



YSGOL JOHN BRIGHT

Ysgol John Bright

Sixth Form

Handbook

Welcome/Croeso



www.johnbright.uk

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Introduction

School Vision

To make Ysgol John Bright a great school that provides an outstanding education for its students and prepares them for life in the 21st century.

Welcome to the Sixth Form at Ysgol John Bright.

Post 16 life is very different from the school experience of a student in Years 7 to 11. Post-16 courses place demands on students that they have never experienced before. We believe that to be successful, students must be positive, proactive and willing to work extremely hard. These three attributes are central to the ethos of our Sixth Form.

Although the priority is to achieve the best academic results possible, we aim to provide students with the structure, guidance and experiences necessary to develop the whole personality. There are opportunities to exercise leadership and to take part in a wide variety of extra-curricular activities, these include sport, music, drama, charity work, the Duke of Edinburgh Award Scheme and the chance to help in the wider community.

Our sixth form students are valuable role models to the rest of the student body. All students are expected to set themselves aspirational targets in relation to academic success and the school's priority is to support the students in achieving their potential. From the start of year 12, students are encouraged to consider their future career paths. The majority of our students progress

Support is provided for students wishing to apply to university and also to those hoping to gain employment or apprenticeships. For many students work experience is essential and the school has links with a wide range of employers within the local community.

We are very proud of our Sixth Form students and look forward to working with you over the next two years.

C.Colbert

C.Colbert

Director of Post 16 Studies

Attendance

Attendance is vital to the success of students. Whilst we understand that students may get ill, the aim is for all students to have a 100% attendance record. This includes personal tutor time, briefings, lessons and private study. **Any student that has an attendance of below 85% will not automatically be entered for exams and will risk being withdrawn from courses.**

Students with a poor attendance or punctuality record at KS4 may be placed on an attendance contract upon entry into the Sixth Form. Failure to meet the conditions of the contract will result in the withdrawal of their place.

Students should have no unauthorised absences as this could adversely affect their reference and will result in sanctions. In line with whole school policy, permission will not be given for family holidays during term time.

If a student knows in advance they will be absent, they must inform the subject teacher and the Director of Studies in advance and in person. If an absence cannot be foreseen, the school must be informed on the day of the absence. This should be done by telephone before 8.45am in line with the school attendance policy.

Post 16 students are not allowed to leave school premises during lesson time, private study time or break time. They are allowed off premises at lunch, however, they must be back promptly for the start of the afternoon session. Failure to meet this requirement may result in a loss of this privilege.

Changing Courses

Students are strongly encouraged to seriously consider which courses they choose at the start of Year 12. If a student wishes to change course then it must be done within the first 3 weeks of Year 12. Students that wish to change course should discuss their decision with their Director of Studies and complete a 'Leaving a Subject' pro forma, available in the Post 16 area. Students will only be allowed to change courses with the agreement of the subject teachers and if there are no timetabling conflicts.

In exceptional circumstances Year 12 students may be able to change one of their courses at the end of the year and retake an AS course, again this is subject to teacher and timetabling agreement. This can have a negative effect on the chances of securing a university place and should only be considered in extreme situations. Students must discuss their decision with the Director of Studies and complete a 'Leaving a Subject' pro forma.

The expectation is for all students to study at least three subjects in addition to the Welsh Baccalaureate. Students should ensure that withdrawing from a subject does not result in them failing to meet this requirement.

Monitoring Progress

Every student in the Sixth Form is assigned a personal tutor at the beginning of Year 12 and progress through the Sixth Form is closely monitored. There are three main assessment windows each year where the students undertake assessments which reflect the style and demand of the external examinations.

Target grades for achievement are set during Year 12 through consultation between subject staff and individual students. Where a student is identified as needing further support, their personal tutor, subject teachers and the guidance team will be able to offer advice and guidance.

Formal Warnings and Student Behaviour Contracts

In order to ensure that all Post 16 students behave in a manner befitting an Ysgol John Bright student the school issues formal warnings for inappropriate behaviour. Repeated or serious inappropriate behaviour may result in the student being placed on a Student Behaviour Contract for a fixed period of time. Failure to meet the conditions of the contract will result in the student being asked to leave Ysgol John Bright.

