

# LYMM HIGH SIXTH FORM EXPECTATIONS

## A TTENDANCE

Students to attend all timetabled classes, morning tutorials, supervised study periods and Life programme sessions, arriving punctually, and to notify us of any absence.

## B EHAVIOUR

Students to always act as polite and mature role models within the school, showing respect to others and school property and to wear the appropriate business dress.

## C OMMITMENT

Students to participate in all aspects of school life, to do their best to achieve their full potential and take responsibility for meeting deadlines for the submission of their work.

## MINDSET

### VISION

We aim to develop students who understand why they are studying at Sixth Form, who set themselves aspirational goals for their future and can develop action plans to achieve these

### E FFORT

We aim to develop students who complete at least 24 hours of study outside of the classroom per week and build on the work set by teachers by completing their own proactive independent study

The following are the skills that are essential for success at Sixth Form.

We expect our students to develop these skills, with support from teachers and tutors over the first year.

### A TTITUDE

We aim to develop students who demonstrate appropriate behaviour and have the resilience and accountability to respond to a challenge or difficulty in a positive manner

### S YSTEMS

We aim to develop students have organised systems in place whereby they manage their learning effectively using self-reflection and time management

### P RACTICE

We aim to develop students who have effective methods of learning that involve active engagement in lessons, reviewing and consolidating subject knowledge outside the classroom and possessing the skills to apply content in exam situations



## The aims of the Attendance, Behaviour and Commitment Policy

The attendance, behaviour, and commitment policy seeks to help Lymm High School Sixth form remain a disciplined and supportive community in which all members, irrespective of ethnic or religious background, appearance, sexuality or ability, can learn and feel safe and supported.

The objectives of this policy are:

- to ensure that all members of the Lymm High School Sixth form - sixth formers, staff, parents, carers and governors - understand their role in contributing to the creation of a safe, stimulating, encouraging and rewarding atmosphere
- to make clear the standards of attendance, behaviour and commitment that Lymm High Sixth form expects from sixth formers
- to outline how sixth formers will be praised and rewarded when they reach these standards
- to give a clear outline of consequences in cases where sixth formers fail to meet expectations
- to give clear guidance on how the characters and minds of our sixth formers can be nourished to develop and grow into proactive young citizens, who have an understanding and respect for the behaviours needed to live in a multi-cultural, tolerant and well-ordered society
- to continue to raise achievement so all of our young people leave with the skills and qualifications needed to be successful in the future

## Your Rights and Responsibilities

As a sixth former you have certain rights and privileges that younger pupils in our school do not. Our sixth formers will have the following privileges:

- the opportunity to wear business dress
- be allowed off site for lunchtime
- be allowed to study from home if there are no lessons or SSP periods during period 5
- have their own study areas and social area – the hexagon, S202 and N106
- have their own bistro and access to hot drinks and vending machines
- be allowed to bring mobile phones and use them responsibly in the Sixth form areas
- be allowed to lead and organise societies and enrichments

**Responsibilities - it is expected that all sixth formers must:**

- come to all lessons, supervised study periods (SSP), assemblies and registration on time, all the time and every day
- use study periods effectively by utilising the spaces provided in school including the Upper and Lower Hexagon, S202 and N106
- attend study groups as directed by faculties
- complete all assignments to the very best of their ability and meet all deadlines set
- complete eight hours of independent study per subject per week; this is the equivalent of two hours of work per one hour of taught lesson time
- provide their own resources, paper, files and study materials
- never distract or prevent others from learning
- listen carefully and follow staff instructions at the first time of asking
- act as role models to the lower school students
- keep their mobile phone hidden and turned off at all times, except when in the Sixth form areas
- always wear business dress
- respect and care for our school site and report any concerns to the sixth form Student Services

- participate in a range of enrichment activities beyond the classroom
- park cars/mopeds in the designated Sixth form car park only
- only ever eat food in designated areas

***Our non-negotiable expectations of attendance, behaviour and commitment are explained in detail below. Please read these conditions carefully before you sign the student contract so you are fully aware of the systems used in our Sixth form.***

## Attendance Policy

All students are expected to have a minimum of 96% attendance and all should arrive to school and lessons punctually. To support students in achieving this, we monitor all students' attendance and punctuality carefully. We also reward students with excellent attendance and punctuality through prize draws and postcards home. It is crucial that students see the link between attendance and academic achievement and therefore we:

- do not allow holidays during term time
- expect students to inform us of any planned absences (e.g. university open days, hospital appointments and interviews)
- expect notification from a parent/carer in the event of illness – before 8.25am on the day of illness

We operate the following staged process for any student who becomes a concern.

Stage	Reason	Initial Action	Further Action
<b>S1</b>	Student misses lesson/SSP or registration or is persistently late	Student meets with tutor (or with Deputy Head of Sixth Form if there are issues surrounding form time attendance) and a letter will be sent home to parents including details of missed lessons. Student will be placed on a two week monitoring period.	Progress to stage 2 if no improvement is seen.
<b>S2</b>	Student continues to miss lessons/ SSP/registration or fails to attend detention / persistently late	Student meeting with Deputy Head of Sixth form, letter sent home, further two weeks of monitoring, parents informed. Student loses the right to leave site during P5 and must report to S202.	Progress to stage 3 if no improvement is seen.
<b>S3</b>	Students fails to attend detention and misses further lessons/ registration/SSP / persistently late	Parental meeting with Deputy Head of Sixth Form, student placed on a contract for the remaining half term, student loses the right to leave site during P5 and must report to S202. Letter sent to parents following the meeting to reinforce expectations and actions agreed in the meeting.	Progress to stage 4 if no improvement is seen.
<b>S4</b>	Student continues to miss lessons/SSP	Parental meeting with Head of Sixth form to determine course of action needed.	Warrington authority is informed of any student who leaves the sixth form

	/registration / persistently late		mid-year and an exit interview will be conducted with the Head of Sixth Form.
--	-----------------------------------	--	---

## Behaviour

It is expected that there should be no low level disruption within lessons and that behaviour around school should be perfect. All students will be given a BFL grade for each lesson and this will be monitored by the sixth form team.

The following table summarises the sanctions we will impose if students fail to meet these high standards.

Behaviour	Teacher will enter	Student Sanction
Failing to hand homework in on time.	BFL grade 3 in register and a comment on the daily log to show the reason this was given; the student will be given 24 hours to hand in the work.	BFL grade 3 recorded and monitored by sixth form team, 24 hours given to hand in work.
More than two BFL grade 3s on the register in one week.	BFL grade 3 in register. Sixth form staff will monitor the number of BFL grades weekly.	Student will complete additional 'office hours' time after school with the sixth form team.
Persistent failure to hand in homework.	BFL grade 4 in register with a comment.	Student will complete additional 'office hours' time after school with the sixth form team.
Being asked to leave a lesson for poor behaviour.	BFL grade 5 in register – student removed from lesson and isolated.	Student will be isolated immediately for a full day. Parents will be required to attend a meeting with Deputy Head of Sixth Form.
Failing to complete work to the highest standard.	BFL grade 3 in register and additional SSP sessions given by staff where this is deemed necessary.	Student will additional 'office hours' time after school with the sixth form team and additional SSP sessions as deemed appropriate by subject staff.
Failing to sign out when leaving school.	No teacher action, this will be monitored by the Sixth form team.	Spot checks of who has left school will take place daily, any student failing to sign out when they have left school will enter the Sixth form 'office hours' system.



## Expectations in the Upper and Lower Hexagon, S202 and N106

All students will have the following features on their timetable:

**Lesson times** – 8 hours of lessons per fortnight per subject

**Supervised study periods (SSP)** – 3 SSP sessions per week will feature on students' timetables and students must attend the Upper Hexagon and register with the member of staff on duty

**Study periods** – students are free to study in the free rooms available during these times, are allowed to use headphones and may use the time to work in groups or in the library

The Hexagon, S202 and N106 will be permanently staffed by the Sixth form team. Students will be expected to work in silence; use of headphones will be allowed, providing this does not prove to be a distraction. Staff hold the right to confiscate any devices they feel are a distraction. Students will be asked to leave if they are unable to follow these and additional consequences will apply.

## Equipment, Clothes and Appearance

### Equipment:

Sixth formers are expected to model the correct behaviours and appearance to the younger pupils in the school. This means that they are expected to have the right equipment for learning including a bag, a pencil case, their own paper and appropriate storage folders.

### Clothes and Appearance:

The information below outlines the key aspects of the dress code policy.

Appropriate dress:

Male sixth formers are expected to wear a school shirt and tie, accompanied by a black suit (matching jacket and trousers) and smart shoes only.

