



Sixth Form Contract



Head of Sixth Form and Year 13: Mrs G. Walton

Head of Sixth Year 12: Miss E. Le Cuirot

2023



Our Values

Everything we do at Newlands is underpinned by our values, the 3Cs: **Courage, Commitment and Compassion.**

This document sets out the criteria upon which membership of Newlands Girls' Sixth Form is based. It is a contract between the school, each student, and their parents or carers, based on mutual respect, and a commitment to working together to achieve success.

Students entering Newlands Girls' School Sixth Form do so as a matter of choice and are therefore accepting the school's regulations associated with this stage of their education.

If any student has a problem regarding any aspect of their studies, Form Tutors are there as the first point of contact. Alternatively, Mrs Walton (Assistant Headteacher, Head of Sixth Form, and Head of Year 13), Miss Le Cuirot (Head of Year 12), or Mrs Bretherton (Sixth Form Learning Mentor) are also available to discuss concerns.

The Contract



Newlands Girls' School



The school agrees to:

- Work with students and parents/carers to provide a friendly, caring and supportive environment for learning.
- Provide a programme of courses appropriate to each student's interests, aspirations and potential.
- Support each student in the pursuit of her career aspirations through a programme of information, advice and guidance.



Parents/Carers



Parents/Carers agree to:

- Provide support and encouragement to students to ensure that the opportunities available are fully embraced.



Each Student



Each student agrees to:

- Take responsibility for their own learning with the support of their subject teachers, Head of Year and Form Tutor.
- Behave in a responsible way that demonstrates courtesy and respect.

Attitude and Behaviour



- Sixth Form students are role models for younger students and are expected to behave with dignity and maturity, respecting the ethos of the school community.
- Smoking and vaping is prohibited on and around the school site.
- The taking of illegal drugs is strictly forbidden.
- Alcoholic drinks must not be consumed or brought onto the school premises.
- The use of mobile phones is restricted to the Sixth Form Block, Q-Space and Library QSA. A student found using a phone outside this area will have the phone confiscated until the end of the school day.
- Please be aware that if a student uses Social Media platforms to harass, cause significant harm to another pupil (outside school hours) or bring the school into disrepute, we may act in school to address such behaviour and/or involve the police when appropriate.
- Eating and drinking is only permitted in the Canteen, Hall (at break and lunch), outside and in the Sixth Form Common Room. Food and drinks must be covered when taken from the Cafeteria.
- Students must wear the Sixth Form uniform.

Attendance and Punctuality



- The school uses an electronic registration system to monitor attendance at school and in each lesson. All students must be in school between the hours of 8.40am and the end of the school day 3:10pm, unless previously agreed otherwise with the Head of Year
- All absences must be explained in a letter (signed by a parent/carer) or email. All unauthorised absences will be followed up.
- It is a student's responsibility to ensure that their attendance record is correct.
- Any absence will be considered unauthorised unless a valid reason is given.
- Missing marks for registration are automatically converted to 'unauthorised absence' which triggers an automatic text message.
- Students who are on a study period lesson 4 must register with the Sixth Form Learning Mentor at the start of the lesson in the Sixth Form Quiet Study Area.
- When leaving or entering school for an authorised reason during the school day, including at lunchtime, students must sign in and out.
- If a student has an appointment outside of school then they must hand in a note requesting absence to their Form Tutor or Head of Year signed by a parent/carer at least 24 hours in advance of their absence.

Independent Study



- Assignments of all kinds must be completed and handed in by the stated deadline.
- Students are expected to use study periods effectively. At such times, the Common Room, Sixth Form Quiet Study Area, Library, Quiet Q-Space (Year 13 and staff only) and Cafeteria may be used.
- Study periods are not to be used for driving lessons or routine medical appointments.
- A minimum of 5 hours of private study each week should be devoted to each subject being studied.
- Any student who is struggling with any element of their course should immediately speak to their subject teacher for guidance. Personal and academic problems should be discussed with the Form Tutor or Head of Year.
- The Sixth Form Learning Mentor is available to support students experiencing difficulties such as time management or stress.
- Any student referred to the Sixth Form Learning Mentor by their Form Tutor or Head of Year must attend all appointments.
- Paid employment is often beneficial to students' confidence, independence and life skills. Students must be aware, however, that working excessively long hours will have a detrimental effect on their academic success. Students are advised not to undertake more than 8 hours of paid employment per week.

Lessons



Sixth Form students studying different combinations of A-Levels, BTECs and EPQs will be following individual programmes of study. The overall structure, however, of the timetable remains the same for all. Year 12 and Year 13 both take part in one lesson of PSHE per fortnight. In addition, Year 12 take part in one lesson of Physical Education per week.