Private Study

Private study plays an important role in the development of students' independent learning skills. All students have directed private study lessons on their timetables. They are expected to attend all of these sessions and to use the time effectively. It is the students' responsibility to ensure that they have a suitable amount of work to complete and the means with which to do it. The work may include homework, coursework or revision of the topics covered in lessons.

Student Support

Due to the demanding nature of Post-16 courses it is not unusual for students to feel anxious about their studies. This is especially true around exam time and when considering pathways after sixth form. There are a number of people available in school to help students manage stress and provide support and information. Students suffering from anxiety are strongly recommended to seek support immediately from someone they feel comfortable speaking to. In the first instance support is available from:

- Mr Colbert
- Miss Geal
- Mrs Woodhead
- Personal tutors
- Liz Hughes – Pupil Advisory Link, based in the medical room.

For students who feel they would benefit from school based counselling this can be arranged through school by speaking with one of the individuals listed above.

Progression from Year 12 to 13

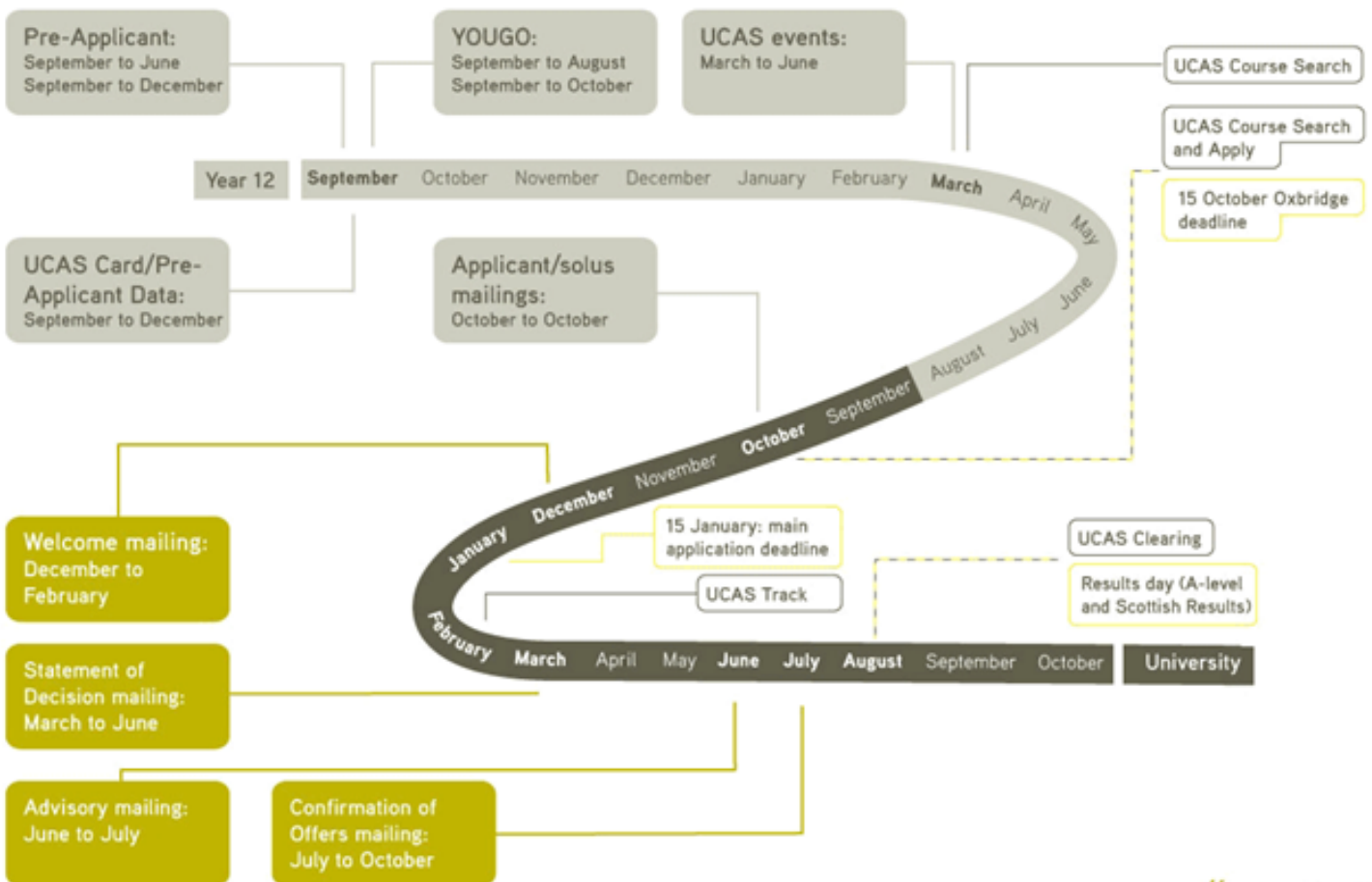
Progression from Year 12 to Year 13 is conditional on successfully completing AS courses and maintaining an acceptable conduct and attendance record: **progression is not automatic**. All students must achieve at least an E grade in the subjects they wish to continue into Year 13. For BTEC subjects, students must successfully complete all the Year 12 modules to at least a pass standard.

All Sixth Form students must have a full curriculum which consists of at least 3 subjects, including the WBO, or equivalent.

UCAS and University Applications

Students should start to think about their university choices from the start of Year 12. They are encouraged to attend open days and gain an understanding of what factors are important to them when considering which universities to apply to. They should also begin to consider what extra-curricular activities they take part in. The best universities want more than just good grades; they want students that have a wide range of interests, skills, and valid work experience. This is particularly true for careers in teaching and health care, where a **minimum** of two weeks work experience is expected.

Timeline for student starting higher education



Applying to Russell Group Universities

There are many reasons to study at one of the Russell Group universities. They have world-class reputations for academic excellence. The subjects taught there are presented in a challenging and stimulating manner and students are encouraged to stretch themselves intellectually in order to fully explore their subject in both depth and breadth. At these universities, seminars and lectures will be held in the faculty, and then be taught in classes of one or two by eminent academics within the college. It adds up to a formidable educational experience whilst also providing a springboard for one's future career. Competition is naturally fierce and so for those considering a Russell Group application it is worthwhile reflecting on a few questions first:

- Do I/will I have suitable qualifications?
Ideally you should have: a majority of A*/A grades at GCSE; four A/B grades at AS level with high UMS (Uniform Mark Scale) marks.
- Is it the best place for your chosen subject? It may be that another university offers a course that better serves your needs and aspirations.
- Am I hungry for an intellectual challenge?
- Do I have a disciplined work ethic?
- Will my teachers be able to recommend my application on the basis of my academic performance to date at the school?
- Do I independently pursue academic interests outside of school?
- Do I enjoy learning for its own sake, rather than as a means to an end?

The application process for Oxford and Cambridge in particular is more involved than for other universities, by virtue of the collegiate system, aptitude tests in certain subjects and the interview(s). Hence the need for an element of forward-planning and organisation is required. To that end, we do recommend that a degree subject be chosen before the summer of Year 12 and that the choice is an informed one.

Useful Websites

University information:

www.ucas.com	University admissions service
www.opendays.com	University open day information
www.theguardian.com/education/universityguide	University league tables
www.unistats.co.uk	Student opinions
www.push.co.uk	University information
www.studentfinancewales.co.uk	Student finance information

Career information

www.purepotential.org	Information about career types
icloud.com	Inspiration for your career
www.careersbox.co.uk	Videos and career ideas
Nationalcareersservice.direct.gov.uk	Help with CV building and advice
Brightknowledge.org	Careers advice
www.careers-in-sport.co.uk	Career information related to sports
www.directions.org.uk	Information about careers in finance and law
www.nhscareers.nhs.uk	Information relating to careers in the National Health Service
www.careerswales.com	Job and apprenticeship vacancies
www.notgoingtouni.co.uk	Information and vacancies for students not going to university
www.indeed.co.uk	Job vacancies

LINC Courses

LINC Conwy collaborative courses are offered on one common day per week to all Conwy secondary schools. Students taking one of these courses will attend Coleg Llandrillo every Wednesday. Transport to and from the college is provided from the school. The bus leaves YJB at 8.45am and returns to school at 3.10pm. Students attending these courses do not need to wear school uniform on the Wednesday, providing they do not have any lessons within school.

EMA

Education Maintenance Allowance (EMA) is a weekly payment made to students on a means tested basis.

Payments are not automatic and students must meet certain criteria each week to qualify for the payment. The criteria are given below:

- Students must attend 100% of their lessons, including private study.
- Students must not be late more than once in a week, this includes registration and lessons.
- Students must be well behaved in school and show respect to teachers and fellow students.
- Students must complete all homework and coursework on time.
- Students must attend course examinations; both internal and external.
- Students must follow all of the rules set by the school.
- Students must attend all meetings and review sessions arranged with their teachers.

Following an absence due to illness a dated note must be produced on the first day back, only then can payment be authorised. Any note received 3 days after the student has returned to school cannot be accepted. The word 'unwell' will not be accepted as a reason for absence. Dental/medical appointments must be notified, if possible, in advance to Mrs Woodhead. It is the students' responsibility to provide an absence note – they will not be chased.

EMA of up to £30 per week is paid to students who have a household income of less than around £24,000 per year. Application forms will be available from school at the start of Year 12. Alternatively, application forms are available for download at www.studentfinancewales.co.uk. Application forms should be returned directly to the EMA Wales customer services in Cardiff.

Sixth Form Study Areas

At Ysgol John Bright, Post 16 students have their own area within school. Before registration, during break and lunch and after school this area is a place where students can socialise and relax. The kitchen area is for use by students and it is the responsibility of the students to keep it clean and tidy.

During lessons the sixth form area is a place for work and a good working environment must be maintained. All students are expected to respect their fellow students and to behave in a manner that is conducive to creating a positive learning environment.

Library

The Library is a resource available to all students. If you have a private study in the Library, you will be acting as a role model to younger students. We would appreciate your maturity in working to the following guidelines:

- Make sure you are registered by the Librarian.
- All bags must be left on the shelves by the door.
- Drinking of water is permitted in the seated area but we ask that you avoid drinking near the computers due to health and safety. No eating in the library please.
- Computers are only to be used for study. Access can be denied if students' use of computers is inappropriate.
- Please ask permission before leaving the library.
- You are expected to work quietly and independently. Plan how you will use your time in the library. Respect each other's right to private study. Due to the quiet nature of the environment, group work must be carried out elsewhere.

Car Parking

Due to the limited number of car parking spaces available, students are not permitted to park on the school site. Car parking spaces are available on Cwm Road, however, the school does not accept responsibility for the security of student vehicles.

Sixth Form Facebook and Website

All members of the Sixth Form, past and present, are welcome to join the official Ysgol John Bright Sixth Form Facebook group. Important messages, job opportunities and announcements are shared with students on a regular basis. (<https://www.facebook.com/groups/841662089213835/>)

There is also a sixth form website where you can access information on a range of topics, including university applications, careers advice and the Sixth Form policies.

(<https://sites.google.com/a/johnbright.uk/yjbsixthform/>)

Mobile Phone Policy

In line with the whole school mobile device policy, sixth form students must not use mobile devices on the school premises, this includes the use of headphones. If seen using them, the devices will be confiscated and placed in student services until the end of the day.

Sixth form students are permitted to use mobile devices in the sixth form area and private study classes, where no lower school students are present.

Dress Code Policy

All Post 16 students are ambassadors for the school and role models to younger students. As such they are expected to set an example for the rest of the school and follow the school dress code.

Uniform

All Post 16 students are expected to wear the following uniform:

- Price and Buckland black business suit (with the option of skirt or trousers for girls).
- Price and Buckland tie - black with single thin gold stripe
- Plain white shirt.
- Black school shoes (*no more than 2cm heel, no boots, velcro fastenings, 'leisure shoes' or prominent sports logos*)
- Dark socks (boys) Black opaque tights (girls)
- School coats must be dark in colour. Denim, leather jackets, track suit styles or hoodies are unacceptable.

It must be stressed that **our clear expectation is for skirts to be no shorter than knee length**. If students are uncomfortable in knee length skirts, then it is acceptable for them to wear trousers. Fashion trousers and jeans are not permitted. Acceptable trousers must not be skin tight, denim or have zip pockets.

Uniform can be purchased from 'Boppers Boutique' in Colwyn Bay, or in Llandudno from 'School Talk'.

Hair

Boys' hair should NOT be cropped, patterned, shaved less than grade 3 or be dyed an unnatural colour. Girls' hair should NOT be braided or dyed an unnatural colour and should be tied back for practical activities.

Jewellery

For Health and Safety reasons the only acceptable items of jewellery are:

- A wristwatch
- One pair of small plain stud type earrings (to be worn one in each lobe)
- One plain signet ring
- Girls are allowed a discrete amount of makeup.
(Staff will direct students to remove it if necessary.)
- Nail varnish should not be worn.
- No tattoos or body piercings are allowed.

Sixth Form Coursework and Deadline Policy

1. *Rationale*

- 1.1** The standard of work expected of Post 16 students is much higher than at GCSE level and there is a greater expectation for students to work independently. Therefore, it is very important that students develop the skills to manage their time effectively. Students will be provided with support and guidance on how best to handle the work load and should seek advice from the Post 16 pastoral team if they have any concerns. The school has a responsibility to prepare all students for life after sixth form, this involves ensuring that all students can work independently and meet deadlines.
- 1.2** In order to treat all students equally in terms of time given for coursework this policy will be applied throughout the Sixth Form by all subject staff. There are also additional coursework guidelines specific to BTEC subjects which are issued by the examination board.

2. *Final Deadlines*

- 2.1** Final deadline dates for coursework in all subjects will be communicated to students at the start of the year. Students will be informed that these dates are **FINAL DEADLINES** and that no coursework will be returned to students after this date.
- 2.2** **Completed coursework must be handed in on the FINAL DEADLINE DATE. If it is incomplete it must still be presented. A mark will then be awarded for what has been completed.**
- 2.3** An extension to a final deadline will only be permitted in the case of exceptional personal circumstances as agreed with the subject teacher. Any such arrangement must be made in advance of the deadline and should be communicated to the Sixth Form Guidance Team.
- 2.4** Where no coursework has been submitted by the Final Deadline Date and no special consideration has been requested a nil score will be recorded and the Sixth Form Guidance Team will be informed.
- 2.5** Students are strongly advised to ensure that coursework is completed and ready for presentation in advance of the FINAL DEADLINE. No extension will be granted in respect of IT equipment not functioning on the day of the deadline. Students who are absent from school because of illness on the Final Deadline Date must make arrangements for it to be sent to school. If this is not possible then students should contact the Sixth Form Office where arrangements will be made for it to be collected.

3. *Submission and Homework Dates*

- 3.1** In addition to **FINAL DEADLINES** students will be given **COURSEWORK SUBMISSION DATES** and **HOMEWORK DATES** throughout the year. At these points students will submit their work for it to be marked and feedback will be given. Failure to submit work on time will result in students missing the opportunity to improve their work and action will be taken in accordance with the Sixth Form Intervention System, as described in the Sixth Form Handbook.
- 3.2** Student work will be marked in accordance with the 'Assessment Feedback and Marking Policy' (Sept 2014), a copy of which is available upon request.

Exam Entry Policy

Exam entry is not automatic. Students must show, through their AP grades, that they have made sufficient progress in their course. Any student predicted to fail will not be entered.

Summer examination entries will be based on AP2 assessment grades in conjunction with teacher input.

Where late entries are made, the school will pay the standard entry fee and the additional late fee will be payable by the student.

Further details regarding exam entry dates are available from the exams officer upon request.

First time entry

- GCSE first examination entry fees are paid for by Ysgol John Bright.
- AS first examination entry fees are paid for by Ysgol John Bright.
- A2 first examination entry fees are paid for by Ysgol John Bright.
- BTEC and Welsh Bacculaureate entry fees are paid for by Ysgol John Bright.
- Candidates will not be charged for any changes or withdrawals, provided they are made within the time allowed by the awarding body.
- Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary controlled assessment requirements.
- Candidates who withdraw from BTEC subjects after 31st January **must** refund Ysgol John Bright the full registration fee.