Female sixth formers are expected to wear a school blouse, accompanied by a black jacket and skirt (not lycra or too short) or tailored trousers, black tights minimum 40 denier (if wearing a skirt), with smart shoes only.

Both male and female students are also allowed to wear a black v-neck jumper under their jackets.

The following are **not acceptable**:

- casual clothing such as T-shirts, sports shirts, sweatshirts
- jeans, leggings, jeggings, jogging trousers, track suits or any hooded tops
- short skirts
- drainpipe trousers
- stomach/cleavage on show
- trainers or canvas shoes
- flip flops, sandals or Ugg boots
- any facial or visible piercings
- visible tattoos

Sixth formers who do not follow the dress code will be asked to make amendments or sent home to change. Sixth formers will not be allowed into lessons until these expectations are met.

## Commitment

### Sixth form Independent Study / Homework Policy

As a full time student at Lymm High Sixth form, everyone will be expected to study outside of lessons. This additional study is essential if students are to achieve or exceed their target grade, and will help the preparation for university study.

Homework is set in order to:

- reinforce and consolidate work covered in lessons
- encourage independent and reflective learning
- develop a deeper knowledge and understanding
- prepare students for future lessons or assessments
- promote an interest and joy in learning
- enable teachers in to make a judgement about students' progress and level of attainment.

Homework will be varied in terms of tasks but it will always be relevant to students' courses, with vocational courses often constituting on-going work on students' assignments. We recommend that for each Level 3 qualification (AS, A2, BTEC, applied qualifications) students should study for a minimum of **eight hours per week per subject** outside of lessons; this is the equivalent of two hours independent study for each one hour of taught lesson time.

Students will be supported with the increased demands on their time through our tutorial sessions, and we certainly do not expect students to be fully independent from the moment they join us in Year 12. Much homework will be structured, but it is important for students to realise that they are also expected to use their time outside lessons to review their notes, revise material covered in lessons and develop their understanding by reading around the subject. Even if this is not specified explicitly by teachers every week, students must understand this and organise their time accordingly.

During periods in which there are examinations or controlled assessments, homework will normally be to revise, with the major emphasis being on completing past exam questions to fully prepare students for external examinations.

The following provides a guide to the number of hours you should spend working, both in and out of lessons. This is calculated fortnightly in line with our two-week timetable.

#### **Level 3 Students – A level and BTEC**

Students will typically have 24 hours of contact time with staff per fortnight on their timetable, 6 supervised study periods (SSP) sessions and 20 sessions of independent study. As outlined above, they will be expected to spend two hours working independently for each timetabled lesson so that students will typically have 8 hours' homework/ independent study time per week per subject and it is up to the individual to manage this effectively.

#### **Level 2 Students – BTEC ICT and GCSE English and Maths Resit**

Students will typically have 19 hours of contact time with staff per fortnight on their timetable, 6 supervised study periods (SSP) sessions and 22 sessions of independent study.

Where homework or lack of effort becomes an issue, the sanctions outlined in the behaviour section of this policy will be applied.

## Academic support

### Daily / Weekly

We monitor the academic performance of all our students carefully and, therefore, where subject staff feel that students are not making the expected progress, or feel they need additional supervised study support, students will be entered for **additional supervised study periods**. This process runs from our SharePoint system and allows staff to set the task and upload resources if needed, set the amount of additional hours a student will need to complete the task and receive instant feedback on the progress they are making towards this. This allows excellent communication between subject staff and the sixth form team and allows students to be closely monitored and supported. Students will also receive coaching and mentoring during this time, to prevent further issues arising in the future.

### Half termly

Each student will be given a target grade in each subject and this is the minimum grade we expect them to achieve. At each progress point subject staff will report on their progress towards this grade and they will achieve the following:

**A projected grade** – which is the grade we expect them to achieve at the end of the year if they continue to work as they currently are. This may be any grade and may or may not be accompanied by a + or – symbol which will determine how secure each grade is.

**An attitude towards learning grade** – which will state their attitude towards learning in each subject. This will be stated as follows:

Grade 1 – outstanding, Grade 2 – good, Grade 3 – inconsistent, Grade 4 – inadequate

It is the minimum expectation that this should always be at least a grade 2 and those students with grade 3s will be picked up by the sixth form team.

