



# Sixth Form Student Handbook

September 2016



# Term Dates – 2016/2017

## Autumn 2016

<b>Starts</b>	Monday 5 September
<b>Ends</b>	Friday 16 December
<b>Non-Teaching Days</b>	Thursday 1 September Friday 2 September Friday 21 October
<b>Half-Term Break</b>	Monday 24 October – Friday 28 October

## Spring 2017

<b>Starts</b>	Tuesday 3 January
<b>Ends</b>	Friday 31 March
<b>Non-Teaching Day</b>	Friday 10 February
<b>Half-Term Break</b>	Monday 13 February – Friday 17 February

## Summer 2017

<b>Starts</b>	Tuesday 18 April
<b>Ends</b>	Friday 21 July
<b>Half-Term Break</b>	Monday 29 May – Friday 2 June

# The College Day

Students must arrive five minutes before registration for a prompt start to the day.

### Registration

8.30 am – 8.45 am

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### Period 1

8.45 am – 9.45 am

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### Period 2

9.45 am – 10.45 am

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### Break

10.45 am – 11.05 am

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### Period 3

11.05 am – 12.05 pm

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### Period 4

12.05 pm – 1.05 pm

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### Lunch

1.05 pm – 1.50 pm

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### Period 5

1.50 pm – 2.50 pm

Be positive

# welcome

Be ready for a new challenge.

Be prepared for College to be your full-time job for the next two years.

If you are dedicated and work hard, there will be rewards.

We look forward to following your progress and supporting you in this exciting stage in your education.

**Welcome to the Sixth Form**, and congratulations on your success at GCSE!

We are delighted that you have chosen to join us in **the Sixth Form at The Spires College**. In the Sixth Form Centre, we aim to meet the needs of all of our students. We prepare students for entry to Higher Education at universities and colleges, as well as for entry to vocational and academic courses in Further Education, or to employment, apprenticeships and business start-ups. By offering a tailored, personal programme of information, advice and guidance, you will be guided and supported to be able to make informed and appropriate decisions for your future.

**As a Sixth Former**, you play a leading role in the College community. By virtue of your age and maturity, you now have the authority and stature to influence the conduct of younger students, who will look up to you and model their behaviour upon yours. Your support in setting the right tone will be greatly appreciated. Please take the lead and demonstrate your maturity and social awareness in the way in which you interact with the whole College community and represent the College to the outside world.

We have an impressive range of **extra-curricular** and **enrichment** activities. We know that the more you put into life in the Sixth Form and **the more you involve yourself, the more you will get out of it** and the more memorable it will be!

**The Sixth Form Team**

# guidance & support

We're here to help!

The most common mistake made by students is to assume that nothing can be done or that no one will understand.

Students who do not talk to friends, parents, teachers or tutors, or seek support from professionals, tend to suffer in silence for too long.

In the Sixth Form, students join a caring community. **Every student is part of a tutor group.** Such personalised tutorial support is vital in ensuring that your academic success and personal well-being are taken care of. Possibly the most important working relationship that you will have in the Sixth Form will be with your tutor.

**Your tutor's role is to support you and monitor your progress during your time in Sixth Form.** They should be the first person you turn to if you encounter problems, want information or need advice. Your tutor has your best interests at heart and will take action or consult with other colleagues if your progress, attitude, attendance or behaviour is a cause for concern. They will also help to support you to become an independent learner, to be able to study effectively, to manage your time efficiently and to be self-disciplined. Your tutor is also a pivotal link between College and home and will be the first point of contact if your parents/carers wish to raise any issues. In addition, your tutor will write your reference for university, further training or employment.

Your tutor will use timetabled tutor time for one-to-one meetings, as well as delivering our tutorial programme. You will have regular mentoring sessions with your tutor in order to review your progress, help you to manage the transition to Sixth Form and, when the time comes, to make decisions about your future plans.

**You should seek help if you experience problems.** In addition to the support available in College, we can put you in touch with outside agencies.

## 16-19 Bursary

**You might be able to apply to the 16-19 Bursary Fund**, a scheme from the Education Funding Agency (EFA) to help students facing financial hardship to stay in full-time post-16 education.

In order to apply to the 16-19 Bursary Fund, you must:

- ▲ be at least 16 and under 19 on 31 August 2016
- ▲ meet the residency requirements: *we can check this for you.*

Those most in need will be eligible for a bursary of up to £1,200 a year.

You are eligible to apply for the highest level of bursary if:

- ▲ you're in or recently left local authority care
- ▲ you're disabled and you get Income Support in your name
- ▲ you're disabled and you get Employment and Support Allowance (ESA) and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name
- ▲ you're disabled and you get Universal Credit in your name in place of Income Support or ESA

**If you don't qualify to apply for the full bursary**, you may be entitled to some help if you receive **free school meals** or your family is in receipt of **certain benefits**.

If you believe that you are eligible to apply for financial support, please complete and return an **application form**. Application forms are available from the Sixth Form Office.

Since the funds allocated to us by the EFA are very limited, we are not able to guarantee financial support for every claimant.

*Further information about this scheme is available from*  
**[www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)**

## Communication with Parents and Carers

Although we encourage Sixth Form students to develop increasing independence, communication with parents and carers is very important. We welcome enquiries from parents and carers and we are happy to give a progress update at any time.

If we have concerns, we will make contact ourselves. Students usually prefer to deal with teachers directly, and we are happy for this to happen; however, our responsibility to keep parents informed is uppermost in our minds and parents will always be informed by letter, email or telephone call of any concerns and interventions.

## E-mail

To improve communication, students and parents/carers are requested to provide e-mail addresses. Although letters will be provided for students on important issues, by using e-mail we can provide more frequent reminders regarding other events.

## **Email is the most efficient way of contacting tutors and teachers.**

Email addresses of key staff are on our website

[www.thespirescollege.com](http://www.thespirescollege.com)

You can contact any member of staff by email using their initial and surname followed by @thespirescollege.com

For instance if you wanted to contact John Smith, his email address would be: [jsmith@thespirescollege.com](mailto:jsmith@thespirescollege.com)

## Key Contacts

**Sixth Form Centre  
The Spires College**

Westlands Lane  
Torquay  
TQ1 3PE

**Telephone**

01803 408852

**Email**

sixthform@  
thespirescollege.com

## Meetings with Tutors and Teachers

We invite all parents to meet with their child's tutor early in the academic year.

Parents' Evenings provide an opportunity to meet subject teachers.

Students usually attend with their parents/carers.

Parents/carers may request a meeting with their child's tutor or the Head of Sixth Form at other times. Subject teachers may offer opportunities to have meetings at times other than Parents' Evenings.

## Progress Reports

We issue regular progress reports for each student.

We will contact parents and carers by email to let them know when to expect the report.

### **Your progress in the Sixth Form will be closely monitored.**

We use national data to set you a target grade for each subject that you study. These targets are aspirational but achievable.

At regular intervals, your teachers will make a judgement about the progress that you are making towards your target grade and your commitment to your learning and progress.

You should make sure that you know and understand your target grades in each subject and use the information in your Progress Reports to understand and improve your performance. We analyse the information that your teachers provide closely to check that you are on track.

If we think that there is a problem, we will ask you to come in and discuss it, with your parents/carers. If you think that there is a problem, with any of your subjects, you should speak with your tutor and subject teachers, in the first instance.

In addition to receiving Progress Reports, teachers will regularly mark your work and give you feedback. This feedback will inform you clearly about the standard being achieved and the steps you need to take to make progress.

Tutors will regularly ask you to provide updates on your progress in each subject. You should be able to explain to your tutor the grades you are achieving in each subject and what you need to do to reach your target grades.

We expect students to take increasing responsibility for their own academic progress in the Sixth Form.

### Your Study Programme

Your Study Programme is individual to you. There are, however, some common features of *all* Study Programmes at The Spires College:

- ▲ we expect you to have a 'full time' programme: at Level 3, this is a **minimum** of three courses (unless work experience makes up a substantial part of your Study Programme)
- ▲ all students will take part in enrichment activities (most of these take place on a Wednesday afternoon)
- ▲ all students will undertake work experience as a planned element of their Study Programme
- ▲ all students will attend tutorial, every day

### Course Changes

You have been given clear advice and guidance when choosing your courses. If you feel that you need to change a course that you have chosen, ask your tutor to raise the matter with the Head of Sixth Form and they will arrange a time when, together, you will be able to explore the possibilities.

We cannot guarantee that you will be able to swap to a new course. However, if we agree that your proposed course of action is appropriate, we will do our best to make the change possible, in consultation with the relevant members of staff.

