

# Highdown Sixth Form Centre



1560 on roll

11-18 mixed comprehensive

Headteacher: Ms L Mathews



## Highdown Sixth Form E-Handbook September 2025-2026

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Highdown School and Sixth Form Centre, Surley Row, Emmer Green, Reading, RG4 8LR



## What you should know about Highdown Sixth Form

Sixth Form students at Highdown have all the advantages of being students in a large and thriving educational institution and also of being a separate entity within that community. Highdown Sixth Form has an excellent reputation of being a very dynamic, caring, and forward-thinking community.

### Key Staff

**Ms L Mathews** – Headteacher

**Mr K Prior** – Head of Sixth Form

**Mr S Lilley** – Second in Sixth Form Academic

**Ms L Pattison** – Second in Sixth Form, Pastoral

**Mrs J Cunningham** – Sixth Form Administrator

**Mrs J Kaminska** – Sixth Form Learning Mentor

**Mrs C Sawdon-Smith** – Sixth Form Welfare Lead

### Academy Day

Highdown Academy operates on a **two-week schedule** that alternates Week A and Week B consisting of two different timetables. For Sixth Form, the day is organised as follows:

08:40 – Mentor Period

09:05 – Period 1

10:05 – Period 2

11:05 – Break

11:25 – Period 3

12:25 – Period 4

13:25 – Lunch

14:10 – Period 5

15:10 – End of the day

### Key Dates

**The Academy Calendar**, as well as all the important dates and events, can be found on the [website](#) and is constantly being updated. Here is a highlight of what you can expect to happen.

- In September: Welcome Evening and Year 13 Future Pathways Evening, Year 12 Settling In Review
- In November: Year 13 PPEs
- In January: Year 13 Learning Review Evening
- In February: Year 12 Learning Review Evening
- In late March: Year 12 PPEs
- In May: A-Level exams begin and continue until June
- In June: Year 12 Work Experience

## Expectations

There is not a long list of rules but we expect all students to behave in a way which supports the ethos of the academy. You are not required to wear a uniform in the Sixth Form although you will need to dress in a way suitable for a learning environment. All students are required to wear a visible ID badge at all times. [Here](#) is a link to our Sixth Form dress code.

Students are not allowed to smoke, or vape, on, or close to, academy premises. Anyone failing to comply with these instructions will face sanctions.

We have a policy that we will permanently exclude any student who is involved with illegal substances or the consumption of alcohol to/from the Academy or on site. Any student possessing a weapon, or bringing in an item to be used as a weapon, would also face permanent exclusion.

Students who are under performing academically will be supported via a programme of interventions.

## Attendance

High levels of attendance and excellent punctuality are both characteristics of students who meet and indeed exceed their target grades, achieve success and progress to higher education and/or employment. We expect all students to aim for 100% attendance. Attendance falling below 96% has been shown to result in an average reduction of one grade at A Level per student and this increases to two grades when attendance falls below 90%.

If students are unable to attend for any reason, their parent/carer must inform the school using the ClassCharts app, no later than 9:00am.

If, for any authorised reason, a student arrives late, they are to sign in at Student Reception.

For any Leave of Absence requests, the student must submit an LOA Request Form to the school office 24 hours in advance. (See list of authorised circumstances.)

If a student needs to go home for medical reasons, they need to alert the First Aider who will sign them out and update SIMS.

**The School's Attendance Protocol can be found in Appendix 1 at the end of this document.**

## ID Cards

The safety of every member of Highdown Community is of paramount importance. Therefore, you must **wear and display your ID card** at all times as proof of identity. These cards will also be used for access to the library and the gallery. You will be charged for replacement cards.

## Biometric and ParentMail Systems

The Department of Education has brought in legislation regarding the use of biometrics in schools. Previously, it was stated that parents should be made aware of the use of biometrics within our school on an 'opt-out' basis. However, from 1 September 2013, the legislation states that we must have written permission from a parent to allow your child to use the biometric facility on the cashless catering system and print management system currently being used in the school (the permission opt in/opt out tick box can be found on the Admissions Form).

Highdown School and Sixth Form Centre does not accept payment in cash at our food outlets. Contactless payments can be made at Café 6. We ask all parents to use the [ParentMail](#) system to credit an online account with funds for mealtimes. Using our online payment system avoids students needing to carry cash to school.

