



Castleford Academy Sixth Form

Student and Sixth Form Agreement

This agreement is binding between students and The Castleford Academy Sixth Form and is a pre requisite of the enrolment process.

The Sixth Form will provide for you:

Form Time at 8.45am

Why?

To build your relationship with your form tutor who will be writing your UCAS or employment reference. This reference is a crucial tool you will need when you leave us. It is an excellent opportunity for your tutor to clarify registration data. You will also receive at least one "interview" with your form tutor each term that will be recorded. This will provide you with the opportunity to discuss any issues you have and for us to monitor your well-being both in and out of the classroom.

Compulsory signing in by 8.50am when you have a period 1 lesson

Why?

Successful Sixth Form Students use the school day wisely so that they keep on top of their work and allow themselves time in the evenings for part time work, socialising and leisure activities. You need to use the working day properly by using none contact periods appropriately. By getting in school early you can make full use of the working day. All our references refer to attendance and punctuality. By establishing good habits early on in Year 12, particularly with regards to attendance, you will be enabling us to write you a really supportive reference.

Next Steps Advice

Where monitoring data indicates that you are underachieving in a subject you will receive a "next steps advice card" where you will seek clear targets from your subject tutors in those subjects you are underachieving in. You will need to show evidence of acting on this advice.

Why?

We will do everything we can to stop you underachieving. By giving you targets early you can act on this advice and get back on track quickly. Feedback from 2013/15 showed that those students who obtained targets and worked successfully towards them improved their achievement by half a grade per subject.



Quality Teaching and formative assessment

This will involve appropriate teaching, setting and marking of homework and coursework. On any piece of work there will be next steps advice. Any concerns you have regarding the quality of teaching, marking or homework should be reported to Head of Sixth Form immediately.

Why?

Quality teaching means quality learning. Next Steps advice is crucial to you progressing – you need to know what to do next.

Regular reporting and monitoring.

Regular reports and assessments of progress are in place which will take account of your abilities and your objectives for the future. Much of the information generated will be reported to your parents.

Why?

You, your parents and your teachers need to know how well you are progressing. This then informs what happens next.

Facilities and resources.

The Quiet Study Area with its career library and ICT stations, the Social ICT areas are all exclusively available to you. The Common Room is for the exclusive use of Sixth Formers.

Why?

You are important. You are valued. You deserve to have **excellent computer: student ratios** during none contact periods.

A Sixth Form Committee in Year 12 & 13

Year 13 Committee members are responsible for three things – Organising one social every half term, maintaining Common Room/ self-study areas in good condition and press and publicity. The Year 12 Committee is responsible for fundraising.

Why?

To make sure you are represented and listened to.
To give you leadership & development opportunities.

Career guidance

This will come in several forms – from your tutor, through assemblies, through UCAS/ employment booklets, through targeted career trips and outside speakers.

Why?

By giving you career guidance you are more likely to make an informed decision on what to do next. Also, those students with clear goals and targets tend to outperform those students who do not have targets and goals.



Clear communication channels.

A willingness to talk with yourself and your parents at both regular published meetings, parents evenings and whenever you request an appointment.

Why?

Communication is crucial. Without it barriers build up between the three parts of the triangle – students, parents and teachers



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What we expect of you in order to ensure your own development and success:

100% Attendance & 100% Punctuality at all lessons and Form Time sessions and to sign in by 8.45am when period 1 lesson is timetabled.

Why?

There is a really positive correlation between attendance and achievement. Missing lessons and not using non-contact periods properly will stop you achieving your potential.

For every lesson or registration missed you will make up the time after school in 1 hour blocks.

Consistent application of our Smart Casual Dress Code including appropriate hairstyles and colours (in line with the school policy).

Whenever a Sixth Form student is on the school site whether it be for lessons or otherwise and whether it be for 5 minutes or all day they will follow our Smart casual dress code. Whilst Smart Casual dress is open to interpretation it does **not** include the following –Flip – flops, lots of bare flesh, hotpants or see through leggings. It **does** include wearing a **green sixth form identity lanyard** when in the main school.

Why?

Smart casual dress sends the right message to students, teachers, the community and each other. Sixth Form is your full time job and all professional jobs have dress codes. Equally by dressing smart you will be prepared mentally for work.

There are 3 levels to the sanctions for inappropriate dress. On the first occasion – verbal warning, on the second occasion – written warning, on the third occasion you will be sent home. We may have to refer to this in references that we write for you.

High levels of respect for yourselves, each other, your teachers, our school and wider local Community

Why?

It is by having this mutual respect that we can develop socially and morally. You are special and unique and we want to work with you to bring out the very best in you. You must think highly of yourself in order to achieve your potential. We will show we value you and care. You must be sure of yourself and believe in yourself.

Anyone student guilty of showing a lack of respect will be seen by the Head of Sixth Form.

High Achievement levels

Why?

You are in a high achieving Sixth Form with high levels of teaching & learning and guidance and consequently we expect you to achieve your potential as determined by your progress against your Minimum target grade. Where monitoring data indicates that you are underachieving in a subject you will receive a "next steps advice card" where you will seek clear targets from your



subject tutors in those subjects you are underachieving in. You will need to show evidence of acting on this advice.

If you fail to complete the card appropriately or fail to meet agreed targets you will follow a self-study session for 1 hour after school per week until the next data audit. The 1 hour after school is a quality assurance tool used by the Head of Sixth Form.

[30 Hours of Community Service through Year 12](#)

Why?

You are powerful role models to younger students both in school and the local community. Your input into their activities helps them to realise their potential. Equally the selflessness, diligence and commitment required to regularly undertake Community Service will develop you. This development will allow us to represent you favourably in all references we write on your behalf.

All our references refer to Community Service so it is very much in your interest to make sure you achieve the 30 hour target.

[A strong Work ethic](#)

Why?

Second only to attendance this is the biggest barrier to achievement. We expect you to work hard both in school and out of school because you have chosen to continue in post 16 education – no one has forced you – it is your choice.

A student with an ATL average of grade C or less for a set of monitoring data will be given 2 weeks to improve their ATL grades to above a grade C. If after this time there is no improvement then the student will attend a 1 hour self-study session after school/week with a teacher until the next data audit.

[Make good use of Self Study Periods](#)

The successful use of these is crucial. It is suggested as an approximate guideline that for every hour spent in Class you dedicate one hour outside of class to additional independent study.

[Achieve at least a grade C in GCSE Maths or English](#)

Why?

These qualifications are required by all universities and the vast majority of employers.

Where a student does not attain these grades in Year 11 then in Year 12 they will Attend ALL GCSE Year 12 Maths and English sessions on their timetable.

[To not take holidays during term time](#)

Why?

It impacts upon attendance and thus affects your performance.

Any student taking time off for a holiday will commit to one hour after school for each day missed supervised by a member of staff.

[To attend after school sessions and to work independently in these sessions.](#)

Why?



These are designed to help you to become an independent learner which is crucial if you are going to be a success when you move either onto Higher Education or employment. **If a student fails to attend an after school session then they will receive a warning. The next time they fail to attend an after school session they will be put on a final contract. The final time they fail to attend an after school session they will be released from the Sixth Form**

Mrs K Falk

Post 16 Leader

Print Name _____ Tutor Group _____

Signature _____ Date _____