

Home School Agreement 6th Form

Ellesmere Port Catholic High School

EPCHS6th



Approved by:	Mrs C. Vile, Headteacher
Lead of Review:	Mrs L. Henderson, Head of Sixth Form
Last reviewed on:	July 2024
Next review due by:	July 2025

Ellesmere Port Catholic High School
Sixth Form Home School Agreement

Name:

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Form:

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Our Catholic Ethos

We are first and foremost a Catholic Sixth Form and everything we do is guided by Gospel values. Every day begins with an act of worship whether in assembly or during form time. We have a full time Chaplaincy team who plays a key part in the spiritual life of our community alongside providing important support to our pastoral teams.

We have Mass in school once a week. The Chapel is open at all times for private prayer and reflection for all our community. All students have the opportunity to go on retreat which is an important aspect of life in EPCHS6.

Our Sixth Form has always been actively involved in fundraising events for charities throughout the year and our Sixth Form Council lead the way on arranging these events. It is important you play an active role in the life of the school and as a member of the Sixth Form you must always remember that you are role models to our younger students and so your attitude and behaviour should reflect that of a young adult.

At EPCHS6 we believe in entering into a partnership with every single student. We believe in some basic principles. Everyone in the Sixth Form has the responsibility to help create a happy, learning environment. We want everyone to feel as though they are treated as an individual and a valuable person. We do not apologise for having high expectations and we expect all students to respond positively to the warm partnership existing between students and staff. On the rare occasion that we have concerns about progress and behaviour, students may be subject to our disciplinary procedures as detailed below.

Our values: What really matters to us

- Strong Catholic Ethos
- Ensuring every child is known
- High expectations of everyone
- Excellent leadership at all levels
- Excellent teaching
- Excellent behaviour and personal standards
- At the heart of the community

Aims:

- To enable each student to fulfil their potential;
- To support students as they assume responsibility for their own learning and behaviour;
- To ensure acceptable standards of behaviour;
- To maintain a safe and productive environment in which to work;
- To foster respect for self, others and property;
- To ensure that students are fully aware of Sixth Form procedures relating to student behaviour;
- To work in partnership with parents/guardians wherever possible;
- To ensure that the good name of the school is upheld.

What the 6th Form will offer me as a student:

1. The highest possible quality of teaching and learning.
2. An ethos based on learning, achievement, aspiration and student responsibility.
3. Access to 6th Form Study Area, general study room and quiet zone, free rooms, ICT equipment and other equipment/resources that might be necessary for my course and contribution to the school.
4. Involvement in community service activities to help develop leadership and interpersonal skills.
5. Educational visits and talks to enhance the curriculum and develop positive relationships within the school.
6. Access to Information, Advice and Guidance.
7. Access to pastoral care to support my educational and personal development.
8. Guidance to Post 18 opportunities.
9. Individual mentoring sessions with their progress tutor and the 6th Form team to support academic progress.
10. Recognition and reward for effort and progress.
11. Support and strategies to ensure that progress is made towards target grades.
12. Social events to balance the academic demands of the 6th Form.

Student Agreement

As a student, I will do my best to:

- Be aspirational and strive to achieve my targets and goals.
- Be fully committed in terms of my work ethic, time management and personal organisational skills.

- Maintain an excellent attendance and punctuality record.
- Co-operate with the teachers.
- Attend daily registration and all timetabled lessons, including Personal Development, General RE and PE.
- Attend re-sit Maths and English lessons where required.
- Attend all intervention sessions as and when required both during the school term and in the school holidays.
- Attend additional literacy and numeracy sessions where necessary.
- Put my studies before any part time job.
- Bring the equipment I need each day.
- Take responsibility for my learning.
- Prepare fully for lessons.
- Complete all classwork and homework.
- Keep organised folders and files.
- Make effective use of my study periods.
- Register during every study period in the main study area.
- Adhere to the Sixth Form dress code and be tidy in appearance.
- Behave responsibly in the Sixth Form study rooms.
- Use my mobile phone responsibly – using it only in the study areas and not in the corridors or in classrooms.
- Keep the study rooms clean, tidy and free of litter.
- Be a positive role model for the school community.
- Respect the school environment and the local community.
- Be responsible for taking communications to and from school and home.
- Be polite and show respect to others and their belongings.

Sixth Form – e-safety regulations

The online world is integral to how our students study and apply for universities, apprenticeships and employment. The main Sixth Form study area has a number of computers/laptops with Internet access.

A copy of our ICT Acceptable Use policy for students is below.

- I will only access the system with my own login and password, which I will keep secret;
- I will not access other people's accounts;
- I will only use school IT facilities for schoolwork and homework, research and applications for Post-18 opportunities;

- I will not insert or connect to the school network any computer or media storage devices from outside school unless I have been given permission;
- I will only e-mail people I know, or my teacher has approved;
- The messages I send will be polite and responsible;
- I will not give my home address or telephone number, or arrange to meet someone unless my parent, carer or teacher has given permission, or I am over 18 years of age;
- I will report any unpleasant material or messages sent to me;
- I understand my report would be confidential and would help protect other students and myself;
- I understand that the school may check my computer files and may monitor the Internet sites I visit;
- I will not use my own digital device in school unless given permission by a teacher or member of staff;
- I understand that misuse of the computers or internet will be dealt with severely and that misuse may constitute a breach of UK law as well as this policy.



Family and Community

Through our uniform policy we are ensuring that every pupil feels part of our 6th form community and the school as a whole. Our uniform policy ensures that, no matter their background, all pupils have a sense of belonging and are proud to represent our school within the wider community.

Sixth Form Uniform Policy

We expect all our students to have very high professional standards, and uniform is no exception to this. Sixth Form is about preparing you for the world of work and so it is important that all students have high and appropriate standards of personal appearance. Our uniform policy has been put together with our Sixth Form Leadership team.

Dress Code

- Tailored black skirt fitted to the waist, just on or below the knee. No stretch style material including lycra skirts allowed.
- Black tailored pinafore dress, just on or below the knee.
- Full length black tailored trousers, fitted to the waist.
- Black jacket (blazer) - no colouring or non-textile materials.
- White blouse or shirt. (Females Open Necked, Males Collared Shirt)
- Sixth Form tie navy blue with the school crest. (Males)
- Flat black/brown shoes – no trainers, pumps or working boots.
- Black, dark navy or flesh-coloured tights with skirts. Fashion patterned tights are not permitted.
- Outside coats/jackets/hoodies are not allowed to be worn inside school.
- Discreet jewellery, which may include a necklace, bracelet, watch, ring and one pair of stud earrings through the ear lobe. A discreet nose piercing is allowed but no hoops.
- Discreet use of make-up.
- Appropriate hair style which includes natural hair colour and hair length no shorter than a number 2. Hair should be tidy with a natural colour.
- No visible tattoos are permitted.



Through our 6th form behaviour policy, we are ensuring that every pupil has the chance to learn, express their opinions and feel safe, supported and valued no matter their background or ability level. Our behaviour policy also ensures that we are working together as a school and as a 6th Form community for the common good and solidarity of all.

Sixth Form Behaviour Policy

Rationale:

The Sixth Form Disciplinary procedure is designed to enable students to achieve their maximum potential and to treat them as young adults by adopting practices reflective of those in the workplace. It works in conjunction with the whole school discipline policy and other policies where appropriate. Every attempt will be made to resolve difficulties informally and at an early stage to ensure students remain in the Sixth Form and succeed in their chosen courses. Formal disciplinary procedures for managing students will only be used when informal strategies have failed or in the case of a serious incident.

At EPCHS6 we believe in entering a partnership with every single student. We believe in some basic principles. Everyone in the Sixth Form has the responsibility to help create a happy, learning environment. We want everyone to feel as though they are treated as an individual and a valuable person. We do not apologise for having high expectations and we expect all students to respond positively to the warm partnership existing between students and staff. On the rare occasion that we have concerns about progress and behaviour, students may be subject to our disciplinary procedures as detailed below.

Misconduct includes:

- Disruptive behaviour in class or in the study rooms.
- Continued defiance and/or failure to follow EPCHS 6th rules.
- Harassment and bullying.
- Physical or verbal abuse of other members of the school community, student or staff.
- Mischievous allegations against other students or a member of staff.
- Cheating and plagiarism.
- Vandalism including graffiti.

- Inappropriate behaviour during an extra-curricular activity, while on a study visit or approved Sixth Form activity.
- Failure to comply with the school’s policy on smoking, vaping, alcohol and/or drugs.
- Possession of an offensive weapon.
- Failure to comply with the strategies previously put in place in order to facilitate change/success.

Informal disciplinary procedures:

The efforts of staff at EPCHS are directed towards helping students and every attempt will be made to resolve difficulties informally, and at an early stage, to ensure students succeed.

As part of the informal disciplinary procedures students will receive:

- Clear guidance on the effort and behaviour expected of them at the beginning and throughout their course.
- A timely and clear indication on each occurrence when their effort or behaviour is not appropriate or sufficient, in order that they are aware of what is expected of them and the steps needed to remedy the situation.
- Discussion or ‘quiet chat’ by form tutor or subject teacher to indicate that their progress or behaviour needs attention and counsel the student as to the improvement required.
- At this stage there is the option by both form tutor/subject teacher to raise their concerns in a phone conversations home.

1. Staged/Formal approach to behaviour

Stage 1

Reasons	Action
<ul style="list-style-type: none"> • Failure to respond to repeated informal disciplinary procedures (see above). • Failure to complete assessments/class work/home learning to the required standard. • Inappropriate behaviour. • Inappropriate behaviour that results in a Presence call-out. • A student may be placed directly onto Stage 1 for a single, more serious misdemeanour. 	<ul style="list-style-type: none"> • Detentions set by class teacher/subject leader/Pastoral Lead. • Formal verbal warning 1 • If necessary Formal verbal warning 2. • Formal meeting with student and Pastoral Lead to discuss issues. • Action plan to address problems and set date to review progress. • Parents/guardians will be contacted by phone to discuss the issues.

Stage 2

Reasons	Action
<ul style="list-style-type: none">• Failure to address the issues that led to stage 1.• A student may be placed directly on Stage 2 for a very serious misdemeanour.	<ul style="list-style-type: none">• Detention set by Hof 6th/Pastoral leader• Formal Written Warning 1 - Letter home to inform parents/guardians of the issues and the actions being undertaken with Pastoral Lead/Hof6th.• Parents/guardians invited to discuss the issues with Pastoral Lead/Hof6th.• Action plan to address problem set and date to review progress will be fixed at the meeting.

Stage 3

Reasons	Action
<ul style="list-style-type: none">• A student who fails to address the issue(s) that led to them being placed in Stage 2.• For a number of very serious misdemeanours.	<ul style="list-style-type: none">• Final Written Warning 2.• Parents/guardians are invited to attend a meeting with Pastoral Lead/Hof6th/Head Teacher.• Reasons for being placed on Stage 3 explained and student asked to withdraw from the Sixth Form.• Support and guidance will be provided for a move to another educational institution, apprenticeship or employment.



Common Good

Through our attendance and punctuality policy, we strive to ensure all children have good attendance and punctuality at school. We recognise that good attendance and punctuality leads to the development of the young people that attend our 6th form. We aim to work with all parents/guardians and outside agencies to promote positive attendance and punctuality.

Sixth Form Attendance Procedure

Rationale:

The Sixth Form Attendance procedure is designed to enable students to achieve their maximum potential and to treat them as young adults by adopting practices reflective of those in the workplace. It works in conjunction with the whole school attendance policy and other policies where appropriate. Every attempt will be made to address attendance issues informally and at an early stage to ensure students remain in the Sixth Form and succeed in their chosen courses. Formal disciplinary procedures regarding attendance will only be used when informal strategies have failed.

At EPCHS6 we believe in entering into a partnership with every single student. We believe in some basic principles. Everyone on the Sixth Form has the responsibility to help create a happy, learning environment. We want everyone to feel as though they are treated as an individual and a valuable person. We do not apologise for having high expectations and we expect all students to respond positively to the warm partnership existing between students and staff. On the rare occasion that we have concerns about attendance, students may be subject to our disciplinary procedure as detailed below.

1: Attendance at EPCHS6

In the 6th form, we continue to monitor regular attendance and punctuality closely. We aim to promote excellent attendance and punctuality through clear expectations that is accepted by parents/ carers, students, staff and governors. As a school we will keep accurate electronic records of attendance and then investigate and act on unauthorised absences. We will work with parents/ carers to support students' attendance to school and work with other agencies where necessary to help improve students' attendance.

Department of Education's National target for attendance is 95% and it is therefore important that students' attendance does not fall below this unless there are valid reasons. Regular attendees usually leave school with better skills and qualifications and irregular attendance can, unfortunately, undermine the whole process of education, leading to severe disadvantages for the student. An example of this is shown below.

Attendance During the Year	Equals Days Absent	Equals Weeks Absent	Equals Lessons Absent
95%	9.5 days	1.9	47.5
90%	19 days	3.8	95
85%	28.5 days	5.7	142.5
80%	38 days	7.6	190
75%	47.5 days	9.5	237.5
70%	57 days	11.4	285
65%	66.5 days	13.3	332.5

School is legally bound to keep attendance registers, marked at the beginning of each morning by form tutors and by teachers in period 4 in the afternoon. Any pupils not physically present will be marked absent.

2: Attendance to school

- The school gate opens from 8am each morning and is supervised by SLT and pastoral leaders.
- Students need to enter via the attendance gate by 8:40am. The gate will shut at 8:45am.
- 6th form students need to enter via reception and swipe in by 8:40am.
- The school gates are closed at 8:45am and any students that arrive after this time need to enter through the attendance gate.
- At 3:15pm students are dismissed.
- 6th form students will leave by the attendance office and the bike store and then swipe out at reception.

Arrival after 8:45am

- Arrival after 8:45am, without a valid reason will be recorded as a U code (Unauthorised Absence). The student will be issued with a 30-minute late gate detention for that day and a text message will be sent home to communicate this to parents. Students will need to go to the main 6th form study centre at 3:15pm.
- If students fail to attend this detention they will be issued with a 1-hour detention after school the following day with their Pastoral Leader. Parents will be notified by text message (*please make sure you inform school, in writing, if you change your mobile phone number*).
- If your child has a genuine reason for being late, please notify the school.

3: How to report an absence

Reporting an Absence

- To report an absence, please ring the school phone line 0151 355 2373 and press 1 and leave a message on each day of a child being absent from school.

If school does not receive any contact from home

- Forgot to call- if you failed to call, we will send you a text message to ask for the reason of absence by 9:30am, you may also receive a call from your child's Pastoral Leader.
- If we are unable to make contact, we will send an email the following week to ask for further information regarding your child's absence.
- Failure to respond to this email, may result in your child's absence being unauthorised.
- The schools Education Welfare Officer may conduct home visits to see the child and encourage them to attend school.
- The school reserves the right to phone/ contact parents/ carers when concerns arise about attendance.

Long Periods / Intermittent Absences/ Persistent absences

- School may ask for medical evidence, this may be in the form of a prescription, doctors note etc.
- We may also refer your child to the school medical needs team.
- If no medical evidence is provided and your child has 10 sessions of unauthorised absences in a term, the Local Authority can issue you with a Fixed Penalty Warning letter.
- The Local Authority will monitor your child's attendance for 15 days, if your child is absent in this period of 15 days this may result in a Fixed Penalty Notice being issued by the Local Authority.
- Please be aware in accordance with the government's **Funding regulations for Post 16 Provision** document which was updated on 17th May 2024, it states that institutions can charge for examinations and resits where the required attendance or completion of work has not been achieved. Absences or non-completion of coursework because of illness or other acceptable reasons are not grounds for charging.

4: Request for absence

How to request for a leave of absence /Unauthorised absences

- All holiday requests must be completed in writing using the schools, leave of absence request form. This can be obtained from Students Services and Reception.
- All requests will be unauthorised, unless the Headteacher authorises the absence due to exceptional circumstances.

Appointments

- We would ask for appointments known in advance, particularly those involving routine, non-emergency treatment, to be arranged at times outside of the school day where possible.

- If there is no alternative and an appointment is made during the school day, an appointment letter must be provided and given in at the Student Services.
- If they are leaving school early for their appointment, they must obtain a 'sign out slip' from Student Services the morning of the appointment.

Informal disciplinary procedures

The efforts of staff at EPOCHS are directed towards helping students and every attempt will be made to resolve issues regarding attendance informally, and at an early stage, to ensure students succeed.

As part of the informal disciplinary procedure students will receive:

- **Clear guidance** on the percentage attendance expected of them at the beginning and throughout their course. Attendance and Punctuality Power Point weekly discussion with Form Tutor as part of the form time programme.
- **A timely and clear indication** if their attendance falls below the required percentage, in order that they are aware of what is expected of them and the steps needed to remedy the situation.
- **Discussion or 'quiet chat'** by form tutor or a member of the Sixth Form Team to indicate that their attendance needs attention and advise the student as to the improvement required.
- At this stage there is the option by both form tutor/member of the sixth Form Team to raise their concerns in a phone conversation home.

1. Staged/formal approach to attendance:

Absence phone call

Reasons	Action
<ul style="list-style-type: none"> • First day absence phone call to be made by 6th Form Administrator to those pupils who have <u>not</u> contacted school to report an absence. • Pupils who are absent for two consecutive days and are identified as PP or PA will receive a phone call home from LCa/LSa 	<ul style="list-style-type: none"> • Call noted on CPOMS (Attendance). • If PA student note on CPOMS

AP1 94+

Reasons	Action
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<ul style="list-style-type: none"> • Identification of pupils with attendance at school target of 94+%. 	<ul style="list-style-type: none"> • Attendance shared via form tutor during form time. Attendance Power Points. Celebration of Attendance.
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AP2 92-94%

Reasons	Action
<ul style="list-style-type: none"> • Attendance falls to 92-94%. 	<ul style="list-style-type: none"> • Attendance meeting with student and Mrs Cavanagh to discuss barriers to attendance. • Action plan set out actions to address issues and set date to review progress.

AP3 90-92%

Reasons	Action
<ul style="list-style-type: none"> • Failure to address the issues that led to AP2. • Attendance falls to 92-90%. • Attendance becomes erratic. • Pupil has an increasing number of unauthorised absences. 	<ul style="list-style-type: none"> • In receipt of a Formal Written Letter – Stage 1 letter is sent home 92% to inform parents/guardians of falling into PA. Formal chat with Mrs Cavanagh. • Medical evidence requested if absences are related to illness or medical appointments. • Action plan to address problem set and date to review progress will be fixed at the meeting.

AP4 – 90% Below

Reasons	Action
<ul style="list-style-type: none"> • A student who fails to address the issue(s) that led to them being placed in AP3 • Attendance falls below 90%-85% • Pupils have 5 unauthorised absences in a term. 	<ul style="list-style-type: none"> • Written Letter Stage 2 - Letter home to inform parents/guardians of the serious issues regarding attendance and the actions being undertaken to resolve the issues. Parents/guardians are invited to attend a meeting with Mrs Cavanagh and Mrs Henderson. • Reasons for being placed on Stage 2 explained in meeting with parents/guardians.

	<ul style="list-style-type: none"> Pupil placed on an Absence Management Report which will be reviewed on a fortnightly basis. Parents will be informed of the outcomes of the review meeting.
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AP5 85% Below

REASONS	ACTIONS
Students fall into 85% and fail to address attendance issues.	<ul style="list-style-type: none"> Written Stage 3 Letter to inform parents/guardians of the lack of engagement. Pupil/Parents/Guardian invited to meet with Mrs Vile Headteacher, Mrs Henderson and Mrs Cavanagh.

6th Form Punctuality Procedures:

1. Staged/Formal approach to punctuality

Stage 1

Reasons	Action
<ul style="list-style-type: none"> Student is late to school. 	<ul style="list-style-type: none"> Student is on automatic late gate detention for half an hour after school with their Form Tutor. Conversation with Form Tutor.

Stage 2

Reasons	Action
<ul style="list-style-type: none"> Student accumulates five lates. 	<ul style="list-style-type: none"> Student is placed on one hour Pastoral Lead detention. Conversation takes place with Pastoral Lead.

Stage 3

Reasons	Action
<ul style="list-style-type: none"> Student accumulates ten - fourteen lates a Half Term. 	<ul style="list-style-type: none"> Two-hour SLT detention with HO6th Meeting with pastoral lead for the 6th form and an email/phone call

	home to inform parents/guardians of the serious issues regarding punctuality and the actions being undertaken to resolve the issues.
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Stage 4

Reasons	Action
<ul style="list-style-type: none"> Student accumulates fifteen or more lates in a Half Term. 	<ul style="list-style-type: none"> Parents/guardians are invited to attend a meeting with Pastoral Lead and Head of the 6th Form Head. 6th Form Administrator monitors a Punctuality Management Report which will be reviewed on a weekly basis by the 6th Form Team. Parents/Guardians will be informed of the outcomes of the review meeting. If punctuality issues continue student and parents/guardians will be required to attend a meeting with the Headteacher to discuss next steps.

Please be aware that on entry to our 6th form all students are provided free of charge with a lanyard that must be used to sign in and out of school daily at reception and then worn daily for safeguarding purposes. Students who fail to sign in with their lanyard will be subject to our disciplinary procedures. If for any reason the lanyard is lost, they must inform a member of the 6th form team straight away and a replacement can be purchased.

Point of Contact:

Sixth Form Administrator: Miss L Saxby, l.saxby@epchs.co.uk

Sixth Form Pastoral Leader: Mrs L Cavanagh, l.cavanagh@epchs.co.uk


Head of 6th form: Mrs L Henderson, l.henderson@epchs.co.uk

I have read, understood and agree to adhere to the following with regards to the 6th Form:

- The student agreement
- Uniform policy
- Behaviour policy
- Attendance policy
- Punctuality policy

- E-safety policy

Student Signature: Date: / /

Parent/guardian Signature:

Date: / /

Signed on behalf of the Governing Body (Chair of Governors)

Date:	September 2024
Lead for Review	Head of Sixth Form
Governor Review Committee	School Community
Date for Review:	July 2025