**Any changes must be agreed within the first month of study.**

In **exceptional** circumstances, it may be necessary for students to drop a course. However, no student may drop a course at any time without permission from the Head of Sixth Form and the Vice Principal.

**The first discussion should be with your tutor.** Attendance at lessons **must** continue until the process has been completed and approval to 'drop a subject' has been completed.

# a new way of learning

Making the most  
of learning in the  
Sixth Form

## The importance of making a good start

The speed of adjustment to the pace and style of Level 3 learning in the Sixth Form naturally varies from individual to individual.

The work will be more demanding than at GCSE, and there will be plenty of it.

If you are going about your studies in the way that we expect, you will find yourself very occupied with academic work, both during the evenings and over the course of a typical weekend. You must, therefore, adjust very quickly to these facts of life in September.

## Active learning

In the Sixth Form, **classes tend to be smaller and more intimate** than those you may have experienced to date, and this places a much greater importance on your active involvement in lessons.

You will see each of your teachers for several lessons each week, and you will quickly appreciate the importance of developing a good working relationship. It is highly unlikely that many lessons will be confined to lectures and dictated notes.

In the Sixth Form, **the role of the teacher is not to spoon-feed**, but rather to direct, advise, stimulate and encourage.

**You will quickly discover that the key to academic success lies in commitment, organisation and momentum**

There will be much more emphasis on reasoning, understanding, analysis and evaluation

## Taking your own notes

When you are writing down notes in lessons:

- ▲ make sure that you don't just write what the teacher has said or written on the board
- ▲ add your own notes and comments to help you to understand; if you are not clear about what the teachers are saying, make sure that you ask them to explain again, either straight away or after the lesson
- ▲ it is a good idea to go back to your notes as soon as you can to check that you definitely understand
- ▲ underline or highlight key points and add in additional notes to ensure that they will make sense when you come back to them.

## Time Management

Our expectation is that Sixth Form students should be doing **at least five hours** of work a week, in addition to lesson time, for **each course** that they are studying.

## Homework

Sixth Form students are not given a prescribed homework timetable.

Teachers set work that is appropriate for their subjects, and give students a reasonable period of time in which to complete it.

- ▲ You should plan your time to enable you to complete all tasks set by the deadlines given.
- ▲ If, when preparing a task to be handed in, you find yourself in difficulties, you should speak to your teachers and seek help at the earliest opportunity.

**Finding a task difficult is not an acceptable excuse for missing a deadline. Be proactive. Take responsibility.**

## Time Management

The Sixth Form is much more demanding than Year 11 in terms of organisation and self-discipline. You must, therefore, adjust very quickly to the demands that will be made on you. As at university, good organisation and time management are essential if you are to get work in on time and do it to the best of your ability.

You will never have no work to do; there will always be some topics which require attention.

If you find that you are spending much more or much less time on your studies than the amount recommended, you must discuss the situation with your tutor.

If you find any aspect of the work particularly difficult, ask your subject teachers for help or advice.

You need to find a filing system that works for you. Some good ideas for better organisation are:

Get Organised

- ▲ have **one everyday folder** with a section for each of your subjects. This will avoid you needing to carry lots of folders every day.
- ▲ ensure that you have **a folder at home for each subject you are studying**. Colour code each folder and divide each one into sections by topic using dividers. Transfer notes from your everyday folder into these folders regularly.
- ▲ add any assignments, ensuring that you keep them with the notes for the relevant topic.
- ▲ if you are absent, ask a friend to share their notes.
- ▲ **why not agree with friends that you will share copies of assignments?** If your friend got a higher mark than you, comparing how you organised your ideas and what you included can help you to see how to improve next time.
- ▲ make sure that you **put the date on every page** of your notes. If your file gets in a muddle and you need to get organised, this will make it much easier to put things back in order.
- ▲ **find out which exam board you are studying**. You might find it useful to download a copy of the syllabus so you can see the topics you are covering and also the assessment objectives that will be used.
- ▲ **check your notes against the outline that your teacher has given you of the course**. Make sure that there isn't anything missing. If you find any gaps, ask your teacher or a friend to help.

## 15 Top Tips

Successful Sixth Form students have identified that these things *really* make a difference.

- 1 Set yourself **ambitious, yet realistic targets** and develop a pattern of study that enables you to meet them.
- 2 **Spend time organising your work.** Use your planner to keep a careful record of all work set, work completed and work outstanding.
- 3 **Don't be afraid to ask for help** when you need it! Don't suffer in silence and don't pretend that you understand something when you don't!
- 4 **Plan in advance** when and where you are going to do your reading, thinking, researching, note-making and writing.
- 5 **Pace yourself.** Everyone finds themselves under pressure on occasions. For example, if you have been absent through illness, discuss the problem with teachers. They will be sympathetic.
- 6 **Sensible planning** is the key. Formal written homework, assignments and essays should never be deferred until the night before they're due in.
- 7 You should quickly get into the habit of **reading widely** and **engaging in investigative research.** Think about your subjects not only in lessons, but also between lessons.
- 8 Remember that your class work and formal assignment are only part of your Level 3 study: **a regular review of your files and notes,** as well as **additional reading,** is essential.
- 9 **Keep a balance between your subjects.** Don't make the common mistake of 'marking time' in one of them for a term: this will cause problems to mount up at a later date.
- 10 **Do not leave everything to the last minute.** Acknowledge the importance of deadlines.
- 11 **Work is not completed when it is handed back.** The comments are *far* more important than the mark awarded. The learning process involves your corrections, additions and rewrites.
- 12 **You should make notes on everything you read** and, thus, learn how to summarise the most important features of a text book, chapter, or article.
- 13 **The unthinking copying of sections from a textbook, or copying and pasting from the internet,** as a means of 'getting homework done' is easily identified and utterly worthless.

**14 Teachers are only one of a number of sources of information.** They will, of course, suggest suitable reference material, but it is your responsibility to consult it and make full use of it.

**15 It is essential that everything that you read and write is fully understood.** When written work is returned, you should always correct errors and add ideas and material that you omitted in your first attempt.

# attendance

## Registration

If you are absent from College due to illness, your parents/carers must contact the Sixth Form Centre on the morning of the first day of absence.

## Phone Sixth Form Attendance

01803 408852

## College begins at 8.30 am.

*Every day starts with registration.*

This is an important part of the day, where you will receive important information, advice and guidance specific to the academic route you are following and Sixth Form specific notices. It is an opportunity for you to meet with your tutor and arrange times to discuss your progress. You should register at 8.30 a.m. with your tutor **every day**, regardless of whether or not you have a lesson during Period One.

Students who arrive after 8.45am will need to sign in the late book in the Sixth Form office before going to a lesson.

**Lateness and absence are recorded carefully and form an important part of our assessment of your progress.**

In the unlikely event of your attendance falling below an acceptable standard the following protocol will be followed:

- ▲ If there are no extenuating circumstances, a **Cause for Concern** will be issued by your tutor, informing the Head of Sixth Form. You will be seen by your tutor and required to improve your attendance within an agreed period of time. Your tutor or the Assistant Head of Sixth Form will also contact your parents.
- ▲ If no improvement is seen at the next check, a **Referral** will be issued by your tutor. You will meet with the Head of Sixth Form and your tutor. Your parents/carers will be also be invited to attend the meeting.
- ▲ Any further infringement will result in a meeting with the Vice Principal, your parent(s) and yourself to discuss the way forward.

## Absences which can be foreseen in advance

If you need to be absent for a special reason, you must **ask for permission**, in writing, from the Head of Sixth Form, **well in advance**.

Permission will be given for medical reasons, for unavoidable appointments such as driving tests or university interviews, and for attendance at courses or events which are clearly of educational benefit.

### The following are examples of reasons for absence which would usually be considered to be acceptable:

- ▲ A medical appointment which cannot be arranged outside of College hours
- ▲ Family bereavement
- ▲ Attendance at the funeral of a close friend or immediate family
- ▲ To look after a family member or another person for whom the student has caring responsibilities: *this does not include babysitting younger siblings*
- ▲ A religious holiday in line with the student's faith
- ▲ A visit to a university, either to attend an Open Day or for interview
- ▲ A career-related interview
- ▲ An appointment with a Careers South West advisor (although these should, wherever possible, be scheduled to avoid disruption to studies)
- ▲ A work experience placement which is an integral part of a course, and for which the student does not receive a wage
- ▲ Participation in significant extra-curricular activity, such as drama, music or sport, or volunteering. Authorised absence will be granted only where the activity reflects a significant level of personal achievement e.g. *taking part in a regional or national event*
- ▲ Evidence of court attendance
- ▲ Attendance at a probation meeting
- ▲ A driving test

