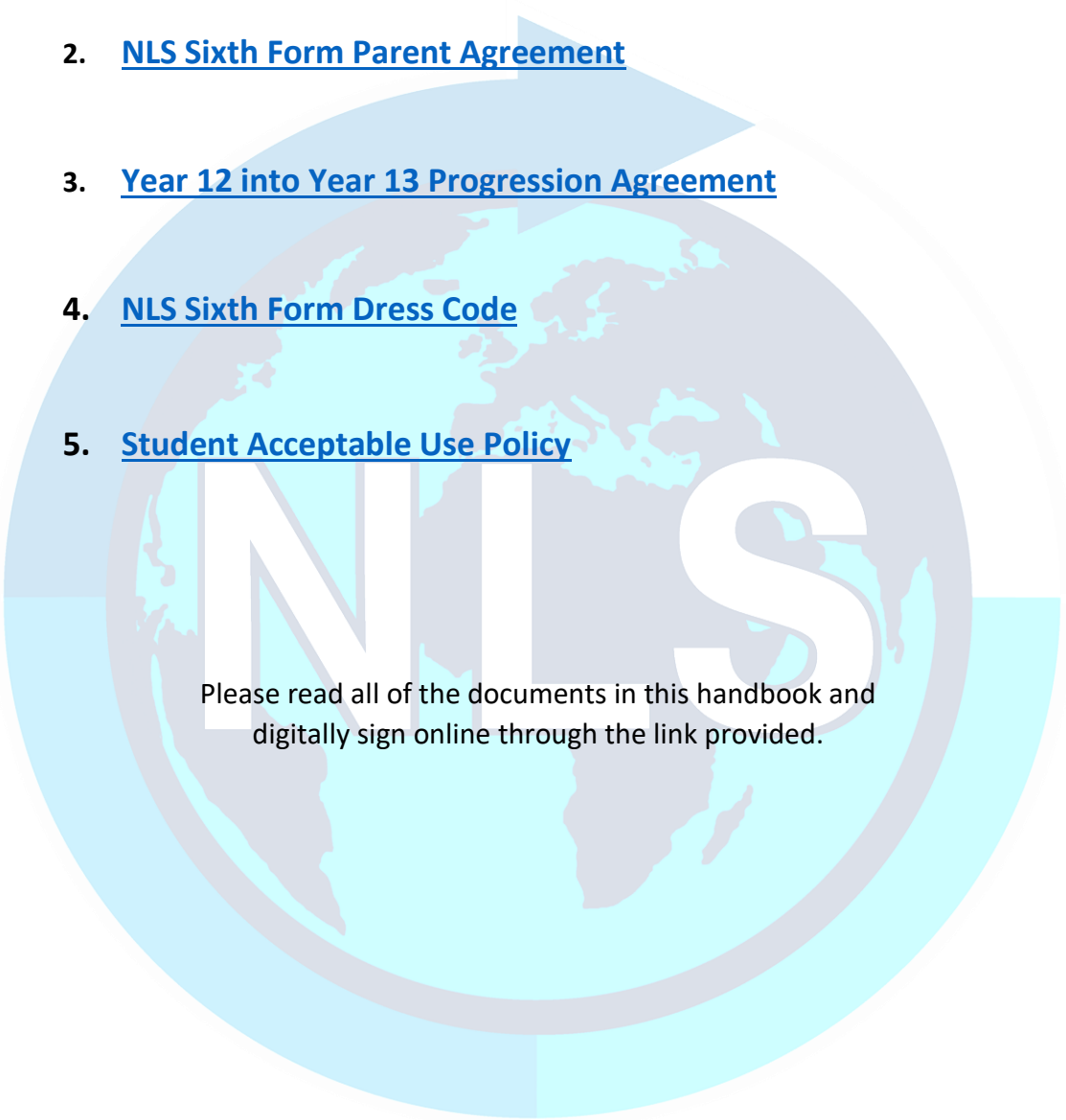




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Please read all of the documents in this handbook and digitally sign online through the link provided.

NLS Sixth Form Student Agreement

By enrolling in to Year 12 at North Leamington School I have agreed to:

- Be an active member of the Sixth Form and NLS community
- Follow the school CORE Purpose in full
- Maintain 96% attendance - Students who have lower than 96% attendance will go through an attendance procedure, which may result in individuals paying for their exams or being removed from a course if too much has been missed
- Arrive at school by 08:45 and get to all lessons on time. Leave break and lunch with enough time to arrive on time for p3 at 11:20 and tutor time at 13:50 – Students late for school more than once will be asked to arrive and register with HOSF at 08:30 to build a better habit
- Attend school properly equipped and engage in lessons
- Care for all school equipment and resources
- Respect and adhere to the Sixth Form Dress code
- I understand that if I do not adhere to the Sixth Form Dress Code that I can be removed from lessons or sent home to change to the correct dress code
- Carry my school ID badge at all times
- Continue with GCSE Maths or English if not secured at Grade 5 in Year 11 or Year 12 (at a time specified by the school)
- Continue with **all** Year 12 subjects started until any Year 12 exam results are released at the end of the school year. A school decision will be made as to which subjects a student will continue with as detailed in the progression policy
- Put full effort into subjects chosen in Sixth Form
- Ensure my coursework and homework is completed and submitted in a timely manner and to the best of my ability
- Work Independently outside of lessons for 6 hours per subject per week
- Use the study rooms respectfully, in silence, to enable others to work
- Treat staff with respect with a mature manner
- Be polite and helpful to others both on and off the school site
- Care for the school and local environment, especially keeping it litter and graffiti free
- Respect the common room and study areas
- Take pride in my own, others' and the school's achievements
- Enable staff to teach and other students to learn
- Use the school's ICT network maturely and sensibly in order to support my learning – in line with the schools e-safety policy
- Be an active role model to younger students
- Take part in the enrichment programme as outlined
- Adhere to the school's no smoking/vaping/drugs policy
- When needing to leave school during the school day, report to the Sixth Form office and collect a signed blue slip and hand into Reception before leaving
- Sign into school, unless you have a lesson period one, and sign out, unless you leave at the end of the school day
- Book non-emergency medical/dental etc. appointments outside of school time
- Return any learning resources/equipment at the end of the course.
- Park in the designated student area, ensuring a valid parking permit is displayed at all times.
- Driving on the school site with due care and attention, ensuring the speed limit is adhered to at all times

I understand and accept all of the above requirements to enrol at NLS Sixth Form.

Student name:

Student signature:

Date:

NLS Sixth Form Parent Agreement

By enrolling my child/ward in to Year 12 at North Leamington School I/we have agreed to:

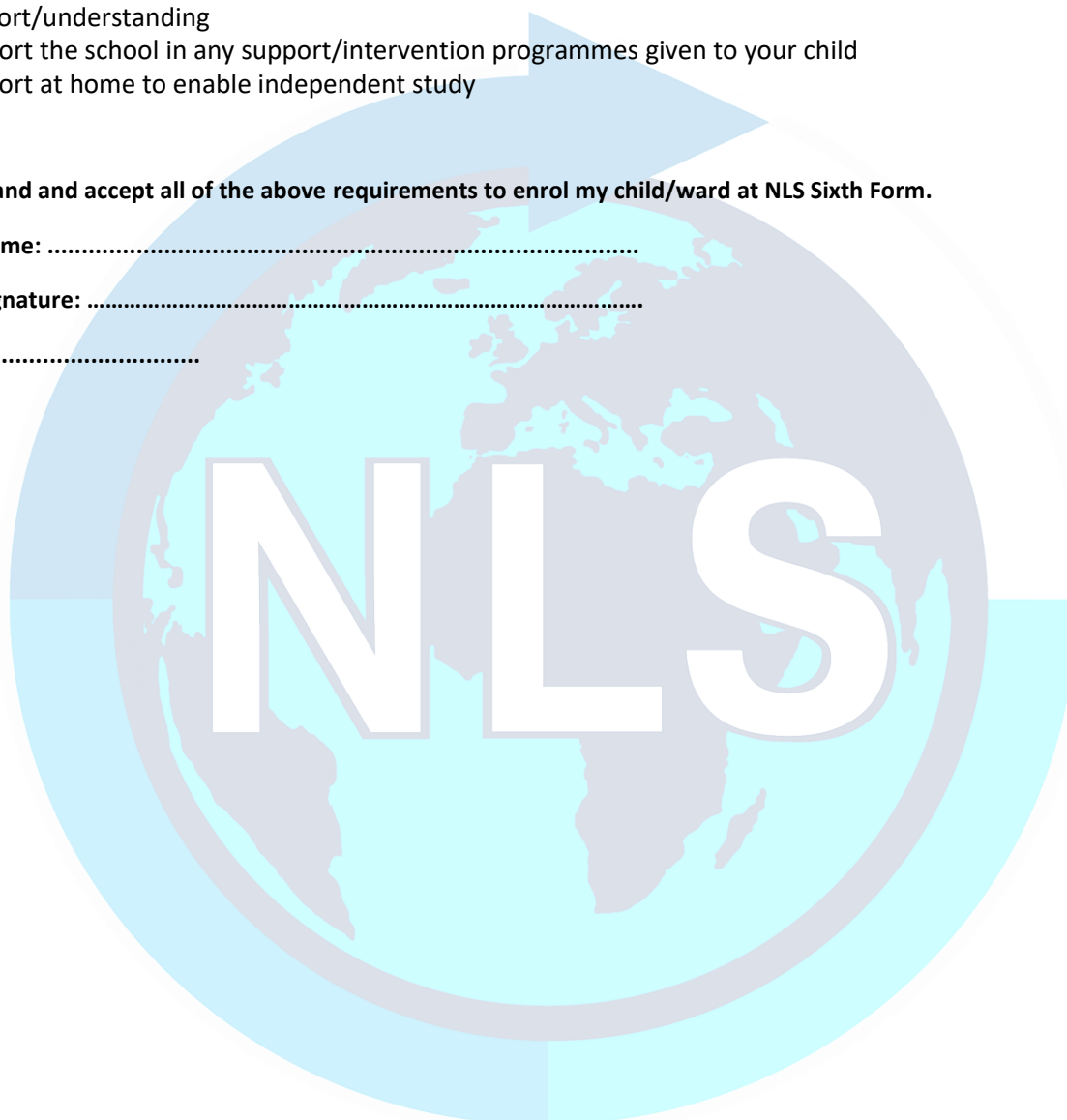
- Support them to be an active member of the Sixth Form and NLS community
- Ensure they maintain 96% attendance
- Email/call in to school if your child is ill or absent (must be parent/carer, not student themselves)
- Book non-emergency appointments outside of school hours
- Ensure they follow the Sixth Form Dress Code
- Inform the school/Sixth Form of individual circumstances which may enable us to offer increased support/understanding
- Support the school in any support/intervention programmes given to your child
- Support at home to enable independent study

I understand and accept all of the above requirements to enrol my child/ward at NLS Sixth Form.

Parent name:

Parent signature:

Date:



NLS Sixth Form - Year 12 into Year 13 Progression Agreement:

- Students enrol onto A-level courses where formal assessment is at the end of two years. There is no opportunity to “cash in” for an AS level at the end of Y12.
- Students start/enrol onto three subjects or their equivalence (in rare exceptions at the school’s discretion a student may be allowed to start with four)
- Suitability to progress onto Year 13 to study subjects chosen at Year 12 enrolment will be determined by using internal data, progression exams and results of any modular exams or assessments (generally BTEC) to ensure students remain on courses that they are likely to be successful on
- NLS does not remove students from courses as a default but will do so if it is felt that students are on track to underperform and time is better-spent pursuing other opportunities
- Students must achieve at least Grade D in the subjects they wish to pursue to Year 13 and full A-level
- The exception to this is Maths, Further Maths, Biology, Chemistry and Physics where they must achieve a Grade C to continue to Year 13
- Where students are following Level 3 BTEC qualifications, a student must successfully complete all Year 12 units as a requirement of the course
- Unless a student’s personal target for BTEC is a Pass, the minimum expectation for progression on a BTEC course is a Merit at the end of Y12
- In addition, where necessary, students must continue with their GCSE Maths and/or English until at least a Grade 5 is achieved.
- Remember: content for A-levels is progressive and Year 13 content is more demanding than Year 12
- Predicted Grades that are reported at each point of the data cycle in Y12 and Y13 are predictions of performance at the end of Year 13
- Predicted grades on data do not dictate UCAS predicted grades
- When a student is identified as requiring support in a particular subject, an agreement will be reached about the support to be offered alongside the required engagement from that student
- The agreement may include conditions about levels of attendance, punctuality, meeting of deadlines, general attitude to learning, behaviour or other factor
- The agreement may require the completion of additional work or evidence of commitment
- Students who do not meet the progression criteria will be placed on a learning contract personalised to the individual situation
- If on a learning contract students will remain in school on a Friday afternoon to study
- Where teacher assessments and internal data suggest a student is likely to fail a subject or significantly underperform the school reserves the right at any time during the Year 12 or Year 13 academic year to remove them from this subject(s) in order to enable more support to be given to ensure the subject(s) they remain on are more likely to be a success
- Students are not allowed to repeat Year 12 courses. Year 12 and Year 13 courses run concurrently over a two year period only. Therefore, an additional third year in the sixth form is not an option, nor is it possible at the end of Year 12 to restart the year on the same or different courses unless there are exceptional circumstances
- In terms of changing courses within a year, it is at the school’s discretion whether a student will be allowed to follow a different subject to those chosen at the time of enrolment at the start of Year 12 – catching up missed learning on a course started late is challenging and so the cut-off point for beginning a new course is within the first four weeks of Y12
- In exceptional circumstances the Head of Sixth Form and other senior staff will look at individual cases if the progression criteria above is not met. In these cases, continuation will be at the discretion of the school and in the best educational interests of the student
- Advice and guidance will be provided by staff throughout

I understand and accept all of the above progression requirements for moving on from Year 12 into Year 13.

Student name:

Student signature:

Date:

NLS Sixth Form Dress Code – ‘Professional attire’

Sixth Formers are role models to the rest of the school, which means they need to dress professionally to demonstrate the positive values, attitudes and behaviour expected in the Sixth Form and in NLS. Your attire should have an overall look of professionalism, with the minimum expectation of what you would be required to wear in a workplace.

<p>Please note, you should only wear ONE ITEM from the informal list in your outfit choice. If a combination of informal items are worn, it would be going against the dress code. A collar is required with every outfit.</p>	
<p><u>Formal</u> Suit type trouser Tailored skirts Tailored dresses Shirt, polo shirt, blouse Smart shoes Suit Jacket Blazer jacket Dark Chino type trouser</p>	<p><u>Informal</u> Light Chino type trouser Tops (t-shirt style) Full black trainers Boots of certain styles (discretion)</p>
<p><u>Collars</u> All students should wear a collar. This can be in the following items: Blazer / Suit jacket Shirt Polo shirt</p>	
<p><u>Trousers:</u> Suit type trouser – tailored fit allowed Sober colours/patterns allowed Chino type</p> <p><u>Dress/skirt</u> Appropriate material (see below) and length. The length should be no shorter than 2/3 of the length between the hip and knee at natural resting state.</p> <p>Jumpsuits are allowed at 3/4 or full length leg & must be professional material.</p> <p><i>Not allowed:</i> <i>Denim/ripped clothing/lounge wear/sportswear bottoms/skin tight trousers/patterned tights/informal material/shorts/skorts</i></p>	
<p><u>Material of trousers/skirts/dresses</u> Material of clothing needs to be tailored and professional.</p> <p>Stretchy thin cotton fabric, leather, pleather or PVC is not professional and therefore not allowed. Lounge wear, sportswear material is not allowed.</p> <p><u>Patterns of trousers/skirts/dresses</u> Pattern and colour of the item of clothing should be reasonable and proportionate to the professional environment.</p>	

Tops:

Shirt, polo shirt, blouse, tops

Bra straps should be covered, so thicker straps and tops shouldn't be revealing.

Not allowed:

Sport shirts/strappy tops/oversized t-shirts/cropped tops/see through attire

Jumper:

V-neck/round neck /cardigan

Subtle pattern

Not allowed:

Hoodies/zip ups with hood/sweatshirts (round neck hoodie material)/tracksuit tops

Shoes:

Formal/smart/ballet pump/sandals with back strap

Boot type allowed

Heel of suitable height

Full black trainers (sole and shoe)

Not allowed:

Walking boots/canvas shoes/white or coloured trainers/work boots/flip flops/sliders

Jackets: (if worn around school)

Suit style jacket, blazer, formal overcoats

[In the winter, outdoor coats need to be taken off in lessons and study periods]

Not allowed:

Denim jackets, Leather/pleather jackets, Sports jackets

Jewellery & Accessories

Subtle jewellery which is appropriate for a professional job.

Not an *excessive* number of rings, earrings, necklaces or bracelets.

Nose piercings - one single stud

No visible tattoos.

Nails – appropriate length to enable work or as to not distract others.

Other:

No hats

No slogans, bold or offensive logos

No playsuits

No low necklines

Suitable overcoat/jacket – sober colour/subtle pattern

No ear pods/phones or similar to be used outside of Sixth form areas

Please note, you should only wear ONE ITEM from the informal list in your outfit choice. If a combination of informal items are worn, it would be going against the dress code.

Within this dress code the school reserves the right to determine if an article of clothing is acceptable to be worn.

The overall discretion is up to the Head of Sixth Form.

Student Acceptable Use Policy: **Rules for Responsible Email and Internet Use**

The school has installed computers and Internet access to help support your learning. These rules will keep everyone safe and help us all to be fair to others.

1. I will use only my own login and password, which I will keep secret
2. I will not access other people's files
3. I will use the computers only for school work and home related learning
4. I will not bring USB sticks into school
5. I will only email people I know, or those my teacher has approved
6. The messages I send will be polite, sensible and will not bring the school into disrepute
7. I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer, or teacher has given permission
8. To help protect other students and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like
9. I am aware that personal and excessive printing is not allowed
10. I understand the use of social media sites is prohibited on the school network
11. I understand that the school may check my computer files and may monitor the Internet sites I visit

Student Name (please print): _____

Student Signature: _____

Date: _____

Parent/Carer Name (please print): _____

Parent/Carer Signature: _____

Date: _____

North Leamington School is a NO MOBILE PHONE SITE

Sixth Form students may only use a mobile phone in the designated Sixth Form areas and must not be seen using a mobile phone around school.

If a student has a mobile phone visible around school, it will be confiscated and returned at the end of the day.

It is vital that no student is allowed to have images of your child in their possession, without your consent.

We would recommend that you know all the passwords for your child's mobile phone and check this regularly.