Retakes



Retakes in English GCSE and Mathematics GCSE are compulsory in Year 12 for students who have not yet secured a standard pass (Grade 4). Students MUST attend all the lessons that are arranged and it will be the responsibility of the student to pay the examination fee.

Study Leave



Study Leave is a privilege and not an automatic right in the Sixth Form, and starts in May for Year 13 and June for Year 12. Students with poor attendance and/or punctuality may have their study leave revoked.



Public Examinations



Students must have completed all work set and have fulfilled the requirements of their academic courses to be entered for the appropriate public examinations. Students will be issued with a statement of entry and must arrive promptly for examinations. Students who request to re-sit an examination must pay the appropriate entry fee. A student who withdraws from an examination will be required to pay the appropriate withdrawal fee.

Students not meeting these requirements will be placed on a personalised contract agreed by school, student and parent/carer. During the period of the contract, the student will meet regularly with either Mrs Walton (Assistant Headteacher – Head of Sixth Form) to discuss progress.

If, after this support, the objectives of the contract have not been met, the matter will be referred to the Headteacher who will consider what the next steps should be.

Sixth Form Uniform



Sixth Form students are encouraged to take pride in their appearance and must wear the Sixth Form uniform, which is appropriate for the business environment, as we believe that this is a student's place of work.

The Sixth Form uniform is a tailored black skirt or trouser suit, which is available to purchase from Goyals or School Direct. To make the uniform more affordable, students may purchase their black suit from a retailer of their choice, as long as it is suitable business wear. Students can wear a top of their choice and appropriate footwear (e.g. shoes not trainers).

The following do not comply with the Sixth Form dress code:

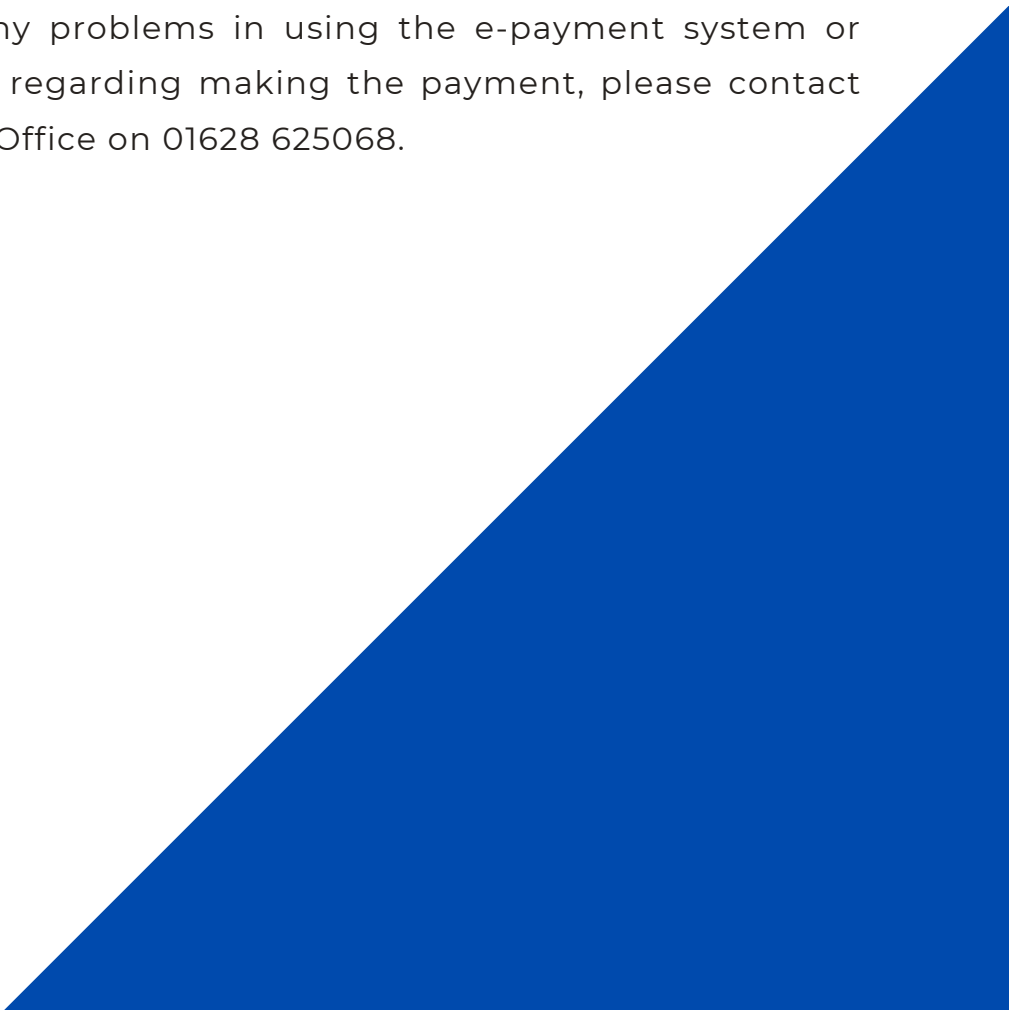
- Tops with large logos or writing on them
- Revealing or low-cut tops
- Hoodies or sweatshirts (even with school logo)
- Ugg style boots, Doc Martin style boots
- Trainers / canvas shoes or flip flops
- Facial (other than small nose stud) / top-of-ear piercings
- Unnatural hair colour