Students access their account and pay for items at the using a biometric recognition system (students press their finger against a digital reader) which directly debits or credits their account.

We will need to enrol your child before we can send out the Parent Invitation for ParentMail so we would suggest that you send your child in with a packed lunch for the first few days.

Once you have received the Parent Invitation to ParentMail you will be able to log into [www.parentmailpmx.co.uk](http://www.parentmailpmx.co.uk) and set up the password and follow the instructions for making payments. If you experience any problems in making payments, please contact the Finance Office on 0118 901 5800.

## OneNote OneStop

All Sixth Form students have access to OneNote Sixth Form platform. This is where all the important information can be found, from attendance to important dates to revision advice. It is constantly being updated with the latest news on Higher Education, apprenticeships, and interesting careers events in the area.

## Use of the Sixth Form Study Zones

You are welcome to use the Sixth Form study zones for a quiet place to study during school hours and after lessons. Different learning zones around the school have been designated as Red/Amber/Green, depending on the style of study.

Red Zones = Silent independent work. No food/drink permitted in lesson time **Y12 Study Room (Blue Building)**  
**Y13 Study Room (Lower School)** **INDEPENDENT LEARNING SLOTS MUST BE TAKEN HERE**

Amber Zones = Quiet study area. Talking quietly is allowed. Food/drink permitted **Upstairs Gallery, Lower School lobbies**

Green Zones = Group study area. Talking allowed. Food/drink permitted. **Downstairs in the Gallery/Sixth Form Lawn/Café 6**

The Year 12 Study Room is located in the Sixth Form building. The Year 13 Study Room is located in Lower School. Students can access school computers and laptops, but are welcome to use their own devices.

## Independent Learning

We expect you to devote a lot of your time outside the classroom to individual study. Whilst it is difficult to give precise guidelines for all subjects and courses, you will be expected to do **one hour of additional study in your own time for every hour spent in the classroom**. Some of this can be done during the school day in the study zones, but a large proportion will need to be done at home. Research and experience have shown that if students are to achieve their best grades it is essential that **they give priority to their studies** above all other commitments. **Part-time work** should not be undertaken during normal school hours.

**The list of online resources** that can be useful in supporting independent learning can be found on the Highdown website, in the Sixth Form area. Go to Support and Guidance section and look for [Study Skills](#). Moreover, Highdown teachers created a comprehensive **guide to revision**, consisting of many valuable tips and most effective techniques.

## Enrichment Opportunities

At Highdown Sixth Form we offer many chances for students to do more than the minimum expected in the classroom. Students can take part **in a range of extra-curricular and super curricular activities** designed to support academic study, enhance CVs, and give something back to the wider community.

To support your academic studies, students have the chance to follow the **Extended Project Qualification**, which not only enhances your application to university, but provides you with excellent study skills.

Students participate in an **enrichment session** every week, which gives them the chance to take part in a range of activities aimed at developing character.

Sixth Formers can help **mentor younger students** as well as help out in classrooms and we also run an annual **Christmas Party** for young disabled students from Brookfield's School in Tilehurst. In the past year Sixth Formers have taken part in sporting events and school drama productions and have travelled to places as varied as Madagascar and Vietnam, as well as trips closer to home to Cornwall and Yorkshire.

## Aiming High

At Highdown School and Sixth Form Centre we offer many opportunities for Gifted and Talented students to aim high and make effective applications to the best and most competitive universities in the UK.

### In Year 12 we...

- Raise students' awareness of their potential by highlighting target grades from the first day of term
- Share this information with parents in September in a Welcome to Sixth Form evening
- Offer students the chance to take the Extended Project Qualification
- Use ALPS data to identify a 'Russell Group/Oxbridge' cohort
- Meet with this group to raise aspirations towards Russell Group applications, working on thinking skills, interview skills and effective course research
- Support students in applying for Sutton Trust and Oxford summer schools, as well as support students through the Sutton Trust US University programme
- Run a trip to a college at Oxford University

### In Year 13 we...

- Have a talk from University of Oxford on 'applying to competitive courses'
- Send students to Oxbridge Interview preparation courses
- Offer small group seminars on UCAS course research and effective applications
- Offer more focused Oxbridge style interviews involving a panel of staff (and experienced former colleagues)
- Give focused one-to-one support for medics and Oxbridge candidates to complete applications

Students are advised to check **OneNote OneStop** regularly for information on events and competitions organised by universities for Sixth Form students. These are a great opportunity not only to expand your subject knowledge, but also to boost your UCAS application.

## Work Experience

Year 12 students undertake **work experience for one week** in June. Students find their own placements, but we can assist if necessary. Work experience is an important part of helping students to make informed decisions about their future direction and acts as a motivator in their educational performance.

## Student Leadership Team

Key members of the Student Leadership team are appointed from the Sixth Form students. They meet regularly to organise fund raising events, sporting activities and challenges, charity work and to represent the student body in discussion with Senior Leaders. Student leaders are interviewed and chosen by a panel of senior staff. Deputies for each post are also appointed. The Sixth Form have key roles in the school House System, leading younger students in a range of activities and competitions.

## Support

Your personal Mentor and Sixth Form Leadership Team are there to support your academic attainment and provide pastoral care. You can get **advice on careers** through the Careers Advisor. **Counselling** is available for those who want confidential help with a range of difficulties and initial appointments can be made either through their Mentor or Sixth Form Leadership or directly with the STAR Centre.

We give extensive **advice on applications** to Higher Education, including Oxford and Cambridge, and offer open day visits to universities. Help with applications and writing **personal statements** is given through your Mentor who will also be responsible for writing UCAS references.

The **Learning Support Department** can help if you have any special educational needs and/or disabilities. Access arrangements will not follow automatically from GCSE examinations, so it is vital you talk to the Department.

## Financial Support

**The 16-19 Bursary Fund** is a scheme to help students facing financial hardship to continue in full time education after Year 11. To qualify, a student must be aged 16 and under 19 on 31 August at the start of the academic year in which he/she starts a study programme; they must also be on a full-time study programme. For more details, please visit the Highdown [website](#). **Free school meals** are also available to students in full time education who meet the criteria specified by Reading Borough Council. Further information can be found [here](#).

## Guidelines for the Acceptable/Responsible Use of the Internet, USB Memory Sticks and Email

**These guidelines are designed to keep all users safe and to help the school be fair to everyone.**

**The school records all Internet sites visited by students and can check all incoming and outgoing mail messages.**

### THE INTERNET

- Students must access the system with their own unique login and password. Passwords **must** be kept secret and must conform to the school's password policy.
- Students will be held responsible for sites visited via their login and password.
- Students must not access other people's files.

- Students may only use the Internet for schoolwork and homework tasks.
- Students must not access inappropriate Internet sites; this includes any game sites.
- If students inadvertently access unsuitable sites, they should inform their teacher or the Whole School IT Department immediately.
- Students must not browse or attempt to bypass the school ICT security systems.
- Only schoolwork is to be held on memory sticks. Do not bring in music or video files and store them on the school system.

## EMAIL ACCOUNTS

- All email is traceable to the school. Students sending emails are acting as ambassadors for the school and must act accordingly.
- Students should only email people they know, or their teacher has approved.
- Messages sent should be polite and responsible.
- Student email accounts are for plain text messages only.
- Students must not use their email accounts to subscribe to mailing lists.
- Students must not pass on personal details (name, address, phone number, etc) via email to people they do not know.
- Students should report to a teacher any unpleasant material or messages sent to them. Such reports would be confidential and help protect all students.

If students are found not be following these guidelines their access to the Internet and email will be revoked.

## Applying to University and UCAS

All applications to UK universities for full-time undergraduate courses are made through **UCAS**. Regardless of the course or university that you are applying to, you will need to have a good grasp of the [UCAS deadlines](#), as missing them could jeopardise your application.

	Month	What to do
<b>Year 12</b>	<b>April</b>	Begin UCAS process at higher education events and in school.
	<b>May and June</b>	<b>Research</b> courses and universities. <b>Visit</b> universities, attend open days. Seek <b>careers guidance</b> from professionals (eg Careers Adviser at Highdown).
	<b>July and August</b>	Begin to restrict number of universities/courses. Produce a <b>draft UCAS application</b> and personal statement.
<b>Year 13</b>	<b>September</b>	Check your draft UCAS application and personal statement early in the month. <b>Start formal UCAS application.</b>
	<b>October</b>	<b>Deadline for</b> completed applications to be received by UCAS for <b>medicine, dentistry, veterinary and Oxbridge.</b> HIGHDOWN DEADLINE – LAST FRIDAY BEFORE HALF-TERM
	<b>January</b>	<b>Deadline for all UK university applications</b> (except some Art and Design courses). Some students will now begin to receive decisions. Apply for your <b>student finance.</b>
	<b>February</b>	<b>UCAS Extra</b> can be used if all choices are used up and you have been unsuccessful. You can add another university/course choice up until Clearing begins.

	<b>March</b>	<b>Deadline</b> for some <b>Art and Design</b> courses.
	<b>August</b>	<b>Results Days.</b> <b>Clearing</b> start shortly after that.
	<b>September</b>	University starts.

You are allowed to choose up to **5 courses** from the full range of institutions. You need to apply between early September and mid-January. Decisions and offers are made via **UCAS Track**.

#### Types of Offers:

- Conditional:** to be accepted you need to achieve a certain points score or grades.
- Unconditional:** your place is not determined by points/grades.
- Changed Course Offer:** a different course is offered from the one applied for.
- Unsuccessful:** the university are not able to offer you a place.

#### After you receive offers you will be asked to make 2 choices:

- Firm choice:** your first choice – make sure you have a realistic chance of meeting the entry requirements.
- Insurance choice:** your second choice – usually has lower entry requirements.

**UCAS Extra** will give you a further opportunity to make additional choices if you have been unsuccessful in your initial choices.

#### UCAS Tariff

If the course you are interested in refers to Tariff points in its entry requirements, you can use [Tariff calculator](#) on UCAS website to find out **how many points your qualifications and grades are allocated**. Not all qualifications are on the Tariff – don't worry if you can't find your qualification, as a university may still accept it. Make sure you read the guidance notes on the calculator to ensure you understand how the Tariff works.

#### Student Finance

**The Student Loans Company** administers **all** UK student loans, wherever you are from in the UK and wherever you go to university. It also manages student loans to EU students from any of the national UK student finance companies. Note that students must apply to the **correct** student finance company which depends on where you live (England, Northern Ireland, Scotland or Wales).

COSTS	
Living Costs	Variable depending on student choice.
Tuition Fees	The maximum contribution towards fees will be £9000 approx for September entry – fees rise roughly in line with rate of inflation.
REPAYABLE LOANS	
Student Maintenance Loan	Means-tested on parental income
Tuition Fee Loan	Non means-tested: the full amount is borrowed from the Student Loans Company and repayable after graduation.
NON-REPAYABLE GRANTS (if eligible)	
Scholarships	Grant awarded by individual universities: often for academic achievement prior to and during the course. Criteria will vary between different institutions.
Bursaries	Grant awarded against specific assessment criteria which will vary between different institutions (see Student Finance England website).
NHS Bursaries	Grant available only to students studying an NHS funded course.
Access to Learning Fund	Grant available only in cases of financial hardship.

## Apprenticeships

To get your career started you usually need a combination of experience and qualifications. An **apprenticeship** gives you both by combining on the job training with study (usually one day a week) meaning you can **earn while you learn**. With some apprenticeships you can even get a degree. It usually takes between one and four years to complete an apprenticeship depending on which level you take. Apprenticeships are available across a wide range of industries and many high quality, prestigious companies offer them. In April 2017 the Government introduced **The Apprenticeship levy** as a way to increase the quantity and quality of Apprenticeships. The levy is a new tax which aims to fund three million new Apprenticeships in England by 2020.

There are **many websites** offering information on all aspects of apprenticeships. For a list of such resources go to Highdown website, [Careers](#) section.

## Sixth Form Attendance Protocol

### Rationale

High levels of attendance and excellent punctuality are both characteristics of students who meet and indeed exceed their target grades, achieve success and progress to higher education and/or employment. We expect all students to aim for 100% attendance. Attendance falling below 96% has been shown to result in an average reduction of one grade at A Level per student and this increases to two grades when attendance falls below 90%. A student who falls below 90% attendance is defined as being 'persistently absent'

### Expectations - Students

- Students are expected to maintain a cumulative attendance rate of at least 96%. Universities and employers view students who have an attendance record of 96% or above as people who are dedicated, motivated, organized and take their responsibilities seriously. **This may be the difference for entry into a first-choice university, apprenticeship programme or employment.**
- All students are expected to attend school every day from 8.40 until 15.10. A student with a Flexible Working Pass is permitted to sign out if they do not have a lesson or timetabled study period after lunch. If their cumulative attendance drops below 96%, then actions will be taken as outlined in Appendix 1.
- If students are unable to come in for any reason, they must ask parents to report the absence. This is done via the Class Charts Parents App no later than 8.40. The Attendance Officer will update Class Charts.
- If for any reason, a student arrives late, before 9:05 am, they should report to their mentor room. After 9:05 am, late students should sign in at student reception.
- For any Leave of Absence requests, the student must submit a LOA Request Form to the school office 24 hours in advance. (See list of authorised circumstances)
- If a student needs to go home for medical reasons, they need to report to the First Aider, who will contact parents

### Accountabilities – Mentors

- Mentors will take registers at 8.40 every day
- Mentors will monitor mentor period registers as part of their weekly Tuesday monitoring
- Mentors will take appropriate action according to the consequences listed in Appendix 1
- Mentors will check the attendance data sheet, provided and updated by the Sixth Form Attendance Officer (SFAO), every Tuesday, add contextual notes, and initiate Stage 1 actions if appropriate. This will be overseen by SFAO.

### Accountabilities – Teaching staff

- Registers will be taken at the start of the lesson, and amended appropriately to highlight any punctuality issues
- If a member of staff is absent for known reasons, then appropriate cover work must be set on Teams. The Cover Manager will do their best to ensure the lesson is supervised. Set work should be completed in the teaching room. If a member of staff is absent unexpectedly, then the curriculum leader must set cover work and ensure a register is taken
- Registers should be checked and, if necessary, updated upon return from absence

## Monitoring / Evidence

- SFAO to produce weekly attendance data for mentors by the end of Monday, for discussion in Tuesday mentor time. Mentors to action students highlighted by AFAO for stage 1 intervention
- SFAO also conducts daily am monitoring, and contacts home for those Stage 1 or above
- Termly review by SIS (Pastoral) for good news letters to be sent
- SFAO to supervise the 2 week turnaround on each stage of the sanction process

Stage 1 – FIRST CONTACT – MENTOR INVOLVEMENT

- SFAO highlights on the attendance sheet to show that cumulative absence has dropped below 96% and informal measures (Stage 0) have not worked
  - SFAO asks mentor to contact parent/guardian
    - Mentor contacts parent/guardian
  - Mentor logs date of **phone call** on attendance sheet
    - Monitored by mentor



Stage 2 – IF NO IMPROVEMENT AFTER 2 WEEKS SIXTH FORM TEAM INFORMAL INVOLVEMENT

- SFAO highlights on attendance sheet that attendance has not improved (2<sup>nd</sup> Stage)
  - AHOA contacts parent/guardian (general warning letter)
  - AHOA logs date of Letter on attendance sheet
    - Monitored by SFAO



Stage 3 - IF NO IMPROVEMENT AFTER 2 WEEKS THEN SFAO FORMAL INVOLVEMENT

- Letter sent from SFAO.
- SFAO meets with student and adds date to attendance spreadsheet



Stage 4 - IF NO IMPROVEMENT AFTER 2 WEEKS THEN HOSF INVOLVEMENT

- SFAO to arrange meeting between parents, student and HOSF
  - HOSF to gather wider contextual information from staff
- Range of support strategies explored, and support plan put in place



Stage 5 - NO FURTHER IMPROVEMENT AFTER 2 WEEKS THEN FINAL HOSF MEETING

- SFAO to arrange meeting between parents, student and HOSF.
- Meeting to include possible further sanctions if no improvement
  - Payment for exam entries
  - Discussion of 6<sup>th</sup> Form place

**If a student fails Stage 5, then the issue is referred to Headteacher/DHT Sixth Form**

Examples of authorised absences	Examples of unauthorised absences
<ul style="list-style-type: none"> <li>• Illness</li> <li>• Emergency medical/dental appointment</li> <li>• A medical appointment which cannot be arranged after school or during holiday time – <b>evidence provided</b></li> <li>• A religious holiday compatible with the faith of the student (must be authorised prior to date)</li> <li>• Exceptional weather conditions</li> <li>• A careers interview or career related interview</li> <li>• A University Open Day – to a maximum of 5</li> <li>• University taster days / outreach experiences</li> <li>• External examination – <b>evidence provided</b></li> <li>• Family bereavement</li> <li>• Official carer duties for a member of the family</li> <li>• Court appearance</li> <li>• Post-Highdown job interview (not part-time)</li> <li>• Approved work experience</li> <li>• Practical driving test (not whole day)</li> </ul>	<ul style="list-style-type: none"> <li>• Holidays during term time</li> <li>• Driving lessons</li> <li>• Birthdays or similar celebrations</li> <li>• Babysitting</li> <li>• Waiting for the post, plumber, decorator etc. to arrive</li> <li>• Unofficial examination study leave</li> <li>• Missing a lesson in order to complete unfinished work</li> <li>• Part-time work which does not constitute part of a student’s course</li> </ul>

## Protocol Two – Flexible Working Pass Protocol

Sixth Form students have timetabled study periods throughout the week. These are slots in their timetable where they are not taught in classes in order for them to complete homework assignments, to consolidate and extend their learning and to prepare for their next steps beyond school, such as UCAS applications. We believe that the best approach for students is to complete their work in school, where they have a defined day, clear parameters, facilities and support from staff and their peers.

We also acknowledge that some students develop an excellent Sixth Form Mindset by the first term and that they can set up their home working environment to make it conducive for private study. In these cases, we invite students, and their parents and carers, to request a Flexible Working Pass for any day when they are free for Period 5, or both Periods 4 and 5.

### **Flexible Working Pass arrangements:**

Before requesting a Flexible Working Pass, you should consider your reasons for wanting to study from home; you should only request it if your rationale is grounded in best possible academic practice for you.

We require the following home study arrangements to be in place:

- A regular, scheduled timetable commitment
- 'On call' during your school hours to staff, including coming into school as arranged for meetings.
- A silent working room.
- A desk or table space, set up for extended work.
- Paper, files, pens and any specialist equipment required for that subject, including IT facilities.
- Appropriate supervision under the full responsibility of your parent or carer.

### **Requests for a Flexible Working Pass:**

To request dispensation for home study, you should complete the form (see Appendix 1 of this policy). In the form, you will be asked to state:

- The exact timetabled study periods in which you wish to study from home.
- The arrangements for home study you will make (where you will study, who will monitor and support your routines, how you will ensure that you hold yourself to account).
- A contact phone number (your mobile or landline number).
- Parent or carer consent and confirmation of their support and accountability for your plan.
- Your understanding that a Flexible Working Pass is not a permanent arrangement and can be removed at any time, if your study habits or success in your work begin to falter.

### **Criteria for assessing requests:**

All requests for dispensation will be considered by the Year Team and authorised by the Head of Achievement. They will consider:

- Your attendance, punctuality and behaviour data
- Your Readiness To Learn in your Achievement Reports
- Observation of your study habits and conduct in your study periods and the Sixth Form Centre.
- Feedback from your form mentor and subject teachers

Appendix 1 – Request for a Flexible Working Pass

Name	
Mentor Group	

Week (A or B), day and periods requested	
Name of the adult responsible for your supervision	
A contact number for you during these hours	
Details of the arrangements you will make for home study (where you will study, what resources you will have available)	
An explanation of your study habits and how you will hold your self to account for your work	

<p>Student Declaration:</p> <ul style="list-style-type: none"> <li>• <i>I understand that a Flexible Working Pass is not fixed and it is dependent on me maintaining high standards of independent study</i></li> <li>• <i>I understand that I should conduct myself in home study in the same way I would in a study room environment, and that I am required to work in these periods</i></li> <li>• <i>I understand that this privilege can be revoked if there is any significant deterioration in my predicted grades, attendance, or readiness to learn scores</i></li> </ul>	
Signed:	Date:

<p>Parent / Carer Declaration:</p> <ul style="list-style-type: none"> <li>• <i>I understand that I am responsible for my child during their home study</i></li> <li>• <i>I confirm that the study arrangements mentioned above will be in place</i></li> <li>• <i>I understand my role in holding my child accountable for their home study. I will communicate with school if I believe they are not maintaining the study habits mentioned above</i></li> </ul>	
Signed:	Date:

## Protocol 3 – Sixth Form Learner Agreement

In choosing to become a student at Highdown Sixth Form Centre, I commit to abide by the following:

1. I will ensure that I am available between school hours of 08.40 and 15.10 during term time.
2. I will arrange holidays, medical and other private appointments e.g. driving lessons, outside of school hours or during school holidays.
3. I will limit any term time, part-time working to a weekly maximum of 10 hours in total and ensure that shifts commence after 5pm to enable me to make full use of pastoral support and academic interventions at school.
4. I will arrive punctually for Mentor Period, all assemblies and all lessons, with a minimum level of 95% attendance. There is a strong correlation between attendance and academic achievement. All courses are intense and relatively short in duration. It is very difficult to catch up on work missed. It is not, therefore, acceptable for students to take holidays during term times. This includes Independent Learning sessions, and Enrichment sessions for Year 12 students.
5. If I am unable to attend school, I acknowledge that only a Parent or Carer can authorise this absence by using the Class Charts Parents App **before the start of school** and **daily thereafter for the duration of absence**. I also acknowledge that it is my responsibility to catch up with missed work by contacting my teachers and checking Teams.

For any known absence, medical or other (e.g. university interview, work experience) I understand that I will need to submit a Leave of Absence request form in advance of the absence.

If I am unable to attend school, it is my responsibility to ensure I liaise with my subject teachers to catch up and complete any work that I miss. I accept that school reserves the right to ask me to attend in my Study Periods or outside of normal school hours, in order to complete outstanding work

6. I accept that I am a role model within an age 11 to 18 school, and also within the wider community. I understand that I am expected to set the highest standards in behaviour and academic example.
7. I will not place or respond to any comments on Social Media that would bring the school into disrepute and I will not post/respond to anything that will cause hurt or unhappiness to any member of our school community.
8. I recognise that I have read the Dress Code and agree to abide by this.
9. I will not use my mobile phone or other electronic devices, such as headphones, outside of the Sixth Form Study Zones.
10. Highdown School and Sixth Form Centre is a NON-smoking environment - smoking or vaping on or in the vicinity of, the school premises, brings the school into disrepute and will be sanctioned accordingly. This applies before and after, as well as during, the school day.
11. I recognise that while I am on school site I am expected to use my time productively, whether that be in the Red Study Zones or in less formal Amber and Green Study Zones. Ball games should not be played on the school site during lesson time.
12. I will work with the necessary commitment in order to complete assignments by the required deadlines and to a standard that reflects my personal minimum target grade. If I fail to attend timetabled sessions, or fail to submit coursework within the deadlines, I acknowledge that the school reserves the right to request payment for examination entries.
13. I commit to aim to achieve one hour of effective and independent study time for each hour spent in class and to have this habit established by the start of Year 13.

14. Student ID badges must be worn and visible at all times, and if I lose or misplace the badge then I must pay £5.00 towards the cost of its replacement. Student ID badges must also be taken to all public examinations.

15. Students are expected to access their school email account for official school communication and to check this daily for new messages and announcements alongside relevant Teams.

16. I will fully immerse myself within the school community through supporting younger students and the school's ethos.

To support you in achieving your potential in Sixth Form, Highdown pledges to provide you with:

- a) A Form Mentor, who is your main pastoral contact for the discussion of any academic or social issues that may arise.
- b) Access to Private Study areas between 07.30 and 17.30 each day.
- c) Regular updates on my progress, to be discussed with Parents/Carers and my Form Mentor.
- d) Advice and guidance on the next steps you wish to follow beyond school, including applications to institutions of Higher or Further Education and Apprenticeships.

I have read and agree to abide by the terms of the Sixth Form Contract above.

I understand that if I do not comply with these terms then this may jeopardise exam entries and the ability to achieve the qualifications that I have committed to study.

Student Signature \_\_\_\_\_ Date\_\_\_\_\_

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date\_\_\_\_\_