



## **SIR WILLIAM ROBERTSON ACADEMY SIXTH FORM**

### **CONTRACT FOR ENROLMENT & CODE OF CONDUCT**

Before joining the Sixth Form at Sir William Robertson Academy you should think carefully about why you have decided to continue your studies and what will be required of you to ensure you are successful. Studying in the sixth form will be 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 including Enrichment lessons and activities, Academic Meetings, assemblies, and other contributions to Academy life in order to achieve academic and personal excellence.

Listed below are the requirements we expect you to fulfil if you are to gain maximum benefit from your studies. Please carefully consider the requirements for study at Sir William Robertson Academy Sixth Form and if this is the right environment for you.

Please ensure you read the following expectations carefully and sign only if you can comply with the terms of the contract. If you do not feel you can fulfil these terms, then the Sixth Form at Sir William Robertson Academy is not the right place of study for you.

### **CODE OF CONDUCT: OUR EXPECTATIONS**

**By signing below you are agreeing to the following conditions of study in Sir William Robertson Academy Sixth Form. I agree to...**

1. Follow the attendance and sanctions policies including the school's expectation of 100% attendance and punctuality, with a minimum of 98% attendance. I understand that all absences must be authorised by a parent/guardian and that holidays during term time will not be authorised.
2. Attend the Academy every day and to be on site by 8:45am and stay on site until at least 3:10pm. I will attend all lessons, study periods, registrations, Enrichment, Academic Meetings and assemblies. I understand and agree to sanctions being put in place should I not fulfil these requirements.
3. Actively and positively contribute to the Academy and community life through being an excellent role model to others.
4. 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 learning.
5. Complete all work assignments to the deadlines given and to the best of my ability, and to carry out individual research as needed to support my course.
6. Use study periods effectively for academic study and comply with the regulations for the individual study areas including refraining from eating in the computer space and treating all sixth form spaces with the respect that public, shared spaces deserve.
7. Comply with the Academy's 'Professional Business Dress' code for Sixth Form students, which is summarised as follows:  
**BOYS:** Suit trousers, chinos or similar worn with a formal collared shirt. Polo shirts may only be worn in hot weather. Tie and blazer jacket recommended with formal shirts. Smart black, brown or dark coloured shoes.



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**GIRLS:** Smart blouse or top with formal skirt or suit trousers. Skirts should be of an appropriate length. Formal dresses are an alternative. Shoes should be formal and it is recommended that they are flat or low heeled for practicality. Blazer jacket recommended.

**No denim/leather jackets, strappy tops, jeans, leggings, tracksuit bottoms, hoodies, zip up tops, or trainers are permitted. Hair should be a natural colour.** *It is your responsibility to speak with the Head of Sixth Form before purchasing new clothes for sixth form if you are unsure. Decisions made by the Head of Sixth Form are final and reasoning will be explained to both students and parents.*

8. Accept that sixth formers may use mobile phones in sixth form only areas at the discretion of the Head of Sixth Form. I understand and agree to sanctions being put in place including confiscation should I use my phone inappropriately or have sound out loud in any sixth form space.
9. 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.

### **I acknowledge that:**

- The Academy maintains the right to withhold entries from public examinations should students fail to comply with all aspects of the Academy Code of Conduct, including but not limited to any of the following; minimum attendance of 98% to school and lessons, high standards of behaviour and dress, and application to studies.
- In order for students to continue with their existing courses from Year 12 into Year 13:
  - A Level students must achieve three strong passes (A-D) on their internal Year 12 examinations. Any deviation from these grades will be followed up with a formal meeting to discuss course options and suitability moving forward.
  - Students on BTEC programmes must have satisfied the Head of Department and the Head of Sixth Form that they are performing at least in line with or above their target grades, meeting all deadlines they have been set and are fully participating in the course. A formal review meeting will happen to ensure that students are on track to achieve at least their predicted grades if there is a concern.

**Note: After internal assessments an individual's programme of study and/or pathway can be reassessed and students may be offered alternative courses if they wish to continue studying at Sir William Robertson Academy Sixth Form.**

**BEFORE SIGNING, PLEASE READ THIS CODE OF CONDUCT VERY CAREFULLY. BY SIGNING BELOW YOU ARE SIGNIFYING THAT YOU UNDERSTAND AND AGREE TO ABIDE BY ALL THE CONDITIONS SET OUT ABOVE. FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY RESULT IN YOU BEING ASKED TO LEAVE THE ACADEMY.**

I agree to comply fully with all aspects of the Code of Conduct and acknowledge that these are essential to ensure success at the end of my study.

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

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

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_