

UTC PLYMOUTH

Sixth Form Learning Contract

Our college is a place where students will have the opportunity to focus on their chosen studies. STEAM will be at the centre of everything we do. Students are expected to conduct themselves in a professional manner and follow our core values of: Respect, discipline, professionalism, dedication and resilience. As a Sixth Form student, you are expected to conduct yourself as a role model to others. Sixth Form should always display respect for all staff, students and property, and be aware of how actions may affect others.

Sixth Form Conduct

Students will be offered a place in Years 12 - 14 subject to the following conditions:

- That an appropriate course is available for the student;
- That the student has achieved the entry requirements for the chosen course.

In some circumstances, for example where there are concerns over a student's commitment to their learning, a place may be offered on a probationary basis. In these instances, a student's progress in Year 12 will be monitored over the first half term. If the student fails to meet any of the agreed academic, behaviour, attendance or punctuality targets they will be asked to leave Year 12. Recommendations for Apprenticeships will be dependent on the student's positive impact on college life, behaviour, attendance and academic progress. **The Assistant Headteacher or Headteacher has the right to remove your place at UTC Plymouth if you do not abide by our expectations.**

Year 12-14 Conduct Expectations

Students within Year 12-14 are considered young adults who should set a model of good behaviour for students in younger years. As such they are considered to be able to make informed choices about their conduct. Our expectations for the behaviour of Year's 12-14 students are outlined in the Student / College Agreement as listed below.

Attendance

Our expectation is that all students will maintain 100% attendance. Attendance to both briefing and lessons will be formally monitored.

Students at UTC Plymouth are expected to:

- Attend college briefing and all lessons punctually.
- Inform the college of any absence by ringing reception or emailing attendance@utcplymouth.org.
- Sign-out at Reception if leaving due to illness.
- Ensure that any work/assignment missed is completed on return from a period of absence.
- Arrange dental, medical and any other appointments outside timetabled lesson times wherever possible.

If students attendance falls below an acceptable percentage, mentors will organise a monitoring review in order to set targets for improved attendance to maintain above 96%. Mentor to monitor for 4 weeks

If no improvement Key Stage Lead and SLT meeting with Parent/Carer

*** please note sixth form could lose placement at UTC for below 90% attendance**

It should be stressed that **ALL absence will count towards these figures**. Authorised absence due to illness, job interviews / training or university visits will nevertheless disadvantage your ability to progress satisfactorily with your studies. If absent, students are responsible to catch up.

Study and Extra-Curricular Participation

Sixth Form students must:

- Prepare fully for **ANY** formal assessments to ensure progression throughout the year
- Ensure that any homework/assignment/coursework drafts and coursework set is completed on time in agreement with the subject teacher.
- Participate fully in **ALL** activities specifically arranged by faculties.
- Represent the college, if selected, in STEAM, employer engagement or other extra-curricular activities.

Regulations and Procedures

Sixth Form students will:

- Act Professionally at all times – we are training you for a workplace environment so professionalism is key. This includes appropriate use of language and appropriate conversations with student colleagues. Please note: Smoking or vaping is not allowed on site, in the vicinity of the college, or any area where contact may occur with Key Stage 3/4 students.
- Dress professionally and appropriately for studying using the **UTC dress code**.
- Refrain from using mobile phones, around the site or in any building or room **apart from the sixth form study areas** and ensure that they are switched off in all lessons and meetings, unless directed by the teacher. If asked to, please hand in your phone to your lesson teacher.
- Keep the common room and any sixth form areas litter free and treat facilities with respect at all times.
- Check Google Classroom on a regular basis for updates and notices.
- Refrain from any behaviour, which inhibits the learning of other students or yourself including partaking in illegal or unsafe behaviour inside of college

Assessment Policy

UTC Plymouth has an Assessment Policy which states that every student will be allocated a target grade for every course using nationally agreed data and based on their previous grades. This grade will then be used to judge whether a student is making progress from term to term on their chosen courses. Any student, whose performance falls below their target grade, will be expected to attend intervention sessions.

Plagiarism

Plagiarism is taken very seriously, especially if it is connected with coursework or controlled assessment work. Plagiarism can result in an exam board cancelling a student's exam entry and refusing to award a grade. Students who engage in plagiarism at **UTC Plymouth** not only risk having their exam papers and coursework disallowed by the exam board but also risk being unable to return to **UTC Plymouth** for 6th Form.

Anti-bullying

At UTC Plymouth, we have a strict zero tolerance stance on bullying. Bullying may be defined as "deliberately" hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical, verbal and emotional. The use of mobile phones, email and web-based chat-rooms has led to the rise of cyber-bullying, which may be defined as the 'sending or posting of harmful or cruel text or images using the internet or other digital communication devices. We take all aspects of bullying seriously and all cases will be investigated.



UTC Plymouth believes that the college, student and parent/carers **ALL** have an important part to play in making a student's career at UTC Successful. **For this reason we ask all of us to sign the following:**

SIXTH FORM LEARNING CONTRACT AGREEMENT

I (Student name): _____ accept the Sixth Form Learning Contract and agree to abide by the guidelines and policies in addition to whole college rules.

Signed: _____ Date: _____

UTC agrees to:

- Provide a variety of private study facilities
- Provide guidance on learning/ study techniques
- Provide regular assessments of performance, opportunities for self-assessment, and target setting
- Provide opportunities for the student to get involved in the life of the college

Signed: _____ Role: _____ Date: _____

LEARNING CONTRACT AGREEMENT

This signed sheet will be returned to college and kept on file. The remainder of this document can be kept by the student and parents at home for reference purposes.

I (student name): _____ accept the Home/College Learning Contract and agree to abide by the guidelines and policies in addition to whole college rules.

Signed: _____ Date: _____

Parents recognise their responsibility to:

- Fully support the ethos of the college
- Ensure that their child attends college achieving 0% unauthorised absence and arrives on time
- Inform the college immediately of any absence due to illness
- Fully cooperate with the college in upholding the high standards of business dress
- Attend parent consultations and other meetings
- Inform the college of any special circumstances that may affect progress

Signed: _____ Date: _____

College agrees to:

- Provide a happy, considerate and inspiring environment
- Adhere to the highest standards of conduct
- Ensure an innovative, employer led curriculum which is broad, balanced, challenging and relevant
- Manage issues in a professional, fair and consistent manner in accordance with the college policies
- Provide a variety of study facilities
- Foster strong communication with parents/carers
- Acknowledge and praise achievement
- Provide guidance on learning/ study techniques
- Provide regular assessments of performance, opportunities for self-assessment, and target setting
- Provide opportunities for the student to get involved in the life of the college

Signed: _____ Date: _____



UTC PLYMOUTH POLICIES

VERSION CONTROL SHEET

POLICY NAME: UTC Learning Contract

Policy Prepared by: Jo Ware

Document date	Filename	Mtg submitted	Summary of changes required
3/12/21		SLT	