

Sixth Form Agreement at The Totteridge Academy

We are delighted to welcome both existing TTA students and new students to the Sixth Form. We hope that you find the next two years to be exciting, challenging and positive and we would strongly encourage you to embrace every opportunity offered and to become involved in the life of the school by participating in the co-curricular programme. It is our aim to help you fulfil your potential and to support this, we have set out our expectations in this agreement.

An important aim of students in the Sixth Form is to achieve good results in examinations, to gain entry to Higher Education, and to leave TTA (The Totteridge Academy) as well-rounded individuals, prepared for life beyond school. If the school is to be successful in helping you achieve your potential, then it is important that you fulfil certain obligations.

1. Students must adhere to the ICT Acceptable Use Policy (AUP) and on all devices connected to the school services.
2. Sixth form students must always wear their lanyard and ID badge around the school; this is a safeguarding requirement.
3. To comply with fire regulations, all Sixth Form students must 'tap-in' and 'tap-out' with their ID card using the grey boxes by the Sixth Form designated entrance/exit **every time** they enter or leave the school site.
4. Students must maintain a high level of attendance which does not fall below 95%. Should this happen, students and parents will be sent a letter to inform them; all students should take measures to improve their attendance. If this does not improve then we may need to reconsider their place at TTA Sixth Form. If there are any extenuating ongoing or temporary circumstances which may affect attendance, please contact us with the relevant information for our records.
5. If students are ill and cannot come into school, the parent must call the school absence line to inform us of the student's absence on 020-8455-9205. Alternatively, parents must email our attendance officer, Maria.Alexandrou@tta.org.uk to notify us of an absence. Students must then request work from the lessons they will be missing in order to ensure that they do not fall behind.
6. Dentist, optician, doctor, hospital appointments, driving lessons etc. must be arranged outside of school hours where possible. For driving tests, a request for absence must be submitted to Mr Abiola. Requests for absence for appointments within school hours, should be emailed, with a screen shot of the appointment text or letter to Mr Abiola and Ms Alexandrou, for authorised absence.
7. Sixth Form students should not take holidays during term time (except in exceptional circumstances). A holiday request form, available on the school website, must be submitted for any holiday during term time, to Mr Abiola
8. Students should ensure that any part-time work commitments **do not interfere with their academic studies and should not, under any circumstances, be undertaken during the school day, 8:40–15:15 regardless of whether they have a timetabled lesson for period 3 or After School period**. If they have a part-time job, it is expected that they will not work any more than eight hours per week.
9. Students should arrive punctually at their form room for 8:40 when the school day begins. All students who are late will be issued a 15-minute late detention which must be completed on the day of lateness. Sixth Form students should attend and be punctual to all tutorials, assemblies, lessons, study periods, enrichment, Sixth Form seminars, UCAS sessions, Futures Week.



10. Missing tutorials, assemblies, lessons, study periods, enrichment, Sixth Form seminars and UCAS sessions, without permission, will be deemed as truancy and a 1-hour detention will be issued.
11. Homework must be completed in full and on time, students will be issued with a compulsory prep if homework is not completed on time.
12. Sixth Form students are role models and ambassadors for the school. Therefore, students should look smart, must adhere to the guidance and should demonstrate maturity and excellence in their attendance, punctuality, motivation and attitude.
13. Mobile phones and headphones are permitted for educational purposes only in the Sixth Form Study Area and if permission from a teacher is given. Staff will remove these items from students if they are seen outside of these areas; students will be able to collect their belongings after 15:15pm from Reception.
14. Sixth Form students are expected to become involved in the life of the school by involvement in the extracurricular programme and taking advantage of leadership opportunities and volunteering within the school setting for at least one hour per week. Students will not be able to apply for Head Student positions unless their leadership is completed.
15. Students should respect the quiet, calm atmosphere of the Library and the Sixth Form Study Area where they are expected to work independently and silently. Talking is permitted if it is about the work and done in a considerate manner.
16. The Study Area must be kept tidy and treated with respect. Students must not consume food in the Study Area, or chew gum **anywhere in the school**. If the room is not treated well, students will be asked to leave. Any damage to any room/furniture will be invoiced to the student.
17. All students are expected to do work beyond that which is set to develop a wider understanding of the subjects being studied. The recommended minimum is 2 additional hours per subject per week, not including homework.
18. Sixth Form students should use their non-contact time effectively. Their non-contact time should be used to complete homework and additional study.
19. Bikes and scooters (excluding electric scooters) may be kept on the school premises and locked in the bike racks. They must not be ridden in the school grounds at any time nor brought inside the building.
20. Smoking or vaping is not permitted onsite, nor should any smoking related paraphernalia be brought onto school premises. Students should not be seen smoking or vaping directly outside the grounds or in the alleyways beside the school. Smoking, vaping or being caught in possession of related items can result in an internal suspension or suspension (student sent home). All students should be respectful of others.
21. When a student leaves The Totteridge Academy they must return all equipment that is owned by the school and pay any debts that are outstanding.

Year 12 and 13 students need to meet the conditions of this contract. Each student will be given a fair opportunity to change their behaviour to meet the conditions of the contract. However, if they continue not to meet one or more of the conditions in this contract, The Totteridge Academy reserves the right to ask a student to leave the Sixth Form. Parents/Guardians will be kept informed of any issues that arise.