

The Park Academies Trust Sixth Form – Expectations of Teaching and Learning

Year 12 Learning Agreement

You have made an important decision to study in the sixth form at The Park Academies Trust. You will find aspects of both teaching and learning in the sixth form to be different from the ways your learning was organised throughout KS4. The expectations the sixth form has of its students, and the systems that are in place to support your learning, will also be different to those you have experienced before.

This document outlines our expectations of Teaching and Learning in post-16 and this document focuses on what students can expect in terms of teaching from the sixth form. It outlines the academic expectations the sixth form has of its students and explains the intervention and support that has been put in place for students who experience difficulty in fully meeting these standards. Poor attendance, punctuality and students failing to complete set work on time are the main causes of under-achievement in our sixth form and we have put in place a range of systems to support you as you make the transition to post-16 study.

Expectations of Teaching

Key Stage 5 subject leaders and subject teachers will organise and deliver courses which will fully prepare you for the external examinations and assessment requirements of the programmes of study you have chosen to follow.

You will be set academic targets (MEGs) and your progress will be regularly reviewed against these. Your teachers will maintain records of your attainment and progress which will be shared with you and your parents/carers so that you are fully aware of what you need to do to progress.

Your subject teachers will provide you with meaningful and challenging learning experiences which will fully prepare you for the internal and external assessments required by your individual programmes of study.

You will be set work on a regular basis and the assessment of this work will indicate ways in which you can improve.

In the event of a known teacher absence you will be set work to complete in order to minimise the impact on your learning.

The school will report on your progress to your parents/carers and ensure that there are ample opportunities for you and your parents/carers to discuss your progress.

Your form tutors, subject teachers and members of the sixth form team will provide opportunities to keep you fully informed about your future career pathway whether this is in employment, training or on a further or higher education course.

Your form tutors and subject teachers will actively encourage and support you as you develop the skills of supported self-study and independent learning.

Your form tutors will organise and help supervise support and intervention if you are falling behind with the programme of work set by subject teachers or if you are struggling to adjust to the more independent approach to learning in the sixth form.

The Park Academies Trust Sixth Form is fully committed to providing you with opportunities for individual guidance on academic and pastoral issues through your form tutors, subject teachers, Key Stage 5 subject leaders and the sixth form leadership team.

Expectations of Learning

It is expected that you will attend school on all term days, other than when absence is unavoidable. You must schedule holidays so that they do not occur in term-time or disrupt your learning. You should notify the school by telephone on the first day when you are absent through illness and explain any absence from school to your form tutor and subject teachers on your return.

It is expected that you attend all assemblies, registration and enrichment sessions as directed by your form tutor. You must attend and be punctual to all classes and activities which make up your programme of study.

Failure to attend and meet expectations will result in targeted intervention. Persistent absence could lead to a student being asked to leave.

You must register your attendance daily. This will be done during a morning registration period 8.40-8.55am for all students. Your parents/carers will be notified as a matter of urgency of your absence if you are not present.

You must complete all work by the deadline set by your subject teacher and complete this to the best of your ability. In addition, you must undertake the independent support work and background reading which is appropriate to your courses. You must arrange with your subject teachers to make up any work you have missed through absence.

If you miss a deadline for any piece of work your subject teacher will intervene to support you and refer this information to your form tutor who will organise support and intervention to help ensure that you get back up to date. Your tutor will review your progress on a daily basis during morning registration sessions in order to support your learning and to ensure progress.

You will discuss with your form tutor and subject teachers at the earliest opportunity any personal and academic difficulties that are affecting your school work. It is your responsibility to ask for help if you are struggling with any aspect of your post-16 experience.

Where learning expectations are not being met payment of the 16-19 Bursary may be withheld until agreed learning targets are achieved.

During non-contact periods where there is no timetabled lesson or supervised study session students will be allowed off site in order to study independently or in an appropriate place. By signing this learning agreement parents/carers are giving their permission for students to leave the supervision of our school site at these times.

What support and intervention is available for students not meeting the expectations for learning?

In the sixth form an Academic Achievement & Academic Concerns system has been designed to promote consistently outstanding punctuality, attendance and academic performance. Academic Achievements and Academic Concerns are recorded on the school's Arbor system and shared with both students and parents/carers.

Academic Achievement

Staff take every opportunity to praise progress, achievement, effort and being a sixth form ambassador within The Park Academies Trust and wider community. Academic Achievement categories include:

- Consistently meeting assignment deadlines (2 points)
- Excellent contribution in class (1 point)
- Outstanding academic progress – positive progress score in PPEs (15 points)
- 100% attendance per term (5 points)
- Outstanding contribution to Student Services (10 points)
- Outstanding work ethic/ independent study in Supervised Study (2 points)
- 100% attendance overall (20 points)
- Student ambassador (5 points)
- Contribution to Sixth Form Student Union (5 points)

Rewards

For every Academic Achievement point awarded students receive a token to place in the voting box of the local good cause they would most like to support. At the end of the academic year, the number of tokens are counted and the achievement budget is distributed between three local good causes/ charities.

The local good courses are selected by the sixth form students at the start of each academic year.

Academic Concerns

If a student's academic attainment and/or progress becomes a concern sixth form staff will provide immediate and personalised guidance and intervention to support students who are not meeting the expectations for learning. Academic Concerns include:

- Failure to attend intervention clinic when requested
- Failure to demonstrate revision for PPE
- Failure to meet deadlines (h/w or c/w)
- Failure to wear ID badge
- Inadequate work ethic or attitude
- Inadequate work ethic or attitude (Supervised Study)
- Inappropriate behaviour towards a peer or member of staff
- Plagiarism
- Poor punctuality to tutor time/ lessons
- Truancy (absence from school without notification from parent)

Each Academic Concern totals -1 academic point.

Each Academic Concern recorded will result in the student attending a compulsory academic twilight session (Tuesday or Thursday 3:30pm – 5:00pm).

Through each stage the school recognises that you may at times need individual support and intervention for the more independent demands of post-16 learning. You may require different forms of individually tailored support which is why the post-16 team sets out clear expectations for all aspects of sixth form life.

Stage 1 – Form Tutor Conversation and Guidance (1 Academic Concern Point)

When your form tutor receives a concern from the subject teacher they will offer guidance during morning registration sessions which will support your learning. You will discuss a support programme which will include personal action points/targets in place and progress towards agreed targets will be reviewed by your tutor. These targets will be overseen by the tutor each morning.

Stage 2 – Learning Conversation and Guidance (5 Academic Concern Points)

Students who are struggling to meet the learning expectations of their subject teachers will be offered support by teachers/leaders who will contact home and offer appropriate intervention. Your subject teacher will be the main point of contact/support at this stage.

Stage 3 – Student Impact Report (10 Academic Concern Points)

Should you be unable to meet the targets agreed with your form tutor you will be referred to your Head of Year. We will interview you and put in place a series of Personal Learning Checklist academic targets (PLCs) addressing your learning needs – these will be set by your subject teachers. Progress will be supported and monitored by your Head of Year and they will inform your parents/carers by letter of any concerns. You will be issued with a Student Impact Report to support your progress.

Stage 4 – Head of Sixth Form Intervention (15 Academic Concern Points)

If you are unable to meet the revised targets that have been set a meeting will be arranged with you, your parents/carers and the Head of Sixth Form in which your current programme of study and examination entries will be reviewed. At this meeting your Student Impact Report will be reviewed and new PLCs will be set by the Head of Sixth Form. The Head of Sixth Form will also issue you with a letter and a copy of this will be sent to your parents/carers summarising the agreed PLCs and consequences of not meeting them.

Stage 5 – Progression Meeting (20 Academic Concern Points)

Should you remain unable to meet the expectations agreed with the Head of Sixth Form a further meeting with the Head of Sixth Form and your parents/carer will be held. Alternative learning pathways better suited to your needs will be considered and learning expectations agreed. Details will be issued to you and sent to your parents/carers, giving information about this meeting.

If you are unable or unwilling to make agreed improvements a meeting will then be convened with the Senior Leadership Team at which you may have your place at the sixth form withdrawn. Your parents/carers will have the right to appeal against any decision made by The Park Academies Trust at this stage