

# Predicted Qualifications

Please provide details for your predicted grades in each qualifications that you are currently studying - please use your latest school report.

Qualification	Predicted grades

Supplemental Information



## Office Use Only

Application Received	Staff:	Date:
Reference Received	Staff:	Date:
Interview	Staff:	Date:
Offered Place	Staff:	Date:

Copy birth certificate/photographic ID received ( <i>where appropriate</i> )	YES	NO
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Name:

## Sixth Form Application Pack 2018

*“Teachers are very caring and you feel that they know your child well and that their welfare and learning are a priority.”*



## Archbishop Holgate's School: Key Stage 5 Options From 2018/2019

Please **TICK AT LEAST 4 times** . A tick represents an intention to study that particular course. Please note that all courses except the WORKSKILLS course (which requires all 4 ticks) need only 1 tick.

A Level Subjects		Level 3 BTEC Subjects <i>Equivalent to <b>one</b> A Level, assessed through coursework and examination.</i>	
All these courses are worth one qualification	Tick	All these courses are worth one qualification	Tick
Applied Science		Applied Law	
Art & Design: Fine Art		Business	
Art & Design: Textiles		Childcare	
Biology		Engineering	
Chemistry		Health & Social Care	
Computing		IT	
Economics		Sport Science	
English Language		Travel & Tourism	
English Literature			
Level 3 BTEC Subjects <i>Equivalent to <b>two</b> A Levels, assessed through coursework and examination.</i>		Level 3 BTEC Subjects <i>Equivalent to <b>two</b> A Levels, assessed through coursework and examination.</i>	
All these courses are worth one qualification	Tick	All these courses are worth two qualifications	Double Tick
Further Mathematics		Business	
Geography		Engineering	
History			
Mathematics			
Media			
Music			
Photography			
Physical Education			
Physics			
Politics			
Product Design: Graphics			
Product Design: Textiles			
Psychology			
Religious Studies			
Sociology			
Theatre Studies			
		BTEC WorkSkills	
			Four Ticks
		WorkSkills Programme (Includes 2 day work placement)	

# Sixth Form Options September 2018/19

## **Entry requirements for Level 3 courses**

Automatic entry onto level 3 courses includes students achieving 5 x A\* - C or equivalent at GCSE alongside a grade 5 or above in both English and Mathematics. Students with either English and/or Mathematics at grade 4 or below will have individual meetings to determine the most suitable pathway within Sixth Form.

## **Instructions for choosing Options**

Students must select 4 subjects.

**Students who would like to study aBTEC subject that is the equivalent to two A levels must tick the box twice.**

**HOWEVER: If your course choice is not shown please list it below.**

*(However no guarantee can be made that we will consider delivering this particular course, a minimum of 10 pupils is required to consider starting a new programme.)*

## *Welcome* **to Archbishop Holgate's Sixth Form**

We are delighted that you are considering applying to Archbishop Holgate's Sixth Form. As a Sixth Form we are committed to ensuring that our Christian values, outstanding care for the individual and excellent student achievement, remain at the heart of our provision.

This next step on your educational journey is an extremely important one. Having worked hard for your GCSE qualifications, you need to make sure that the choices you now make are the right ones. Our curriculum is broad, balanced and will allow you to tailor your learning experience to suit your future progression. With nationally recognised outstanding student performance, your future aspirations will soon become one step closer.

There is no better feeling than seeing our students achieve the grades and qualifications to move on to university, apprenticeships or the world of work. For this to happen, there must be a combination of academic rigour, high quality pastoral care and outstanding teaching and learning. Archbishop Holgate's has an exceptional reputation for its values, care and achievement, and as a member of our Sixth Form you will receive outstanding support.

Our friendly Sixth Form community is centred around strong relationships between staff and students which are built on mutual respect. It is an environment in which students, parents, guardians and staff work in partnership to support your needs and allow you to fulfil your potential. Opportunities outside of the classroom will not only enable you to forge strong friendships but provide you with fond memories of your time with us. The Sixth Form Team has a wealth of experience and enthusiasm, committed to ensuring that you are happy, safe and truly known as an individual.

We welcome students from a wide geographical area and from other schools. Parents and prospective students who would like to arrange a visit to see our Sixth Form and meet the team will be very welcome. Please do not hesitate to get in touch with us to find out more.

Yours faithfully,



**Miss Francesca De Lashley**  
**Assistant Head and Director of Sixth Form**

# Admission Form

This Form should be completed (IN BLOCK LETTERS) by the Parent or Guardian of the student before admission, and returned to the Archbishop Holgate's Sixth Form, Hull Road, York, YO10 5ZA, as soon as possible.

## Student Information

Surname		
Forenames (underline name normally used)		
Date of birth	Gender (please tick) Male      Female	
Address		
	Postcode	
Home no.	Student mobile no.	
Email address		
Correspondence address to be used by Sixth Form		
Schools/other learning establishments previously attended, with dates:		
School/establishment	From	To
School/establishment	From	To

Names of any siblings already attending Archbishop Holgate's School or Sixth Form.

Names

## Parent/Guardian Information

The Sixth Form must have a record of the names, addresses and telephone numbers of all those who have **parental responsibility** for a student. This includes **natural parents, adoptive parents, legal guardians and carers**. **In the event of an emergency we shall contact the names below in the priority order shown. Should you not want one of the people listed to be contacted, please indicate next to their name.**

Name	
Address	
	Postcode
Home no.	Mobile no.
Work no.	Email address
Work address	
Relationship to student	

# Financial Support

## Financial support for students in 2018/19

The following information applies to students in Year 12 or Year 13 in the 2018/19 academic year. As with all information it is accurate at the date of going to print. We will keep you fully updated if any information changes.

### **16-19 Discretionary Fund**

#### **£1,200 bursary:**

The government has announced that some students will be entitled to a grant or bursary of £1,200\* next year. You could get this if you are in one of the following categories:

- > You are living in care
- > You are a care leaver
- > You are receiving income support
- > You are disabled and receiving both Employment Support Allowance and Disability Living Allowance

If you think you are eligible for this fund, please speak to Miss De Lashley, Director of Sixth Form or Mrs Walton, Sixth Form Administrator.

*\*If you are eligible for this and the continuing EMA scheme, you will receive this Discretionary fund instead of the EMA - you will not be able to claim both.*

#### **Is your household income less than £35,000 a year?\* If so, you could apply for financial support:**

The 16-19 Discretionary Fund could provide assistance towards the costs of:

- Transport
- Equipment
- Books
- Trips
- Meals
- Exam re-sits, etc.

\*There is a limited amount of funding which means that it may not be possible to support every application and priority will be given to those students from the families with the lowest household income and/or highest demonstrated need. Highest Demonstrated need: we recognise that there may be exceptional circumstances where a student faces hardship irrespective of household income. In these situations requests for support will be considered on an individual basis.

***Further information and application forms are available from Mrs Walton, Sixth Form Administrator . Proof of household income (or income-based benefits) will be required before you make an application.***

# ICT User Policy

1. Students must act responsibly and should make use of the school's computers, their laptop (should they wish to bring this to Sixth Form, however, this must be at their own risk and under the terms of their personal insurances) and the Internet for school-related work only.
2. Each student has an individual user name and password. This allows each student a secure way of keeping work on the network. Each student is responsible for the files kept in his or her area of the network. Student laptops remains the responsibility of the individual student to whom it has been assigned.
3. Students must respect computer software copyright and hardware and not steal others' work or interfere with work belonging to another student. Any damage, malicious or otherwise, will remain the responsibility of the individual student. The Centre will not repair or replace damaged equipment.
4. Students must be prepared to give permission for members of staff to check personal disks and laptops for viruses and unsuitable material. The use of memory sticks is conditional upon virus checking software. At no time must any material be uploaded onto laptops without prior permission of staff.
5. Students must not access nor attempt to access any kind of unsuitable material (e.g. pornography). Students are reminded that the possession of certain types of unsuitable material (e.g. pornography) can lead to prosecution by the police.
6. Violation of the agreed user policy will result in the suspension of the student from using the computer network, and parents will be informed. For serious violations, students may be excluded from school and the police may become involved.

Students must observe the school's Code of Conduct.

## ICT User Policy Permission

### Student

As a user of the school's network of computers, including the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school. If I choose to bring my laptop to Sixth Form, it remains my responsibility to ensure it is adequately covered by personal insurance. Its maintenance and operation are not the responsibility of the Sixth Form. Any damage or loss must be indemnified by the student.

Signed:	<b>(Student)</b>
Name:	Date:

### Parent

As the parent or legal guardian of the student signing above, I grant permission for my son/daughter to use the school's network, including the Internet. I understand that students will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable, and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

I have read the school's ICT User Policy and I accept the consequences for my son/daughter if the Policy is contravened.

Signed:	<b>(Parent/Guardian)</b>
Name:	Date:

Name	
Address	
	Postcode
Home phone no.	Mobile no.
Work no.	Email address
Work address	
Relationship to student	

Name	
Address	
	Postcode
Home phone no.	Mobile no.
Work no.	Email address
Work address	
Relationship to student	

It is normal practice to send letters and reports to those parent(s) with whom the student lives. Should you wish a report to be sent to an additional person, please give details below:


## Alternative Emergency Contacts

Please give the names, addresses and telephone numbers of people not listed previously (relatives, friends, neighbours) who we should call in the event of an emergency, should we be unable to contact any of the above. Please only list people who live or work close enough to be able to respond quickly.

Name	
Address	
	Postcode
Home no.	Mobile no.
Work no.	Relationship to student

Name	
Address	
	Postcode
Home phone no.	Mobile no.
Work no.	Relationship to student

## Medical Information

Name of family doctor
Surgery
Address
Tel. no.

Please give details of any medical problems affecting the student. Does he/she suffer from asthma, hay-fever or other allergy (e.g. penicillin, aspirin)? (Please specify and indicate any special treatment.)


Does he/she suffer from epilepsy? YES/NO	Is he/she diabetic? YES/NO
Does he/she have any problems in hearing, needing special treatment? (e.g. needs to sit near the front)	
Does he/she have any vision problems? (e.g. wears spectacles)	
Please give details of any other problem of which the Sixth Form should be aware:	
Is the student immunised against tetanus?	YES/NO
Can paracetamol/plasters be administered for minor ailments?	YES/NO
Does the student have any dietary restrictions?	YES/NO

## Other Information

Is the student eligible for Free School Meals?	YES	NO	DON'T KNOW
Please indicate meal option (tick one only)	School Meal	Packed Lunch	Home

## Travel Arrangements

How does the student intend to travel to and from the Sixth Form (please tick <b>one</b> only)							
Bus		Bicycle		Walk		Taxi	Other (please state)

## Armed Forces

Please give details of any parent/guardian who is currently employed by any of the Armed Forces.

## Origins

Nationality:
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Country of Birth:
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First Language (e.g. English)
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Have you been a resident of the EU for more than 3 years?	YES	NO
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**If NO, please provide photographic ID evidence or copy birth certificate with your application**

## Learner Malpractice and Referencing

Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking, or written papers/notes during supervised assessment/examination/test conditions, will be considered to be Learner Malpractice and will be dealt with as stipulated in Plagiarism—a Guide for Students.

## Use of facilities and equipment

I agree to look after the facilities and equipment. I agree my behaviour must not cause damage to facilities, and that I may not use equipment for non-Sixth Form activities.

## Parking

I may park a bicycle on site. When I am old enough, I may ask for a permit to park a scooter on site. I recognise the Centre cannot guarantee availability, and will obviously seek to provide parking for those who have the longest distance to travel. I understand the Centre discourages travel by car and that I will only be permitted to park a car on site if I live outside a 5 mile radius of the Sixth Form, or in an area I can demonstrate if not serviced by a regular bus service. If either of these two exceptions apply I may request consideration for a parking permit from Reception, whereupon restrictions of use will apply. Unauthorised vehicles without a permit are not permitted to park on the school site and only the permit holder should be carried in that vehicle. The transport of other students is prohibited on our school site, unless permission is given in writing from both parties parents/guardians. If permission to park on the school premises is granted then you will need to produce a valid driving license and insurance document.

## Mobile phones/Electronic devices

I recognise that I am welcome to bring my mobile phone, but that it must be placed out of sight on vibrate or silent, and must not interrupt lessons or study sessions. I accept that this is in keeping with the aim of the Sixth Form to offer a business environment for young adults and that this is part of me behaving professionally. I must not use my mobile phone within the main school environment, or in any area used commonly with main schools students.

## Food and drink

I recognise that it is also part of the professional behaviour expected of me that eating is restricted to specific areas throughout the centre. Food is permitted in the Sixth Form library at break and lunch time only. I will therefore not wander around eating food or chewing, both of which look unprofessional. I will not eat in any area commonly used with main school students, unless I am eating in the main school dining hall. I will responsibly dispose of my litter and leave areas clean and tidy.

## A business environment

The Centre will on occasions be used by companies for conferences, and by other outside visitors. I understand that people will judge the Centre on my attitude and behaviour. I recognise the need to be moderate in my use of language, and to show courtesy and respect at all times to other members of the Sixth Form and to all visitors.

## Acceptance

I have read the above Student Agreement and agree to support it.

**I am fully aware that as a student at Archbishop Holgate's School, I must adhere to all policies related to student attendance, behaviour and conduct and as such I am subject to the full support and sanctions within. I fully accept that in the event of sustained intervention or a serious breach of the school rules, the school is fully entitled to withdraw my place in the Sixth Form.**

Signed:	(Student)
Name:	Date:
Signed:	(Parent/Guardian)
Name:	Date:

**Employment**

I recognise the need to be realistic in taking on any extra work outside my educational studies. The courses I am studying are very demanding, and will require me to invest a considerable amount of effort outside lesson times. I will be required to register for work experience with NYBEP, who will ensure that I am placed in a relevant and safe working environment. This will form a compulsory part of my Post-16 education and work experience may be taken in blocks of time.

**Volunteering**

I understand that I will be required to volunteer within school for a minimum of one hour per week. To validate this work, I will ensure that my volunteering is recorded accurately, being signed by both me and the member of staff responsible for my activity.

**Wider opportunities**

I recognise that many opportunities will be made available at the Sixth Form, which I will be encouraged to attend. These will include seminars, visits related to my studies, service to others etc. Seminars available at the Centre will be calendared well in advance, and I understand that I will be expected to be present to guest speakers relevant to my course, from higher education and from business.

**Attendance and Registration**

I understand the need to be prompt to registration and lessons at both the Sixth Form and at any other centre of learning. It is not acceptable for me to arrive late, or unprepared to learn, due to lack of equipment or poor organisation. I understand I need to have completed electronic registration, and be ready to start, with time to spare. On the rare occasions I do find myself running late due to circumstances beyond my control, I will contact Reception who will then as a matter of courtesy inform my teacher. I understand that disciplinary interventions will be in place to combat poor attendance at registration, lessons, non-contact periods and other Sixth Form activities (such as Assembly, Chapel, Enrichment and extra-curricular activities arranged for me in place of normal Sixth Form activities).

**Absence**

I recognise that good attendance is essential, and that any absence will have an impact upon my progress and achievement. I will telephone the reception to inform the Attendance Officer of my absence, even if I am attending lectures at another institution. I will provide an absence note or doctor's certificate upon my return. Planned absences of any kind during term time are discouraged, and will need to be discussed with the Head of Year. Truancy or low attendance without valid reason, can result in your place at Sixth Form being at risk.

**Visitors to site**

I will not bring visitors onto the site except with the prior permission of the Director of Sixth Form.

**Trips and Visits**

During the academic year you will be required, as part of the curriculum, to visit sites, businesses or local attractions, relating to your course or as part of the Enrichment Programme; all of which are compulsory elements of your studies. Staff will contact you by letter prior to each visit taking place and Parents/Guardians will then be able to reply to us giving consent, or asking us to excuse you from a particular visit.

**Reports and Parents' Evening**

I will be provided with continual feedback by my subject teachers. Formal feedback will be given at the end of every module depending upon the type of qualification I am studying. The Centre will also inform my parents/guardian of my progress using interim assessment data. Formal written reports will also be sent home, and my parents/guardian will have an opportunity to meet with my teachers during the academic year. I will make every endeavour to be present at those meetings, even if there is an instance where my parents are unable to attend. I will speak to a member of the Sixth Form team should attending these meetings be impracticable for either myself or my parents/guardian.

**Ethnicity (please tick one box)**

Asian/Asian British – Bangladeshi	<input type="checkbox"/>	Asian/Asian British – Indian	<input type="checkbox"/>
Asian/Asian British – Any other Asian background	<input type="checkbox"/>	Asian/Asian British – Pakistani	<input type="checkbox"/>
Black/Black British – African	<input type="checkbox"/>	Black/Black British – Caribbean	<input type="checkbox"/>
Black/Black British – Any other Black background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Mixed – Any other mixed background	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>
Mixed – White and Black African	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>
White – British	<input type="checkbox"/>	White – European	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>	Traveller of Irish heritage	<input type="checkbox"/>
White other	<input type="checkbox"/>	Gypsy/Roma	<input type="checkbox"/>
Any other ethnic background (please specify)			

**Religion (please tick one box)**

Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	No religion	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	Other religion (please specify)	<input type="checkbox"/>

**SEN Arrangements**

We would ask you to provide us with further information regarding SEN arrangements currently in place for applicants, or which will be required Post-16 ( <i>please tick each statement which applies</i> ).									
<input type="checkbox"/>	Applicant requires one-to-one support outside of lessons	<input type="checkbox"/>	Applicant requires one-to-one support in lessons (state how many hours)	<input type="checkbox"/>	Applicant can attend work placement opportunities unsupervised	<input type="checkbox"/>	Applicant can travel independently	<input type="checkbox"/>	None of these statements apply

**Access Arrangements**

Please use this space to let us know about any medical or SEN arrangements which are currently in place of which Sixth Form should be aware for Post-16 applicants:

**Further Information/Declarations**

Please state what your previous access arrangements have been (e.g. special arrangements in examinations—extra time, scribe, reader, etc):

**Do any of the following apply to you?**

We would ask you to fill in the declarations below giving further details, if required.

<input type="checkbox"/>	Criminal convictions	<input type="checkbox"/>	Police reprimand	<input type="checkbox"/>	Final warning	<input type="checkbox"/>	Referral order	<input type="checkbox"/>	None of these
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If there is any other information about the student which you would like the Sixth Form to be aware, please give details here (*continue on a separate sheet, if necessary*):

You have the right to see a copy of the student's record, but due to confidentiality restrictions, you will need to notify the *Sixth Form* in writing that you wish to be supplied with a copy. There may be a charge for photocopying.

## CONSENTS

**Church information:** I understand that, recognising its historic foundation, the Sixth Form will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level; that it aims to serve its community by providing a non-proselytising education of the highest quality within the context of Christian belief and practice; that it encourages an understanding of the meaning and significance of faith; that it promotes Christian values through the experience it offers to all its pupils; and that as part of this, students attend collective worship, have a shared Thought for the Day, attend a Religious Education course and engage in other expressions of the school's Church of England Voluntary Aided status.

**Emergency treatment:** I consent, if an emergency should occur at a time when my consent cannot reasonably be obtained, to the student receiving any medical or surgical treatment deemed necessary by a qualified practitioner or to first aid being administered. I agree to keep the Sixth Form advised of any relevant new information relating to the student's health.

**Teenage Health Drop-in Clinic and School Counsellor:** I understand students may self-refer to a weekly Teenage Health Drop-in Clinic, staffed by experienced health professionals, and to the School Counsellor. As these sessions are confidential, parents will be informed only when the school refers a student.

**Photographic images:** Please note that it is a normal part of Sixth Form life to celebrate the achievements and successes of students in words, pictures and sound. Some of the images may later be used for Sixth Form publicity including in print and in electronic media including both intranet and the web. Should you not wish the student to be included, please write to the Sixth Form to that effect. We will acknowledge letters received, and will seek to ensure that photographs taken after that date for Sixth Form publicity will not feature the student. It remains the responsibility of the student to alert the Sixth Form at the time of any such photograph being taken.

**Electronic identification:** Please note that in common with many learning environments and public libraries, library books are issued via a fingerprint identification system. The information is used to create an identifying number: no image can be created from it and no image is stored.

**Transport and Transfer:** Please note that Post-16 students may be required to travel between different learning centres (e.g. from the Sixth Form to Fulford Sixth Form) Students must allow adequate time to attend each site on time and within their timetable. Students may also be required to travel to visit their Business Mentors in their places of work at pre-booked appointments which will appear in the Student's diary and professional portfolio. Again, these meetings should be attended on time. Students are responsible for all travel costs incurred.

**Private Study:** I understand that when students are not attending classes at their learning centre/s, they are required (under the terms of their Student Agreement) to remain on-site for Private Study time at the Sixth Form. This enables students to study in a peaceful environment where advice is on hand, should they require it, to complete coursework. The only contravention to this may be at the invitation of the Head of Sixth Form.

### Youth Services Agreement:

**Data Protection:** The information you provide on this form is covered by the Data Protection Act 1998. The *Sixth Form* is a Data Controller for the purposes of that Act, and will only use the information for the purposes for which it is collected. It may be necessary to share this information with the Local Authority, with partner providers where the student undertakes courses and/or placements off-site, with YorOK and others for the purposes of student welfare, with the Health Authority for the purpose of arranging health screening, and with Connexions and Trident for the purposes of careers and arranging work experience placements.

**SMS Messaging:** I am happy for the *Sixth Form* to contact me by SMS Messaging (via parent/guardian mobile phones **only**) to inform me of information relating to my son or daughter's education and progress at the *Sixth Form* I also give permission for the *Sixth Form* to text my son or daughter with reminders or information about their course.

Please signify your consent to the above by signing below.

Signed:	<b>(Parent/Guardian)</b>
Name:	Date:
Signed:	<b>(Student)</b>
Name:	Date:

# Student Agreement

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its students.

### Ethos and values

I recognise that Archbishop Holgate's is a Church of England school, and I agree to uphold its values.

### Professionalism

I recognise that, as a Post-16 student, I will be a role model for younger students. I will at all times act as a positive and law abiding role model in the Sixth Form and in the school as a whole. I will at all times present a professional image, to encourage younger students to demonstrate the same standards as were expected of me at school, and to be supportive when required. I understand that disciplinary interventions will be put in place, as laid out in my Student Planner, if my behaviour falls short of that which is expected of me.

### Role and responsibilities

I understand that staff will treat me as a young adult and will seek to provide opportunities for me to develop as an individual and a responsible adult. I recognise that with greater independence comes greater responsibility. I accept that I am at the Sixth Form to learn, to uphold the values of Archbishop Holgate's School and the school community, and to ensure learning takes place in an adult business style environment.

### Academic progress

As a Post-16 student, I recognise that I am expected to take responsibility for my own learning and behaviour. I understand that my teachers will have high expectations of me, and that I will receive support throughout my studies to help me achieve the best of which I am capable. From my part, I understand that I am expected to be hardworking, dedicated and dependable. It is important that my teachers do not need to remind me of their expectations. I am also committed to completing a programme of study that has a minimum of 540 hours per year.

### Deadlines and Formal Submissions

Failure to meet interim and final deadlines as set out by the subject teacher, may lead to being removed from the line of learning and put your qualification at risk.

### Pastoral Care

I understand that my Form Tutor and Head of Year are both vital to my success and will support me throughout my studies. It is important I attend any meetings and full form periods as required and that I am on time. I understand these sessions will provide guidance, will help me to organise myself, help me to use my time effectively, and help me in my applications for university or employment when I move on.

### Supervised private study

As a young adult I will need to take responsibility for my own learning and behaviour. This will include using any supervised private study periods productively to help me manage my coursework and achieve the best grade possible. I will need to use the time to complete coursework and weekly assignments for my subjects. Within Year 12, I may leave site during free periods, at break time and lunch to go to the shop. I must sign in and out of the building during this time. I recognise that effective time management and effective use of the resources and facilities are crucial to my success, as these skills are central to success at university and in employment.

### Professional wear

I understand that I am expected to present myself smartly at all times and on certain days in the Sixth Form I will need to wear business dress, which will normally include smart trousers or skirt, and a matching shirt or blouse. On other days in the Sixth Form, I may wear casual wear provided it is smart, appropriate and not revealing. I will not wear a hat or hood in the Centre, nor will I wear excessive jewellery. Piercings, other than earrings are at the discretion of your Head of Year or Director of Sixth Form and any visual tattoos are to be covered up.

I understand that the Centre will be used by businesses for presentations and that I need at all times to look and act in a professional manner. When I am on placement I will need to follow the dress code set by my placement. I recognise staff may ask me to get changed if I fall short of these standards. The final decision on whether dress is appropriate and smart will be made by a member of the Sixth Form team. *NB: The dress code is on Page 10 of the Sixth Form planner.*