

## **Three Spires Sixth Form**

### **Student & Parent Code of Conduct and Learning Agreement**

Three Spires Sixth Form (TSSF) operates across two campuses: Compton Campus at St Peter's Collegiate Academy and Tettenhall Campus at St Regis CE Academy. All students are members of one Sixth Form community and are expected to uphold the same standards, values and expectations.

#### **Our Mission**

To ensure all students flourish through; Academic Excellence, Character Development, Social Responsibility and Personal Growth

#### **Attendance Expectations**

We expect 100% attendance. Attendance below 95% may trigger intervention and support. Attendance below 90% will result in a formal attendance review meeting with parents/carers. Where attendance falls below 90% without accepted exceptional circumstances, students and parents/carers may be required to reimburse the Sixth Form for public examination entry fees. This would be reimbursed if the student meets their minimum target grade.

#### **Examination Entry Fee Policy**

Three Spires Sixth Form expects all students to demonstrate a full commitment to their studies through excellent attendance, punctuality and engagement.

Public examination entries represent a significant financial investment by the Sixth Form. As such, students are expected to maintain a minimum attendance of 90%, unless exceptional circumstances have been evidenced and approved by the Sixth Form.

Before any decision is made, the Sixth Form will review the student's attendance, engagement and any relevant circumstances, and will meet with the student and parent/carer where appropriate.

This policy is intended to promote accountability, encourage excellent attendance and ensure that Sixth Form resources are used responsibly for the benefit of all students. Decisions will be made on an individual basis at the discretion of the Director of Post-16.

#### **Independent Study Expectations**

Students are expected to complete a minimum of 5 hours of independent study per subject per week in addition to lessons. All students have 2 hours of directed study on their timetables, this can include revision, coursework, wider reading, supervised study, exam preparation and intervention sessions.

#### **The NextGen Student**

Students are expected to embrace the NextGen curriculum values of Digital Literacy, Oracy, AI Awareness and Careers Readiness. As members of Three Spires Sixth Form, students act as ambassadors for the Trust in school, the community, work placements, visits and online.

### Behaviour and Conduct Expectations

Students will demonstrate professionalism, respect, integrity, resilience and personal responsibility. Students will follow staff instructions, meet deadlines, attend mentoring meetings and contribute positively to the learning environment.

### Sanction Ladder Summary

| Level        | Examples                                                                            | Response                      | Consequence                                              |
|--------------|-------------------------------------------------------------------------------------|-------------------------------|----------------------------------------------------------|
| <b>B1</b>    | Lateness, equipment, missed deadlines, phone misuse, missing lanyard                | Teacher/Tutor intervention    | 15-minute supervision. Same day.                         |
| <b>B2</b>    | Missed supervision, inappropriate language, truancy, refusal to follow instructions | Formal intervention           | 30-minute supervision. Same day.                         |
| <b>B3</b>    | Repeated disruption, repeated B2 behaviours                                         | Parent contact and monitoring | 1-hour supervision. Same day + 6-week Performance Review |
| <b>B4-B6</b> | Serious incidents                                                                   | SLT investigation             | Isolation, suspension or permanent exclusion             |

### Student & Parent Agreement

By signing below, we confirm that we have read, understood and agree to abide by the expectations outlined in the Three Spires Sixth Form Student & Parent Code of Conduct and Learning Agreement.

We understand that membership of Three Spires Sixth Form is conditional upon maintaining the standards of attendance, conduct, engagement and independent study set out within this agreement. We acknowledge the Sixth Form's behaviour procedures, attendance expectations, examination entry fee policy and Performance Review processes, and understand that failure to meet these expectations may result in sanctions or further intervention.

### Signatures

Student Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Date: \_\_\_\_\_