



# Arden Sixth Form Contract 2024

Being a Sixth Former is a position of responsibility. You are the oldest students in Arden and the other students will look to you to set the example. There is an expectation that your conduct reflects this position, at all times.

In order for the Sixth Form to function in the most effective way possible, we ask you to accept our way of working. Please read this agreement carefully.

Both students and parents/guardians must agree to adhere to all elements of it.

## **Expectations of Students - our code of conduct**

- In Year 12, attend school all day, every day, from 8.40am until 3.30pm. In Year 13, attend school from 8.40am until the final lesson of the day.
- Display an excellent attitude to learning.
- Be active in my learning both in lessons and between lessons.
- Be a role model to all the younger students in the school.
- Attend all lessons, assemblies and morning tutor periods, plus any additional enrichment sessions, unless ill, when the school will be notified.
- To notify school of any absence before 8.30am by calling 01564 773348 or via Edulink.
- To maintain a high level of punctuality.
- To scan in as soon as I arrive on the school site and scan out if I leave before 3.30pm.
- To arrive on time for all sessions with the necessary equipment and resources for each class.
- To adhere to the Arden Dress Code and visibly wear the identity badge (lanyard) at all times when on Arden premises (even during study time).
- To listen to and respect the opinions of others.
- To submit all work set by deadline and seek permission in advance if this is not possible.
- To only use a mobile phone/headphones/ear-buds in the Sixth Form block during break, lunch and study periods. Phones will be confiscated for the day if used in other areas.
- To use Social Media in a mature and responsible manner,
- To check my personal email, Edulink and Google Classroom on a daily basis for messages from school, home learning and resources and to notify the school if the address changes.
- To conform to the expectations of student drivers: cars are not to be brought onto the school site and not to be parked within 1 mile of the school premises.
- To not be collected or dropped off on school premises when taking a driving lesson.
- To understand that if any of the above is not adhered to, the Sixth Form Disciplinary Policy will be followed.
- Take part in mentoring and/or supporting lower school students for 2 hours per fortnight.
- Take part in societies or academic enrichment for 2 hours per fortnight.

## **Behaviour that is likely to incur disciplinary action:**

- Any illegal activities.
- Abusive (including sexist, racist, homophobic or religiously intolerant) language; threatening behaviour whether physical or through language; behaviour likely to cause harm to others; use of social media or other communications technology to cause harm.

- Use of illegal drugs
- Use substances banned from Arden such as alcohol, cigarettes or vapes or bringing such substances onto the school site.
- Bringing the school into disrepute.
- Not displaying the expected attitude to learning / not working to the best of their ability.
- Persistent failure to comply with attendance or punctuality expectations.
- Lateness or missing a session, with no valid reason.
- Persistent failure to follow the dress code.
- Use of Social Media which brings the school into disrepute or is discriminatory
- Use of phones anywhere else in school in common areas of the school (i.e. not in the Sixth Form Block).

## **Formal Three-Stage Disciplinary Procedure**

This formal procedure may be used if:

- A student has not responded to informal actions
- A student breaches the disciplinary policy in a serious manner.

### **Stage One Meeting**

The meeting will be between the Head of Sixth Form and/or the Head of Year and the student together with a parent/guardian if deemed appropriate. This will include a formal written agreement with clear targets that are to be achieved. The student will be made aware that this is the first part of a three stage process and if this is not successfully followed their place at Arden may be at risk.

#### **OR**

If a serious breach has taken place, a formal warning will be issued.

#### **THEN**

In the case of a Stage One Meeting, a review meeting will take place to ensure that sufficient progress has been made. This will take place within four weeks.

If sufficient progress has not been made then, depending on the level of progress, there will be either an extension of the review period or a Stage Two Meeting will take place.

### **Stage Two Meeting**

Students will attend a Stage Two Meeting if they have not met the targets set out in Stage One.

#### **OR**

The issue was serious enough to need an immediate Stage Two Meeting.

#### **THEN**

The meeting will be between the Head of Sixth Form, the Deputy Head (pastoral), the student and parents/guardians. The meeting will set out a new formal written agreement with the targets and expectations. A review meeting will be held within four weeks. Both students and parents/guardians will be made aware that the next step is a formal Stage Three Meeting with the Head of Sixth Form and the Headteacher.

## **Stage Three Meeting**

Students will attend a Stage Three Meeting if they have not met the targets set out in Stage Two.

### **OR**

An investigation found the issue was serious enough to need an immediate Stage Three Meeting.

### **THEN**

The meeting will be held between the Head of Sixth Form, the Headteacher, the student and parents/guardians.

This meeting will decide the next course of action which may include the removal of a student's place at Arden, exclusion for a fixed term or an extension of the review period for a further four weeks. The headteacher and Head of Sixth Form will explain why this course of action has been necessary. Parents/guardians will be allowed to state their views. The Headteacher and Head of Sixth Form will then make a decision and inform all parties of the outcome.

## **Safeguarding**

Academy actions will conform to the safeguarding policy.

Only the Headteacher can make the decision to remove a student's place at Arden.

Behaviour which threatens the safety of students or staff will be dealt with at Stage Three. Arden Academy must prioritise the safeguarding of the students affected by the behaviour being sanctioned.

Reasonable consideration should be given to the safeguarding of those who are the subject of the Stage Three Meeting. In the event of a student's place being removed this should include a support meeting with pastoral staff and information on alternative educational providers being supplied. A reference will be provided.

## **Academic Achievement**

The Sixth Form Team can make recommendations about choosing a different educational provider when there are serious concerns about achievement. This does not mean that a place can be withdrawn based on academic achievement when the code of conduct and disciplinary policy are followed.

## **Right of Appeal**

When a student's place has been removed there will be formal written confirmation of this. Parents have the right to appeal as set out in the AMAT policy.

## **Non-Attendance at Disciplinary Meetings**

Failure to attend a disciplinary meeting without prior notification will be taken to mean that the student is not following the policy. Arden may then continue the meeting without the student and notify them of its result. Persistent avoidance of the meeting with prior notification may result in the meeting taking place without them and students and parents/guardians will be notified of its result.