Re-sits

- The first re-sit fees for GCSE core subjects will be met by Ysgol John Bright.
- Further GCSE re-sits will be paid for by the candidates.
- 50% of AS/A2 first re-sit fees will be paid for by the candidates, the remaining 50% will be paid by Ysgol John Bright.
- All remaining re-sit fees will be paid for by the candidates.
- All Enquires about Results (EARS) will be paid for by the candidates who have requested them.

Plagiarism Policy

1. *Rationale*

- 1.1 Ysgol John Bright is committed to ensuring that work presented by students is their own, and that due reference and acknowledgement is given to other information sources used.
- 1.2 Students found by examining bodies or members of staff to be plagiarising work, potentially face disqualification from their current examination series. They also risk being denied the ability to enter for the qualification for a period of time following their plagiarism.

2. *Definition of plagiarism*

- 2.1 Ysgol John Bright recognises plagiarism as being either:

“Taking and using another’s thoughts, writings, inventions, and passing this off as one’s own”.
Adapted from Edexcel Centre Guide to Quality 2008,

and / or

“The failure to acknowledge sources properly and/or the submission of another person’s work as if it were the student’s own”.
Joint Council for Qualifications.

- 2.2 Plagiarism can therefore occur deliberately or by accident. School will adopt a zero tolerance approach to plagiarism.
- 2.3 Plagiarism also applies to a student copying all or part of a colleague’s work and submitting this as their own.

3. *Procedures for dealing with plagiarism*

- 3.1 The school considers instances of plagiarism extremely seriously. In the event of a suspected case of plagiarism then:

The subject tutor and / or head of faculty will undertake a thorough investigation.

- 3.2 In cases where plagiarism has been proved, for a first time offender, the student will be interviewed by the Director of Learning and given a verbal warning. Details of the meeting will be recorded on the school’s disciplinary system.

The student’s work will be withdrawn scoring no marks, and the student will be given an opportunity to resubmit the piece of work time permitting.

School reserves the right to withhold payment of EMA for an appropriate period of time if work remains outstanding.

3.3 In cases where there is a further breach of the plagiarism policy, or for first time breaches of sufficiently serious magnitude then the student's parent(s) or guardian(s) will be informed and invited to attend a hearing with the Director of Learning.

The student's work will be withdrawn scoring no marks, and the student will be given an opportunity to resubmit the piece of work time permitting.

The student will progress along the school disciplinary system and will have EMA temporarily withdrawn. The case will be reviewed after 2 weeks, where EMA can be reinstated if the student is fully up to date with work set.

EMA will be withheld for as long as the period in which the student has not re-submitted the piece of work.

The examinations officer will be informed of this second breach or the first, if of sufficiently serious magnitude.

3.4 In cases whereby either there is a second or further offence, or for first time breaches of sufficiently serious magnitude, the school may contact the appropriate examination board. Examination boards have at their disposal a range of sanctions that they may wish to invoke:

- The student being withdrawn from one or all of their current examination series.
- The piece of work being awarded zero marks.
- The student being barred from entry for a specified period.

4. Appeals

4.1 In cases where the school has identified plagiarism as having taken place with subsequent disciplinary action to be taken, the student can apply in writing to the Head Teacher within 10 working days of being notified of the disciplinary action to lodge an appeal.

4.2 The Head Teacher will undertake a review of the case and will make a final binding judgement within 5 working days of receipt of the appeal. This may involve seeking evidence from all the parties concerned.

The Student Agreement

It is a requirement that every Post 16 student signs the Student Agreement. As members of the Sixth Form you are senior students and are role models for the rest of the students at Ysgol John Bright. We know that you will enjoy your time in the Sixth Form and it is the aim of Student Agreement to set out our expectations of you and your responsibilities and privileges as Year 12 and 13 students. You may also expect high standards from the school and this agreement also sets out what you may expect from us.

In signing this document you are agreeing to work in partnership with the School to ensure that the standards and regulations explained in this agreement are maintained at all times.

What you can expect from the School:

- 1. A safe and friendly environment in which to work.** All staff employed by the School work hard to create a successful learning environment where student progress is the focus. It is also important to ensure that students feel safe whilst in School. Safety issues will be addressed as part of our Post 16 curriculum.
- 2. Excellent lessons taught by subject specialists.** All Post 16 lessons are taught by members of staff trained to teach to Advanced Level in that subject. Your experience of Post 16 lessons will be monitored through a series of one-to-one interviews with your form tutor.
- 3. High quality facilities.** Many rooms have interactive white boards and access to computers and the internet. The Post 16 area provides a space for quiet work and resources for researching progression to Higher Education. Post 16 students also have access to the Library and private study rooms throughout the School day.
- 4. Extensive extra-curricular activities which encompass a wide range of interests.** Widening the opportunities available to Post 16 students is a priority and the range of extracurricular activities offered to members of the Sixth Form is extensive. In addition, there will be a programme of speakers for Year 12 to strengthen study skills, support the UCAS process, and widen educational horizons generally.
- 5. Effective pastoral care.** The progress and welfare of the students in the Sixth Form is very important. Each student is supported by their form tutor, Guidance Support Officer and Director and Assistant Director of Learning. In addition, where necessary students will be offered the support of school based counselling.
- 6. Curriculum entitlement.** All post 16 students receive an entitlement to minimum provision in each of their subjects.

7. **Extended learning.** We will undertake to provide opportunities which you might not normally have access. In addition, the school offers a wide range of trips and visits to broaden your knowledge of the subject you are studying and widen your educational horizons.
8. **Active student voice.** You will all have the opportunity to feedback to your teachers about your experience of teaching and learning in their lessons. You will have the opportunity to join the Student Leadership Team and have an influence over the running of the school.
9. **Promote a healthy lifestyle.** We will endeavour to promote a healthy way of living for now as well as in the future.
10. **Independent learning.** Being self-disciplined and in control of your learning is paramount. We will endeavour to teach you the skills and help you develop into an effective independent learner – this includes opportunities to take risks fail and succeed.
11. **Emotional literacy.** We will help you become a more emotionally literate individual who better knows yourself, values yourself. We will offer you training in handling difficult conversations with peers, teachers and peers for now and in the future.
12. **Academic ethos.** We have a broad approach to academic ethos and will endeavour to offer you an enriching experience – it is up to you to seize the opportunities!

What the School expects from you:

1. **Be a role model.** At the heart of your time in the Sixth Form is the aim to develop into a role model who can be a successful person. Our expectation is that you will behave like a role model and inspire younger students.
2. **Attendance at school, to all lessons, private study, assembly and form periods.**
3. **Wearing of complete school uniform.** The school uniform policy is stated in the handbook and advises both students and parents of the uniform which must be worn at all times.
4. **Appropriate conduct around the School.** Students must behave in a manner befitting a member of the Sixth Form. Inappropriate behaviour may lead to students being asked to leave Ysgol John Bright.
5. **Use of time.** Students are expected to use the periods when they are not in lessons for study.

- 6. **Use of the sixth form area.** The sixth form area is a privilege and students are expected to keep it tidy and free of vandalism. Vandalism may lead to dismissal from the Sixth Form.
- 7. **Punctuality to lessons and scheduled events.** Students are expected to arrive to all scheduled lessons and events on time. Consistent lateness will lead to the intervention procedure (as detailed under monitoring) being used.
- 8. **Completion of work by the set deadline.** This includes both routine homework and exam coursework, you are expected to complete work in accordance with the Coursework and Deadline Policy.
- 9. **Working hard to achieve your full potential.** Students are expected to make every effort in working hard to achieve the standards that are expected of them.
- 10. **Students on site.** All students are expected to remain on the school premises throughout the day except during lunchtimes and for Year 13 students during home study leave which must be pre-arranged. Students are not expected to bring or encourage visitors on site.
- 11. **Attendance at external and internal exams.** Exams form a vital part of the monitoring process and all students are expected to attend all exams on time and wearing full School uniform.

A signature **from a student** is a clear indication of acceptance of the contents of the agreement.

A signature **from a parent/guardian** means that he/she has read the document and is aware of this framework for a united approach, which is intended to lead to a successful future.

Signed.....Student

Signed.....Parent/Guardian

Date.....