*This list is not intended to be exhaustive*

## Unacceptable Reasons for Absence

**The following are examples of reasons for absence which would not be acceptable:**

- ▲ A holiday taken during term time
- ▲ A social event
- ▲ Part or full-time work which is not part of the student's Study Programme
- ▲ Leisure activities
- ▲ Birthdays or similar celebrations
- ▲ Baby-sitting younger siblings
- ▲ Shopping
- ▲ Driving lessons
- ▲ Routine medical or dental appointments
- ▲ Missing lessons to complete coursework/homework

*This list is not intended to be exhaustive*

### **Absences which cannot be foreseen in advance**

Where an absence genuinely could not be foreseen in advance, parents/carers should make arrangements to tell the College as soon as possible on the day in question that a student will be missing classes. Where parents/carers fail to do this, the absence will be treated as unauthorised (and therefore a student eligible to receive a bursary payment will not do so for the week in question).

**The only exception to the principle above** is where the student can supply a strong reason why they failed to contact the College that day. This might be because an event has been particularly disturbing or unpleasant, or because there has been a genuine practical barrier.

## Sickness Absence

Students' parents or guardians must certify a **short illness** with a letter or telephone call, up to **a maximum of five days**. Beyond this, a medical certificate will be required.

Students' parents/carers should endeavour **to report illnesses to the College on the day**, or as soon as possible thereafter. Isolated periods of genuine sickness should not preclude bursary payment to eligible students. If a student is off long-term but has made arrangements to study from home, then payment may be made.

The College is entitled to turn down applications for authorised sickness absence if we have reason to doubt the validity. Clearly, **an emerging pattern of non-attendance due to sickness without explanation would be unacceptable**. Absence is considered to be unauthorised unless a note is brought in or the absence is agreed by the College.

**All unauthorised absence will affect bursary payments if students are eligible for this.**

## Signing In and Out

Students must sign in and out of the premises at all times using the book situated in the College reception. In the unlikely event a student is late, they will need to sign in the late book in Reception and then go to their lesson. This is an essential health and safety requirement so we know where students are at all times.

Sixth Form students are expected to be excellent role models to younger students in the College.

# conduct

As Sixth Formers, you are the oldest members of our College community. It is, therefore, expected that there will need to be little recourse to formal disciplinary sanctions.

**We will always seek to communicate with both students and parents should problems occur.** Many issues can be dealt with informally by tutors, teachers and other members of the Sixth Form team. In some cases, students may be required to remain on the site for the whole College day and lose free study privileges.

Parents will be contacted by letter in the case of repeated or significant breaches of discipline. They will be asked to attend a meeting with the Head of Sixth Form and their son/daughter.

## Sanctions

### Sanctions

The College's Behaviour for Learning Policy applies to all students, including Sixth Formers. **In the event of a serious breach of the College's Behaviour for Learning Policy one of the following sanctions will be used.** They are listed below in increasing order of seriousness, and if incidents are repeated a more serious sanction would usually be applied. However the College reserves the right to respond to very serious incidents with any of the sanctions below, even in the case of a first offence.

#### 1 Formal Warning

The incident is discussed with the student and an undertaking is given that the incident is not to be repeated. This is recorded on a student's permanent record and letter is sent home.

#### 2 Fixed Term Exclusion

A student may be excluded from the College for a fixed period of time. Work will be provided and parents informed.

#### 3 Final Written Warning

A warning will be issued to a student and parents that repetition of an incident or problem could lead to the student losing their place in the Sixth Form.

#### 4 Permanent Exclusion

## Expectations

### Expectations

Our aim in the Sixth Form is to promote a high degree of **autonomy, self-discipline** and **responsibility**. If you meet the Sixth Form standards, you will find you are given more autonomy and freedom to arrange your studies and College life.

In most things we deal with you directly rather than with your parents: you are given the opportunity to **take responsibility for your own actions and decisions**.

*In particular, we expect you:*

#### To be fit for study

This means looking after yourself so that you have the energy and health, both mental and physical, for College. You need to achieve a sensible balance between College life and your social life, any part-time work you undertake, family commitments and any activities you do. You cannot party late on a Sunday night and expect Monday lessons to be worthwhile. If your teachers notice that you are not fit for school, the Head of Sixth Form will discuss the situation with you and may monitor progress. If you are frequently unfit for College there will be little point in your continuing.

#### To have a positive and purposeful attitude to your studies and College life.

You have chosen to join the Sixth Form knowing that you will have greater freedom than younger pupils but not as much freedom as you might have at a College of further education. There will, of course, be some aspects of the College you do not particularly like but we expect you to go along with them for the common good in order to benefit from the things you value. **This is how a community works**. There has to be give and take and we invite you to have a constructive attitude that is supportive of Sixth Form standards and expectations.

Sixth Form is halfway between school and university or work. We aim to treat you as a young adult.

We expect you to have a positive and purposeful attitude to your studies.

### **To negotiate situations not avoid them**

This is what maturity as a Sixth Form student is about. If situations arise, or demands are made of you which you do not like, **do not run away from them**: speak to the people concerned and see if a compromise can be reached. If necessary raise the problem with your Tutor or Head of Sixth Form. Act responsibly and you will find that staff will respond positively!

### **To be courteous and considerate to those around you**

This includes teaching and support staff, your fellow Sixth Formers, younger pupils, and visitors to the College. **Good manners cost nothing** and make all of our daily lives so much more pleasant.

### **To notice when things are not the way they should be**

You are now a senior member of the College community: **your community**. Notice when things are not right and take the initiative to put them right (whether this means picking up a piece of litter or intervening if younger students misbehave).

## **Dress**

### **Dress**

Students should be appropriately dressed at all times. As a guideline, students should dress as they would in an informal work environment. If a member of staff feels that a student's dress is inappropriate, it will be brought to the attention of their tutor who will discuss the issue with the student concerned. If the student does not modify his/her dress, parents/carers will be contacted. **Jewellery** may be worn but should not be excessive. **Hairstyles** should not be extreme.

Students are asked to use their **judgement** when considering what to wear for College.

## **Part-Time Work**

### **Part Time Work**

Most Sixth Formers undertake some kind of paid employment, in addition to their studies, and we encourage students to do this if appropriate. It is important to note, however, that many recent studies have shown a direct correlation between hours of employment and academic performance.

**We advise students not to exceed 8/9 hours of employment per week.** Work commitments must not clash with lessons.

# examinations

## Entry Policy

### Examination Entry Policy

Entry for public examinations is not automatic.

You must show that you have done enough work to justify entry. If your attendance, work or achievement gives cause for concern, your teachers and the Head of Sixth Form will review your track record in the following areas:

- ▲ attendance
- ▲ punctuality
- ▲ ability to meet deadlines
- ▲ progress towards target grades
- ▲ notes (are complete, coherent and properly organised)
- ▲ independent study (is being done and shows progression)
- ▲ exam results (meet your target grades)

**If you fail to meet expectations, without good reason, it is likely you will not be entered for, or withdrawn from, public examinations.**

If you wish to retake any examinations, you will be required to pay the appropriate entry fee.

### Conduct during Examinations

Organising examinations, both internal and public, involves a high level of administrative efficiency. **It is crucial that students observe the following regulations.**

- ▲ Students must always familiarise themselves with their own personal examination timetable.
- ▲ Students are responsible for presenting themselves to the examination hall at the correct times.
- ▲ Students should always arrive at least 15 minutes before the beginning of an examination.
- ▲ In the case of public examinations, students must make themselves aware of the rules of the examination boards.
- ▲ Please note mobile phones are not permitted in the examination hall. A student who is found to have a mobile phone in their possession during an examination is liable to be disqualified.

## Exam Fees

Students who complete the course and meet expectations are entitled to one paid entry per module.

# the small print

The Spires College's **Behaviour for Learning Policy** and **Home and College Agreement** apply to all students, including Sixth Formers.

## College Rules

### College Rules

**All students must adhere to these rules at all times.**

- ▲ All students are expected to arrive on time, with the appropriate equipment and ready to work.
- ▲ Anyone who is late for College at any point must report to reception immediately.
- ▲ Students are expected to attend College daily during term time. Absences should be explained as soon as possible on the first day of absence and by a dated note from a parent or carer given to the student's tutor upon their return to College. Unexplained absences will be treated as truancy.
- ▲ No-one should be absent from a lesson, or part of a lesson, without the teacher's permission and the right pass.
- ▲ Students must not leave the premises during the College day without official permission. This does not apply to Sixth Form students.
- ▲ Anyone leaving the College must sign out at reception and upon return they must sign in again. This applies equally to Sixth Form students.
- ▲ Students are expected to move around the building sensibly and quietly, keeping to the left-hand side and observing corridor etiquette. They should bear in mind their own safety and that of others. Running and undue noise are not permitted.
- ▲ All litter must be placed in the bins provided.
- ▲ Dangerous and other articles such as knives, cigarettes, e-cigarettes, vaping devices, matches, lighters, laser pens, aerosols, etc., are not permitted and if found may result in police involvement. These items will be confiscated and may not be returned. We strongly advise that large sums of money, valuable jewellery, music players, mobile phones or other devices are not brought into College. Loss or damage to them will not be the responsibility of the College. If for any reason electrical devices are brought into College, they must be switched off and put away before every lesson, tutorial, assembly or any other College event. These lists of items are not exhaustive.
- ▲ The College, in accordance with the law, operates a 'no smoking' policy which covers all its premises, sites and activities.
- ▲ Students in Years 7 - 11 are expected to wear full College uniform. Sixth form students are expected to dress in a manner that is appropriate for College.

- ▲ Everyone should be considerate towards the neighbours of the College and respect their property at all times. Students must not congregate around neighbouring premises.
- ▲ There are areas of the College that are out of bounds for everyone's safety. **Do not enter them.**
- ▲ Students are expected to behave in a responsible and polite manner.
- ▲ Food must only be consumed in the designated areas.
- ▲ Chewing gum is not allowed in the College.
- ▲ Ball games are restricted to the ball playing area and only soft balls are allowed.
- ▲ Only electronic equipment provided by the College may be used in lessons. This means that mobile phones, MP3 players and other electronic devices, such as games machines, should not be accessed or accessible in lessons. The College will accept no responsibility for such personal electronic equipment. These items will be confiscated if they are used, seen or heard during lessons, tutorial, assemblies or any other College event.

## Home and College Agreement

### Students

## Home and College Agreement

Staff and Governors at The Spires College believe that students will have the best opportunity to achieve their full potential if the College, parents and students themselves work together in partnership. The Home and College Agreement defines some of the relationships and responsibilities that are part of this partnership.

### Home and College Agreement – Students

#### As a student of The Spires College I will:

- ▲ Follow College rules, work hard and make a positive contribution to the life of this community.
- ▲ Respect other students, staff, visitors and myself and behave sensibly and courteously at all times.
- ▲ Be aware that racism, intolerance and any form of bullying are unacceptable in our College.
- ▲ Keep myself and others in College safe.
- ▲ Attend College regularly and on time, avoiding all unnecessary absences.
- ▲ Be well prepared for the College day (well-rested, well-fed and equipped with the right stationery and books, etc.).
- ▲ Dress appropriately and be tidy in my appearance.
- ▲ Complete home learning on time to the best of my ability.
- ▲ Not use my mobile devices during the College day, outside of break and lunch times. I understand that the College does not want mobile phones in College and takes no responsibility if they are lost or stolen. I also understand and support the policy that my phone will be confiscated until the end of the following College day if seen or heard during a lesson, assembly or any other College event and that this sanction will increase for any further incidents.
- ▲ Not use drugs, alcohol or other substances or bring them onto the College site.
- ▲ Take good care of the College environment and help to keep the College free from litter and graffiti. I will respect the College building and property in the knowledge that the cost of repairing any damage caused by acts of vandalism will be charged to the perpetrator.
- ▲ Not access other people's computer files.
- ▲ Abide by the e-safety policy.
- ▲ Only use the computers for College and home learning purposes.
- ▲ Not visit internet sites that I know may contain material of an unsuitable nature.
- ▲ Respect copyright rules and other people's beliefs and views.
- ▲ Report any unpleasant material or messages sent to me.
- ▲ Understand that my actions on College computers or systems are scrutinised by monitoring to ensure internet safety to all.

- ▲ Not install or attempt to install any programs or applications from the Internet, nor try to alter computer settings.
- ▲ Never use College systems or personal devices to libel, harass, insult or attack others; any electronic communication including College endorsed social networking sites (email and forum posts can be used as evidence in court).
- ▲ Use Social Networking under the strict guidance of members of staff and remember that the same acceptable use guidelines for in-College ICT systems and communication applies.
- ▲ Understand that the use of the computer systems without permission or for purposes not agreed by the College could constitute a criminal offence under the Computer Misuse Act 1990.

## Home and College Agreement - Parents/Carers

Parents/Carers

### As a Parent/Carer I will:

- ▲ Ensure my child attends College regularly and punctually as required by law.
- ▲ Keep the College informed of anything which I believe might affect my child's progress in College especially absence, illness, and change of family situation.
- ▲ Avoid all unnecessary absences, including holiday in term time.
- ▲ Provide a place at home that is as quiet as possible, to encourage completion of homework.
- ▲ Take an interest in my child's College work, looking at their exercise books and homework regularly.
- ▲ Read my child's planner, check comments and make contact with staff where appropriate.
- ▲ Attend Parents' and Tutor Evenings to meet my child's teachers.
- ▲ Support the College rules, such as those on uniform and homework and discipline code, and reinforce punishments given by the College in terms of misbehaviour.
- ▲ Ensure that my child gets adequate sleep, is well fed and does not have access to drugs, alcohol and other substances.
- ▲ Send my child to College, prepared for the day with all books, equipment and PE kit.
- ▲ Encourage my child to take advantage of the opportunities offered, both educational and extra-curricular.
- ▲ Acknowledge that The Spires College is not liable for any loss should personal property be damaged, lost or stolen.
- ▲ Communicate with all staff at The Spires College in a respectful manner.
- ▲ Be aware that the cost of repairing any damage caused by acts of vandalism will be charged to the perpetrator.
- ▲ Support that mobile devices are not used during the College day, outside of break and lunch times; understand that the College does not want mobile phones in College and takes no responsibility if they are lost or stolen; understand and support the policy that

mobile phones and other devices will be confiscated until the end of the following College day if seen or heard during a lesson, assembly or any other College event and that this sanction will increase for any further incidents and understand that any urgent communication with my child during the College day should be through College reception.

- ▲ Give permission to The Spires College to give my child access to electronic information services.
- ▲ Ensure my child uses the ICT systems appropriately, supporting the College in dealing with any incident of misuse.
- ▲ Report any loss of log-in details immediately.
- ▲ Not access other people's files.
- ▲ Respect other people's views and only post comments on College forums which are not abusive, obscene or illegal.
- ▲ Not use College or other forums to post complaints, concerns or issues relating to my child specifically; I will use the appropriate pastoral channels for these.
- ▲ Not include confidential or copyright protected material unless permission has been obtained.
- ▲ Understand that my actions on the College systems are subject to scrutiny by monitoring for the purpose of internet safety.

## Staff & Governors

### Home and College Agreement - Staff and Governors

#### Staff will:

- ▲ Fulfil their legal duty to keep students safe.
- ▲ Promote high standards of work and behaviour as set out in the College's aims and policies.
- ▲ Provide a broad and balanced curriculum that meets the needs of children of all abilities, developing their abilities and talents to the highest possible standard.
- ▲ Set and mark work regularly, giving students frequent feedback on their progress.
- ▲ Keep parents / carers informed about College matters in general and students' progress in particular.
- ▲ Provide a caring, safe and supportive environment to promote learning and well-being.
- ▲ Monitor students' behaviour and attendance, taking fair and consistent action if necessary and informing parents / carers of any concerns.
- ▲ Help students to leave the College well-prepared to make the most of future career / education opportunities.
- ▲ Ensure equality for all.
- ▲ Develop greater involvement in extra-curricular activities within the College and the wider community.
- ▲ Provide access to College policies SEN & disability, single equality behaviour and safeguarding on the website.

- ▲ Provide:
  - a wide variety of ICT resources which are under constant review to ensure improvement and development.
  - students with access to The Spires College network including virtual learning platform and e-mail system.
  - up-to-date strategies to keep our students 'safe' on the internet.
  - monitoring of all The Spires College network facilities to ensure internet safety for all.
  - a response to any incidents of misuse.
  - relevant content and learning opportunities via our Student Gateway and Doodle to ensure each student can achieve their potential.
- ▲ (The College reserves the right to remove, vary or amend any of the content which appears on the Gateway at any time without prior notice. The College reserves the right to administer its own sanctions if part or any of the agreement is broken).

**Governors will:**

- ▲ Carry out their legal responsibilities to the College.
- ▲ Provide College policies that care for every student.
- ▲ Ensure that funding received by the College is used responsibly to provide curriculum and support services.
- ▲ Visit the College regularly for both statutory meetings and to stay informed of progress.