



Policies and Procedures
Post 16 Partnership
Document

Post-16 Partnership Document

This document sets out the hopes and expectations of both students and tutors in Post-16 at Abbey Grange. It has been written and agreed by students, for students and parents/ carers, and gives guidelines on many issues and responsibilities that play a part of Post-16 life.

What you should expect from the Academy:

- **Guidance and support** in all aspects of Academy life not only academic subjects but also those issues relating to study skills, wider key skills, career progression into higher education or employment and pastoral matters. This will be provided through the pastoral team, the Academy's student support schemes, and external agencies where appropriate.
- **A commitment from staff** to provide the most appropriate atmosphere for study, and to set and maintain the correct work ethic and high expectations of students at all times.
- **Positive encouragement** at all times.

What you should expect from each other:

1. **Co-operation** in creating a good working and social environment for each other and support for those students working for the benefit of post-16 i.e. :-
 - Student council
 - Assistance with post-16 related activities.
2. **Sensitivity and consideration** in having an awareness of one another's needs and showing due respect for each other in all areas of the Academy
 - John Rex Room, Post-16 centre, ICT suites etc

What Abbey Grange will expect from you:

- **Setting standards** - post-16 students DO have a responsibility within the school environment to set appropriate standards of behaviour as they ARE perceived as role models by other year groups.
- **Upholding the ethos of the Academy** – post-16 students are expected to actively support and promote the Academy mission statement and the Christian ethos of the Academy.
- **Respect for others** - consideration should be given to others both in and out of the post-16 environment and cooperation shown to staff and students requesting it.
- **Respect for surroundings** - students should see the use of facilities such as the post-16 centre, Sixth Form study rooms, and ICT suites as a privilege and treat them accordingly.
- **Commitment to an appropriate work ethic** - whilst the idea of unsupervised study time within the school day is a considerable change for students new to post-16, it is expected that you will quickly realise the need for effective use of this time in purposeful work. Students in Year 13 who are aware of the expectations and demands of work at Advanced level are expected to set the standard. The designated study areas should be used during Study Periods and all students should regard this as a part of their working day and help maintain the appropriate quiet atmosphere, having regard for others working there.

- **Partnership with staff** - Understanding the need to ask for help and guidance as soon as it is necessary is essential to effective progress at post-16. It is expected therefore that all students will play their part in developing good working relations with both subject and pastoral staff.

Dress - it is expected that all students will dress in a manner that is both smart and befits a working environment. Some items of clothing are therefore seen as inappropriate, such as :- tracksuit tops, track suit bottoms, jogging bottoms, ripped jeans, football and rugby shirts, shorts, crop tops, vest tops, facial jewellery, other than earrings, etc., along with other items that common sense suggests are inappropriate. Facial piercings and extremes of hairstyle and colour are not permitted. If in doubt, ask! Students who fail to comply with these expectations may be asked to go home.

- **Attendance and punctuality** - it is expected that all students will set high standards of attendance and punctuality, at lesson times, and also at the beginning of the day, as important information is issued at this time. Permitted absence may be granted at the discretion of the Head of Abbey and with receipt of the written parental consent form. Attendance rates will be reported home with the annual report and at other times as the Head of Abbey sees fit. This will also be considered for exam entry. (see over leaf)

Sanctions

Whilst Post 16 students are expected to adopt a mature and responsible attitude to learning, some may not meet our high expectations. We cannot accept poor behaviour and a poor attitude to learning. Any issues will be dealt with by subject staff initially, and then as outlined in the Academy Behaviour Policy. Continual poor behaviour that prevents a student's or other students' successful attainment at the appropriate level for their potential will be severely sanctioned.

If a student is close to being asked to leave Post 16 due to issues of behaviour, attitude to learning and attendance, a 'final warning letter' will be sent home at any point in the year following a meeting with parents.

Exam Entry

Students failing to meet the requirements of their courses, or who have attendance that is below 90%, without mitigating circumstances, may be requested to pay for their exam entry fees. This is at the discretion of the Principal in consultation with the Head of Abbey and Post 16 Transition Coordinator. (See exam policy).

Four Weeks to Get It Right Monitoring Programme

In year 12 there is an opportunity early in the first term to identify students who are struggling with their learning and failing to achieve at an expected rate. Four weeks are given for those students to meet clearly defined targets which are agreed with the student. Parents will always be informed and involved. If insufficient progress is made against these targets over the four week period, the student will be asked to leave the course and potentially the school.

Progression into year 13

Staff will be asked for feedback at the end of the AS course in year 12 to ascertain the names of any students who to the best of their professional knowledge have shown that despite their attainment at AS there is little evidence of potential in their subject at A2 level. These students will not be allowed to carry on into year 13 in that subject.

Roles and Responsibilities of Post-16 Students

The role of the post-16 student takes on a number of different forms and serves a number of different purposes.

The most evident actions of post-16 students can be seen in the direct contact with younger students in beneficial activities such as:-

- Subject based clubs and events, and supporting others in class
- Post-16 options advice in years 10 & 11.
- Open Evening etc

There are of course many **other activities and events** in which post-16 students are involved in organising and participating in, that are to the benefit of the entire school. These include:-

- School Council
- Subject mentors
- Reading mentors
- School assemblies
- Music Activities
- Drama Club, School productions
- Sports coaching with younger students
- Debating Society
- Charity events such as themed dress days, concerts, etc. and those events organised that make students across the school think about wider issues affecting other people.
- Cell groups, Amnesty and Global Justice groups
- Enrichment Activities

Post-16 students also have a responsibility to participate in activities that promote the development of their own environment, adopting responsibilities that are crucial for the success of post-16, such as :-

- Student council
- Interaction between students in years 12 and 13
- Preserving the good relations between students and members of staff

Or whether it is more light hearted issues such as

- Parties, Summer Ball, visits out of school hours etc.

It is important that post-16 students demonstrate sensible behaviour in all areas of school life as their attitudes are an example for the rest of the school.

Whilst no student will be involved in every one of these activities, all students need to accept that experience and leadership in many of these activities enables them to carry out the School's Mission Statement: To Educate, Nurture and Empower.

Student acceptance of the above points, and a commitment to them, should allow everyone to work together as adults, to the benefit of all students, in an environment that has an appropriate work ethic and an enjoyable social atmosphere.

Student Name: Form :

Signed Student: Date :

Signed Parent/ Carer: Date :

Signed Head of Abbey: Date :