Sixth Form Fund →

- £40

Sixth Form students are asked to pay £40 into the Sixth Form Fund at the start of Year 12. The money collected via sQuid is used for items needed to provide first rate facilities for our Sixth Form students.

To make payment:

- Go to <https://portal.squidcard.com> and log on to your sQuid account.
 - Select the 'School Trips and Offers' purse. Select the "Sixth Form Fund" and follow the instructions.
 - There are some mandatory boxes that must be ticked before you can make the payment of £40 using your debit/ credit card.
 - If you encounter any problems in using the e-payment system or have any questions regarding making the payment, please contact the School Finance Office on 01628 625068.
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Communication



- Parents/carers are encouraged to contact the school at any time if they have concerns about their daughter's work patterns or progress.
- Communication from school is via Edulink or email; please check regularly for receipt of school emails.
- Progress reports are issued on a regular basis.
- The dates of Parents' Evening are shown on the school website (News & Events; School Calendar).
- Students taking a subject at one of the Maidenhead Consortium Schools should attend that school's Parents' Evening for that subject.

The Common Room



The Common Room provides students with both study facilities during lesson time and social facilities at break and lunchtime.

- Each student is responsible for keeping the Common Room clean and tidy and fit for purpose.
- Rubbish must be put in the bins provided and any cups, plates and cutlery must be washed-up by their users and/or loaded into the dishwasher.
- A canteen facility is available in the Common Room for the exclusive use of Sixth Form students.
- The Common Room is also a study facility and is very close to teaching rooms; the noise level must not disturb lessons.



QSA - Sixth Form Block

This area is a study facility only, which provides a quiet working environment for use before school, after school, and during study periods. It is a place of work at all times, including break and lunch.

Voluntary Work in → the Community

- Students interested in taking part in voluntary work in the community are permitted to do this for one afternoon per week, provided they have no taught lessons.
- All voluntary work must be sourced by the students and agreed with parents, Mrs Jandrell (Careers Advisor) and the Head of Sixth Form. Placements must have Public Liability insurance to be approved.

Extra-Curricular →

From time to time, teachers may suggest students attend a lecture or conference to enhance their understanding of the subject. For students studying Drama or English, frequent theatre trips are arranged and are essential to an understanding of the course.

Physical Education students will be encouraged to attend major sporting events and Art students will be required to visit galleries and exhibitions. Outside speakers will be invited to give presentations on relevant topics. When these are arranged they form a compulsory part of the Sixth Form curriculum.

Prefects



Year 12 Prefects will be appointed to serve a full year from October. Prefects will be allocated to each Year Group and will have whole school responsibilities. Nominations for Prefects will be invited in September when Year 12 students have settled in to Sixth Form life.

Everyone who enters Year 12 is expected to undertake roles of leadership and to become involved in community service within the school.

Examples of such responsibilities include:

- Acting as guides on Parents' Evenings and at other events.
- Leadership work with Year 7-11 Tutor Groups; and
- Assisting at or organising extra-curricular activities for Years 7-11.

Deputy Head Girls



Applications for the positions of Deputy Head Girls are invited from any member of Year 12 who has been appointed as a Prefect. Deputy Head Girls are responsible for organising groups of Prefects within each Year Group. Candidates must write a letter of application to Mrs Walton; an interview will follow for those selected. Deputy Head Girls are appointed in the January of Year 12. Head Girl applications can be made from the Deputy Head Girls in the March of Year 12.

School Council



The Head Girls chair the School Council and two representatives are elected from each of Year 12 and Year 13. They will be elected early in the Autumn Term.

Health and Safety →

At Newlands Girls' School we take a thorough and rigorous approach to health and safety. Students are expected to:

- Exercise personal responsibility for the safety of themselves and other students.
- Observe all safety rules of the school and follow the instructions of staff in the event of an emergency.

Evacuation Procedure

The fire alarm is a continuous ringing of the school bell. If this sounds, students should walk in silence to the designated assembly point on the school field at the rear of the main building. Registers will be taken, and students should remain in silence and await further instructions. In the event of the Lockdown alarm sounding, please follow the guidance below:

