

LAWNSWOOD SCHOOL



Lawnswood School

SIXTH FORM HANDBOOK
FOR STUDENTS



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Welcome to Lawnswood School Sixth Form

We have high expectations of our sixth form students and this guide is designed to help you to be a successful Sixth Form student. Please read your handbook carefully and keep it as a point of reference throughout the final two years of your school education.

We are proud of our Sixth Form and the contribution it makes to the life of the whole school community. We hope you will be able to add to the growing strength and quality of our school.

We work in collaboration with a range of providers in order to ensure that our curriculum offer is as varied as it can be, and that the diversity and vibrancy of the school is maintained. We work in close partnership with Ralph Thoresby School and the UFCA football academy. We also welcome a number of students who will be new to Lawnswood School in Year 12, and for these students we will put every effort into ensuring that you are fully welcomed and integrated into your new surroundings.

We hope you will enjoy your time at Lawnswood School and make significant progress both as a learner and a young adult. It is our aim that students flourish and achieve their full potential. If, however, you are not satisfied please be sure to let someone on the sixth form leadership team, or your form tutor know.

Best wishes for a successful academic year.

The Sixth Form Team

Aims and values of Lawnswood Sixth Form

At Lawnswood School, we believe there is no limit to what our Sixth Form students can achieve if they put their minds to it. Our motto is to 'Embed confidence; fuel ambition' which reflects our desire to ensure that all our students will leave this school with the skills, attributes and qualifications needed to successfully compete for university places and jobs.

To do this, the school promotes the 7Cs for all members of its community:

- Curiosity – be inquisitive, ask and answer questions and go 'beyond' your course.
- Collaboration – work in partnership with other students and the staff and engage constructively with feedback to improve yourself. It is given to help you, not to hurt you!
- Communication – liaise fully with the people around you if you need support or are struggling and don't be afraid to express your ideas fully.
- Creativity – try out new ideas and have the confidence to express yourself fully.
- Commitment – persevere and be resilient – Sixth Form is challenging but there is no limit to what you can achieve if you commit fully to your studies.
- Confidence - have a good sense of humour, take a risk, challenge yourself and aspire to be the best that you can be.
- Celebration – reflect on your achievements and those of others in the year group and use these to spur yourself on to further success.

Outline of the school day

Lawnswood School day		Ralph Thoresby School day	
8.30am	Registration with Form Tutor	8.35am	Period 1 - Registration with Form Tutor
8.45am	Period 1	8.55am	Period 2
9.45am	Period 2	9.55am	Period 3
10.45am	Break (all students to remain on site)	10.55am	Break
11.05am	Period 3	11.15am	Period 4
12.05pm	Period 4	12.15pm	Period 5
1.05pm	Lunch (students free to go off site – must sign out and sign back in)	1.15pm	Lunch
1.45pm	Period 5	1.50pm	Period 6
2.45pm – 3.45pm	Twilight	2.50pm – 3.50pm	Twilight

Attendance to all timetabled lessons, including registration, tutorial time, study sessions, assemblies and all drop down days is compulsory.

For students doing part time work – the priority must be to complete school work. We fully support part-time employment but it should not exceed 10 hours per week, start before 4.00pm and time must be taken off work during the exam period.

PARTNERSHIP MINIBUS TIMETABLE

Travel to session 1 & 2:	08:35	08:40		RTS to LWD
	08:50	08:55		LWD to RTS
Return OR Travel to session 3 & 4	10:50	10:55		RTS to LWD
	11:00	11:05		LWD to RTS
Return for lunch	13:10	13:15		LWD to RTS
	13:20	13:25		RTS to LWD
Travel to session 5	13:35	13:40		RTS to LWD
	13:45	13:50		LWD to RTS
Return from session 5	14:50	14:55		LWD to RTS
	15:10	15:15		RTS to LWD
Twilight (only when lessons running)	15:50	15:55		LWD to RTS
Twilight	16:10	16:15		RTS to LWD

Who's who in the Sixth Form team

Sixth Form team

Name	Email	Role
Mrs S Dickinson	dickinson.sar@elawnswood.co.uk	Post 16 Leader, Pastoral
Ms Z Ullah	ullah.zuh@elawnswood.co.uk	Post 16 Leader, Teaching & Learning
Mr S Walker	walker.stu@elawnswood.co.uk	Post 16 Leader, Partnership Development & Recruitment

Form Tutor team

Year 12		Year 13	
Name	Email	Name	Email
Mr Macnamara	macnamara.joh@elawnswood.co.uk	Mr S Parker	parker.ste@elawnswood.co.uk
Miss K Mitchell	mitchell.kar@elawnswood.co.uk	Ms D Boynova	boynova.dia@elawnswood.co.uk
Mrs C Tweedy	tweedy.cha@elawnswood.co.uk	Mr M Taylor	taylor.mic@elawnswood.co.uk
General Sixth Form contact email: info.six@elawnswood.co.uk		Ms H Stone	stone.hel@elawnswood.co.uk

Partnership contacts

Name	Email	Role
Ms S Leader	sleader@ralphthoresby.com	Ralph Thoresby joint Director of Sixth Form
Mr T Stubbs	tstubbs@ralphthoresby.com	Ralph Thoresby joint Director of Sixth Form
Mr S Grime	s.grime@ufca.eu	UFCA Head of Football

Working in Collaboration – MUTUAL EXPECTATIONS

Our commitment to you:

- High quality teaching, learning and assessment.
- A 'support-first' culture.
- High quality and impartial careers advice and guidance.
- A range of options that offer enrichment and personal development.
- Progression on to the next step of your learning journey.

What we expect of you:

- A superb attitude to learning: contributing to lessons, meeting deadlines, and working positively with the staff.
- Excellent attendance and punctuality.
- Full participation in the enrichment programme and the opportunities offered outside of lessons.

Our Partnerships

Ralph Thoresby School

Some students will have lessons at Ralph Thoresby School as part of our partnership agreement. Others will find that some students from Ralph Thoresby will be in their lessons at Lawnswood. Both schools are committed to ensuring that students from either site are treated equally on both sites, and that all students achieve to their full potential.

To make the partnership run smoothly, there are a number of things you can do to help:

If you have lessons at Ralph Thoresby:

- Attend all lessons and keep on top of set work and deadlines as you would at Lawnswood.
- Ensure you arrive punctually for the minibus and co-operate with requests from the drivers.
- Use your Ralph Thoresby email to communicate with subject teachers from their site as needed.
- Have your Lawnswood lanyard visible at all times.
- Be aware that you are representing Lawnswood School in a different environment and that your conduct and attitude reflects on the entire student body of our school.
- Be mindful of rules and regulations specific to Ralph Thoresby School that may be different to Lawnswood School – these will be outlined to you when first go up to their site.

All students:

- Make sure all Ralph Thoresby students who come to Lawnswood feel welcome at our site, both in lessons and in the Sixth Form social areas such as the common room.
- Help them if they are not sure where to go or who to speak to about particular issues.

UFCA Programme

We have an established partnership with the football academy. Students on this programme combine football training and matches with academic study. Some students will be studying for the OCR Cambridge technical qualification in sport, while others will be participating in a range of academic options offered by Lawnswood School or Ralph Thoresby.

The Curriculum

All post-16 learners are expected to partake in a full study programme. The programme comprises:

- The equivalent of three or four Level 3 qualifications (A level or BTEC).
- GCSE maths or English Language re-sit, if a grade 4 has not yet been achieved.
- A tutorial programme, that includes opportunities to develop personally, and as a learner. At least 3 hours per fortnight must be occupied in the tutorial programme.
- A study programme, that includes additional qualifications and work experience opportunities. At least 10 hours per fortnight must be occupied in the study programme.

Changing courses

- Occasionally students wish to change courses because, upon starting, they realise that their original choice isn't right for them.
- Students must be aware that after a certain point, it becomes impossible to catch up the work missed in the new subject, so there must be a deadline for such changes.
- This deadline will be Friday 22 September. After this, students must continue on the courses chosen.

Dropping courses

- Sometimes students request to drop a course during the year because they are struggling with the demands of the subject.
- It is not possible to drop a course, support will be provided to ensure that you are successful.

Supervised study

- Your timetable will contain some sessions when you are expected to study independently in the Sixth Form area. These sessions must be undertaken in school and a member of staff will be available to support you.

The Study Programme

Ten hours per fortnight of your timetable is dedicated to the study programme, but you may wish to spend more time than this. The UFCA students will use this time for football training and fixtures.

As part of the school drive to improve literacy, there will be an expectation for all of our sixth formers to commit one hour per week supporting students in KS4 and KS5, this will be during a timetabled study session.

We offer a range of enrichment routes that students can pursue (you should choose at least ONE of these) – these are outlined in the diagram below:

Extended Project Qualification (AQA)	Progression Module (Leeds Beckett)	Internships	Additional qualifications	Teaching & Learning
<ul style="list-style-type: none">• Dissertation, field study, performance or artefact.• Equivalent to half an A level.	<ul style="list-style-type: none">• Portfolio-based assessment.• Preparation for university, employment and applications.	<ul style="list-style-type: none">• In-school roles to support the SLT and subject departments.• Range of opportunities on offer to contribute to the wider life of Lawnswood	<ul style="list-style-type: none">• Opportunities will be provided throughout the year to engage in short courses, such as first aid, or a foreign language	<ul style="list-style-type: none">• Peer and academic mentoring.• Opportunities to support students lower down the school.• Numeracy Ninjas• T&L student voice

Work Experience

In addition to the above programme, all students are expected to be involved in at least one full week of work experience.

The school will support you in finding a placement that best suits your career aspirations.

Community Service

We are developing a programme of community service, and it is hoped that you will take the opportunities provided to get involved in supporting some of our local community projects.

The Tutorial Programme

There is a tutorial session every Wednesday for Period 5 on a week 1 of the timetable. You will be provided with information about the tutorial sessions through the weekly student bulletin and via your form tutor. The sessions are compulsory.

A preview of the schedule for Year 12 and 13, for term one can be seen below, more information will follow throughout the year:

Weds 6 September Confidence		Weds 20 September Creativity		Weds 4 October Curiosity		Weds 18 October Commitment	
Year 12	Year 13	Year 12	Year 13	Year 12	Year 13	Year 12	Year 13
Induction to form group	UCAS FOCUS NON UNI – skills audit & registering on Leeds Pathways	Setting expectations & student engagement	UCAS FOCUS & ULAS Early Entry deadline	NCS LL scores launch assembly Yr 13 tips with form tutors	UCAS FOCUS & CV writing. ULAS Into uni	Receive LL scores & Notification of Exeats with FTs Personal target setting for success	UCAS & ULAS

Weds 8 November Confidence		Weds 22 November Communication		Weds 6 December Commitment	
Year 12	Year 13	Year 12	Year 13	Year 12	Year 13
Remembrance assembly in Common Room then What does it mean to be British? (Form tutors)	Bystander Behaviour (Form tutors)	Driver safety and awareness – Sixth Form library (TBA)	Student Finance in Common Room	Supported progression NU entry etc	Revision / mock exams

Attendance

The minimum expectation is that student attendance is no lower than 95%.

This includes all tutorial sessions and supervised study periods.

Poor attendance directly affects the quality of learning and achievement.

Students who have excellent attendance:

- keep up to date with important and challenging subject content
- don't fall behind with coursework and have more independent learning skills
- are able to understand the key skills needed for their exams
- are far more likely to pass their qualifications and complete courses started
- contribute to and benefit from the enriched curriculum offered by the school, enhancing their UCAS personal statement/job applications

Registration rules

All students should be in their form rooms by 8.30am every day. If you arrive after 8.45am, you **MUST** sign in at Student Reception before going to lessons.

If you are ill, your parent/carer must phone the school to inform us of your absence. You also need to bring in an absence note when you return to school. This should be given to your form tutor.

The weekly Student Bulletin is sent via form tutors each Monday. It will contain information about events e.g. open days, work placements, enrichment opportunities, exam information and minutes of the Sixth Form Committee. A copy will also be placed on the Sixth Form noticeboard in the Common Room and in room T08.

Exeat rules

In Year 12, you are expected to attend all day every school day until the first Progress Check, after which you *may* be allowed exeats for the afternoon session. You may sign out for lunch – you can leave from 1.05pm and must be back in school before 1.45pm.

In Year 13, you will only be granted exeats if your results in the summer after Year 12 are in line with your minimum target grade.

Holiday rules

The same rules apply to holidays in term time in Sixth Form as in other year groups: holidays should not be taken and will be treated as unauthorised absence. This includes the summer term of Year 12 when AS exams are completed.

Reporting absence


If you know you are going to be absent from school due to illness, please contact the absence hotline on **0113 284 4022** on the morning of your absence. If you are absent for a period of longer than 5 days, we require a doctor's note to ensure that this absence is authorised.

If you are going to be absent from lessons for an activity to support your progression, such as an Open Day, you should see your Post-16 Leader as soon as possible, and speak to your subject teachers so that you can catch up any missed work.


Attendance monitoring

To ensure good attendance, the school may implement the following strategies to ensure students meet expectations where they are falling below it.

Stage 1 - Student absent without authorisation. Text message may be sent home to parents to inform them of student absence. Subject-level intervention to take place from class teacher and head of department / faculty leader. Student expected to liaise with teacher and catch up with missed work before the next lesson.



Stage 2 - Student under 95% across two-week period. Meeting to be held between student and either form tutor or Head of Year to agree an individual support plan to improve attendance and catch up missed work. Parents to be notified via phone or letter.



Stage 3 - Student attendance remains below expectations. Meeting to be held between student, parents and Head of Year. Student may be required to attend school for full Office Hours (8.30am-4.00pm) in order to catch up missed work.

Bursary fund 2017-2018 guidelines

Students with a household income of £25000 or below (including benefits) are eligible for the 16-19 discretionary bursary. This is money provided by the government to support students with some of the costs of continuing their education e.g. travel, books, a lap top, snacks and lunches whilst in school. The bursary can also pay for study equipment, text books and sportswear necessary to your course. In addition, students may claim back the full cost of field trips and exam re-sit costs along with a percentage towards residential visits.

An application should be made at the beginning of the school year. Some evidence of your household income will be required unless you are currently on free school meals.

Some vulnerable students may also be able to claim the guaranteed bursary of £40 per week e.g. students in care, living independently or young parents. A separate application form is required for this regular payment.

Please ask in the Sixth Form office if you have any questions. You can find application and claim forms outside the Sixth Form office.

The discretionary bursary is paid as a reimbursement for purchases you have made, so please keep all your receipts.

- Bursary claim forms are available in the Sixth Form Common Room.
- Completed claim forms should be handed in to the Sixth Form office for processing.
- Please ensure all receipts are attached to the back of the claim form.
- Receipts must be produced for daily bus fares and weekly/monthly bus passes. If you do not have a receipt for the weekly/monthly bus pass please attach the used bus pass.
- Where attendance is below 95% the claim may not be processed.
- Claims for food purchased at the Sixth Form diner may be processed weekly on completion of a yellow claim form. The amount spent each week will be confirmed by the diner staff.
- Books and larger items may be purchased by school, if required, on production of a completed claim form with specific details of the item.

Attendance, behaviour and achievement are all monitored and taken into account when claims are processed.

An annual limit may be applied to individuals to ensure there is money available for all students who claim.

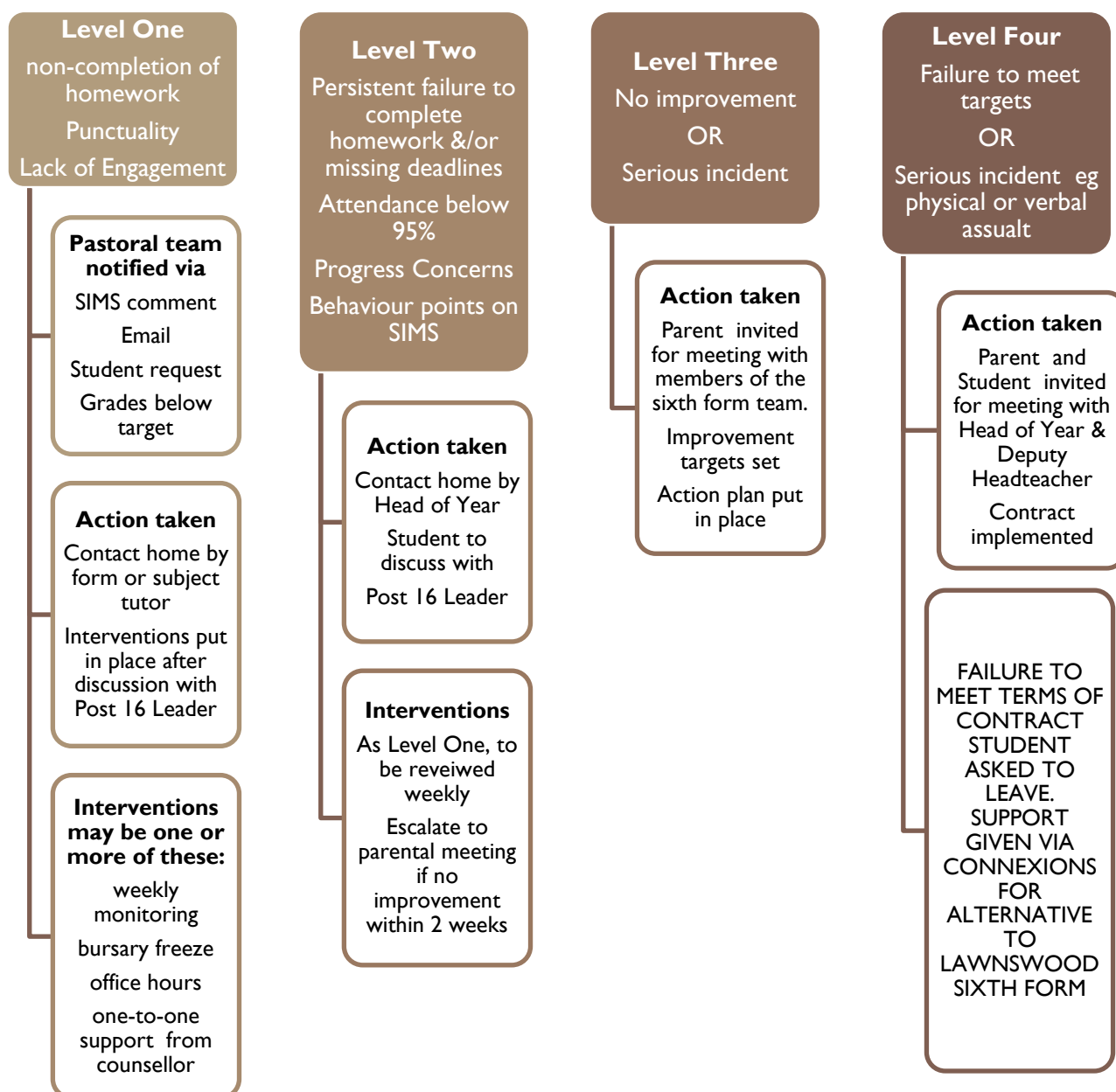
How do we help students who are struggling?

It is normal for students to find the step up from Year 11 to Sixth Form challenging. Our expectations of students are clear and, in return, we commit to helping you to be the best you can be, and ultimately to achieve to your full potential, helping you through to the next stage in your life after Sixth Form.

We hope that your time in Sixth Form will be productive, enjoyable and as stress-free as possible. However, most of us encounter problems in our lives from time to time. The pastoral team has years of experience of supporting young people in their transition to adulthood and the many challenges that can bring. We are happy to discuss any issues with you in confidence and/or can refer you to agencies who specialise in supporting young people such as The Market Place (tel: 0113 2461659 or contact via www.themarketplaceleeds.org.uk) or Youthpoint (Tel: 0113 2749959).

For some students, there may be more basic reasons why it is difficult to settle in to Sixth Form life and independent learning, where a more structured approach will help to support your progression.

The following chart explains some of the interventions we may put in place if concerns are raised that you are finding work difficult or not meeting academic expectations.



Things you need to know

Dress Code

There is no formal dress code for the Sixth Form at Lawnswood School. However, we ask you to remember that this is an 11-18 school and that it is very important you dress appropriately to set an example for students lower down in the school. It is also a workplace and dress must be appropriate. Therefore, we ask that you:

- Do not wear clothes with inappropriate images or slogans.
- Do not wear revealing T-shirts/tops.
- Ensure skirts are of a respectable length.
- Do not wear shorts or crop tops.
- Do not have tattoos or facial piercings: these are not allowed in school.
- For identification reasons, you must not wear clothing that covers your face.

For students who have lessons at Ralph Thoresby School, be aware that their Sixth Form operates a specific dress code which we ask our students to be mindful of and to cooperate with.

You must wear your lanyard with photo ID at all times and ensure it is always visible. If you lose or forget your lanyard, please report this to the Sixth Form office or Student Reception immediately.

Signing in and out

You **must** sign in and out at student reception when entering and leaving the premises. Please note this is a health and safety requirement which must be adhered to at all times.

Online safety and social networking

Lots of people love using Facebook, twitter and chat rooms. There is nothing wrong in chatting to your friends in this way. However, it is really important that you keep yourself safe by following these guidelines:

1. If you ever meet up with someone who is not known to you or your friends make sure that you meet them in a group of at least 2-3 and in a public, well lit and populated area.
2. Let someone know exactly where you are going and what time you will be back.
3. Don't accept anyone as a friend or contact on social networking sites if you don't know them already in person.
4. Remember never to trust anyone who you have met online; you don't know them or what they might be capable of doing.
5. Never tell a stranger on network sites or chat rooms anything personal about yourself.

Help lines:

- www.childline.org.uk – for advice and help. Tel: 0800 11 11
- www.CEOP.police.uk – for advice, help and reporting internet crimes
- www.victimsupport.org.uk – support for all types of crime. Tel: 0808 1689111

Please also be aware that social networking is often used to bully others. Never say anything on a site or by text that you would not say to someone directly. Be aware there are serious consequences to bullying whatever the medium used. In extreme cases, the police may need to be involved.

Remember that not all content is automatically private and therefore could be seen by prospective employers, parents, teachers and strangers. **CHECK YOUR PRIVACY SETTINGS.**

Health and safety – key points for Sixth Form students

Accidents: recording and reporting You must report all accidents reported to either the Sixth Form team or the medical room. This is a legal requirement.

Eating & drinking in the building If you are having a hot or cold drink at break or lunchtime away from the Sixth Form common room, please ensure the cup has a safety lid to avoid scolds, burns, slips or trips. Hot food is not permitted outside the Sixth Form area. Eating and drinking is not allowed in T08 or any other computer room in the school.

Fire safety

Evacuation in the event of the fire alarm sounding (please note this is a continuous siren)

On hearing the alarm, you must

- Leave the building immediately in an orderly manner via the nearest available exit with the rest of your class. If you are in the Sixth Form area, please leave by the front (staff and visitor) stairs and make your way out of the fire door at the bottom (not back into the building via reception) .
- Proceed to your assembly point, which is on the school playing field.

You must not

- Stop to collect bags, papers or any other belongings.
- Return to the building until you are told by the building fire marshal that it is safe to do so.
- You must not go sit in your vehicle or leave the site.

If you discover a fire or suspect that one has broken out, you should raise the alarm by breaking the glass of any alarm activation point and then proceed to evacuate the building as detailed above.

First aid provision The first aid room is on the ground floor next to the Student Reception.

Medication Students are not allowed to carry any medication (except epi-pens, inhalers or diabetic medication) in school without the express permission of the Headteacher. Please advise the Sixth Form staff if you need to carry any of these. If you need to take medication in school, you must inform school and your medication must be stored in the medical room while you are in the building.

Smoking The whole site is a no smoking area. Students must not be seen smoking on site or in the vicinity of the school site.

Vehicles on site If you are bringing a vehicle or bike on site, you must speak to your Post 16 Leader to seek permission to do so and to obtain a parking permit. You are not allowed to leave a vehicle on site overnight: we do not own our building and vehicles present a security risk to the security staff employed to supervise the site.

Communication

In addition to speaking to you in person and personally on paper, we will communicate with you via your form tutors, school email, on the notice boards in the Common Room and on twitter (@lawnswood6form).

On a Monday, we issue the **Sixth Form Student bulletin**. This contains all the important news for the week and is presented by form tutors on Monday mornings. It is your responsibility to make sure you check the bulletins regularly so you don't miss important information.

Accessing email

In school: To access your email, start up Internet Explorer, once started, Lawnswood's intranet will be displayed. Click on:

Accessing Lawnswood ICT Outside of School

Outside of school:

1. Go to www.lawnswoodschool.co.uk
2. Click on PORTAL icon. This will open a new page.
3. Click on the MAIL icon
4. Then log on to email as normal.



Creating a new email

Click the downward arrow next to the word "New" as shown below. A dropdown list will appear containing various options including message.



Selecting this will create a new message window. In this window you can type your message and add attachments, such as Word documents.

Please be aware of the following facts

- emails that have a file size of 20MB or more cannot be sent or received.
- The storage limit for emails and attachments is 300MB. Once this limit is reached, you will no longer be able to send or receive e-mails until you free some space.
- Files that have been sent or deleted will stay in the sent or deleted items folders for 30 days. After this time, these files will automatically be deleted and cannot be recovered.
- Attachments such as exe's and mp3s will not be allowed.
- All emails are monitored for unsuitable content.

Please note: Your email address will be in the following format:

surname.FirstThreeLettersOfYourFirstname@elawnswood.co.uk,

e.g. John Smith would be smith.joh@elawnswood.co.uk

Please ensure that you type email addresses correctly without spelling or transposition errors. If you type an address incorrectly, it will not arrive!

Internet Explorer 11 is always recommended. However, if on your home computer this causes issues, you can try FireFox.

The Sixth Form area

Common Room – this is your area for socialising, eating, chatting, playing cards and other games during break and lunchtime. We also understand that when you have been working hard you may need some down time in your free lessons and the common room is the appropriate place for this. You may NOT eat or drink in any other Sixth Form area.

T08 – quiet computer study.

T04 – Sixth Form office.

T06 – *group study, committee meetings and similar.*

Sixth Form and main school library – quiet study only.

Progression - Year 12 into Year 13

Students in Year 12 are not automatically guaranteed a place in Year 13. Progression is contingent upon a number of factors, such as achievement, attendance, and overall conduct in and around school and with our partners Ralph Thoresby, if relevant.

Progression of students not meeting these conditions will be considered on an individual basis and a progression contract may be required.

Lawnswood School does not allow students to re-sit Year 12 unless there are significant extenuating circumstances, such as long-term illness or bereavement.

