform duties at Open Evening if required.
- Adhere to the dress code and look smart at all times.
- Seek required permission to park on the school site.
- Be considerate of neighbouring residents if parking in the road near the school.
- Keep mobile phone use to the Sixth Form area and not use in full view of lower school students.
- Ensure I use my study time effectively at all times.
- Treat the Sixth form facilities with respect. This includes clearing away rubbish, cups and plates and washing up.
- Do not eat and drink by the computers.
- Ensure the learning space is left as I found it. If I notice any problems, I will notify Mrs Williams.
- Respect the rules of each learning area; silent work in the study zones, 'quiet' work in the open areas.

If I am not meeting the school's expectations, I can expect:

- Sixth Form sanctions to be issued at the request of my teacher, tutor or Head of House.
- To be sent home to change if I am not dressed in accordance with the school's dress code.
- To be assigned additional hours of silent study if I am not managing my study periods.
- To be placed on monitoring with my Tutor or the Head of House or Sixth form leaders for additional meetings and support.

- Restrictions to be placed on my privileges as a Sixth Form student.
- To be invited to a meeting, with my parents/cares, to review my progress

I understand that my place in Altwood Sixth Form will be reviewed if I am in breach of this contract.

In addition to the above expectations I understand that the school reserves the right to review my exam entries in the light of my commitment and progress.

I know that my progress, achievement, attendance and behaviour will be monitored throughout my time in the Sixth Form and may result in intervention from the sixth form team. I understand that these will form the basis of my final school reference for work or further study.

Please click [Student Agreement](#)

Parents/carers

As **parents/carers** your role will remain an important one in ensuring your son/daughter meets the expectations of the Sixth Form, and therefore achieves success in the Sixth Form and beyond.

To support my son/daughter in the Sixth Form I will:

- Ensure that attendance to school remains above 95%, inclusive of all lessons including enrichment, tutor time, assemblies and independent study sessions.
- Notify the school's attendance officer of any absences.
- Advise the KS5 Progress Champion, Ms Williams of any appointments for my son/daughter during the school day.
- Where appropriate I will provide medical notes to the Attendance Officer
- Discuss with my son/daughter their progress with their subjects and independent learning
- Check that my son/daughter is dressed in accordance with the dress code
- Attend Parent Consultations' and Sixth Form information evenings
- Support my son/daughter in meeting the expectations of Altwood Sixth Form
- Notify my son/daughter's tutor of any changes in circumstances or concerns I have about my son/daughter's education or wellbeing
- Ensure my son/daughter has read carefully the 'Code of Conduct' and Bring Your Own Device (BYOD) Agreement.

Please click [parent/carers agreement](#) to confirm