Where students are not making the required progress towards their targets, they will enter the following academic support system:

Students on target for all subjects and achieving all grade 1 or 2 for attitude to learning	Student will be recognised in rewards assemblies and entered into prize draws	Student will be in the green category for the following half term
Students below target in one subject	Student will be placed in three additional weekly SSP sessions and will attend these for the following half term	Student will be in the yellow category for the following half term
Students below target in two subjects	Student will be placed in six additional weekly SSP sessions and will attend these for the following half term	Student will be in the orange category for the following half term
Students below target in three subjects	Student will be placed in permanent SSP sessions and will attend school from 8.25am – 3.10pm every day for the remainder of the half term	Student will be in the red category for the following half term

## Sixth Form Rewards

We recognise that students should rightly be rewarded where they demonstrate excellent:

- attainment
- progress
- attendance
- participation and contribution to enrichment
- contribution to the development of the wider local community
- leadership

The Sixth form will issue rewards in the following way:

**An achievement board** in the Hexagon advertises student achievements on a daily basis. Student photographs and citations will be displayed and staff will be encouraged to inform Student Services of particular achievements. Students will achieve additional grade 1s for any achievement which makes it onto the achievement board.

BFL grades are entered for each lesson. Where a student has worked particularly hard or has made excellent progress, staff are able to enter a BFL grade 1. These will be monitored weekly and a cumulative total per half term advertised on the weekly bulletin. The top 20 students per half term across the Sixth form will then receive a **rewards breakfast**. Students will also be entered for an additional prize draws.

Weekly **'pat on the back' postcards** are sent to students from the sixth form team to celebrate achievements throughout that week.

**'Shout outs'** occur during assemblies to ensure students recognise the importance of celebrating achievements. These can be from subject staff and form tutors and will link to our stars of the week system in main school.

**Half termly prize draws** will be held for 100% attendance and students' progress and attainment.

**Celebration assemblies** run each half term which will be themed and vary from tutor prizes, subject prizes and overall contribution to school awards. House colours will also be distributed to students throughout the year who have shown dedication to sport, music and the life of the school.



## LYMM HIGH SCHOOL Student Contract

The student contract summarises the main aspects of the Attendance, Behaviour and Commitment policy, which we expect all of our students to read.

### **This is what you, as a student at Lymm High Sixth form, have a right to expect from us:**

- A full commitment to provide you with post-16 education including a programme of study for each subject you study.
- Lessons to start punctually.
- Work submitted by you to be marked promptly and detailed feedback to be given. Rigorous assessment, appraisal and opportunity for reflection on individual progress to be available to you, along with regular meetings with form tutors to discuss your progress.
- A dedicated Sixth Form Student Services team to offer individual welfare support for all students.
- A tutorial programme, delivered by a specialist team of tutors, offering appropriate advice, information and guidance for all students to support future aspirations with full access to appropriate careers guidance and higher education information.
- Dedicated Sixth form facilities and access to ICT which actively encourages independent learning.
- Outstanding provision for extra-curricular activities and opportunities for leadership across the school.
- An environment which upholds equal opportunity and in which you are entitled to be treated with respect and without discrimination.
- Entry for external examinations subject to meeting learning contract requirements.
- What we expect from you and how you can support your own learning:
- Accept greater responsibility for your own learning and follow the study time policy by setting aside the necessary time for independent study to support your work in lessons. This should be a minimum of 24 hours each week and must include effective use of both SSP and study periods allocated on your timetable.
- Attend all morning tutorials, assemblies, timetabled lessons and supervised study periods. You must also fully comply with the attendance and punctuality policy. If you know you will be absent, you must inform us and make arrangements to complete any work missed.
- Be fully prepared for all lessons by having the appropriate resources and meeting all deadlines.
- Have an active involvement and make a contribution to the school and the wider community by contributing to at least one area of the extra-curricular life of your Hall, the school or wider community.
- Provide leadership and act as a role model for younger pupils in the school, following the policies on equality and respect, and taking responsibility for the school environment.
- At all times follow the policy on Sixth form professional dress and accepts that you will be sent home should you attend school dressed inappropriately.
- Adhere to the policy on Sixth form computer use and wider school e-safety policy.
- Comply with the terms of the permit policy for bringing cars and motorcycles onto site and at all times behave safely.
- Accept the sanctions policy and respond positively to guidance.
- Ensure you attend all examinations punctually. If you do not attend an examination (without good reason), you will pay the examination fee.
- Ensure that holidays are not taken in term time.

Please sign to show you have read the Attendance, Behaviour and Commitment policy and to indicate that you agree by its terms.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_