UCAS and career guidance

This is an integral part of the ongoing support package you will receive during Year 13 and usually begins straight after your exams in June. It is important to remember that although studying is your priority there are lots of elements to being successful in Sixth Form. One of these elements is to take opportunities when they are offered wherever possible. If you do your best to be involved in the enrichment programme, it will pay dividends when it comes to writing your personal statement for UCAS or your CV. Further information about this will be given to you nearer the time.

Effort grades across the curriculum

The school has high expectations of student effort. Research suggests that students make progress when they show characteristics of great learners.

We rate student's effort with these expectations in mind:

3	Meets or exceeds our expectations for effort all of the time
2	Meets our expectations for effort most of the time
1	Meets our expectations for effort some of the time
0	Has not met expectations for effort, but we are confident that this can improve

Student Leadership

The Committee Structure

Head Boy		Head Girl		
Represent the school at Governors and SLT level, plus Open Evenings and transition events. Chair the committee meetings and work closely with the sixth form leadership team.				
Welfare Officer	Social Secretary	Finance/Fundraiser	Learning Consultant	Communications Officer (with marketing)
Form the body of the committee, working together but each with specific roles				
Year 12 representative		Year 12 representative		
Liaison between year groups, supporting the main committee and as an induction for the following year				

More details about how the committee can support you can be found on our website.

As highly valued members of Lawnswood, our Sixth form students are welcomed to contribute to all aspects of school life, from evaluating the quality of teaching & learning, through to encouraging each other to seize opportunities beyond school life.

To this end sixth form students are encouraged to form a student committee led by a Head Boy and Head Girl, to play a key role in the following areas:

- Linking between staff and students to share some amazing opportunities
- Organising inclusive social events, for Post 16 students
- Representing the student body at Governor and Senior Leader (SLT) level and fully contributing
- Continuing to drive the Lawnswood expectations of excellent behaviour and attitudes to learning
- Gathering student voice, including evaluating teaching & learning across the school
- Representing the school at open evening and transition events

Any students interested in joining the sixth form committee should speak to a member of the Post 16 team in the first instance.

Student Learning Agreement – copy to sign and return

The Student Learning Agreement states what you can expect from us and what we expect from you in return while you are in Lawnswood School Sixth Form.

While you are a student in the Sixth Form, you can expect from us:

- An individual programme of study based on your prior attainment at GCSE and future plans.
- Fair treatment without discrimination on grounds of race, gender, disability or sexual orientation.
- Effective delivery of your courses, including preparation to meet assessment and examination requirements.
- Regular feedback on your progress throughout the academic year.
- Academic guidance, advice and support from all staff involved in your education.
- Your own social and quiet study areas for the exclusive use of Sixth Form students.
- Advice and guidance on careers and further study opportunities, including assistance with applications to universities, FE colleges and employers.
- Confidential guidance and counselling on personal matters.
- Opportunities to be involved in the wider life of the school as a role model for younger students and in the local community.

In return, we expect you to:

- Attend registration and all lessons every day as shown on your timetable including study and tutorial sessions.
- Have a serious approach to your studies, completing high quality work to deadlines set.
- Complete considerable amounts of work both at home and in study periods. As a guide, about 5 hours per subject per week.
- Be considerate of the rights and interests of other students and staff, including respect for property.
- Act as a role model around school, including not using the lift and walking sensibly on the left side of corridors.
- Treat students and staff with respect regardless of differences in culture, ability, race, gender, age or sexual orientation.
- Read and abide by the Acceptable Use of ICT policy.
- Participate positively in the full tutorial and study programme and wider student engagement.
- Complete the Progression Module to a pass standard – tick here if applicable
- Keep up to date with news via bulletins and the sixth form Twitter account.
- Seek advice, help and support from your subject teachers and the Sixth Form team.
- Wear your lanyard at all times during the school day.

I agree to abide by the student learning agreement, Acceptable Use of ICT policy, and other rules and expectations of Lawnswood School Sixth Form.

Signed (student) _____

Name (printed):

Form:

Date:
