



LEARNING AGREEMENT

This learning Agreement is a contract which details your responsibilities and obligations toward the school and is designed to enable you to understand our expectations for your work and behaviour.

The student agrees to:

- Be enrolled on a full-time programme of study as agreed during enrolment.
- Attend all timetables lessons unless there is just cause for absence (see below).
- Have all the correct and necessary equipment for lessons and independent study.
- Ensure all classwork and homework is completed to the expected standards and meet all agreed deadlines.
- Commit to working independently outside of timetable lessons, using study time effectively, not working more than 12 hours per week in paid employment.
- Attend any additional sessions scheduled by subject areas or the pastoral team.
- Prepare for your future by attending Assembly, Form times and One-to-one sessions with your tutor.
- Behave in a manner that supports all whole school policies and follow the behaviour guidelines.
- You are a role model for younger members of the school community and should conduct yourself in an appropriate manner.

The student understands that:

- Your place in Sixth Form is not guaranteed and can be discontinued at any time if the learning agreement or behaviour guidelines are not met.
- Students who do not maintain a minimum of 90% attendance will be asked to pay for their examination fees.
- Where attendance falls below 80% (unauthorised 15 sessions missed) there is a risk of being taken off roll.

SIXTH FORM BEHAVIOUR GUIDELINES

Attendance:

- Parents/Carers (not student) should inform the school of all absences by telephone on 0208 397 3854 or by email sixthformattendance@tolworthgirlsschool.co.uk by 8.25 am on every day of absence.
- You will attend all assemblies, tutorials, lessons and meetings punctually.
- Continued absence will require a satisfactory medical certificate, long term absence without satisfactory medical evidence will be classed as unauthorised absence.
- Continued unauthorised absence may result in removal from courses or student needing to pay for their exam fees.
- Holidays during term time are not permitted and will be classed as unauthorised absence.

- For any medical appointments evidence must be provided to the attendance officer either a screenshot, confirmation letter or email will suffice. This absence should be authorised in advance via a form available from the Sixth Form office.

Dress Code:

- You must adhere to the [Sixth Form Dress Code](#)

Examinations:

- You are responsible for collecting your examination timetables from your tutor.
- In consultation with subject teachers, you must check timetables for errors and resolve these with the examinations officer immediately.
- Arrive at examination venues 15 minutes before the published start time.
- Your school ID badge and lanyard must be worn for all examinations.
- Ensure that you have all necessary stationery and equipment for examinations.
- Where applicable, you must pay for all module re-sits before sitting the examination.

Respect:

- Respect staff and follow their professional advice and guidance.
- Respect the individual rights of all members of the school community.
- Respect our neighbours within the local community and not congregate outside private residences along Fullers Way North, the adjoining alleyway or school car parks.
- Respect the school building, furniture, equipment and resources.
- Respect the Sixth Form Area. Students are responsible for maintaining the cleanliness of these facilities.
- Respect your fellow students. This includes maintaining a quiet and focussed environment in the Sixth Form study area.
- You must sign the ICT usage policy agreement before being granted access to ICT facilities. In addition to this, any student found to have made threatening, libellous or defamatory comments on any social media platform may face exclusion.

General guidelines:

I must:

- Follow instructions given by school staff.
- Show courtesy to others and avoid using inappropriate language or conduct.
- Attend detentions and co-operate with any consequences of poor behaviour.
- Keep my mobile phone on silent and out of sight when outside of the Sixth Form Area.
- Walk quietly, calmly and safely in the corridors and on the stairs, keeping to the left when possible.
- Only consume food and drink at times and in areas allowed. Chewing gum is not permitted.
- Not smoke/vape, consume or be in possession of intoxicating or dangerous substances on school property.
- Dispose of litter properly, in the bins provided.

Acceptance of Learning Agreement

Student's Name:

I agree to the terms of the Learning Agreement and to follow the Sixth Form Behaviour Guidelines and adhere to the Conduct Charter

Student's signature: Date:

Parent / Guardian's signature: Date: