



STUDENT LEARNING AGREEMENT

MISSION STATEMENT

We shall endeavour to be a community which
witnesses to the Gospel and the values contained therein

"I came that you may have life in abundance"
John 10:10

Name:

Form:



Welcome to Carmel VI Form

The purpose of this booklet is to provide basic but important information on key aspects of Sixth Form life. The booklet concentrates on procedures and matters particular to Carmel Sixth Form. It is important that you follow these so that your time in the Sixth Form can run efficiently and smoothly.

Expectations and Commitments

Carmel Sixth Form is for students who want to **achieve**. It offers many opportunities, not only to pass exams and gain important qualifications, but also to develop as an **individual**. We want you to be sure about the expectations we have of you as well as the commitments you need to make to **ensure personal success**.

Commitment to Learning

By enrolling onto courses at Carmel you are agreeing to:

- Attend all timetabled lessons, study periods, assemblies, weekly PSHE sessions and dedicated days, tutor registration periods and personal interviews as directed by your Form Tutor
- Be punctual and arrive at the start of lessons on time
- Manage your time effectively and organise your work so that all deadlines are met
- Accept responsibility for your own learning with support from subject teachers and your Form Tutor
- Be considerate of others and behave in a manner which shows respect to all members of the College
- Act as a positive role model for the younger students in the College and the wider Community
- Respect the College environment and use resources in accordance with published guidelines

Attendance

When you enrol in the sixth form you are agreeing to continue with full time education.

We expect you to attend 100% of your timetabled sessions. These include:

- Morning registration
- Weekly PSHEE sessions and designated PSHEE days
- Weekly assembly
- Subject lessons
- Timetabled study periods

Whilst we insist upon full attendance, we do appreciate that there may be occasions when you will not be in College. In the case of unexpected absence please call the College on **01325 254525** to let us know.

If you know that you are going to be absent in advance for any reason, please inform your Tutor and subject teacher(s) and complete the appropriate *Authorised Absence Form* (see Miss Dodds in the Main Office). If absence is for more than three days please send a letter in from your parent/carer to the College.

If attendance falls to an unacceptable level, your entry into examinations will be placed in jeopardy and ultimately your place in College will be reviewed.

Tutor System

Every student in the VI Form is part of a tutor group with your Form Tutor acting as your Academic Mentor. You will meet with them on a regular basis to discuss your progress, set targets and address any problems you may have.

You must register with your Form Tutor on a daily basis. Morning registration starts at 8.50am. Afternoon registration is at 1.25pm.

In our experience students who achieve to their full potential do so through dedicated study and a commitment to full attendance. Registration is **compulsory** for **ALL** students

If you arrive late or leave College during the day, then you must sign in / out at the main reception (this is a health and safety issue to allow us to have accurate records of who is on the premises in case of a fire alarm).

Registration and weekly PSHE are the main vehicles through which you can gain information, advice and guidance on a range of matters concerning your options post 18.

Organisation and Time Management

As well as being expected to attend all lessons and arrive on time. Each subject will require you to develop essential and transferable key skills such as effective note taking, essay writing, file management, research and revision skills. You will need to keep your work organised in a systematic way both in College and at home. This will make it easier when it comes to coursework submission time or for revision.

Personal Study Periods

There will be times during the week when you will not have timetabled lessons. Depending on the number of subjects you have opted to study, additional study periods will be allocated to your timetable. You will need to sign in for each of these study periods in the Learning Resource Centre and attendance will be monitored on a weekly basis. We encourage you to use the Learning Resource Centre as well as the dedicated study areas in Art, Science, Maths and throughout the General Teaching block for quiet personal study.

Homework and Coursework

Entries for examinations are dependent on you meeting the criteria set out for each course. You will be expected to complete all homework and coursework to the best of your ability and submit work in agreement with the deadlines set. **You should aim to complete approximately 4 – 5 hours of independent work for each subject each week.** Please ask for help and advice from teachers and your Form Tutor if you have any difficulties with your work.

Progress Reviews and your Personal Programme of Study

To help you achieve your full potential your progress and commitment are monitored regularly throughout the year. You will be asked to spend time reviewing your progress and level of performance with subject teachers. This will help you to set academic targets. You will be expected to use your Personal Learning Plan to record:

- A Target Grade for each subject which is aspirational and high enough to challenge you
- Ongoing termly summative assessment performance grades
- Effort Grades, Organisation and Understanding Grades
- Teacher's comments and targets

Attainment and progress are reviewed in several different ways

- Each half term your subject teachers will provide you with information on your on-going progress and effort. This will help your Form Tutor to monitor your progress and to help you address any difficulties on a regular basis. Monthly Progress monitoring uses the following grade indicators:
 - 1) Excellent progress. Excellent effort. Exceeding target grade
 - 2) Good progress. Good effort. Working well towards target grade
 - 3) Progress of concern. Underachieving and not working towards target grade
 - 4) Serious concern. Urgent discussion needed
- Twice yearly full performance reviews take place with your Academic Mentor.
- At Parent's Evening there will be an opportunity to discuss your progress with individual subject teachers.

One Academic Mentoring Day where there will be an opportunity for you and your parents to undertake a full performance review with your Academic Mentor.

Changing or Dropping a Subject

Many students will start year 12 with **4** Level 3 subjects. We understand that you may wish to change subjects after doing a few lessons. It is imperative that you have made correct decisions about the subjects you have chosen; if you wish to change or drop a subject, you must first speak to the subject teachers concerned, then your Form tutor. A form for changing / dropping subjects must be obtained from Mr Mitchell or Mrs Parnaby, then completed and returned to Mrs Kane (Vice-Principal). You must continue to attend lessons until such a time as the form has been completed. ***Continued enrolment at Carmel Sixth Form is dependent on you studying a minimum of 3 A levels or their equivalent..***

Information Advice and Guidance

We ensure that careers guidance and IAG is available to you and is offered in a manner appropriate to your individual needs. We have developed a programme of events throughout the year to help you prepare applications to University or other Higher Education establishments. At Carmel we are experienced in providing quality references in support of applications to university or for jobs and we ensure that you will receive the help needed to write strong successful applications. As a College we use Unifrog which is a one-stop-shop for destinations, allowing students to explore university courses and apprenticeships in the UK and other around the world opportunities.

Dress Code

At Carmel we believe that attitude to appearance has an impact on attitude to effort, and have therefore always asked our students to have a smart and distinctive dress code of black/white/grey.

- Jeans may be worn, but must not be blue or ripped
- Tracksuit or jogging bottoms must not be worn
- Tops should be as plain as possible – no large writing or designs
- Official purple 'Lourdes wear' is allowed, and is not exclusive to those actually on the pilgrimage

All students will be issued with a Sixth Form ID Badge which they should have on them at all times while in College.

VI Form students are role models for the rest of the College, and whilst we encourage a sense of individuality, we also demand certain standards. Please uphold these standards as you enter the VI Form at Carmel.

Common Room Subscriptions

You have been provided with excellent facilities throughout the college, and especially in the VI Form common room. With privilege comes responsibility, and you are expected to keep the facilities in good order.

A payment of £3 by each student will provide a centrally held fund for the duration of the academic year. Any student found to have caused damage to college property (either deliberately or as the result of poor behaviour) will be billed accordingly. In the event that general misuse of college property necessitates repair or replacement, the bill shall be paid from the Common Room Subscription fund.

At the end of each year, the student leadership team will be notified of the amount of money left in the fund. Through discussion with the whole student body, a decision will be made regarding the money. Possible uses of the money at the end of the year are:

- division of all funds and equal return to students
- partial or full donation to charity
- acquisition of new facilities for students
- subsidising of end of year activities for all or individual students in need

It is intended that this system will encourage an appreciation of the value of college property, a sense of responsibility, and a further sense of autonomy among the student body.

Student Leadership

Matters concerning Sixth Form are discussed regularly and your input is extremely valuable.

The Sixth Form has its own Student Leadership Team comprising of Head Boy and Girl and Deputy Head Boys and Girls who lead a council of students arranged into key areas such as:

- Spiritual Depth
- Academic Strength
- Fundraising
- Sports
- Social events

We encourage you to participate FULLY in College life. Not only will you improve your CV and UCAS personal statement, but you will also ENJOY your time at Carmel much more

Student Learning Agreement

Under this agreement Carmel Sixth Form will endeavour to provide:

- A programme of courses delivered by qualified and effective members of staff using appropriate facilities and resources
- A friendly, caring and supportive environment
- A Tutor who monitors your progress, provides guidance and assistance in setting targets for improvement
- Support in developing good study skills and coping with stress
- The opportunity to take part in leisure and extra-curricular activities
- Access to Information Advice and Guidance suited to your individual needs with access to careers advice
- Opportunities for your parents/guardians to come into College to discuss your progress
- One full written report each year and other interim monitoring reports as appropriate

In return you will be expected to:

- Attend all timetabled lessons, study periods, assemblies, weekly PSHE sessions and dedicated days, tutor registration periods and personal interviews as directed by your Form Tutor
- Be punctual and arrive at the start of lessons on time
- Manage your time effectively and organise your work so that all deadlines are met
- Accept responsibility for your own learning with support from Subject Teachers and your Form Tutor
- Be considerate of others and behave in a manner which shows respect to all members of the College
- Act as a positive role model for the younger students in the College and the wider Community
- Respect the College environment and use resources in accordance with published guidelines

I have read and understand the expectations in the Student Learning Agreement. I agree by enrolling on to courses at Carmel Sixth Form that I will abide by the guidelines of the College.

Signed by the Student: _____

Signed by the Tutor: _____

Student Learning Agreement agreed on Date: _____

I the parent/carer of _____ have read the Student Learning Agreement and will fully support my child and the College.

Signed by the Parent: _____ ***Date:*** _____

